

**Environment Fund**Water Quality Improvement Strand 2023-2024 -

Application Form

Important Notes

Please refer to the separate guidance notes at relevant points within this application form to ensure that all the necessary information is provided.

Please complete all sections of this form electronically. Incomplete applications will not be assessed.

Should you need to include supplementary information, please summarise, and cross reference these attachments in section 6 of this application form.

Complete application forms should be received by **noon on 10 March 2023.**

Please note, by applying to the fund there is no guarantee that you will be successful, additionally, any costs incurred in submitting an application will not be re-imbursed.

**Submission instructions**

Ideally applications and supplementary information will be submitted electronically via [catchmentplanning@daera-ni.gov.uk](mailto:catchmentplanning@daera-ni.gov.uk)

However, should you need to post material, please send it to:

Water Quality Improvement Grant

Integrated Catchment Planning Team

Northern Ireland Environment Agency

Water Management Unit

17 Antrim Road

Tonagh

Lisburn

BT28 3AL

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**Section 1: Eligibility**

Please answer the following headline eligibility criteria

|  |  |
| --- | --- |
|  | Yes or No |
| Is your organisation a charity, not-for-profit organisation or council? |  |
| Does the project seek to bring about improvements in water quality through water quality-based actions or through public education and awareness? |  |
| Is there a legal requirement to carry out the proposed activity?  *Funding is not available for an activity that is to ensure compliance with a legal requirement*. |  |
| Does the project duplicate work undertaken by other funding?  *It will not be possible to match funding work being carried out under existing Government Funding Schemes.* |  |
| Are any other organisations carrying out similar projects in this area?  *Proposed projects which will displace other activities will not be funded under this scheme.* |  |
| Do you have 15% match funding  *The max funding we can award is 85% of a project* |  |

Please check the following boxes to confirm you have enclosed:

|  |
| --- |
| **Essential** |
|  Evidence of not-for-profit or charitable status |
|  Evidence of Government Funding Database registration (or acknowledgement of this process being started)  <https://govfundingpublic.nics.gov.uk/Search.aspx> |
|  Evidence of public and employer’s liability insurances |

**Section 2: Organisation Details**

2.1 Name of Organisation

This should be your organisation’s full name.

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| --- |
|  |

2.2 Address of Organisation

The main address of your organisation.

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|  |

2.3 Contact Details

This should be the main contact and Project Manager for the project. This should be the person who can talk about the project in detail. We will use this address each time we contact you. It is important that you give your full postcode. Remember to include your full telephone number, including dialling code.

**(a) Name and position of person dealing with this application**

|  |
| --- |
|  |

|  |  |
| --- | --- |
| Address |  |

|  |  |
| --- | --- |
| E-mail address |  |
|  |  |

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| --- | --- | --- | --- |
| Mobile |  | Tel No |  |

**(b) Name and job title of the finance officer (if different to person named above)**

This should be the person who can talk about the project finance in detail, if different from the person named in 2.3(a).

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| --- | --- |
| E-mail address |  |

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| --- | --- | --- | --- |
| Mobile |  | Tel No |  |

2.4 Is your organisation not-for-profit? (Y, N or N/A)

We may check your not-for-profit or charitable status, your company registration and VAT registration with the relevant authorities.

Please provide evidence of your charitable status, most recent annual report and audited accounts.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| The sole applicant | Yes |  | No |  | N/A |  |
|  |  |  |  |  |  |  |
| The lead organisation of a  consortium or partnership |  |  |  |  |  |  |
| Yes |  | No |  | N/A |  |
|  |  |  |  |  |  |  |
| A registered charity | Yes |  | No |  | N/A |  |

|  |  |
| --- | --- |
| Charity registration number |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| VAT registered | Yes |  | No |  | N/A |  |

|  |  |
| --- | --- |
| VAT registration number |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| A registered company | Yes |  | No |  | N/a |  |

|  |  |
| --- | --- |
| Company registration number |  |

2.5 Match Funding

NIEA will fund up to 85% of the value of projects up to a maximum of £30,000. Please provide details of all the sources of funding you are seeking for this project. For more information refer to Section 2.3 of the Guidance Notes.

|  |  |  |
| --- | --- | --- |
| Sources of Funding | Applied for £ | Secured £ |
| This Grant |  |  |
| Other government grant  (state which) |  |  |
| Local Council Grant |  |  |
| European Programme  (state which) |  |  |
| Private Sector |  |  |
| Own Resources |  |  |
| In Kind  (See guidance document) |  |  |
| Other  (specify which) |  |  |

**Section 3: Project Description**

The information in this section should summarise the project plan. The details of this plan should be attached as supplementary information.

3.1 Project title

We will use the title you give here to identify your project. Your title should be descriptive of what you are applying for and where, for example, ‘River Restoration Project, River Quoile’. Please use no more than 50 characters including punctuation and spaces.

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3.2 What is the proposed start date and completion date for the project?

You should tell us when you hope to start your project and when it will finish. We understand that this may depend on you receiving funding for your project and that you may not be able to give actual dates. In such cases, give your preferred start date. The Project must be completed by **early March 2024** to allow for invoicing to be completed by end of the financial year.

Estimated Start Date

Estimated Completion Date

3.3 Location/Scale

Please provide details of where this project will take place. Please provide sketches, maps, photographs, etc as supplementary information.

You can find out the water body name for the locations of your work on the [NIEA interactive web mapping tool](https://gis.daera-ni.gov.uk/arcgis/apps/webappviewer/index.html?id=7e234827aa7a405d990359aa92c7c287) or by speaking to your local catchment officer.

|  |  |
| --- | --- |
| Water Body Name: |  |
| Grid Reference(s) (or specific sites where relevant |  |

Does the project fall within any of the below areas? If so, please provide details.

* Local Management Areas: Belfast, Lagan, Roe, South Down and Strule which have been prioritised in the River Basin Management Plan 2021 - 2027. You can download the shapefile from <https://www.daera-ni.gov.uk/publications/local-management-areas-digital-datasets>
  + *Only projects which have a strong link with one or more of the areas above will be able to score full marks during the assessment process using a pre-agreed assessment matrix.*
* Protected areas dependent on water (Drinking Water Protected Areas, bathing waters, shellfish water protected areas, Special Areas of Conservation (SAC). Protected areas can be viewed on <https://www.daera-ni.gov.uk/articles/daera-map-viewers>
* Water, nutrient and sediment retention related to Areas of Potential Significant Flood Risk (APSFR). A map of the APSFR sites can be viewed on page 4 (Figure 1-3) <https://www.infrastructure-ni.gov.uk/sites/default/files/publications/infrastructure/second-cycle-ni-flood-risk-management-plan-may-2022.pdf> Detailed descriptions of each APSFR site can be viewed on <https://www.infrastructure-ni.gov.uk/publications/second-cycle-northern-ireland-flood-risk-management-plan-2021-2027>

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Please use the box below to provide any additional geographical information:

maps, photographs and sketches of the area should also be submitted as supplementary information.

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3.4 Demonstrate the need for this project in this location?

You should explain why you consider the project is needed. Eligible projects must have a clear objective to address at least one of the three objectives of the fund. Refer to Section 2.4 of the Guidance Notes for more details. If the project addresses more than one please number the objectives that apply to your project in order of priority.

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| --- | --- | --- |
| Connecting people with the aquatic environment to achieve behavioural change | Conservation, protection and restoration of our aquatic environments | Nature-based solutions, particularly for climate change mitigation and adaptation |
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3.5 How will your project contribute to the aims of the Water Quality Improvement Grant Scheme?

This question requires you to outline how the project will contribute to the three key aims of the grant scheme – actions should aim to conserve, protect and restore our aquatic environment; use nature-based solutions, particularly for climate change mitigation and adaptation; and connect people with the water environment to achieve behavioural change. More details on each of the key aims are provided in Section 2.4 of the guidance notes. Your answers here should explain what the project aims to achieve and the benefits it will deliver. More details on how the application will be assessed can be found in Section 5 of the Guidance Notes.

**Project Outcomes, Targets and Measurement of Success**

In your answer you should indicate the following:

* **WHAT** are the overall outcomes your project aims to bring about?
* **HOW** you are going to achieve the outcomes?
* **HOW** are you going to measure that the Targets have been achieved?

Interim targets or milestones should be provided to allow you and the Client Officer to monitor whether the project is on track to allow the grant to be paid.

**Outcomes** - These are the overall outcomes that your project aims to bring about. List the Outcomes for the project and state how they will contribute to the objectives in section 2.4 of the Guidance Notes and how you know that they have been achieved.

**Targets -** There may be several targets for each outcome/objective/. All targets must be SMART: Specific, Measurable, Achievable, Relevant and Time-bound.

Please contact your local Catchment Management Officer to discuss the Project. Details of your local Catchment Management Officer can be found in Section 6 of the Guidance Notes.

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3.6 Are there other benefits aside from improving water quality? Highlight any that apply in the table below and include information on how this is achieved in the box below.

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| --- | --- | --- | --- |
| Water Quality | Water Resources | Flooding | Drought |
| Biodiversity | Protected Species | Invasive Species | Amenity |
| Community Behaviour Change | Soil Health | Flood management | Other (not listed) |

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3.7 How will you achieve the aims outlined in Section 3.5? Describe your methods and what you hope to achieve.

In this section you should provide detail of what overall you hope to achieve.

* Outline what you are doing to achieve the aims you have set out in your answer to 3.5.
* Describe project administration/coordination
* Details of any physical works involved

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3.8 Planning and consents

Does the project require any statutory consent or other permissions?

Please provide details of steps that your organisation intends to take to obtain such consents, for example abstraction or discharge consents or permission to carry out work in a Protected Area. For more details on complying with legislation see Section 4.4 of the Guidance Notes.

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3.9 To what extent does this increase the community’s appreciation and awareness of water quality issues to bring about behavioural change?

Consider the below points and outline how and if the project will:

* Have community involvement / what is the aim of this community involvement
* What awareness raising will be done
* Will there be information on behaviour change / tips to be more water friendly?

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**Section 4: Project Control**

4.1 Management/Management Structure

Describe the management structure and skills necessary to implement your proposed project. Does your organisation have these skills? If not, what plans are in place to address this? Please include here or attach details as supplementary information. Highlight experience the team / individuals have of delivering similar projects

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4.2 Project Milestones

Please provide a separate schedule of activities (e.g. an activity or Gantt chart) to explain what you are going to do and when. This should include dates, tasks and responsibilities.

Indicate the key milestones (with dates) that could form the basis of contract between the Northern Ireland Environment Agency and your organisation if your application is successful.

The Project must be completed by **early March 2024.**

|  |  |  |
| --- | --- | --- |
| **Description of Works** | **Start Date** | **Duration** |
|  |  |  |
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4.3 Risks

Please add the perceived risks to delivering the project to the table below, and how you intend to deal with them.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Cause** | **Risk** | **Result** | **Mitigation measure** | **Likelihood** |
| *Lack of interest from volunteers* | *Not enough volunteers to complete the work* | *Delays to project / inability to meet all aims* | *We have more interested volunteers than required for the project* | *Unlikely* |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

4.4 Arrangements for project evaluation

A post project evaluation will be carried out by the client officers on all complete projects. This process will determine to what extent the projects has met the goals set out in the application and Letter of Offer.

**Section 5: Financial Information**

5.1 Expenditure type - please provide a breakdown of the total costs of the project by type

Please summarise the project costs according to the headings provided. Refer to section 3.2 of the guidance notes for what can and cannot be funded. If there are other costs which should be shown separately, please add as many lines as required.

Where possible, activity description should be linked to milestones outlined in the Project Control section. Costs in this Financial Information section should be total costs (i.e., inclusive of contributions of other funding bodies). However, they should only include VAT if it is irreclaimable.

**Direct Costs** are those that are specific to the project and charged at the actual amount incurred. For example, employment costs of staff working on the project, travel and subsistence, equipment.

**External Expertise Costs** are those that you procure from third parties to carry out project costs.

**Indirect Costs** are those costs which could be considered as overheads or administration. These are costs that are not directly related to any one project or activity but are a necessary part of the costs of undertaking the activity, for example, electricity, building maintenance. Overheads should not exceed 20% of direct costs

|  |  |  |
| --- | --- | --- |
| **Type** | **Which activity(ies) is this linked to?** | **Total Estimated Cost (£)** |
| **Direct Costs:** |  |  |
| Staff salaries/costs |  |  |
| Material, equipment and machinery |  |  |
| Travel, accommodation and subsistence |  |  |
| Meetings and conferences |  |  |
| Compensation payments |  |  |
| Others (please specify) |  |  |
| **External Expertise:** |  |  |
| Contractors |  |  |
| Professional fees (Audit, Consultancy, etc) |  |  |
| Others (please specify) |  |  |
| **Indirect Costs:** |  |  |
| Rent |  |  |
| Utilities |  |  |
| Insurance |  |  |
| Others (please specify) |  |  |
|  |  |  |
| **Others:** |  |  |
| Irreclaimable VAT |  |  |
| Others (please specify / Add more lines as necessary) |  |  |
|  |  |  |
| **Total** |  |  |

This is the amount of grant for which you are applying. The amount allocated might be different from the amount requested; this will be specified in the grant agreement letter if your application is successful.

The total grant requested should exclude match funding or other contributions including in-kind.

|  |  |
| --- | --- |
| Total Amount of Grant Requested |  |
| % of Total Project Costs (max 85%) |  |

5.2 Value for money

Demonstrate what cost efficiencies and value for money you have identified.

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**Section 6: Supplementary Information**

Please use this section to reference all the supplementary information you have attached to support this application, where applicable.

**Please check boxes for documents included or mark not applicable if not needed in this instance.**

|  |  |  |  |
| --- | --- | --- | --- |
| Project Plan |  | Maps or plans of proposed site |  |
| Management Plan |  | Baseline Monitoring Data |  |
| Consents and licences |  | Landowner agreements |  |
| Memorandum of Agreement |  | Letters of intent/support |  |
| Photographs |  | Planning permissions |  |
| Post Project Evaluation Plan |  | Sketches of proposed works |  |

Please record details of all other supplementary information supplied below:

|  |
| --- |
|  |

**The Data Protection Act 1998**

We, the Northern Ireland Environment Agency, will process the information you provide so that we can assess your application.

We may also process or release the information to:

● consult the public, public organisations and other organisations (for example, other organisations involved in Water Framework Directive delivery who are aiming to improve the water environment in a similar way, the Health and Safety Executive, local authorities, the emergency services);

● carry out research and development work on environmental issues;

● prevent anyone from breaking environmental law, investigate cases where environmental law may have been broken, and take any action that is needed;

● assess if customers are satisfied with our service and to improve our service; and

● respond to requests for information under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 (if the Data Protection Act allows).

We may pass the information on to our agents or representatives to do these things for us.

*The Department takes data protection, freedom of information and environmental information issues seriously. It takes care to ensure that any personal information received from you is dealt with in a way which complies with the requirements of the General Data Protection Regulation (2016). This means that any personal information you supply will be processed principally for the purpose for which it has been provided. However, the Department is under a duty to protect the public funds it administers, and to this end may use the information you have provided for this purpose.*

*A full copy of the DAERA Privacy Statement can be found here:-* [*https://www.daera-ni.gov.uk/daera-privacy-statement*](https://www.daera-ni.gov.uk/daera-privacy-statement)

**Section 7: Declaration**

* I, a duly authorised officer, on behalf of the organisation whose name appears below, agree that the Northern Ireland Environment Agency, administering the Water Quality Improvement Grant reserves the right not to enter into any arrangement or obligation pursuant to this Form and to cancel the Water Quality Improvement Grant at any time without any liability on its part. For the avoidance of doubt the Northern Ireland Environment Agency does not relieve the organisation of any obligation it may have in statute or otherwise in respect of the Project or any information contained in this Form.
* I certify that the information contained in this application is correct and confirm that this project will be carried out as described.
  + I confirm that this organisation will undertake regular monitoring of the project to ensure it conforms to the application and the Regulations and to keep adequate records for this purpose.
  + I will consult the Northern Ireland Environment Agency immediately in writing if any significant changes to the project are proposed.

|  |
| --- |
| **WARNING**  **A false or inaccurate statement may lead to disqualification from the assessment process and (without prejudice to the Northern Ireland Environment Agency’s other rights and remedies) withdrawal of any grant award or offer of payment and recovery of payments made.** |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Date |  |
|  |  |  |  |
| Name of Organisation | Duly authorised to sign this form on behalf of |  |  |
| Position | Finance Officer |  |  |
|  |  |  |  |
| Name in BLOCK LETTERS |  | Telephone Number |  |



For further information:

Integrated Catchment Planning Team

NIEA Water Management Unit  
17 Antrim Road, Tonagh, Lisburn Co. Antrim

BT28 3AL

Tel: 0300 200 7850  
Email: catchmentplanning@daera-ni.gov.uk

www.daera-ni.gov.uk