

Guidelines:

Wessex Water Foundation Environment Fund



Quartet
Community
Foundation



Wessex Water
YTL GROUP

FOR YOU. FOR LIFE.

1. About the Wessex Water Environment Fund

The Wessex Water Foundation Environment Fund supports charitable and community activities that improve local biodiversity or have a positive impact on the environment for local people.

Applications must demonstrate one or more of the following outcomes:

- Involving communities in environmental activities that benefit their local area
- Restoring, maintaining or enhancing the local natural environment
- Engaging people in supporting the local natural environment

Priorities for this programme are:

- Reducing water use
- Improving environmental sustainability in the local area*
- Improving local biodiversity

The main focus of this programme is on achieving positive outcomes for the environment and on activities that have a direct environmental impact. If your activity is primarily about outcomes for people, such as mental health and wellbeing, then it would be more appropriate to apply to the Wessex Water Community Fund, which opens in the autumn.

* For example, this can include activities aimed at reducing waste, recycling and using reusable alternatives, using less energy and water.

Please note that water refill points are not eligible.

2. What you can apply for

You can apply for a grant towards core costs and/or project costs that will help you to make improvements to the local environment. For example, you can apply for a grant towards equipment, salaries and/or overheads. What's important is that it will help achieve one or more of the above outcomes and meet at least one of the above priorities. Section 6 of this guide provides some examples of previous grants awarded.

At the end of this guide there is an Extra Guidance section. This includes a link to information for practical projects to undertake when working near protected sites or species.

3. Who can apply?

This programme is for voluntary and community groups with charitable aims, registered charities, and Community Interest Companies. You must:

- Have had an average annual income of less than £500,000 for the last three years. This programme is targeted at organisations where a small amount of money can make a significant difference, so we will also consider your access to other sources of funding and prioritise where it can make the biggest impact.
- Be based and working in the area covered by Wessex Water and Quartet Community Foundation (both cover Bristol, Bath & North East Somerset, North Somerset and South Gloucestershire).
- Have a board or committee with at least three members and the majority being unrelated to each other and/or not living at the same address.

Schools and parish councils may also apply if they can demonstrate community benefit.

If you are a Community Interest Company (CIC) please see the [Grants and Support](#) section of our website for further information on our CIC criteria.

4. Previous applications

You **cannot** apply to the Wessex Water Foundation Environment Fund if you are currently receiving Partners Programme funding from Wessex Water.

You **cannot** apply if your organisation has received a Wessex Water Community Fund grant in the previous year.

You **cannot** apply to more than one Community Foundation at the same time for the Wessex Water Environment Grant.

5. How much do we award?

You can apply for up to £2,000 towards a project/activity covering a period up to 12 months.

6. Examples of previous grants

- To restore and maintain a wildlife pond on a South Gloucestershire Common
- To install a litter picking station in a park in Bath
- Towards community tree planting
- To install a rainwater harvesting solution and irrigation system on a community garden

7. What we don't fund

- Water refill points
- General landscaping and planting
- Applications from individuals
- National organisations (independent branches can apply)
- Animal welfare (except activities that directly relate to improving local biodiversity)
- One-off events

Please find further information about what we don't fund on our website at

<https://quartetcf.org.uk/grants-support/am-i-eligible-for-support/>

8. How to apply?

The closing date is Friday 17th May 2024. You can apply online. Alternatively, you can request an application form by post. As well as the completed application form you will need to provide the following*:

- A copy of your constitution/governing document that sets out the purpose of your organisation and how it is managed.
- A copy of a bank statement in the name of your organisation. Evidence of account can be a copy of a recent bank statement that is no more than 3 months old. This can be a scanned paper statement, or a copy downloaded from an online account. We need to see the bank name, your organisation's name, the address where statements go, date of statement, the account number and the sort code. You may redact transactions if needed.
- A copy of your most recent annual accounts or financial records that show your organisation's balance of funds, income and expenditure.
- Your safeguarding policy documents for working with children and adults at risk. This is required even if you don't work directly with children or vulnerable adults. For guidance, please see <https://www.ncvo.org.uk/help-and-guidance/safeguarding/#/>
- A copy of your Equal Opportunities Policy.

*Apart from the bank statement, you **do not** have to send the above documents if you have already sent them to Quartet Community Foundation within the past six months and they haven't been amended in that time.

If you are not a formal group and cannot provide the above, you will need to ask another constituted organisation to apply for the grant in their name and manage the funds on your behalf. Please contact us if you have any questions about this.

9. What will happen next?

Once we have received your application (including all supporting documents) it will be assessed by a member of staff. They may contact you for further information. The application will then go to a local decision panel which will include representatives from Wessex Water and the local community. You will be notified of the outcome in early July 2024.

10. Reporting on your grant

All successful applicants will be sent an End of Grant report form at the end of their funded work. This form asks for details of how the grant was spent and what was achieved.

11. Contact details

If you need more information or would like to discuss your application before you apply, please contact the Philanthropy Team at Quartet Community Foundation:

Email: applications@quartetcf.org.uk

Phone: 0117 989 7700

Address: Royal Oak House, Royal Oak Avenue, Bristol BS1 4GB.

How we collect and hold your data

The personal information collected via the application form is collected to process applications for grants from Quartet. All information is collected in accordance with the Data Protection Act 1998 (DPA), and the General Data Protection Regulations 2018 (GDPR). For further information see our Privacy Policy at <http://quartetcf.org.uk/privacy-policy/>

Extra Guidance

When submitting applications for projects involving practical work, please make sure you have checked whether your proposals could affect protected sites or species and demonstrate in your application how this has been accounted for. There is further guidance on [Wessex Water's website](#).