

WONDERFUL ON TAP

SEVERN  
TRENT

# SEVERN TRENT COMMUNITY FUND

# OUR COMMUNITY FUND

Our customers, and the communities we live and work in, are at the heart of everything we do. And that's why, in January 2020, we announced we're going to be giving away £10 million over five years to support local projects, charities and community groups in the Severn Trent region - helping to make a real and tangible difference in our communities.

## SO, HOW DID WE GET HERE...

Our customers helped us to create and shape our Community Fund. We've spoken to lots of you to better understand your community needs, and as a result, have chosen to design our fund around improving community wellbeing.

# OUR FOCUS

## Supporting the wellbeing of the communities we serve

### People

Projects that help people to lead a healthier life and gain new skills



### Place

Projects that help to create better places to live in and use



### Environment

Projects that will help look after our environment and water



And of course, being a water company, naturally we'd love to see applications for projects that have a **connection to water** too (although not essential)! This might mean creating sustainable drainage, installing grey water recycling or creating water efficient green spaces.

We do not however accept applications for projects that are **too closely linked to our core service**, to ensure that no Community Fund money is brought back into the business.

# WHO CAN APPLY

You can apply for a grant if your organisation is **not for profit** and you have a governing document and bank account.

Applications can be made by organisations including:

- **Charities**
- **Organisations with a charitable purpose (not for profit status)**
- **Publicly funded schools**
- **Local authorities**
- **Parish councils**

The proposed project must be located in the Severn Trent region and it must be for the benefit of Severn Trent customers.

We can only accept one application at a time from any organisation.

# HOW MUCH CAN YOU APPLY FOR?

There are 3 grant sizes available:

**£2,000 - £10,000**

Projects up to 12 months

**£10,001 - £75,000**

Projects up to 12 months  
(Requires at least 10% financial  
match funding)

**£75,001 - £200,000**

Projects up to 24 months  
(Requires at least 10% financial  
match funding and your project  
needs to link to all three aims of  
the fund)

Please note that in any application Severn Trent would need to be the majority funder (applying for 51% or more of total project costs).

# TYPES OF PROJECTS FUNDED

We're ideally looking for projects that are unique, have a genuine community need, and stand out as having a real impact on improving community wellbeing. To give you an idea of the types of projects that are funded, take a look at some of the projects we've funded so far at [stwater.co.uk/communityfundstories](https://stwater.co.uk/communityfundstories)



## Arkwright Society - Derbyshire

A project to reinstate a waterwheel to provide hydro power to run a heritage site at Cromford Mills.



## Cross Counties Community Radio, Leicestershire

A project to vehicles for a community radio station to use for outreach activities to create a mobile studio/stage.



## The Urban Worm, Nottinghamshire

A project to build and provide worm benches for local schools and community groups.

Before applying, we encourage all interested applicants to discuss their project idea with one of our dedicated Fund Officers. We can tell you if it's a good fit for our aims, so feel free to get in touch with us at [communityfund@severntrent.co.uk](mailto:communityfund@severntrent.co.uk).

# WHAT CAN'T BE FUNDED?

- Individuals;
- Playgrounds, sports pitches/surfaces, sports sponsorship, sports kit or equipment alone
- Work that is too closely linked to our core services;
- General organisation or current project costs
- Projects with a political or religious purpose;
- Projects not within the Severn Trent region;
- Short term/one off events
- Retrospective costs – Project/work that has already taken place;
- Any project that is to the detriment of Severn Trent and its interests;
- Projects that have already received funding from us.
- Whilst we can fund innovative ideas, we cannot fund development and research activities such as options appraisals, ground surveys and feasibility studies.

**Please see our guidance document for a full list of ineligible costs.**

# THE PROCESS

## Projects chosen by our customers

Our Fund is overseen by an independent Community Fund Customer Panel, made up of customers from across our region, who review applications and make the final decision where our money goes.

Following internal review, applications that are the strongest fit for our fund are taken to the Customer Panel for a decision.



## When can you apply?

Our fund is a rolling programme with no closing dates so you can apply for a grant at any time of year. Panels are held on a monthly and quarterly basis depending on how much you're applying for.



# DATES FOR APPLYING

- September 2023 panel – 18 August cut-off date (£10k+ applications)
- October 2023 panel – 17 September cut-off date (£2-10k applications)
- November 2023 panel – 18 October cut-off date (£2-10k applications)
- December 2023 panel – 17 November cut-off date (£10k+ applications)
- February 2024 panel – 18 January cut-off date (£2-10k applications)

# BEFORE STARTING AN APPLICATION

**1** Read our handy guidance document available on our website

**2** Check your eligibility

**3** Check your project fits our aims

**4** Check your proposed costs are eligible

**5** Ensure you've got the correct documentation to hand

**6** Get planning permission if required

**7** Secure any match funding

**8** Check your timescales fit with ours

**9** Speak with one of our Fund Officers if necessary

# HOW DO YOU APPLY?

Our online application process is accessed through the Severn Trent website:

[www.stwater.co.uk/communityfund](http://www.stwater.co.uk/communityfund)

Here you'll find all the information you need to make an application.

Please remember to read our handy guidance document before starting an application with us.



## Applying for funding from the Severn Trent Community Fund

We've been astounded by how much interest our Community Fund has generated so far and how many fantastic community projects are planned across our region. Although we'd love to unfortunately we can't fund every application we receive, as we're having to prioritise the projects with the strongest fit to our criteria. With this in mind, we'd like to make you aware that if you're applying for our largest funding pot, our Customer Panel are only able to fund a handful of these each year.

### 1 Project eligibility

Who we call and don't fund

### 2 Project assessment

What we and you need to do

### 3 Available funding

How much you can apply for

### 4 How to apply

What happens next

APPLY FOR FUNDING

## Severn Trent Community Fund Application Guidance

### Contents

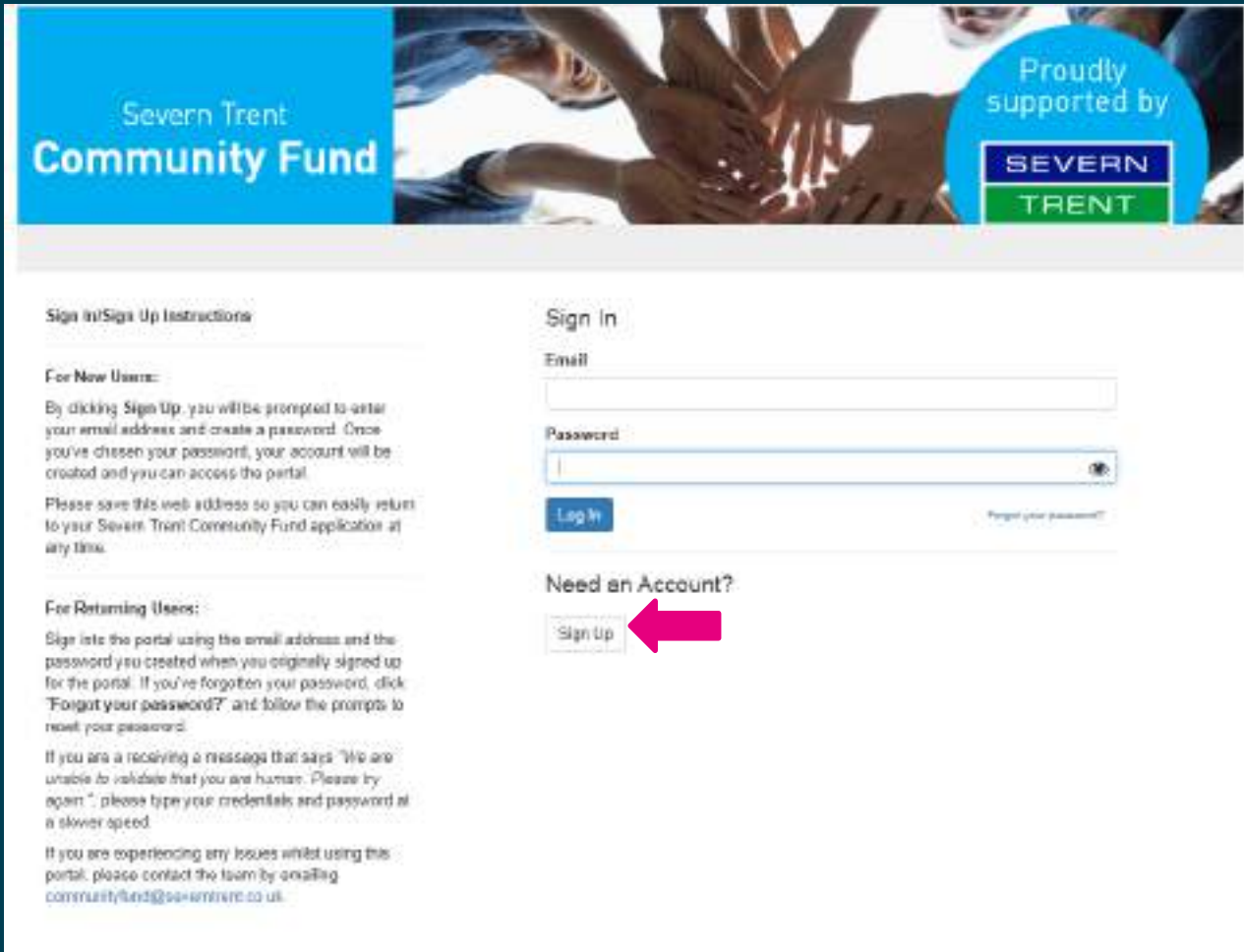
- Introduction to Severn Trent Community Fund
- Before you apply
- Filling out the application
- Review and approval process
- Grant offer stage and payments
- Post offer

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# APPLICATION PORTAL

Clicking on the application form link opens the Community Fund application page. Here you need to create an account by clicking on the Sign Up button – you will only need to do this once.



**Severn Trent Community Fund**

Proudly supported by  
**SEVERN TRENT**

**Sign In**

Sign Up Instructions

**For New Users:**

By clicking **Sign Up**, you will be prompted to enter your email address and create a password. Once you've chosen your password, your account will be created and you can access the portal.

Please save this web address so you can easily return to your Severn Trent Community Fund application at any time.

**For Returning Users:**

Sign into the portal using the email address and the password you created when you originally signed up for the portal. If you've forgotten your password, click **Forgot your password?** and follow the prompts to reset your password.

If you are receiving a message that says "We are unable to validate that you are human. Please try again", please type your credentials and password at a slower speed.

If you are experiencing any issues whilst using this portal, please contact the team by emailing [communityfund@se-entrent.co.uk](mailto:communityfund@se-entrent.co.uk).

**Sign In**

Email

Password

**Log In** [Forgot your password?](#)

**Need an Account?**

**Sign Up**

Once you click the Sign Up button you will need to enter your email address and create a password. You will need this to access your application so make sure it's one you can remember!

### Sign In/Sign Up Instructions

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### Sign Up

Enter an email address and choose a password to create a new account

**Email**

**Password**

- Must contain at least one uppercase letter
- Must contain at least one lowercase letter
- Must contain one number
- Must be between 8 and 32 characters
- Must not be an email address

**Confirm password**

Passwords must match

This is a Severn Trent portal for applications to the Community Fund. Our full privacy notice can be found [here](#).

We collect the following types of personal data for any application received via the portal and through any other contact with you by telephone, letter, e-mail, facsimile, Webchat service, and via social media such as Twitter and Facebook. We'll be asking for the below details during the application process for due diligence, ensuring the correct permissions to carry out any proposed changes are in place, and grant giving purposes. Data will be processed under the lawful basis of Public Task:

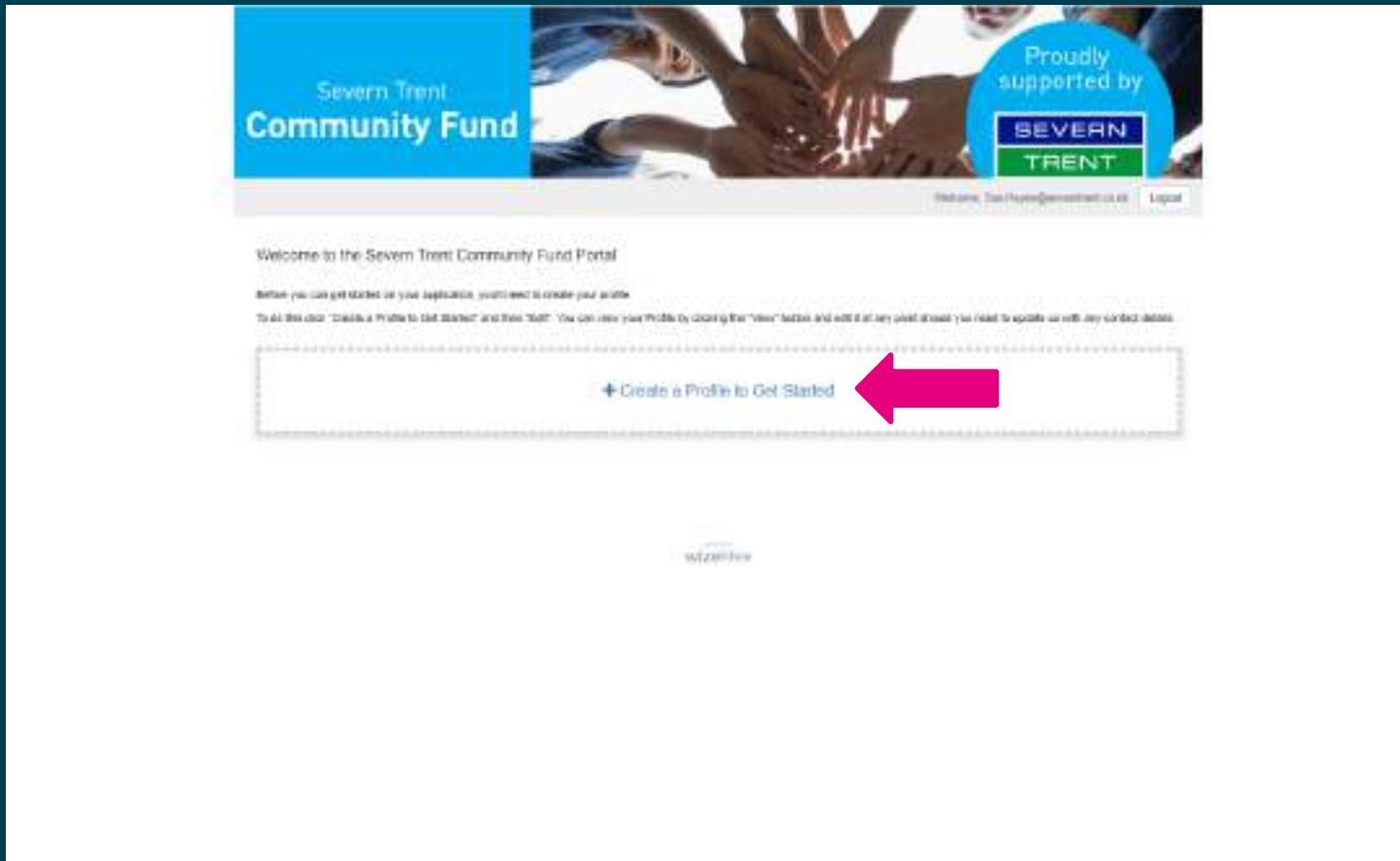
- Your name, address, email address, telephone number and other contact information;
- Community group/charity name, address and contact details;
- Registered charity number, where appropriate;
- Registered company number, where appropriate;
- Details of leaseholder/tenholder, where appropriate.

We will also require Governance documents and project details as part of the application process. We may also access information about you that is already publicly available. Further details will be required, only after a grant is offered:

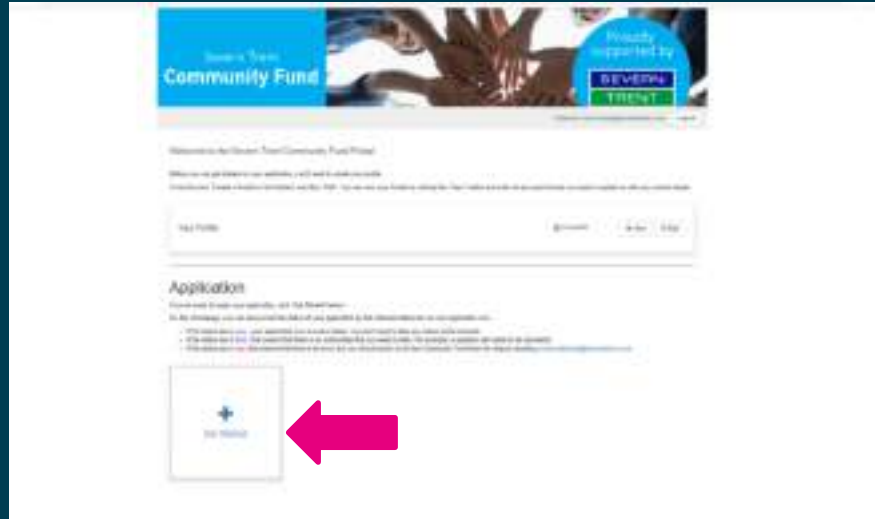
- Details of the bank account to allow funds to be paid;
- Bank statements;

This additional data is required to allow Severn Trent to carry out due diligence checks to ensure the delivery of changes will benefit the community.

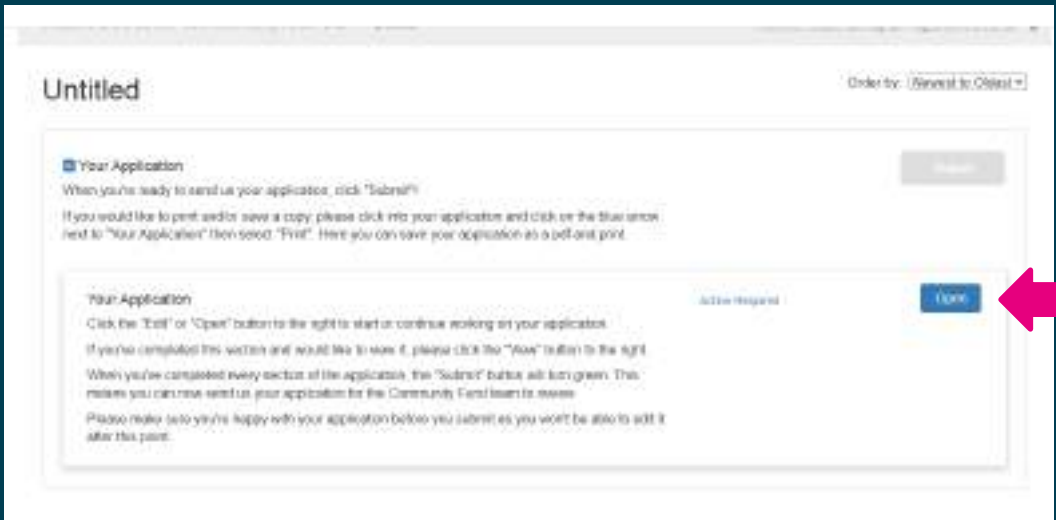
This will take you to the Fund Portal where you then need to create a profile by clicking on the create a profile button. You will only need to do this once and your application will be accessed through your profile.



Once you have completed your profile and saved it you will be able to access the application form. You start your application by clicking on the Get Started button.



This opens up the following screen where you then need to click on the open button to start your application.



This is the final stage before you can start filling in your application form .  
On this page you need to be able to tick all of the eligibility criteria to progress to the application form.

## Your Application -

[Save Draft](#) [Mark Complete](#) [Close](#)

Welcome to the Community Fund application. We're really excited to have the opportunity to give back to our customers by providing funding to worthy projects and make a real difference in the communities we serve.

Before you start your application, please carefully read our [application guidance document](#).

When you're ready to begin your application, you can save your draft at any time and return later to complete by clicking 'Save Draft' at the top or bottom of the page.

When you've completed all the required fields and you're ready to submit your application, please click the blue 'Mark Complete' button at the top or bottom of the page and you'll be redirected to the Submission Page, where you can then click 'Submit'. Please do not open up your application in two separate windows as you may lose your work.

Here are the links you may need to complete your application:

- [Project consent form](#)
- [Breakdown of project costs](#)
- [Applicant guidance document](#)
- [Find out your supplier - Water UK](#)

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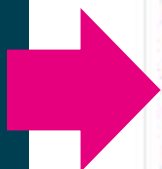
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**Firstly, we just want to do a quick check to see if you're eligible to apply for our Community Fund.**

All eligibility criteria must be met in order to continue with our application form, if you cannot meet these criteria we're really sorry but we're unable to help you with funding.

- I am part of a community group or organisation, and not an individual
- Our organisation is not profit making (e.g. limited liability partnership, limited company or sole trader)
- Our project does not promote political or religious causes
- Severn Trent would be the majority funder of the project
- We have not already received funding from the Severn Trent Community Fund for this project
- Our project and its beneficiaries are in the Severn Trent region (check this by using the Water UK link above)
- Our application is for future funding only and not retrospective costs

To ensure you're eligible we will also check that your project is not to the detriment of Severn Trent or it's interests, and that you're not requesting funding for work that is too closely linked to our core services e.g. new connections.





Once you have ticked all the criteria boxes it will open up the start of the application form.

Now you need to select which category of funding you wish to apply for.

Firstly, we just want to do a quick check to see if you're eligible to apply for our Community Fund.

All eligibility criteria must be met in order to continue with our application form. If you cannot meet these criteria we're really sorry but we're unable to help you with funding. \*

- I am part of a community group or organisation, and not an individual
- Our organisation is not profit making (e.g. limited liability partnership, limited company or sole trader)
- Our project does not promote political or religious causes
- Severn Trent would be the majority funder of the project
- We have not already received funding from the Severn Trent Community Fund for this project
- Our project and its beneficiaries are in the Severn Trent region (check this by using the Water UK link above)
- Our application is for future funding only for a new project, and not for retrospective costs or current overheads

To ensure you're eligible we will also check that your project is not to the detriment of Severn Trent or its interests, and that you're not requesting funding for work that is too closely linked to our core services e.g. new connections.

## Great news!

It looks as if you're eligible to apply for our Community Fund and you can now begin your application. You can save your application at any time and come back to it later if you wish.

Just as a reminder before we begin, please ensure you've read our application guidance document linked above, as you may find it handy to refer back to.

When you're ready, please select which category of funding you wish to apply for:

£10,000-75,000

£2,000-10,000

£10,000-75,000

£75,000-200,000

Please tick this box to confirm your organisation is eligible for the funding pot you're applying for. \*

I confirm

Select the category of funding you require and which of our key themes your project relates to *(tick all that apply)*

You will only get questions relevant to the grant amount and aims selected.

Now you can start telling us all about your project!

Our Fund is designed to improve the wellbeing of communities in the Severn Trent region. Our key community wellbeing themes are People, Place and Environment, and we will seek to fund projects that demonstrate genuine community need and a strong link to at least one, if not all, of these themes. Please tick which of the following your project relates to. Tick all that apply: \*

This field is required

- People - Projects that facilitate healthier lifestyles and skills development
- Place - Projects that help create better places to live in and use
- Environment - Projects that promote a healthier natural environment, improve access or the preservation of water

In no more than 200 words, tell us about the project you are applying to us for funding and how it will improve wellbeing. \*

Word Count: 0 / 200

Since we're a water company, we would love projects to involve water in some way. Whilst this is not essential, it may help your application. This could include things like water butts, river restoration or flood alleviation. If your project has a connection to water, tell us more about it:

Word Count: 0 / 250



# WHAT TO EXPECT ON THE APPLICATION

1

## About your organisation and project

What does the project aim to achieve, how does it fit with our wellbeing themes and how will you sustain and monitor the project

2

## Your experience, resources and project plan

(Applications over £10k ONLY)

Details of similar projects you've completed in the past, risk management, and key milestones

3

## Project costs

Detailed budget breakdown and match funding details

4

## Additional information

Including project referees, your organisation's governing document and your annual accounts

# HOW AN APPLICATION IS REVIEWED

## Community need

What is the need for this project in the community and have the community been involved in the planning?

## Planning

Is the project planned well and has a sufficient budget breakdown?

## Sustainability

How will the project be sustained and continue to provide community benefit beyond the initial investment?

## Value for money

Does the project seem like good value for money in comparison to similar projects?

Please note, unsuccessful applications are those that are weak in one or more of these areas, so we advise you speak to your Fund Officer for guidance if you are unsure.

# TIPS FOR SUBMITTING A STRONG APPLICATION

## Strong applications...

- Use the guidance document to help write the application
- Demonstrate a strong link to our wellbeing themes
- Provide strong evidence of community need and involves the wider community in project planning
- Include a detailed budget breakdown that represents good value for money
- Community benefit is wide reaching
- Written concisely and to the point (bullet points can help!)
- Shows the passion for the project and what difference it will make!

## Weak applications...

- Don't read the guidance document before submitting an application
- Don't link well with our wellbeing themes
- Don't evidence community need
- Community benefit isn't wide reaching
- Don't show solid sustainability
- Write too much and waffle

# GRANT OFFER AND PAYMENTS

If your application is successful we will notify you and you will then need to log into your grant portal to view your Grant Offer letter.

There are 3 things you need to do before you can receive the award:

- Read the Grant Offer letter and Terms and Conditions of the Grant carefully
- Accept the Grant by signing the agreement
- Provide us with your organisation's banks details (with two unrelated signatories) and a recent bank statement (dated within the last 3 months)

Grants are paid by BACS transfer into your organisation's bank account that you provide at grant offer stage. Our payment structure depends on how much you are awarded:

- £2,000 to 10,000 – one payment of 100% (unless agreed otherwise by the Panel)
- £10,000 to 75,000 – two payments with a 10% retention for End of Project Monitoring
- £75,000 to £200,000 – on case-by-case basis, aligned to project-specific milestones

# IF YOUR PROJECT IS UNSUCCESSFUL

- Unfortunately, if your application is not successful, the Panel decision cannot be appealed. We will, however, provide you with feedback as to why it was unsuccessful and try and signpost you to other suitable funding.
- If your application is unsuccessful you are welcome to reapply to the Community Fund with a different project.
- We only reject applications with good reason so if you want to re-apply with a different project, please take the time to understand why your application was not successful. We really would not want to disappoint you again.

# GET IN TOUCH WITH US

## Getting help with your application

Our Fund Officers are here to support you at all stages of the application process. Once we receive your application we may be in touch to find out more.

Your Community Fund Officer is:

Sue Heyes – 07814803337

Sue.Heyes@severntrent.co.uk



# THANK YOU

## DO YOU HAVE ANY QUESTIONS?

Proudly supported  
by the Severn Trent  
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[communityfund@severntrent.co.uk](mailto:communityfund@severntrent.co.uk)

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