Water Environment Grant (WEG) – Electronic application form

The European Agricultural Fund for Rural Development: Europe investing in rural areas

You should use this form if you wish to apply for a WEG. Before you fill in the application form, read the 'Water Environment Grant Handbook'.

Before you fill this form in you must:

- download and save it to your computer
- save your changes

If you don't do this, you are at risk of losing your changes to the form. (We don't recommend using a tablet or mobile device).

Follow the instructions below about where to send the form and how (together with the signed declaration and supporting documents).

You must submit this form electronically, following the details below.

The application window is open between 19 March 2018 and 11 May 2018.

To complete your application:

- complete all fields in section 1 and those that are relevant to your project in sections 2 – 6
- agree and sign the declaration on the form – make sure you have all the signatures you need
- include all the supporting documents which apply to you – read 'Appendix 1: Supporting documents checklist'
- use 'Appendix 2: Further details' if you need extra space to complete a question
- before submitting your application please double check that you have filled in all parts of the form that apply to you and attached all supporting documents

To submit your application and supporting documents you must:

- print off the declaration (section 7)
- sign it in black ink
- scan it
- email it with the rest of your application form and supporting documents to WEG@naturalengland.org.uk

If you're unable to scan the signed declaration, or supporting documents they must be posted to:

Water Environment Grant Scheme, Cambridge Technical Services Team, Natural England, Eastbrook, Shaftesbury Road, Cambridge, CB2 8DR.

Emailed or posted applications must arrive on or by 5pm on 11th May 2018.

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For Natural England and Environment Agency use only

Office Location		
Application ID	AG	Date Stamp
Form Type	Capital	
Form Reference	CSAPPF	

1 About your organisation

1.1 Single Business Identifier (SBI)

You must register with the Rural payments services and have an SBI. You can't submit an application without an **SBI**.

Register online at:
www.gov.uk/government/publications/rural-payments-registering-and-updating-your-details/rural-payments-registering-and-updating-your-details

SBI

1.2 Please complete the details of the proposed agreement holder

1.2.1 Applicant name(s)

1.2.2 Organisation or business name(s)

1.2.3 Main correspondence address

Town/City

County

Postcode

1.2.4 Landline number

1.2.5 Mobile number

1.2.6 Email address

1.2.7 What is your preferred method of contact?

Landline ☐
Mobile ☐
Email ☐
Letter ☐

1.3 What are the details for the single main point of contact for this project?

Please leave blank if the details are the same as question 1.2.

1.3.1 Lead contact name(s)

1.3.2 Organisation or business name(s)

1.3.3 Main correspondence address

Town/City
County
Postcode

1.3.4 Landline number

1.3.5 Mobile number

1.3.6 Email address

1.3.7 What is your preferred method of contact?

Landline ☐
Mobile ☐
Email ☐
Letter ☐

1.4 Is the applicant VAT registered?

Yes ☐
No ☐

1.5 What is the legal status of the applicant(s)?

Please choose from the following options:

Partnership ☐ Please specify type

Charity ☐ Please add the Charities Commission registration number

Public body ☐ Please specify, Local Authority, Parish Council, National Park Authority

Other ☐ Please specify type

1.5.1 If you are a partnership please list all members of the partnership

1.5.2 If you are a Public Body, please describe your organisation

1.6 Is there a legal requirement to carry out the proposed activity?

Funding is not available for an activity you must do to comply with legal requirements.

No ☐

Yes ☐

1.7 Are you an agent (or partnership representative acting as an agent) completing and submitting this application on behalf of others?

No ☐

Yes ☐

1.7.1 If yes, please tick to confirm that you have the appropriate permission levels set with the Rural Payments Agency for this business

Yes ☐

1.8 Do you claim Basic Payment Scheme (BPS) payments on any land related to your application?

No ☐

Yes ☐

1.8.1 Does someone else claim BPS payments on any land related to your application?

No ☐

Yes – Landlord ☐

Yes – Tenant ☐

Yes – Landowner ☐

1.8.2 Excluding BPS, do you receive any other funding for the management of the land or the proposed capital works in this application?

It's not possible to match fund work being carried out through other funding sources.

No ☐

Yes ☐ Please describe the details of the other funding below

1.9 Will the project receive any other funding?

A WEG project is anticipated to cover 100% of the eligible costs. Other funding can't be used to help deliver a WEG project.

No ☐

Yes ☑ State the amounts and sources of the extra funding below

1.10 Is land related to this application conditionally exempt from Inheritance Tax or Capital Gains Tax?

Is any land included in this application designated by HM Revenue and Customs (HMRC) as national heritage property under the conditional exemption tax incentive (heritage property relief)?

No ☐

Yes ☐

1.10.1 If yes, state the name of the exempt property as it appears on the HMRC website (www.hmrc.gov.uk/heritage/lbsearch.htm)

2 About your project

2.1 What is the main focus of your project?

Select one of the following options:

Designated sites (for example, SACs, SPAs, SSSIs, MCZs, Ramsar Sites) ☐

WFD (for example, WFD water bodies, bathing or shellfish waters, Drinking Water Protected Areas) ☐

2.2 Who was your primary contact at the Environment Agency or Natural England?

Organisation

Name

Job title

2.3 Project name

Aim to use no more than 50 characters including punctuation and spaces.

2.4 Project description

Give a summary of the project. Describe the problem and how your project will address it to benefit the water environment.

Please ensure you:

- summarise the environmental problems the project will address
- describe the actions the project will take to address these problems
- state the improvements to the environment this will lead to

Please write concisely, focusing on the essential information the question asks for.

2.5 What main issues (environmental pressures) will the project address?

- Physical modification ☐
- Pollution from waste-water ☐
- Pollution from towns, cities and transport ☐
- Pollution from rural areas ☐
- Invasive non-native species ☐
- Pollution from abandoned mines ☐
- Changes to natural flow and level of water ☐
- Other ☐

Please describe

2.6 List the 3 main objectives of the project

Each objective must be SMART – Specific, Measurable, Achievable, Realistic and Time bound.

Please write concisely, focusing on the essential information the question asks for.

3 Project location

You should describe where the project will take place. Record the areas the proposed project will benefit in section '6 Project costs'.

Use the Catchment Data Explorer (CDE) or Designated Sites View (DSV) to find information on WFD water bodies or designated conservation sites. See 'Appendix A: Using geographic databases' of the WEG handbook for guidance on how to use the CDE and DSV.

3.1 Which River Basin District(s) is your project in?

Tick all that are relevant:

- Anglian ☐
- Dee ☐
- Humber ☐
- North West ☐

Northumbria ☐
Severn ☐
Solway Tweed ☐
South East ☐
South West ☐
Thames ☐

3.2 Which Environment Agency and Natural England area is your project in?

Cumbria and Lancashire ☐
Devon, Cornwall and Isles of Scilly ☐
East Anglia ☐
East Midlands ☐
Greater Manchester, Merseyside and Cheshire ☐
Hertfordshire and North London ☐
Kent, South London, East Sussex ☐
Lincolnshire and Northamptonshire ☐
North East ☐
Solent and South Downs ☐
Thames ☐
Wessex ☐
West Midlands ☐
Yorkshire ☐

3.3 What is/are the name(s) of WFD management catchment(s)?

3.4 What is/are the WFD water body identification number(s)?

This is not applicable if the project is only addressing a designated site.

3.5 What is/are the designated site name(s)?

This is not applicable if the project is only addressing a WFD water body.

Protected area/Designated site	Local name

3.6 What's the National Grid Reference number?

If applicable provide a central grid reference or start and end grid reference for the project (for example, XY 1234 5678).

To find out the 10-digit national grid references you can search on the UK grid reference finder website at www.gridreferencefinder.com.

Central grid reference

Start grid reference

End grid reference

4 Project plan

You should describe how you will manage the proposed project to make sure it meets its purpose.

4.1.1 Estimated start date

(MM/YY)

4.1.2 Estimated end date

(MM/YY)

4.2 Summarise the key milestones for the life of your project in the table below

Focus on the main outputs the project will deliver. If your application is successful these details will form the project deliverables within your Grant Agreement.

Description of project milestones	Date (MM/YY)

4.3 Does the project complement other planned or ongoing investment?

Outline if your project links strategically with any wider plans for the area. Does it fit with other landscape, biodiversity or catchment improvement plans? If yes, please include supporting information to justify the other investment and prove its value?

No ☐

Yes ☐ Please explain below

4.4 List the permissions or consents required for the project

This may include a range of permissions such as planning permission, environmental permit, or specific licence.

It is encouraged to already have all required permissions or consents secured. If this is not possible you can still apply for this grant, but won't receive any payment until all permissions or consents required are in place.

Permission/consent	**Needed** (Yes/No)	**In place** (Yes/No)	**Pre-application discussions** (Yes/No)
Planning permission			
Flood defence consents/flood risk activity permits			
Abstraction licence			
Protected species licence			
Landowner access agreement			
Site of Special Scientific Interest consent			
Habitats Regulations assessment			
Other (please list)			

4.5 Are final designs in place for the project?

Only applicable to construction projects (such as the installation of a fish pass, or river restoration). Please include evidence of approved or outline designs with your supporting documents.

4.6 If required, have you chosen a preferred contractor for the project?

Please include evidence of preferred contractor or expressions of interest with your supporting information. Please state if more than one contractor will be needed throughout the project.

4.7 What are your long-term management plans to maintain environmental benefits after the agreement period has ended?

How will you make sure this management is in place? Include an explanation if no management is required. Will any monitoring of the project improvements be carried out?

If successful, you must maintain items funded by the scheme for 5 years after receiving the final grant payment. The Environment Agency or Natural England will not be liable for any future maintenance of project works.

Please write concisely, focusing on the essential information the question asks for.

4.8 Summarise the top 5 risks to the success of the project in the table below

What risks could prevent or limit the project from meeting its objectives on time and to budget?

Score each risk as high, medium or low on the:

- chance of it occurring
- impact it could have on the project

Description of identified risk	Chance of risk (high/medium/low)	Impact of risk (high/medium/low)	Planned action to manage or mitigate the risk

5 Project priorities and outcomes

You should describe how your proposed project will improve the rural environment. Your application is scored on how well it meets the WEG scheme priorities. See 'section 10. Scheme priorities and scoring' in the scheme handbook for more information.

Use the Catchment Data Explorer (CDE) or Designated Sites View (DSV) to find information on WFD water bodies or designated conservation sites. See 'Appendix A: Using geographic databases' of the WEG handbook for guidance on how to use the CDE and DSV.

Contact the Environment Agency or Natural England, if you have any queries.

Email: WEG@naturalengland.org.uk

5.1 Does your project use actions or meet objectives from any of the following plans?

Tick each relevant plan the project supports.

Catchment partnership catchment plans ☐

Peatland restoration plans ☐

Non-native invasive species initiatives ☐

River, lake or wetland restoration strategies ☐

Nature improvement area plans ☐

Diffuse water pollution plans ☐

Nutrient management plans ☐

Water level management plans ☐

Shoreline management plans ☐

Woodland management plans ☐

State how the project supports the plan and provide a section or page reference

5.2 Estimate how much improvement your project will bring to the environment

An improvement is a measure of a positive change in the environment. For example the length of water body that has been opened for fish access.

Length or area of water body improved for water quality or quantity

Length _____ (km) Area _____ (ha)

Length or area of water body improved for biodiversity

Length _____ (km) Area _____ (ha)

Length or area of new water dependent habitat created

Length _____ (km) Area _____ (ha)

5.3 WFD water bodies: list the water bodies and elements your project will improve.

List the expected improvements for each water body and WFD element in separate rows. Complete the table to show if you expect the project to result in an improvement in element status or an improvement within the current status of the element.

As part of the prioritisation assessment these expected improvements will be compared against the Reasons for Not Achieving Good Status (RNAGs) and Reasons for Deterioration (RFDs) for a water body. It is important to make sure you include the correct water body identification number and name. These will be between 10 and 14 characters long, for example GB107XXXXX. Refer to the WEG handbook for information on how to find out information on water body identification numbers as well as RNAGs and RFDs.

This is not applicable if the project is only addressing a protected area or designated site. If the project is addressing both WFD and protected area or designated site objectives record the details in tables 5.3 and 5.4 respectively.

Water body identification number	**Water body name**	**WFD element** (list all applicable WFD elements)	**Will the project lead to an improvement of element status or improvement within element status?**

5.4 Protected areas and designated sites: list the known issues your project will address

Applications will be scored based on how the project:

- addresses a condition threat
- progresses a remedy
- supports the objectives of a designated site or protected area plan

Record expected improvements for different sites or for different actions in separate rows. Complete the table to show if you expect the project to fully address a threat, or a remedy or action for the site.

Please refer to 'Appendix A: Using geographic databases' of the WEG handbook for information on how to find out information on protected areas and designated conservation sites or contact Natural England or the Environment Agency.

This is not applicable if the project is only addressing element pressures in a WFD water body. If the project is addressing both WFD and protected area or designated site objectives record the details in tables 5.3 and 5.4 respectively.

Site Type	Site Name	Description of the published threat, remedy or action addressed for the site	Will the project fully address the threat, or fully implement the remedy or action? (Yes/No)

5.5 Describe how your project will support the restoration of ecosystem functions to provide sustainable, long-term benefits

Will there be significant improvements to any of the following ecosystem functions:

- species composition
- habitat quality and quantity
- water quality
- hydrological processes
- erosion and sediment processes

Please write concisely, focusing on the essential information the question asks for.

5.6 Describe any wider benefits to the environment or people the project provides

Include any evidence to justify how the project will provide each wider benefit with your supporting documents.

- Providing natural flood risk management measures ☐
- Improving recreational opportunities or public access to the environment ☐
- Addressing an invasive non-native species ☐
- Creating new habitat ☐
- Supporting priority species or habitats ☐
- Improving the evidence base ☐
- Increasing environmental engagement and education ☐
- Other, please specify ☐

Justification

Please write concisely, focusing on the essential information the question asks for.

6 Project costs

You must include 3 quotes or other cost justifications as supplementary information. It is important to note that costs incurred before a Grant Agreement starts cannot be claimed.

6.1 How much grant funding do you need for the life of your project?

£ _____

6.2 Summarise the breakdown of costs for each year of the project in the table below.

Refer to '7.0 What it can fund' in the WEG handbook for information on eligible and ineligible costs. You will not get funds for ineligible costs.
Describe the activities, amount and dates (MM/YY) the grant will be spent on under the relevant headings by completing the table. If your application is successful these details will be used to form basis of the payment schedule within your grant agreement, which you must follow.

Description of Costs	2018/19 (£)				2019/20 (£)				2020/21 (£)				Totals
Date													
Project management overheads and on costs													
Supporting creation or restoration of water dependent habitats and ecosystems													
Removal of redundant assets, for example the removal of barriers to fish migration													

Description of Costs	2018/19 (£)				2019/20 (£)				2020/21 (£)				Totals
Date													
Installation of fish passes, naturalised bypasses and easements													
Remediation of sources of diffuse and other water pollution													
Removing or reducing the threat from non-native species													
Support for activities that will help improve land management practices in relation to water dependent habitats													
Promotion of the sustainable use of water resources													

Description of Costs	2018/19 (£)				2019/20 (£)				2020/21 (£)				Totals
Date													
Hosting demonstration or knowledge events or training and advisory visits which promote environmental best practices in relation to the water environment													
Feasibility studies for works to address environmental problems in water dependent habitats													
Purchase of machinery or equipment essential to achieve the above activities													
Other													
Totals	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

7 Sign your declaration

Important please read

Before applying for a WEG agreement you must ensure that you have read and understood the relevant WEG handbook. If you are successful your agreement offer will set out the detail which you will need to adhere to should you accept the offer.

Declaration

I/We declare that:

- the details I/we have provided in this form, the supporting documents and Appendix 2: Further details (as applicable) are correct and I/we accept full responsibility for them
- I/we have read and understood the requirements contained in the relevant WEG handbook, and the terms and conditions that will apply and that I/we will abide by them for the duration of any agreement subsequently offered to and accepted by me/us

Undertakings

In signing this form I/we undertake that I/we:

- are capable and willing to fulfil the obligations which will be required of me/us if my/our application is successful
- will allow access to any land and any relevant records to which the application relates, to any authorised person for the carrying out of an inspection or audit in order to verify the accuracy of any information provided to Natural England and the Environment Agency and to ensure compliance with these undertakings and declarations
- agree to disclose all information relevant to this application, provide any additional information as may be required by Natural England, Environment Agency or inspectors or auditors and co-operate with or take part in any economic environmental or other monitoring and evaluation of the scheme (including any research and development studies) conducted by Natural England and the Environment Agency or by anyone appointed by it for that purpose
- have full authority and capacity to represent and bind the applicant(s) named at Section 1 of this form.

Warning

If you knowingly or recklessly make a false statement to obtain payments to yourself or others, you risk prosecution, termination of any resulting agreement and recovery of any money paid to you under the scheme. You may also be excluded from certain Rural Development schemes for up to two years.

I/We hereby apply for a WEG agreement as set out in this application form, supporting documents and appendices.

Please note: You must print this section and sign it in ink. You must either return this section by scanning it and sending by email or use the post. If you are a partnership and the partners have not appointed an Agent at Section 1.7 of the application form, all partners involved must sign below.

Signature	**Name** (BLOCK LETTERS)	**Your role**	**Date** (DD/MM/YYYY)

Your SBI number is

Your project name is

8 How we will use your information

Applicant and Agreement Holder information will be stored and processed in accordance with the Data Protection Act 1998. This Act gives individuals the right to know what data the team hold, how the team use it, with whom the team share it, and how the team ensures that it is accurate.

The team will use the data for administering and assessing applications, agreements and claims under WEG. The team will circulate and discuss it, in confidence, with those persons or organisations that help us to assess and monitor applications, agreements and claims. Some information will be shared with other grant distribution bodies and government departments, to enable them to detect fraudulent applications, agreements and claims and to coordinate the processing of complementary applications, agreements and claims. To do this, the team may have to discuss applications, agreements and claims with third parties or disclose information about funding decisions.

The team are required to make certain information about WEG applications, agreements and claims publicly available to meet requirements set out in the European Regulations governing payment of these grants. The team will do this by publishing information proactively or on request.

Details disclosed may include, but are not limited to:

- project name
- applicant name
- postal town or parish
- the first part of the postcode
- the payments received

The team is also subject to transparency obligations under the Freedom of Information

Act 2000 and Environmental Information Regulations 2004. Participation in WEG involves expenditure of public money and is therefore a matter of public interest. The team will respect personal privacy while complying with access to information requests to the extent necessary to enable the team to comply with its statutory obligations under this legislation. Information disclosed under these obligations includes:

- grid references or location of project activities
- the total area under agreement
- details of inspections by Defra or its agents

Appendix 1: Supporting documents checklist

You must submit the following documents with your application (where applicable) plus any additional relevant documents. Without supporting information your application may not be eligible or it may not score as highly. You can submit the supporting information electronically or in hard copy format. Please write your name and SBI on each document.

We cannot return any documents so only provide copies.

Evidence of written support for the project	for example, letters or emails of support from local organisations.
Evidence of organisation type	for example, charity number, Basic Payment Scheme, constitution, tenancy agreements or business accounts showing agricultural trading and proof of status as a legal entity.
Independent accountant's letter	if irrecoverable VAT is included in the project costs.
Proof of costs	such as three like for like quotes, catalogue listings and other related evidence to show the project costs are reasonable.
Financial accounts	for the most recent 3 years of trading, or most recent tax return for new businesses without 3 years business accounts.
Management accounts	or a statement of income and expenses from an accountant if you're a new business or self-employed.
Evidence of permissions	approval letters, in principle agreements or written pre-application discussions.
Evidence of agreed or outline designs and contractor arrangements	
Complementary investment	details of previous improvements or complementary investments, including their value.
Wider benefits	relevant details to support the wider benefits your project will provide.

Appendix 2: Further details

Use this section if you need extra space to complete questions from sections 1 – 6.