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**Sea-Changers Main Grant Application Form**

Sea-Changers Main Grant Fund is for applications between £500 and £2500. Fill in all relevant fields of the form, marking any which do not apply as n/a. Application help and advice is available on our website.

**Most sections have stated character limits (these include spaces). Please keep to them as any text in excess of these limits will be disregarded.**

We are a volunteer run organisation and our resources are very limited so please read the [eligibility criteria](https://www.sea-changers.org.uk/how-to-apply) on our website carefully before submission and do not attach separate sheets as they will not be read.

Completed applications should be sent to info@sea-changers.org.uk

1. **About you and your organisation**

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| Name of organisation |  |
| Are you part of a larger organisation? If so, which? |  |
| Organisational turnover (most recent financial year) |  |
| Address |  |
| Postcode |  |
| Website |  |
| Contact names (please give details for **two** contacts) |  |
| Contact email addresses(Please note, email is used for all correspondence. If you need an alternative means of communication please tell us here.) |  |
| Telephone number(s) |  |

Is your organisation a **registered charity**? Highlight as appropriate. Yes/No

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| If ‘Yes’, what is your charity registration number? |  |
| If 'No', what kind of legal entity is your organisation? |  |

1. **Summary of the project requiring funding, its aims and outcomes**

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| --- | --- |
| Project name |  |
| Start and end dates (both must be provided) |  |
| Amount applied for |  |

1. Please tell us about the specific project you want funding for, including your short-, medium- and longer-term project aims. Be clear how Sea-Changers’ funding would be used. Use section 8 for information on your organisation and your work in general - please don’t include it here. **Max 1000 characters**

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1. **How does your project meet Sea-Changers’ Evaluation Criteria?**

a) Measurable impact on the marine environment: **Max 1000 characters**

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1. Impact on your organisation (what difference will this grant make?)

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c) Community/grassroots base: **Max 1000 characters**

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d) Value for money: **Max 1000 characters**

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e) Sustainability/ongoing or wider benefit: **Max 1000 characters**

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f) Innovation and creativity: **Max 1000 characters**

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1. **How will you evaluate the project? Please refer to the aims described in section 2. Max 1000 characters**

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1. **How will you publicise Sea-Changers’ funding of this project? Max 500 characters**

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1. **Sea-Changers is keen to promote collaborative working between projects. How will your findings or data be shared with others? Max 1000 characters**

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1. **Project budget**
2. Please provide a detailed project budget itemising all costs and showing how the money you’re applying for will be spent. Any application that fails to provide this information will not be considered by the panel. We will not consider any applications where costs have been estimated or not clearly researched and evidenced. Add further rows as necessary.

**Staff costs**

Please note - we do not fund any posts that are already established or funded through other sources. However, if a project needs project specific staffing which is not part of the organisation's existing core team, we will consider funding this.

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| **Item** | **Cost** |
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**Total cost:**

1. Is the funding request part of a larger project? Please highlight as appropriate. Yes/No

If **'Yes'** - What will you do if you are not successful in other funding applications and how will this impact on the project? **Max 750 characters**

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If **'Yes'**

Please state clearly the **overall** budget needed for your **entire** project; what other funds you are currently applying for/have secured and specifically what our funding will be used for within the wider project.

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1. **Your organisation**
2. Please give an overview of your organisation and its track record in delivering marine conservation projects and activities. **Max 1000 characters**

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1. If your organisation is part of a larger parent organisation, why is the parent organisation not (fully) funding the project? **Max 500 characters**

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1. **Where did you hear about Sea-Changers’ grants?**

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**Terms of Sea-Changers Grant Offers**

If we do make you a grant offer, you/your organisation would need to agree to the following terms and conditions:

* The grant is to be used as specified in your application including any stipulations set out in the formal grant offer from Sea-Changers or otherwise agreed with us.
* Any unspent grant must be returned to Sea-Changers within a reasonable timeframe from the project end date.
* If the project does not run at all the entire grant must be returned in a timeframe to be agreed with Sea-Changers.
* You agree we are entitled to suspend or terminate the grant and/or require you to repay all or any of the grant in any of the following situations.
	+ The grant is used in any way other than as approved by us or fails to comply with any of these Terms and Conditions;
	+ No progress is made in the project or it seems unlikely to achieve the objectives agreed with us;
	+ You provide us with false or misleading information either on application or after award of the grant;
* We will not increase the grant if you spend more than the agreed budget.
* You agree to keep accurate and relevant records about your project and provide us, on request, with copies of those records including evidence of expenditure of the grant, such as original receipts and bank statements;
* You agree at all times to comply with relevant legislation, regulations and best practice including, as appropriate:
* Safeguarding of children and vulnerable adults
* Health and Safety requirements including risk assessments
* Commercial vessel legislation - MCA MGN280 or other relevant standards
* Data Protection laws and regulations including GDPR.
* You are happy for us to publicise our funding of your project on our website or social media channels.
* You will endeavour to provide good quality photographs of project activities and/or outcomes and give permission for us to use them on our website or social media channels (with full accreditation to your project).
* You acknowledge Sea-Changers’ funding of your project in project-related publicity including on your website and relevant social media posts.
* You complete our online evaluation form once the project is completed.
* These terms and conditions will continue to apply until the project has been completed.