



sea-changers

Sea-Changers Coastal Fountain Fund Application Form 2025 (annotated help version)

The Coastal Fountain Fund Eligibility and Evaluation Criteria can be found on our website. Please read them before completing this form.

We also recommend that you read Refill's good practice guidance <https://refill.org.uk/drinking-water-fountains/> before applying.

Please direct any questions regarding applications and send your completed application form to info@sea-changers.org.uk

1. Your organisation

Please note, this application must have the full commitment of the applicant's organisation. If the applicant leaves, the organisation will be obliged to ensure the installation goes ahead and that the terms of the grant are fulfilled (see the end of this form for details).

Name of organisation	
Type of organisation (e.g. charity, local authority, parish council)	
Address	
Postcode	
Contact names (2 names) and job titles/roles	
Department (if applicable)	

Commented [SC1]: There are no restrictions on the type of organisation that can apply (including businesses), as long as they have the power to oversee the purchase and installation of the fountain.

Contact email addresses	
Telephone numbers (mobile numbers preferred)	

2. Your fountain plans

a. Budget

Grant amount applied for (max. £2,500)	
Fountain supplier	
Model to be purchased	
Cost of fountain (please indicate whether this includes VAT)	
If the fountain cost is more than £2,500, do you have an allocated budget for the additional cost?	
Cost of installation	
Do you have an allocated budget for installation costs?	
Have all costs for the fountain been agreed within your organisation?	

Commented [SC2]: Our funding will only cover the cost of purchasing the water fountain unit up to £2,500 and will not cover installation or maintenance costs. Here you should insert the total cost of the fountain even if it exceeds £2,500.

Commented [SC3]: Our funding will not cover this but we still want confirmation it has been calculated and will be covered from elsewhere.

b. Location

Proposed fountain location - please be as specific as possible.
What evidence is there for the need for a fountain in this location and what impact will the fountain have?

Commented [SC4]: Full postcode, what3words, latitude/longitude (get this via Google maps) or GPS location please, with additional description - e.g. attached to existing toilet block; free standing by coastal path.

The fountain must be within 500m of the coast.

Commented [SC5]: This is often the key differentiator between applications. We are looking for detailed and persuasive evidence that the potential reduction in the number of non-reusable plastic bottles is important and / or sizeable in this specific location. Remember this is a competitive process, why is this location more important and impactful for a fountain than others? Evidence may include footfall numbers; litter picking data showing lots of bottles collected; environmental importance / sensitivity of the specific location.

c. Deliverability

Does the location have an existing water supply?		
Do you have permission from the landowner?		
Have you had any discussions with the water company regarding the fountain installation?		
Have you had any discussions with an installer to explore costs of installations and any on site installation requirements?		
Is planning permission required? If so, has this already been granted?		
Is the installation part of a wider refurbishment or development project in the proposed location?	Yes	No
If yes above, please provide some details about the development's scope, scale and progress to date.		

Commented [SC6]: If no, you will need to explain how this is being addressed in installation plans and assure us it has been costed and allowed for in the project timescales outlined below.

Commented [SC7]: If no, you will need to explain how this is being addressed in installation plans and assure us it has been costed and allowed for in the project timescales outlined below.

Commented [SC8]: If no please explain if you feel this isn't necessary.

Commented [SC9]: See above. We will not cover installation costs but want to know that you understand what they will be and that you can cover them

Commented [SC10]: If no please go further and explain why you are certain this is not required.

Commented [SC11]: We are trying to get a feel about whether fountain installation plans may be affected by any delays in the wider development or refurbishment.

d. Timescales

Please provide your proposed timescales for having the fountain operational, including key milestones. This must be by the end of 2025 and ideally will be sooner.

e. Sustainability

Who will maintain the fountain after installation?	
What water quality testing will be carried out? How often/by whom?	
Can a water meter be fitted? If no, let us know why not. If yes, do you agree to provide Sea-Changers with meter readings?	

Commented [SC12]: We want to be assured the fountain will be properly maintained for at least the following 2 years and that the necessary stakeholders involved in maintenance have been consulted.

Commented [SC13]: If it is possible to install a meter this should be factored into your installation budget. If it's not possible to install a meter, please tell us why.

3. How will you publicise Sea-Changers' funding of this project?

Commented [SC14]: We have a standard decal for some fountains but would like, as a minimum, signage to acknowledge Sea-Changers and the fund's sponsor Bunzl's funding. Indicate any press or social media that will accompany the launch and let us know of how Sea-Changers' funding will be acknowledged.

4. Where did you hear about Sea-Changers' Coastal Fountain Fund?

Application Checklist

Before you submit your application, please check the following:

- Have you read through the relevant pages on the website regarding who can apply and ensured that your project meets our Eligibility Criteria?
- Have you provided contact details for two people?
- Have you filled in all relevant sections of the form?
- Have you read the Terms and Conditions on the next pages?

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

Terms of Sea-Changers Coastal Fountain Fund Grant Offers

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

- In most cases we prefer you to purchase the fountain yourselves and we will make the grant payment once the fountain has been installed. However, if this is likely to cause cash flow problems, we can alternatively pay you as soon as the fountain has been purchased on production of the purchase receipt or we will ask the fountain provider to invoice us directly.

Things you need to agree to

- To provide us with an **update on progress** towards the milestones given above on request.
- If possible, to install a **water meter** as part of the fountain installation and provide usage data based on meter readings to us on a regular (6 monthly) basis.
- To **provide photographs** of the fountain and its location and give permission for us to use them on our website or social media channels (with full accreditation).
- To take part in any **publicity event** that Sea-Changers and/or Bunzl (the fund sponsors) might want to organise to promote the fountain.
- To **acknowledge Sea-Changers' funding** of your fountain in any publicity including on your website and relevant social media posts.
- To **map the fountain** on the Refill app <https://www.refill.org.uk/get-involved/add-refill-station/> so that people can find it.

Other terms

- 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.
- Where practical the fountain will carry a decal designed by Sea-Changers indicating that the fountain has been funded by Sea-Changers and Bunzl. Depending on the fountain supplier this may be added by them before delivery. If not, the grant recipient is responsible for supplying and attaching a suitable

decal.

- 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 towards installation within 3 months of you returning the grant acceptance form or it seems unlikely that the installation will go ahead within a reasonable timescale;
 - 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 provide us, on request, with 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:
 - Health and Safety requirements including risk assessments
 - Data Protection laws and regulations including GDPR.
- You acknowledge Sea-Changers' funding of your project in publicity including on your website and social media.
- These terms and conditions will continue to apply until the project has been completed.