



Water Restoration Fund application form

Please read the '[Water Restoration Fund: applicant's guide](#)' before completing this form.

- Your business needs to be registered with the [Rural Payments service](#) and have a Single Business Identifier (SBI) number before you apply.
- You must complete all sections of this form.
- Send your completed **application form and supporting evidence** (and if absolutely necessary, any additional text - but with the most important information up-front in the text boxes) to grants@rpa.gov.uk. We cannot accept scanned copies of the application form.

The supporting documents you must send are listed in section 7 of this form.

Section 1 – Applicant details

The business or organisation applying for the grant should provide the details requested below. Where multiple organisations are in partnership to develop or deliver the project, the lead organisation should provide these details.

1.1 Single Business Identifier (SBI) – 9 digits

1.2a Applicant's first name

1.2b Applicant's surname

1.3 Applicant's email address

1.4a Applicant's mobile telephone number

1.4b Applicant's landline telephone number

- 1.5** Name of business or organisation (as it appears on the Rural Payments service)
- 1.6** Business or organisation telephone number
- 1.7** Business/organisation address, including county and postcode
- 1.8** Business or organisation type (for example, local authority or Non-Governmental Organisation or charity)
- 1.9** Website (optional)
- 1.10** Business registration numbers
(some or all may not apply to your business, if so please enter 'N/A')
Companies House number

VAT registration number

Registered Charity number
- 1.11** Name and addresses of other businesses or organisations involved in the project

1.12 Lead contact details for other businesses or organisations involved in the project. Please provide their full name, which business, or organisation they belong to, job title or position, email address and telephone number.

If you are using an agent or project manager to act on your behalf for this project, enter their details below. You will need to register them on the Rural Payments service as an authorised person to act on your behalf.

1.13 Agent or project manager's first name

1.13b Agent or project manager's surname

1.13c Agent or project manager's email address

1.13d Agent or project manager's telephone number

1.13e Agent or project manager's landline telephone number

1.13f Business name or organisation (as it appears on the Rural Payments service)

Section 2 – Eligibility

2.1 Which water and sewerage company area is your proposed project in?

- 2.2** Have any of the business principles or organisations been:
- | | | |
|---|-----|----|
| disqualified as a director? | Yes | No |
| listed on the individual insolvency register? | Yes | No |
| subject to bankruptcy proceedings? | Yes | No |
| subject to a county court judgement? | Yes | No |

2.2a If 'Yes' to any of the above, please provide details below:

2.3 Please state whether your organisation or business has applied for or received any funding for this project from another source, including government departments, in the last 3 years. (If 'No', proceed to section 3)

Yes No

2.3a If 'Yes', please complete the table below:

Which organisation and scheme did you apply to?	Project Name	Financial year awarded	Amount of funding applied for/awarded

If you need more rows please use the Continuation Sheet.

Section 3 – Permissions and consents

3.1 Will the project take place on land or in premises rented, leased, or tenanted by your business or organisation?
(If 'Yes', please provide the required supporting documents granting permission).

Rented/leased/tenanted land or premises

Land or premises owned by the applicant or organisation

3.1a If 'Yes', but your tenancy agreement will not currently last for the whole term of any grant funding agreement, confirm that you intend to extend the tenancy agreement beyond the current term.

Yes No

3.2 Is planning permission required for the project? (Planning permission must be in place prior to any delivery grant funding).
If 'No' proceed to question 3.3.

Yes No

3.2a What is the current status of your planning application?

3.2b Provide the name of the Local Planning Authority (LPA) that dealt with or is dealing with your application.

3.2c Planning reference number

3.3 Please complete the table below with any other statutory permissions, consents, or licenses that are required for the project, include the issuing body and date the permission was obtained or applied for. (If applying for a development project identify the likely permissions required).

Permission or consent required/gained?	Issuing body	Date applied for or issued (dd/mm/yyyy)	Status (Applied for, issued or to be applied for)

Permission or consent required/gained?	Issuing body	Date applied for or issued (dd/mm/yyyy)	Status (Applied for, issued or to be applied for)

If you need more rows please use the Continuation Sheet.

Section 4 – Project details

4.1 Project name

Please provide the address of the proposed project. Provide a detailed map of the project area in your supporting documentation, showing county boundaries and project area.

4.2 Address line 1

Address line 2

Town

County

Postcode

4.3 Where the project location does not have an address, provide either the OS Grid Reference, ‘what3words’ for the centre of the project location or if covering a wider area, please enter the Operational Catchment Areas

4.3a OS Grid Reference:
(2 letters and 10 digits in the format LLNNNNNNNNNN, eg AA1234567890)

4.3b what3words

/

/

4.3c Operational Catchment Areas

4.4 What are the Water Framework Directive (WFD), water body name/s and identification numbers?

WFD Water body name	WFD Water body ID

If you need more rows please use the Continuation Sheet.

4.5 What are the protected site names?
Protected area or protected site (SAC, SPA, RAMSAR, SSSI, MCZ, Bathing water) type. Where multiple designations, give each a separate line for each.

Protected Site/Area name	Protected area / Designated site
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If you need more rows please use the Continuation Sheet.

Section 5 – Project Proposal

Your proposed project should address pressures on the water environment, as detailed in the [‘Water Restoration Fund: how RPA will assess your application and how to meet the assessment criteria’](#). Answer the questions below to provide details of how you will do this.

You can provide additional reports or evidence, for example:

- Project plan to include:
 - timescales of the project

- key milestones and deliverables
- How will the project outcomes be measured? You will need to show how you will monitor and evaluate your delivery project - these plans will be assessed and scored.
- If a consortium group, provide details around contributions by all parties and how they influence the direction of the project outcome

5.1 Is your project a Development Project or Delivery Project?

Development Project

Delivery Project

5.2 What amount of total funding in GBP (£) are you requesting?

5.2a What percentage of the project costs will the requested funds cover? (Proof of other funding should be given as supporting evidence)

5.3 Are you applying for an advance payment of up to 25% for your project?

Yes

No

If yes, give your reasons for this below.

5.4 Have you secured other capital or funding towards this project. Provide details of the amount and source.

5.5 Does your project meet the lead objectives of the grant, as detailed in the [‘About the Water Restoration Fund’](#) guidance?

Yes

No

5.6 Please provide a high level explanation of how the project meets all the objectives and criteria of the Water Restoration Fund, and the scale of the project. (300 words max)

5.7 How does the project propose to (development award), or will (delivery award) prevent deterioration, restore, or improve the status or condition of waterbodies or water dependent protected sites? Highlight the **key** pressures (Site of Specific Scientific Interest (SSSI) pressures, remedies or threats; or water body Reasons for Not Achieving Good status (RNAG) or Reasons for Deterioration (RFD)) the project addresses? Where, and to what extent, does it fully or partially address them? (For example, will it lead to change in overall condition of an SSSI site/s or units, water body status, or within SSSI condition or water body class). (600 words max).

5.8 How does the project propose to (development award), or will (delivery award) create, restore or enhance habitat quality or quantity, or support recovery of a priority, threatened or keystone water dependent species? What are the habitats and species? What is the scale of this activity? Projects should provide evidence on how the expected outcomes and benefits are **additional** to those described in in 5.7. (600 words max).

5.9 How will the project restore natural environmental processes and functions to provide long-term and sustainable benefit to the environment – beyond what is required to meet objectives for SSSIs or waterbodies?
(600 words max).

5.10 Is the project (delivery award) or plan (development award) ready to deliver? You should specify how you have considered the resource, capacity and expertise required, what management plans you have in place and identify and rate (High/Medium/Low) the key 5 (or more) risks to the success of the project. (600 words max).

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

5.11 How will the project deliver (delivery award) or plan to deliver (development award) environmental objectives or actions from relevant environmental plans or strategies. What level of support and/or match funding do you have from stakeholders? (300 words max).

5.12 How will the project improve (delivery awards) or plan to improve (development awards) sustainable community access to nature, particularly to blue space, including the establishment of educational opportunities?
(300 words max).

5.13 How will the project (delivery and development) expand the evidence base through the use of innovation and technology? (300 words max).

5.14 Describe the monitoring and evaluation plan for the project? (For delivery award projects only). (300 words max).

Section 6 - Declaration

Please read the following declaration statements and enter your details in the boxes provided to confirm you understand and agree to them.

Applicant's declaration

I confirm that, to the best of my knowledge and belief, all of the information contained in this application is true and correct and I accept full responsibility for it.

I confirm that the project does not meet any of the exclusions listed in the guidance, or is being used to fund any legal requirements.

If there is any change to the information I have provided, I will notify the Rural Payments Agency (RPA) straight away.

I confirm that I am an eligible applicant/organisation as detailed in the Water Restoration Fund guidance.

I am aware of the conditions that apply to this application and have complied with them. I declare that I have read, understood and complied with all of the relevant guidance information relating to the Water Restoration Fund.

I understand my application and any grant funding agreement I am offered are subject to the Agriculture (Financial Assistance) Regulations 2021 as amended ("the 2021 Regulations") available on legislation.gov.uk.

I understand that my business may be inspected, and I agree to give access, cooperate, and provide any help needed. I confirm that I have disclosed details of all business interests held by any members of this business.

I have told RPA of any circumstances relating to my business or to this application which conflict or could conflict with my obligations under the application.

Where I am authorised to submit the application as an officer, partner or director, I will provide a copy of the authorisation to RPA on request.

I understand that if my application is successful, I will be required to enter into a grant funding agreement with RPA, and payment of any grant funding will be conditional on compliance with the terms of that agreement.

If I do not own the land where the project is located, I recognise that it is my responsibility to obtain all necessary permissions from my landlord and in submitting this application confirm that I have done so.

I understand that use of an agent will not limit my responsibility to comply with the terms of my grant funding agreement, nor does it affect my personal responsibility to make sure the information provided in this application is accurate.

I understand that if I knowingly make a false representation to obtain grant aid for myself or anyone else, I risk prosecution, the recovery of all grant payments, and exclusion from other schemes operated by RPA.

I understand that information from this form and the supporting documents may be passed to Defra, the Environment Agency and Natural England so that they can assess the application against technical and financial criteria to ensure funding is offered to the projects that are most likely to deliver the best environmental outcomes and delivery value for money.

I understand that any information I supply may be used by public bodies or their appointed agents, and that I may be contacted by Defra and RPA (or a third-party on their behalf) about the application.

I understand that my information may also be shared with other government departments and agencies for the purpose of fraud prevention. The application and evaluation of grant funding is also subject to audit and reviews by internal auditors who may need to access the information I submit in my application.

I understand if I accept a Grant Funding Agreement, Defra will publish on a searchable database on GOV.UK, the following information about my grant: my business name; part of my business address (the post town and part of the postcode); the amount received and a description of the activities that have been grant funded.

I declare that the monies from this grant will not be used to cross-subsidise any related, linked, parent, subsidiary, partnership, joint venture businesses or operations based in Northern Ireland. Funds from this grant will solely be used for the purposes of England business operations only.

I understand that the Rural Payments Agency may choose to inspect my project location as part of their normal cross compliance process, and that any findings of non-compliance resulting from this regular inspection process may lead to cross compliance breaches being determined.

When completing your declaration, you should be aware that RPA may withhold or recover all payments under a grant funding agreement if the agreement holder is responsible for a serious breach of their agreement and/or the 2021 Regulations. For example, if the agreement holder:

- gives false or misleading information
- fails to report a change of circumstances
- fails to provide requested information
- obstructs or prevents a site visit

In serious cases, RPA may prohibit the agreement holder from receiving financial assistance under this scheme and other Defra schemes for up to two years. Agreement holders will be notified of any decision and have the right to query it using RPA's Complaints procedure on GOV.UK.

Applicant name

Email address (as stated in the Rural Payments service)

Customer Reference Number (CRN)

Date

Important information

You should not start project activity, or enter into any legal contracts, including the ordering or purchasing of any equipment or services before the start date of your application. The start date is the date on which the Grant Funding Agreement commences. Any expenditure incurred before the start date is at your own risk and may make the project ineligible for support.

If you knowingly or recklessly make a false statement to obtain grant aid for yourself or anyone else you risk prosecution, the recovery of all grant payments, an additional financial penalty and exclusion from other schemes operated by RPA. By submitting this form, you are confirming that you have read and agree with the above declarations and you consent to us processing the information that we collect from you.

Data Protection

The Department for Environment, Food and Rural Affairs (Defra) is the data controller for personal data you give to RPA. For information on how we handle personal data go to GOV.UK and search [Rural Payments Agency personal information charter](#).

Agent authorisation

If you wish an agent or business manager to act on your behalf in respect of communication with RPA over this project, enter your name and the date in the boxes below to confirm you agree with the following declaration:

I authorise the person named at Section 1.13 of this form to act on my/our behalf to liaise with the Rural Payments Agency over any future correspondence concerning this application, and for all correspondence to be copied to the address provided in Section 1.13.

Applicant name

Date

Section 7 – Supporting Evidence Checklist

Where applicable, you must submit the following supporting documents with your application.

Document	Supporting notes	Included Yes/No	Applicant's comments
Agreed project designs and plans	These should cover the lifetime of the project and show what you plan to achieve for each month of the project.		
Detailed risk management plan	This should show the top 5 or more) risks to the success of the project. Please rate the risk (High/Medium/Low) and include how these risks will be managed.		
A copy of the latest published business accounts for your organisation (if you are not a registered charity, CIC or CIO)	Provide financial accounts from the most recent 3 years of trading or most recent tax return for new businesses.		
Detailed financial breakdown of the project costs and resources			
A project map	The map/s should show the location and extent of the project, with boundary and name of any protected sites and WFD waterbodies within it identified.		
Impact assessment of your outcomes	If this has been covered in section 5 no further evidence is required.		

Document	Supporting notes	Included (Yes/No)	Applicant's comments
Feasibility study			
Additional evidence demonstrating how any proposals align with other government strategic priorities or delivery plans or stakeholder support for the project			
Additional evidence demonstrating how the proposed or planned improvements meet one or more of the criteria questions in section 5.	If this has been covered in section 5 no further evidence is required.		
Written evidence of support for the project	For example, this could include evidence or support from the community or other organisations (for example, Catchment Partnership, Nature Improvement Area Partnership, Non-Native Invasive Species Partnership, Peatland Partnership, Local Nature Partnership)		
Details of any relevant permissions, permits, or licenses	Provide relevant copies of permissions/ permits/licenses		
Evidence of any match funding secured			

Document	Supporting notes	Included (Yes/No)	Applicant's comments
List of contractors (if applicable)			
Monitoring and evaluation plan (including where relevant your onward management plan) (Delivery projects only)	Provide evidence of your plans for monitoring and evaluation of the project referencing how you will baseline your project and what data and metrics you will collect to report on project progress and outcomes. At the end of your project you will be expected to complete a project closure form reporting to Defra on outcomes. Further guidance will be provided if you are successful.		
Evidence of tenancy agreement and or permissions to carry out works at the project site.			
Provide evidence of any additional funding you have for your project and its source.			