



# **Community Flood Action Fund**

## **Guidelines for completing an application form**

10 December 2024

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# General information about the Community Flood Action Fund (CFAF)

Through its Community Flood Action Fund (CFAF), the Somerset Rivers Authority (SRA) partnership offers grants to reduce the risks and impacts of flooding in Somerset. You can apply for a grant of between £3,000 and £20,000.

## SRA Strategy 2024-34 Objectives

Objective 1: Reduce the risks and impacts of flooding across Somerset.

Objective 2: Maintain access and connections during times of flood for communities and businesses across Somerset.

Objective 3: Increase the resilience of people, places and the environment to flooding, while adapting to climate change.

Objective 4. Protecting Somerset's economy from the impacts of flooding, promote business confidence and encourage new opportunities.

Objective 5. Conserve and enhance Somerset's special environment (natural, built, social, cultural) for all who live and work in Somerset and visit.

## What can CFAF grant funding be used for

Community Flood Action Fund grant funding can be used for:

- Maintenance or improvement works that meet one or more of our objectives
- Flood risk reduction works that meet one or more of our objectives
- Surveys, permits or permissions that are directly linked to delivery as part of your project
- Projects that can be completed within 9 months from the date of the grant being awarded.

## What CFAF grant funding cannot be used for

- Works costing more than £20,000
- Actions that only benefit a single household, landowner or business
- Feasibility studies or investigation reports
- Community or training events
- Flood recovery support

## Further funding opportunities

There are further opportunities for SRA funding through the following schemes:

- [Advice and Capital Grants | Farming and Wildlife Advisory Group South West Limited \(fwagsw.org.uk\)](#)
- [RTL | Stewardship and Vision on The Somerset Levels \(reimaginingthelevels.org.uk\)](#)
- [Somerset Prepared - funding support](#)
- [Somerset Community Foundation - grants for Somerset organisations](#)

## Background information

To aid in understanding your local context you can view information about which catchment and sub-catchment your project will take place in by accessing an interactive map here: [Somerset's river catchments and sub-catchments.](#)

On the map you will also be able to check if a river near to you is a Main River or an Ordinary Watercourse. This may be important if you need to apply for permissions such as a Flood Risk Activity Permit or Land Drainage Consent.

## IMPORTANT: Saving and Returning to your Online Application Form

Follow the steps outlined below to firstly save your online form, and then to save a link to it, so that you can return to your form at any time until you are ready to submit your final application.

# Somerset Rivers Authority Community Flood Action Fund Application

**Information**

**Save your progress**

After clicking save it is important that you copy and save the link provided to access the form again and continue with your application. Please remember to save your application before you leave the form.

Save  **Step 1: Click on 'Save'**

# Somerset Rivers Authority Community Flood Action Fund Application

**IMPORTANT: Instructions on how to access your saved form**

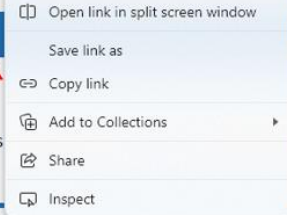
Your application form has been saved. It is important that you copy and save this link to access the form again and continue with your application. Right click on the link and choose 'copy link'. Once you have copied the link save it into a Word document so you can easily find it again.

**Step 2: 'Right Click' on this link and select copy link**

**Information**

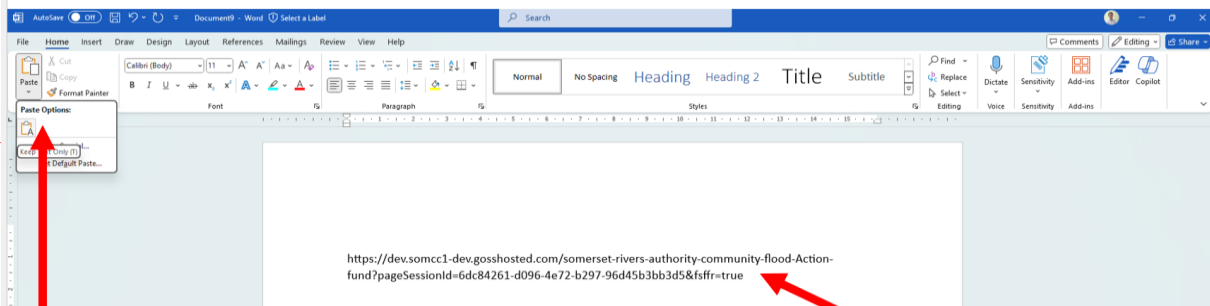
**Save your progress**

After clicking save it is important that you copy and save the link provided to access the form again and continue with your application. Please remember to save your application before you leave the form.



Save

**Step 3:** Open a Word document or any document you can 'paste' text into.



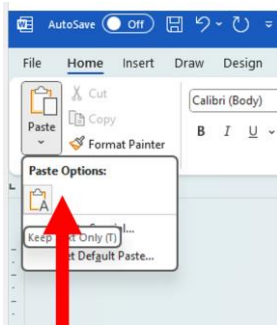
**Step 4:** Click on 'Paste' and then click here. Your link to return to your application form is now pasted into your document. You can use this same link until your form is submitted.

**Step 5:** Save your Word document so that you can return to it when needed.

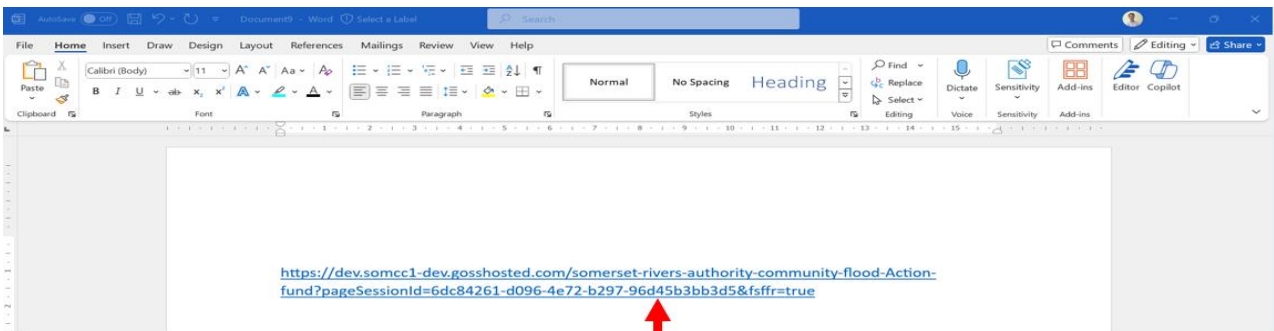
**Step 6:** Proceed with your application.

**Save your form regularly.**

If you need any assistance, contact us at [sra@somerset.gov.uk](mailto:sra@somerset.gov.uk) or 01823 355111



**Step 4**



**Step 7:** To return to your application click on the link. Or copy and paste the link into any internet browser.



# Application Form Guidance

The following sections are numbered as they are on the application form.

## 1. Applicant details

**1.1 Contact details.** Please complete all fields. If you are not the first point of contact for the delivery of this project, please provide their contact details too.

## 1.2 Type of Organisation

The programme is open to not-for-profit organisations. Examples are listed here:

- Registered charities
- Charitable Incorporated Organisations (CIOs)
- Charitable companies
- Companies limited by guarantee without share capital
- Community Interest Companies (CICs) limited by guarantee without share capital
- Local Authorities including Town and Parish Councils, Parish Meetings
- Community Benefit Societies, Co-operatives, Industrial and Provident Societies

If you are a community group or local flood group, to apply, we would encourage you to work with your local parish or town council.

If you are a Parish Meeting, please contact us before you submit your application.

## 1.3 Local Community Networks (LCNs)

Somerset Council's LCNs are the 'voice' of Somerset communities. They're about engagement and improving outcomes for residents through establishing strong connections between Somerset Council, communities, businesses and partners. If you have not already engaged with yours, you may wish to seek its support for your project. You can find out more here - [Somerset Local Community Networks](#)

## 1.4 Eligibility

For registered charities, charitable companies and CIOs we expect there to be:

- A minimum of three Trustees who are unrelated.
- A bank account in the name of the organisation with a minimum of two bank signatories who are unrelated.
- An Equality, Diversity and Inclusion Policy, or similar document
- A safeguarding Policy.

For social enterprise structures including companies limited by guarantee and CICs, we expect there to be:

- A full asset lock
- A dissolution clause



- A minimum of three Directors who are unrelated, and where no Director has significant control
- A bank account in the name of the organisation with a minimum of two bank signatories who are unrelated.
- An Equality, Diversity and Inclusion Policy, or similar document
- A safeguarding Policy.

## 2. Project information

### 2.1. Need

What is the problem that your project is seeking to address? *(Up to 300 words)*

- Please provide a detailed rationale to justify the support of public funding.
- Tell us why your project is needed. For example, what is the history of flooding in this area?
- If known, please include data on past incidents or statistics on the frequency or the severity of flooding in the area.
- Have there been any previous feasibility studies or investigations which have identified the need?

**2.2 Project description.** Your answer here will help us understand the nature of the project. *(Up to 300 words)*. Include details of:

- What the project is – a summary of the key activities and methodology.
- How will the project change flood risk, positively and negatively, in the area? You must consider any negative impacts as well as the positive impacts.
- A timeline for delivery with key milestones.
- At the SRA, we think about flooding across a whole catchment. How does, or could, your project be contributing to reducing flooding in the wider catchment e.g. upstream or downstream?

### 2.3 Project Partners

*(Up to 250 words)*. We welcome projects which demonstrate working together and deliver multiple benefits. Please tell us about which organisations will be involved in the delivery of the project. Please list the names and contact details of any partners – also stating which is the lead partner and what their roles are. Contractors are not partners.

### 2.4 Project outputs and benefits

*(Up to 250 words)* Project outputs. Tell us what the outputs will be and when you expect each of these to be delivered. Examples of project outputs in a flood risk project might include constructed flood banks, drainage systems, tons of silt removed, length of river desilted, number of trees planted, number of attenuation features.

Project benefits. What benefits/improvements will the project make, and when do you expect these to happen? Examples of project benefits would be the reduced flood risk, fewer flood-related damages, and increased community safety.

## 2.5 Project start and completion date

Tell us when you estimate that the project will start and finish. We expect projects to start within three months of a grant being awarded and be completed within nine months. Please note that you will be notified of the outcome of your application between 6 – 8 weeks after each quarterly deadline date. Your start date should not be before this time period.

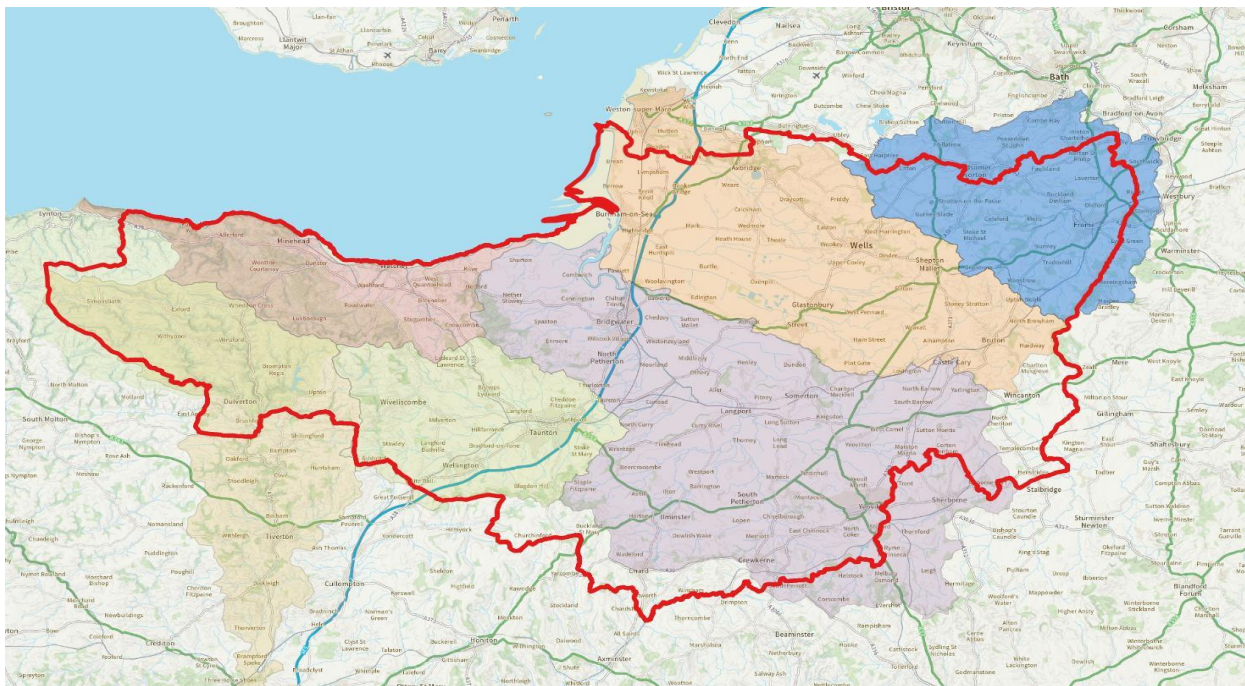
## 2.6 Location

Tell us where the project will take place. If your project is site-specific, please provide a grid reference ([Grid Reference Finder](#)). If there will be benefit to a wider geographical area, please tell us about this too. (Up to 150 words)

The link below will show you the risk of flooding at your location. Please tell us what level and type of flood risk is known at this location:

[How to check your long-term Flood Risk](#)

Please upload a document / map showing your project location(s).



- Somerset county
- River Exe Catchment
- River Parrett Catchment
- Rivers Brue and Axe Catchment
- River Tone Catchment
- Somerset West Streams Catchment
- Frome Catchment

We welcome applications that:

- Foster a catchment-based approach
- Encourage connection between communities within the same catchment

## 2.7 Consents, licencing and land ownership

- Do you own the land where the project will take place, or do you have consent from the landowner? If not, please state owner's name and address. Please attach copy of agreement letter from landowner.
- Does this location involve a riparian owner, and are the necessary permissions in place? [HM Government - Owning a Watercourse](#)
- You must find out which permissions and licences you need to maintain, repair, build or remove anything in or around a watercourse or on the floodplain. I.e is this a main river, ordinary water course etc. [Flood Risk Activities - environmental permits](#)
- It is your responsibility as the applicant to secure all necessary permits and permissions required to deliver the project.

## 2.8 Project Risk

How have you considered the risks associated with the project? Tell us about any key risks linked to the delivery of the project. e.g financial, project timescale, reputation, environmental and what mitigation actions have been identified? Where you have identified a risk, please explain how you plan to mitigate it. *(Max 250 words)*

**2.9 Monitoring.** Please explain how you will oversee delivery of the project. Please also explain how you will know the project has achieved what you set out to achieve. *(Max 250 words)*

## 3. Project costs

**3.1 Project costs.** Please provide the total project cost and the total grant amount being applied for. Please download and complete the Budget Breakdown spreadsheet [CFAF Proejct-Cost-Budget-Breakdown-form.xlsx](#)

Tell us whether these costs include VAT. If you are VAT registered, we expect the costs to be net of VAT.

Don't forget to upload the spreadsheet when completing this section.

In the 'Total cost' column of the budget breakdown spreadsheet, please include the full cost for each description of cost related to the project.

In the 'Amount requested' column, indicate how much of this cost you are asking the SRA to fund. This will help us to understand which elements of the project your other / match funding will be used to support.

<b>Budget Breakdown Description of cost</b>	<b>Amount requested from SRA</b>	<b>Match Funding amount</b>	<b>Total Cost</b>	<b>Match Funding Source</b>
e.g. Contractor costs	£1,000	£500	£1,500	Parish Council
e.g. Material costs	£500	£250	£750	Parish Council
e.g Legal/Licence Fees	£2,000	£500	£2,500	Parish Council

**3.2 Other / Match Funding.** The SRA will encourage projects that lever in additional/match funding from other sources. For example, £5,000 from CFAF and £5,000 from another source. Please tell us about other funders who have been approached, funds that have been secured and planned grant applications together with when you expect to hear the outcome. Your budget breakdown spreadsheet must balance.

Please note that the Community Flood Action Fund can only be used for projects up to a maximum cost of £20,000.

### 3.3 Ongoing Costs

Who is going to meet any ongoing/whole life costs? Please tell us about what will be involved in ongoing maintenance, who will undertake this work and who will fund it.

**The SRA will not take ownership of assets created using SRA funds or fund ongoing maintenance costs. Where a new asset is created, please confirm who will own the asset. Where there will be ongoing costs as a result of the project, please confirm who will be responsible for those costs.**

## 4. Equalities Impact Assessment

Does your organisation, and/or any sub-contractors you will use, have policies and processes in place for undertaking an Equalities Impact Assessment where one is required for this project? If not, please use the template provided. The template also includes guidance on how to complete the form. Don't forget to upload your assessment.

## 5. Skills and experience

**5.1 Skills and experience.** Use this section to tell us about the skills and experience of the people within your organisation who will be involved in the delivery of the project. Give examples of people who might be involved with the project, such as: Clerk, Director, Trustee, Councillor, officer, Flood Co-ordinator or Flood Warden. Tell us about your / their

experience of managing previous projects, particularly those delivered using external funding. Those skills do not need be related to flood risk. No CVs please.

**5.2 Experience in project delivery.** We would like to know more about your organisation's experience of delivering other grant-funded projects.

**5.3 Previous projects summary.** Please give us up to three brief examples of projects, who was involved in delivering the work, the budget and timescales.

## 6. Additional Information and Declaration

You can provide additional information to support your application. For example, you may wish to send a flood risk map or photos of flooding. Please email any additional information directly to [sra@somerset.gov.uk](mailto:sra@somerset.gov.uk)

**IMPORTANT:** Include your application reference number in the subject line of the email. You will receive the application reference number in your confirmation email after you submit your application.

When completing your declaration please confirm that you have read and understood the points listed.

Please sign and date the application form and confirm that you are authorised to make this application on behalf of your organisation.

Do not forget to submit your application. You will receive an email acknowledgment. The email will provide you with your reference number and inform you about next steps in the application process.