**Integrated sustainable transport in community rail: grant fund**

**This pack consists of the following documents:**

 **Scheme Conditions**

**Application Form (Annex A)**

**Post Project Evaluation Form (Annex B)**

**Integrated sustainable transport in community rail grant fund:**

**scheme conditions**

**Introduction**

The Community Rail Network has established a fund, with support from the Department for Transport, to support initiatives by community rail partnerships and station groups that aim to improve and develop integrated sustainable transport during the financial year 2021/22. The value of the fund is £40,000. CRPs and station groups must be members of the Community Rail Network and operating in England or Wales.

The fund is run by the Community Rail Network. **Applications must be received by 30 April 2021.**

A decision on all applications will be advised by **14th June 2021.**

The fund contains public money - it is therefore particularly important that it is properly accounted for. However, it is recognised that the sums involved are relatively modest and partnerships have limited administrative resources, so the aim is to keep the administrative effort involved in applying for and then accounting for the funds claimed to a minimum.

The Impact platform, available to Community Rail Network members, could be a useful tool for monitoring progress and collecting evidence for your project. Sign up for an account if you don’t already have one by contacting impact@communityrail.org.uk.

**The maximum grant will be £8000 and minimum £1,000** **towards any one project** (smaller bids should make use of our Small Grants Fund). Larger bids may be considered, or part funded at the discretion of the assessment panel. Please discuss with your local community Rail Network contact before applying.

**Planning for success**

We recommend speaking to the relevant member of [our support and development team](https://communityrail.org.uk/about-us/meet-the-team/) before writing and submitting your application for advice on planning a successful project and meeting the criteria.

We also recommend consulting our [toolkit on station travel planning](https://communityrail.org.uk/wp-content/uploads/2020/02/ACoRP-STP-toolkit-final-version.pdf) for ideas and advice on how community rail can positively impact on integrated sustainable transport, and referring to the DfT’s Community Rail Development Strategy chapter on [promoting sustainable and healthy travel](https://www.gov.uk/government/publications/community-rail-development-strategy/connecting-communities-with-the-railways-the-community-rail-development-strategy#promoting-sustainable-and-healthy-travel).

All projects supported by this fund must demonstrate that they are supportive of the aims of this chapter of the Community Rail Development Strategy, as well as the aims set out in the CRP or station group’s plan, strategy or aims and objectives.

No grant funding will be approved/released until any/all earlier IST Grant Fund assessment forms (Annex B’s) have been submitted and approved, except when we have agreed to advance earlier payment (see below).

**What can the grant cover?**

There is some flexibility over what can be paid for by this fund, but three basic tests will be applied:

1. Does the project further the second pillar of Connecting Communities with the Railways: The Community Rail Development Strategy: Promoting sustainable and healthy travel

2. Is the project in line with the CRP or group’s plan and aims?

3. Does the project plan show how it will deliver social value connected to the railway, but outside of railway ‘business as usual’ work?

**On top of this, we require bids to demonstrate:**

* The proposed work is important to deliver integrated sustainable transport improvements at, around and linking to station, and there is reasonable confidence it will lead to constructive steps that improve the connectivity, appeal of and access to sustainable travel;
* Relevant local partners are engaged, on board, and share commitment to taking forward improvements (including the train operator or Network Rail as relevant, local authority and other transport/community partners);
* A holistic approach to integrated, sustainable, healthy journeys, considering how rail, bus, walking and cycling connect, and giving clear priority to boosting active travel and public transport;
* Attention to local needs, opportunities and contexts, and a commitment to engaging the community to make locally beneficial and inclusive change.

**What will not be covered by a grant?**

The fund will not cover costs which are the contractual responsibility of the station facility owner or the train operator nor the cost of officer time or projects that have started.

**Who can apply?**

Applications should be made by CRPs or station groups in England and Wales that are members of the Community Rail Network.

**How to apply**

All formal applications must be made on the Application Form (Annex A).

**How much can be applied for and what are the match funding requirements?**

There is no limit to the number of applications which can be made. If the fund is to provide the biggest possible impact, we would encourage an element of match funding for all funding bids. However, it is recognised that finding match funding can be time consuming and for small grants may not be best use of time. We therefore require a minimum sliding scale of match funding as follows:

Up to £2,500 No match funding required – it is assumed that match funding "in kind" is provided in the form of officer or volunteer time producing the application and managing and implementing the proposal.

£2,501 - £8,000 **25%** match funding of the grant, of which half of the match can be volunteer time with the rest in cash. Volunteer time cannot include any officer time for the calculation. Volunteer time can be charged out at £15/hour. **Match funding may *not* be from another Community Rail Network-run fund, such as the Community Rail Development Fund or its Small Grants Fund.**

In the case of multiple applications on a route, we reserve the right to request a higher minimum level of match funding than those stated above.

**How will applications be judged?**

Assuming that the application is eligible, the application will be judged by the panel against:

***Deliverability***- we will look for evidence that the proposal can be delivered in the required timescales but no later than 31st March 2022.

***Planning*** - we will expect an outline, dated project plan supported by an outline budget. If projects are looking for interim funding the plan and budget must identify what deliverables should trigger release of part payment.

***Scope*** - linked projects have the potential to delay projects and we will want to understand how such risks would be managed. We will need to be assured there is no risk of scope change through the linked project and we will need to review carefully the scope of the project. Interdependencies with other projects should be clearly stated.

***Scale of benefits*** - we will not be carrying out a formal economic appraisal, but will assess whether the outputs and intended outcomes look strong or weak in relation to the grant from the IST IST Grant Fund. This will tend to benefit match funded applications - note that the match fund guidance given above is the minimum required amount for applications and higher match funding rates will tend to improve the possibility of funding.

***Innovation*** - we will give preference to projects which represent a new initiative for your CRP and which may provide lessons for other CRPs.

***Consent* -** If the proposal is for the area of the railway which forms part of the “TOC leased area” (generally stations and their immediate surroundings), any proposal will be subject to approval from the train operating company (TOC) and the landlord consent process. If the area being considered is outside the TOC lease area Network Rail must be consulted before applying to the fund and work starts. For further information please contact the relevant route lead.

**Best practice**

 We are keen to encourage the sharing of best practice and will work with successful applicants to write up and share case studies and guidance on lessons learnt.

As far as possible we will attempt to balance the award of grants across the regions to achieve “regional equity”. However, poor quality applications will be rejected even if that means an uneven spread.

**All projects delivered with the aid of funding from the IST Grant Fund must make clear in all associated publicity material that the project has been funded or part funded by Community Rail Network.** Further advice on this and branding is available from news@communityrail.org.uk.

**Payments and follow-up**

Funds will be released as follows:

Up to £2,500 Grant can be forwarded immediately on approval if requested; an Annex B report back form must be submitted by 31st March 2021.

£2,501 and above Up to 50% of the IST Grant Fund grant can be paid at the point identified **in advance in the project plan**. Clear evidence that the deliverables have been achieved will be required. Acceptable deliverables range from contracts in place for scheme delivery to physical works. The plan should indicate the level of funding that will be sought for interim payment.

Balance of payment will be made in arrears, after the partners have approved the Annex B for the project.

The Post Project Evaluation Form (Annex B) must provide evidence that the funds have been spent as per the application form. Receipts and appropriate records must be kept for six years for audit purposes.

Failure to demonstrate that the monies have been spent as per the application may lead to a requirement to re-pay funding and in extreme cases may lead to legal action. Should there be genuine difficulties in carrying through the proposal as made, this should be reported immediately and arrangements will be made to ensure that funding is either returned or used appropriately in the circumstances.

Community Rail Network

March 2021

**Data Privacy:** Personal information supplied on this form will be used to communicate with you specifically about your grant application, and to allow us to evaluate and assess the progress of the project for which you are applying for funds. It will not be used for any other purpose. This information will be processed, stored & transported lawfully and correctly, in accordance with the principles and safeguards contained in the Data Protection Act 1998 and GDPR Regulations (Article 5). Your personal information may be shared with third parties, such as the Department for Transport, Network Rail, train operating companies and devolved government, where it is deemed necessary to assess the application. Community Rail Network s Data Privacy Policy can be found on its website.

**Annex A**

**Integrated sustainable transport in community rail – grant fund**

**Application Form**

**Basic details**

1 Name of project/proposal … ……………………………………………………………

2 Which route(s)/station does it relate to? ­­­­­­­­­ …………………………………………………………

**About you**

3 Name of CRP/group ……………………………………………………………………………..

4 Address of CRP/group ……… …………………………………………………………………….

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 Postcode ………………………………

5 Name of contact ……………… …………………………………………………

 Email ……………………………. Tel……………………………………..

**The proposal**

6 What are you trying to achieve?

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7 What are you proposing to use the money for?

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8 How does this fit with your plan and aims?

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9 What do you expect the outcomes of this project to be for the local community and the railway?*An outcome is a change that occurs as a result of your actions (i.e. this project) e.g. passengers feel safer at the station, people have improved health and well-being from taking part in station walks, increased use of station buildings, increased visitor satisfaction, decrease in occurrences of vandalism.*

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*Please continue on an additional sheet if necessary*

10 When do you intend to implement the project/proposal?

 ***Attach a dated indicative work programme. Any significant change in the programme (for example, slippage of more than a month) must be notified to Community Rail Network***

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11 How do you propose to publicise that the project/proposal was delivered through funding from Community Rail Network?

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12 How have you consulted and engaged railway, local authority and community partners on your proposal and how do you propose to work with them on the project? *Please provide written/email evidence.*

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**Finance**

12 What is the total cost of this project proposal? …………………..……….

***Attach an indicative project budget***

13 How much are you asking for from the IST Grant Fund? ………………………..

14 What match funding is being provided? ………………………………..

15 Who is providing that match funding and is it confirmed?……………………………………..

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16 Tell us more about how you will meet our four criteria (**max 250 words for each**):

1. The proposed work is important to deliver integrated sustainable transport improvements at, around and linking to station, and there is reasonable confidence it will lead to constructive steps that improve the connectivity, appeal of and access to sustainable travel;
2. Relevant local partners are engaged, on board, and share commitment to taking forward improvements (including the train operator or Network Rail as relevant, local authority and other transport/community partners) please supply written confirmation;
3. A holistic approach to integrated, sustainable, healthy journeys, considering how rail, bus, walking and cycling connect, and giving clear priority to boosting active travel and public transport;
4. Attention to local needs, opportunities and contexts, and a commitment to engaging the community to make locally beneficial and inclusive change.

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*Please continue on an additional sheet if necessary*

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**Your commitment to the scheme**

We confirm that we have read and understand the *Integrated sustainable transport in grant fund (IST Grant Fund): Scheme Conditions* and thatto the best of our knowledge this application is in line with their requirements.

We confirm that, if the application is successful, we will keep appropriate records of expenditure and other financial aspects of this application and make them available to the IST Grant Fund 's administrators (currently the Community Rail Network) as required. We will retain these records for six years after the grant has been awarded.

We will comply with any additional conditions stipulated in the grant offer letter.

We also confirm that we will complete and submit a Post Project Evaluation Form (Annex B) and attach a final budget for the project.

We acknowledge that failure to comply with these conditions may lead to a requirement to return any grant.

Signed ……………………………… Signed …………..………………….

Position…………………………….. Position .………..………………….

On behalf of ………………………. On behalf of ….…………………….

Date………………………………… Date ……..…………………………..

Note all applications need to be signed off by the Partnership Chair (or deputy) and the Partnership Officer (or deputy).

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**What next?**

**Applications must be received by 30 April 2021.** Electronic versions of this form will be welcomed by e-mail to brian@communityrail.org.uk. We will require a signed copy before we can approve the application, but we can consider applications on receipt of the electronic version.

Please send the signed completed application to:

IST Grant Fund Administration, Community Rail Network

The Old Water Tower

Huddersfield Railway Station

St Georges Square, Huddersfield HD1 1JF

Electronic versions of this form should be e-mailed to brian@communityrail.org.uk We will require a signed copy before we can approve the application, but we can consider applications on receipt of the electronic version.

Many thanks for your interest

Application form Page 4 of 4**Annex B**

**Integrated sustainable transport in community rail – grant fund**

**Post Project Evaluation Form**

**Basic details**

Name of project/proposal ……………………………………..…………………….

Which route(s)/station does it relate to? ……………………………………………………

Name of CRP/group …………………………………………………………………………

What were you trying to achieve and how did you achieve it?

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What were your expected outcomes?

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*Please continue on an additional sheet if necessary*

What evidence do you have that these outcomes have been achieved?

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*Please continue on an additional sheet if necessary*

Were there any unexpected outcomes?

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Did the project run to the timescales envisaged?

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Did the costs turn out as expected - if not why not?

**Please supply a final budget.**

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If there was match funding, did these arrangements work as envisaged and were the funders pleased with the result?

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What do you think was good about this project?

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What lessons can be learnt from this project? Is there anything specific that we should pass on to other CRPs/groups?

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How did you promote/publicise that funding for this project had been made available by Community Rail Network? Please attached appropriate photographs of the completed project.

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Name …………………………………………………………….

On behalf of ……………………………………………………..

Email ……………………………………… Telephone ……………………….

Signed ……………………………………. Date ………………………………

Evaluation Form Page 2 of 2