Please ensure your application only uses up to 8 sides

Heading	Guidance
Guidance Notes	Welcome to the second round of our 'Your Station, Your Community' Improvement Fund for 2024/25 The fund will support causes that are of key importance to local communities on our network and to us. • Applications open: 9th November 2023 • **Applications close: 15th December 2023** • We anticipate confirmation from the Department of Transport for the approved grant scheme: March 2024 We welcome applications from: • Registered charities • Constituted community groups • Community Interest Companies (CiC) • Other not-for-profit organisations including: ○ Community rail partnerships ○ Business improvement districts ○ Town councils ○ Parish councils ○ Schools and Colleges. (we can only fund activity which is extracurricular and outside the school's usual statutory remit). Partnership bids are accepted and encouraged Organisations will need access to a dedicated dual signatory bank account.

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	Initiatives should be in and around stations served by Great Northern, Southern or Thameslink on the GTR network **The communities supported by your project should be served by one of those stations.** **We can only accept bids for work on station property that are managed by Great Northern, Southern or Thameslink.** The GTR network map can be downloaded [here](#)
Company / organisation name	
Company or charity registered number	
Project name	
Contact name	Contact details, should we need more information about the project.
Email address	Contact details, should we need more information about the project.
Brief project summary (1-2 paragraphs)	The fund is focussed on proposals that will bring improvements and benefits on issues that are important to and impact local communities and the railway. Our priorities areas for funding are: • Positive mental health • Diversity and inclusion • Employability and confidence building • Environment and sustainability • Creating a welcoming station environment For further detail see below

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Please list who the primary beneficiaries will be and the number who will be impacted by the project	Please include details of whom the primary beneficiaries are and numbers who will be impacted by your project. **You must be able to demonstrate and evidence your engagement with your primary beneficiaries**
Subject Areas:	The subject areas the fund supports are those challenges and issues that are important to and impact our local communities and the railway. It is vital that you can demonstrate clearly your engagement and impact in one or more of these areas. The areas are: *Enhancing our stations to be a welcoming environment* The key themes in this area are: **Regenerating redundant station spaces** for community use; providing space for activities that enrich the local community and bring the station estate back into use. **Creating a welcoming environment for our stations** and enhancing our customers' experience – engaging with hard to reach groups and/or addressing issues such as ASB, that have wider social impact; creating activities, observances or other visual cues that let minority or underrepresented groups know that they are welcome and their particular needs/experiences have been considered. *Positive Mental Health* Mental health activities that encourage: **Working with local partners** to signpost and/or refer people to support services or initiatives that have a **positive impact on people's wellbeing**. - Connecting people together to take positive **action to prevent suicide**, an issue that has devasting and far reaching impact on people, customers and communities.

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- **Using the station space to communicate positive mental health messaging**, to both customers and colleagues: that positive mental health is something we can all support and work towards, that 'it's okay not to be okay', and that help is always available.

Diversity and Inclusion
Our ambition is to create an inclusive culture where customers and colleagues feel able to be themselves and feel they belong to, and can add value to, their local communities.

Support for community projects that:
- Create opportunities for groups that are often socially and/or economically excluded – inparticular looking at digital exclusion within those groups
- Build on the strengths and knowledge already existing in the communities we serve;
- Facilitate spaces or events where parts of communities that are often separated can come together, building relationships, and learn from/support each other for everyone's benefit.

Employability and confidence building
Schemes that promote employability and education, in economically and/or socially excluded groups, by:
- Investing in skills development for now and the future
- Working with socially and economically excluded groups to develop social enterprise within those communities
- Working with young people to create positive opportunities and addressing such issues as Anti-Social Behaviour.

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	Environmental Sustainability Supporting environmental projects that address the climate crisis through: • Programmes that help in reducing emissions and/or increase recycling, helping us get us to a carbon-zero future • Conserving and restoring natural spaces • Encouraging sustainable mobility shift to encourage customers to make greener choices to travel by rail and getting to our stations sustainably - by bike, bus, foot or electric car.
Please explain how the scheme will address the theme(s) you have selected above	
Project scope	Please ensure that you have answered these questions: 1. What is the identified need? 2. How will you spend this grant to address the need in your area? 3. What positive changes would this grant make to the lives of people who use your project/service? 4. How will you measure and report on the positive changes and demonstrate social value? 5. How will you communicate the project to supporters and funding partners?
Organisations aims & activities / background	Tell us about: • Your organisation, and its experience of helping people • The impact of your previous work • The people involved in your project and why you are confident in their ability to make your proposed project succeed
Project benefits	This should include an overview of what a successful project looks like and how will it be captured and measured.

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Total amount of funding requested	Please confirm the amount of CCIF funding that is being requested. **For projects requesting £10,000 or more please email** community@gtrailway.com **BEFORE submitting your application to ensure that your project proposal exactly matches our funding priorities.** **We WILL NOT accept any unverified bids over £10,000** We **will** consider funding applications that include: • Up to 20% of the project budget attributed to core costs of the organisation. • Salary costs – where directly related to the project proposal • Capital costs – where directly related to the project proposal
Any confirmed match funding?	Although funding is available for 100% of project costs, groups should be aware that the panel will favourably consider applicants that are offering some contribution to the project costs, this could be financially through their own fundraising efforts or 'in kind' through the support of volunteers active in your organisation, getting involved and giving their time.
Total cost of project	The proposal should set out the total cost of the project, and detail on one separate sheet how the costs have been reached. There is a Project Budget Sheet (Excel) available to help set out your costings if required
Any statutory consents required?	Any statutory consents that you are aware of that will be needed. And how you will achieve them
Risks and mitigation measures	Please provide a breakdown of any known risks to your project and mitigations you will put in place.

Timescales	A high-level breakdown of the key activities and timescales over the life of the project, should be included in this section.
How did you hear about the fund?	
Name of your local Thameslink, Great Northern or Southern managed station	

Privacy statement
We will only use your personal details to communicate with you in regards to your application. Your data will be stored securely, it will not be processed for any other purpose, and it will not be shared with anyone outside GTR. We will keep a record of your data for the next funding round. If you would like to be excluded from the list for any future potential funding, and have you details removed from it, please contact us **community@gtrailway.com**.

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