

Application to Community Rail Network’s Small Grants Fund: England

*(Please read the Application Guidelines first)*

**Name of organisation:**

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**Name of contact person:**

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**Address of contact person:**

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**Phone of contact person: Email of contact person:**

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**Project name:**

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**Project Details:** (Filling in by pen? Continue on a separate sheet for any section, if necessary)

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**If your project includes activities conducted on TOC or Network Rail property/land, we must see written permission for those specific activities.**

Have you provided evidence of TOC permission? **Yes [ ] or Not Applicable [ ]**

Have you provided evidence of Network Rail permission? **Yes [ ] or Not Applicable [ ]**

**How will this project benefit the local community?**

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**How will the local community be involved?**

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| --- | --- | --- |
| **Total project cost** | **Amount applied for from Community Rail Network** | **% of total project cost** |
| £ | £ |  |

**Itemised breakdown of what money requested from Community Rail Network will be used for:**

The listed items should total the amount you are requesting from us, or total cost of the project. For any item £200 or more, we request evidence of cost, such as supplier quotes and/or webpage links showing online prices.

|  |  |  |
| --- | --- | --- |
| Budget item | Cost | How you are providing evidence of cost (if £200 or over) |
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|  |  |  |
|  |  |  |
| Total: |  |  |

**Other funding sources requested/attained (amounts and source), and if they are confirmed or not:**

(You *must* enter details here if the total cost of the project is more than the amount applied for from our fund)

|  |  |  |
| --- | --- | --- |
| Amount | Source | Confirmed? |
| £ |  |  |
| £ |  |  |
| £ |  |  |

As part of good financial governance, we request you keep all receipts and project records for six years. We financially audit a proportion of grant-funded projects annually, and members undergoing financial audit checks will be required to submit evidence (e.g. receipts and invoices) to support their submitted budget. Any budgetary discrepancies will be investigated and may result in a re-payment of funds. This financial audit process is currently subject to DfT review; any changes affecting your application will be communicated to you. **Please check here to confirm you agree to this requirement: [ ]**

**Your name: Position in organisation:**

|  |  |
| --- | --- |
|  |  |

**Date:**

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### Community Rail Network Small Grants Fund: Guidelines for applicants

Part of Community Rail Network’s funding allows for the provision of a Small Grants Scheme, to enable its member organisations to undertake small projects that would otherwise fall through the funding net, or to part-fund bigger ones.

**The following criteria apply:**

1. The fund can only provide grants to Community Rail Network members unless the Community Rail Network Board deems that special circumstances apply.
2. Applications can only be accepted if made on Form 1.
3. The fund can support projects up to a maximum contribution of £2,500 from Community Rail Partnership and Community Station members and £1,000 from Station Adoption Group members.
4. Higher award amounts will be considered in special circumstances, but these must be discussed with a Support and Development team member in advance of applying.
5. The fund does not support projects that are already underway or completed.
6. Up to £1000 no match funding required – it is assumed that match funding “in kind” is provided in the form of officer/volunteer time producing the application and implementing the proposal.
7. Between £1001 - £2500 There should be matching contributions of at least 50% of the total project costs, which can include some support in kind.
8. Of the 50% match funding at least 10% of the total project cost must be in cash. The remaining 90% can, if necessary, include volunteer time at the rate of £15/hour.
9. Applications will be considered at any time and may be determined by agreement of; up to and including £1000, the community rail support officers and Chair Emeritus, over £1000, community rail support officers, the Chair Emeritus and either the programmes development manager or regions support manager.
10. Community Rail Network support should be clearly acknowledged in press releases and other publicity
11. Whilst more than one application per year is acceptable, in considering bids there will be a presumption in favour of applicants who have not made a successful application earlier in the same year. However, this is subject to available funds, and a good application from a previously successful applicant would not necessarily be rejected.
12. For grants at the upper end of the limit, it is recommended that an informal approach to Community Rail Network’s support and development team is made first, to ensure there is money left in the budget, and that the project meets the basic criteria.
13. Grants will remain claimable for up to three months following the award date. Grants remaining unclaimed after this date will be cancelled and the funds made available to other applicants.
14. We reserve the right to conduct a project audit. Failure to respond to our request to fill in our post-funding evaluation form could result in your group being disqualified from future bids.
15. The level of grant awarded is at the discretion of Community Rail Network who reserve the right to part-fund or refuse a bid as they see fit.
16. This form must be returned either by email to [**grants@communityrail.org.uk**](mailto:grants@communityrail.org.uk) or by mail to the office.
17. We will acknowledge receipt and give an indication as to when we expect the application to be considered by. This will normally be within 14 days.

**What sort of projects are eligible?**

***The fund……***

* exists to assist members in developing a wide range of practical schemes which make a real difference to their communities and rail services
* may include small capital items (e.g., notice boards) or revenue funding (e.g. rail-link bus, special events, etc.)
* should not generally be used to support projects that more properly should be provided by the rail industry or other agencies

***We would expect to see……***

* clear evidence of community benefit (including local residents and/or visitors)
* some evidence of community involvement, where appropriate
* that the project has identified the need for its existence.

**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, GDPR Regulations (Article 5) and Data Protection Act 2018. 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.