

**Community funding programme for Westborough 2012/13**

**What is Travel SMART?**

Travel SMART is a programme of travel improvements and behaviour change aiming to help people to travel SMART, reducing carbon, calories and cost.

**Travel SMART in Westborough**

As part of Surrey County Council’s submission to the Department for Transport’s Local Sustainable Transport Fund, money has been successfully allocated to develop a community project aimed at improving people’s access to travel in the areas of Westborough, Guildford. The ward of Westborough is identified as an area of deprivation, with higher than average levels of unemployment.

The aim of Travel SMART in Westborough is to make it easier for people to travel and to bring services into the community, reducing the need to travel. Community funding will be targeted towards projects and improvements that help to achieve this aim and complement one or more of the following objectives:

- Help people make better travel choices and improve accessibility
- Improve people’s access to jobs/skills
- Encourage people to live healthier lifestyles

**The community funding programme for 2012/13**

Approximately £150,000 of funding is available to the local community to spend on improvements and activities that would support the objectives highlighted above. Groups and organisations will be able to bid for community grant funding to access this money. In Westborough there will be three levels of funding that local groups and organisations may wish to bid for, and we propose funding the following number of each level of bid :

<b>Level of funding</b>	<b>Number of projects funded</b>
Up to £3,000	Up to 8 projects
Up to £15,000	Up to 5 projects
Up to £50,000	One project

**Funding criteria for projects**

The aim of the travel SMART funding the areas of Westborough is to make it easier for people to travel and to bring services into the community, reducing the need to travel. All applications submitted for funding will need to demonstrate how their project will contribute towards this aim.

Groups submitting bids will also need to be able to identify how their scheme will support at least one of Travel SMART’s objectives :

- Help people make better travel choices and improve accessibility
- Improve people's access to jobs/skills
- Encourage people to live healthier lifestyles

The funding can be used for one off projects or to support the costs of activities that are already being provided. For ongoing activities the group should demonstrate how the project will continue after Travel SMART funding has been spent.

### **Project bids up to £3,000**

For project bids up to £3,000, there will be two bidding windows with a total value of £12,500 each, one at the beginning of July and one in the middle of January. Decisions on these bids, will be made by a local community panel, made up by people from the local community. Please see the separate note on community panel set up for full details on the panel.

### **Project bids up to £15,000 and up to £50,000**

For project bids up to £15,000 and up to £50,000 there will be one bidding deadline, which will fall at the beginning of September. There will be a total of £115,000 available for groups to access during this process. Decisions on these bids will be made via a participatory budgeting process involving the local community.

NB: groups will be able to bid for funding of under £3,000 at the participatory budgeting event.

### **Decision making process**

Once applications have been received for each bidding round, Surrey CC's Travel SMART team will validate the applications to ensure they are suitable for funding within the scheme. The bids will then pass them to the Community panel. For the small (under £3,000) bidding windows, the community panel will scrutinize the bids and award funding to the strongest ones, until the funding is spent. A member of the Travel SMART team

For the larger project bids (up to £15,000 and up to £50,000) after the validation by the Travel SMART team, the community will perform a role in shortlisting the projects accepted to go forward to the participatory budgeting event, if there more than 22 bid at the £15,000 threshold, and more than 4 bids at the £50,000 threshold.

However, for the larger project bids, the decision about which bids to fund will be made at the participatory budgeting event. This will be held on either the first or second weekend in October 2012. Each group submitting a bid will be asked to make a three minute presentation to local residents to try and gain support for their project. All the residents from the local community will be invited to the event, and will have the opportunity to give each project a score out of 10. In each of the two categories funding will be allocated to the projects with the highest scores until the funding has run out. The results will be announced at the event, and the funding allocated within two to three following the results.

### Community Panel set up – Westborough

As part of the Travel SMART community funding scheme, we would like to set up a community panel to make decisions about small grant funding (under £3,000). This panel would also serve as a working group for the community funding scheme, where marketing and publicity can be planned, information can be disseminated back to local groups and organisations such as community interest companies and charities can help the panel to develop new ideas for schemes and projects that require funding.

This panel would also work to develop the participatory budgeting event, and shortlist bids to this event, if there are high volumes of applications.

Each financial year we will identify 8 local people from the local community to sit on the community panel.

One of the local councillors, either from the borough council or county council, will chair the community panel, and invitations to local people will be sent on their behalf. We propose inviting eight people in total from the following groups, with each one also identifying a deputy/alternate should they not be able to attend.

Borough and County Councillors
Residents' associations
Representative from local schools (pupils where possible)
NHS surrey/PCT
Guildford Job Club
Community group representative
Representative from Westborough shops/businesses
Borough Council
Residents

Surrey's Travel SMART team will receive bids from the community, and ensure they are valid under the scheme's aim and objectives.

We envisage the community panel meeting every two months to discuss design and delivery of the participatory budgeting event, plus once in July and January to award funding to small projects, worth up to £3,000.

The setting up, venue booking and facilitation of the panel would be the responsibility of Surrey CC's travel SMART team. A member of the Travel SMART team will be present at each panel meeting, purely to facilitate the meeting and to record the panel's decision.

Once a chair has been identified from the local councillors, the Travel SMART team will send invitations out to the groups above on their behalf, and a date set for an introductory meeting to inform people of what the panel will be responsible for doing.