Travel SMART Community Fund Small Grant
(up to £3,000)

Guidance Notes and Score Sheet

What is Travel SMART?
Travel SMART in Surrey is an initiative designed to provide your community with more travel choices that cut carbon, calories and cost. Travel SMART funding is available for local community groups to develop projects which will improve access to sustainable travel options or employment and will operate in the following wards:

- Merstham
- Redhill West
- Sheerwater & Maybury (Woking)
- Stoke & Stoughton (Guildford)
- Westborough (Guildford)

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What funding is available?
The maximum bid in the financial year 2013/14 is £3,000 for the small grant scheme and there is no minimum amount. The total amount of funding available varies by area, please check www.travelsmartsurrey.info for full details.

Who can apply?
Applications are welcome from all community and voluntary organisations, public sector organisations and partnerships, as long as projects deliver genuine 'added value' and do not replace services that should be provided through mainstream budgets. You can check with us if you're not sure.

What can we use the money for?
To qualify for a grant, your group's project idea MUST meet at least one of the aims.

- **Promote sustainable travel AND/OR**
- **Improve access to jobs and employment skills**

We are keen to see projects that encourage travel choices that are better for the environment such as walking, cycling or public transport. We also want to see projects that help local people obtain employment or develop skills that can lead to this. For example you may want funding for a car share scheme, or to develop CV writing and interview skills sessions that are available locally.

The Travel SMART Team will assess all applications and reserve the right to reject those that do not meet one of the aims. Please be as throrough as possible in your application providing any information you feel is relevant. The criteria and score-sheet the team will use to assess applications is included at the end of this document. Only the information provided in the application form will be considered.

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.

When can we apply?
There will be two opportunities to submit applications during the financial year.

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Area	Deadline 1	Deadline 2
Merstham	12 July 2013	31 January 2014
Redhill West	26 July 2013	17 January 2014
Sheerwater & Maybury (Woking)	15 July 2013	27 January 2014
Stoke & Stoughton (Guildford)	29 July 2013	10 February 2014
Westborough (Guildford)	1 July 2013	13 January 2014

You may be contacted up to 7 days after this deadline if we have questions about your application.

Who will decide?
If your application meets the Travel SMART aim, your project will go forward to a community panel made up from representatives from the local community, who will decide which groups will receive funding. The panel will make their decision based on the strength of the application, how well it meets the Travel SMART aims and the perceived need in the community for the project.

What happens if we are successful?
All of the allocated grant money must be spent, as described in this application form, and accounted for via receipts and invoices. We will ask for an update report every six months. Forms that you will need to complete are available to view online at www.travelsmartsurrey.info.

For further information and advice on the grant programme contact us by email: travelsmart@surreycc.gov.uk or call us on 03456 009 009.

Send your completed application form to:

Travel SMART Team
Surrey County Council
Room 415
County Hall
Penrhyn Road
Kingston-upon-Thames
KT1 2DY

Or email it to: travelsmart@surreycc.gov.uk

CHOICES THAT HELP CUT CARBON, CALORIES AND COST

Community Fund Eligibility Scoring Sheet
Small/Large Community Grants

Organisation:	
Project Title:	
Amount Requested:	

Initial Criteria – All Bids

Answers must be 'yes' to all the initial criteria questions for bids to be considered for funding by the community panel or at the voting event.

Criteria	Yes/No
Is the project based in the relevant area and expected to deliver the majority of benefits to the residents?	
Can the project be delivered with funding from the Travel SMART fund or, if more funds are required, have other sources been secured/be reasonably expected?	
Is the group eligible to bid (fully constituted and own bank account)?	
Does the application provide evidence of the need for the project in the community?*	

*The purpose here is not to assess the level of evidence; just that it has been provided in the application.

Travel SMART Aims – All Bids

To be eligible for a grant, an application must score a minimum of **6** marks in the following matrix which outlines five criteria based on the central aims of the scheme. All applications will be scored by the Travel SMART team and scores may also be used by a community panel for guidance as they make their decisions.

Scoring Key

Score	Description
0	Very unlikely / no effect
1	Unlikely / small effect
2	Likely / some effect
3	Very likely / significant effect

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Criteria	Mark out of 3
Aim 1: Promoting Sustainable Travel	
1) Will the project result in a transport modal shift to more sustainable forms e.g. car driving to cycling?	
2) Will the project make it easier or more appealing for residents to travel sustainably e.g. by providing cycle parking?	
3) Will the project result in increased awareness of sustainable travel options?	
Aim 2: Improving access to jobs and skills	
4) Does the project support access to employment opportunities and/or skills for employment?	
5) Does the project reduce the need to travel by bringing employment or employment skills opportunities into the area?	
TOTAL	

Secondary Travel SMART Objectives – Short Listing Only

The following criteria will not be used to determine eligibility of bids but will be used to help differentiate between applications where short listing is required or to aid the panel in their funding decisions.

Criteria	Mark out of 3
1) Does the project deliver wider social benefits, for example by addressing mobility, social inclusion or mental health?	
2) Will the project improve transport related safety?	
3) Will the project result in a lowering of localised pollution, including air quality, greenhouse gases emissions and noise reduction?	
4) Does the project promote or deliver increased levels of physical activity and associated health benefits?	
TOTAL	

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