

Travel SMART Community Fund Application 2013/14 – Small Grant

Please refer to the guidance notes for help completing this application form

Section 1 – About your organisation	Help Notes
<p>Q1 Group/organisation details</p> <p>Name of your group/organisation:</p> <p>Location of Project: (tick one only)</p> <p> <input type="checkbox"/> Merstham <input type="checkbox"/> Redhill West <input type="checkbox"/> Sheerwater & Maybury <input type="checkbox"/> Stoke & Stoughton <input type="checkbox"/> Westborough </p> <p>Does your group have its own bank account? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Does your group have a constitution? Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>A constitution gives a clear framework for how your group makes decisions, what will be done and who will do it. It is a legal document that gives information on what the group is set up to do and how it is run. The constitution is effectively the "instruction manual" for how the group functions, and what is has been set up to do.</p>
<p>Q2 Contact details within the group/organisation</p> <p>Title:</p> <p>First name:</p> <p>Surname:</p> <p>Position held in the organisation:</p> <p>Contact address:</p> <p>Post code:</p> <p>Telephone:</p> <p>Fax:</p> <p>E-mail:</p>	<p>This is the person we will contact if we need to talk to you.</p>
<p>Q3</p> <p>Where did you hear about the community fund?</p>	<p>Website (please name the site), word of mouth, other etc.</p>
<p>Q4</p> <p>Please provide us with some background to your organisation. What are the current activities that your group/organisation carries out in the area?</p>	<p>Please list types of activities and events that your group carries out. What are your aims and objectives/what do you want to achieve?</p>

Section 2 – About your project	Help Notes
<p>Q5 What is your project idea and why is there a need for it in the area?</p>	<p><i>Please try and provide evidence to demonstrate there is a need for this in the area e.g. survey results, interviews, anecdotal evidence, your own observations.</i></p>
<p>Q6 Explain how your project meets the aims of promoting sustainable travel and/or improving access to skills and jobs.</p>	<p><i>Projects must meet one of the aims in order to be eligible for funding.</i></p> <p><i>Please be as specific as possible about what you plan to carry out. Where appropriate use facts and figures and include an estimate of the number of people it will benefit.</i></p> <p><i>Please refer to the guidance notes for more information about the aims and how your bid will be assessed.</i></p>

<p>Q7 Travel SMART also has a number of secondary objectives. Please explain how your project meets any of these.</p> <ul style="list-style-type: none"> • Help deliver social benefits such as increased mobility, social inclusion, improved mental health and accessibility • Improve transport related safety • Lower pollution • Encourage physical activity 	<p><i>This information will be used if we receive a high number of applications and we need to shortlist the bids that go forward to the community.</i></p>
<p>Q8 Will your project continue to run after the funding has been used? Will you apply for funding from elsewhere to continue? If so please describe in a few words, how you will do this.</p>	<p><i>You do not have to have long term plans to qualify for a grant from this programme. However, we would like to support projects that will carry on beyond any funding provided through the scheme.</i></p>

Section 3 – About the funding				Help Notes																																																															
Q9 a) How much funding do you need in total? b) How much will come from Travel SMART community fund? c) Where will the rest come from? d) Please include a breakdown of the expected costs involved at each stage of the project.				<p><i>Please try to provide as much information as possible as this will help with your application.</i></p> <p><i>Applications may be refused if cost breakdowns are incomplete or not provided.</i></p> <p><i>We understand the project is likely to change as it progresses, but please try and include all anticipated costs.</i></p> <p><i>We will require receipts and any other proof of spend in the progress reports.</i></p>																																																															
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e) Please give an estimate of the timescales involved in implementing your project. When do you expect to make major purchases?																																																																			

Section 4 –Monitoring your project	Help Notes
<p>Q10</p> <p>It is important that we can see the difference your project idea will make in the community.</p> <p>Therefore, please outline how you will gather information that will show the impact your project will have on promoting sustainable travel and or improving access to jobs/skills.</p>	<p><i>E.g. if you ran a skills workshop for job seekers you could monitor numbers of people signed up, number of jobs applied for, success rate etc.</i></p> <p><i>We will also require six-monthly progress reports with updates on how the project is progressing, how much has been spent, if you are likely to under or over spend and if you are on-track with predicted timescales. There are examples of the reports we need filling in on our website www.travelsmartsurrey.info.</i></p>
Section 5 - Confirmation	
<p>Disclaimer</p> <p>By submitting this application form your organisation is not entitled to publicly state it has the support of SCC on any matter without having a written statement to that effect.</p> <p>SCC and Travel SMART logos cannot be used on any of your organisations publicity or marketing material without permission.</p> <p>Both parties shall comply in all respects with the provisions of the Freedom of Information act 1998 or the regulations made under the Data Protection Directive or any other legislation replacing the same, and will indemnify each other against all actions, costs, insurance, claims, proceedings and demands which may be made or brought against the other for breach of statutory duty which arises from the use, disclosure or transfer of personal data by the other party and its servants and agents.</p> <p style="text-align: center;">Completing this form does not guarantee success when applying for funding.</p>	
<p>I confirm that to the best of my knowledge the information contained within this application form is accurate.</p>	
<p>Print Name:</p>	
<p>Signature:</p>	<p>Date:</p>
<p>Office Use</p> <p>Grant Programme: <u>Small Fund (up to £3,000)</u></p>	
<p>Date received and who by:</p>	

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