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| **FUNDING ORGANISATION DETAILS** |
| **FUND TITLE** | Community Links  |
| ORGANISATION | Sustrans Scotland |
| MAIN BUSINESS | Cycle Infrastructure Development |
| ADDRESS | Rosebury House, 9 Haymarket Terrace, Edinburgh, EH12 5EZ |
| WEBSITE | Community Links- <https://sustranscommunitylinks.wordpress.com/>Sustrans Scotland- <http://www.sustrans.org.uk/scotland>  |
| CONTACT / POSITION | Andy Keba | Community Links Officer |
| EMAIL / ‘PHONE | Andy.keba@sustrans.org.uk | 0131 346 3019 |

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| ***Fund factors*** | ***Your fund: application requirements*** |
| 1. ***Eligibility/criteria***
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| ***What criteria for eligibility are there? E.g:**** *Applicant: access authority/access authority-community and or external body partnership*
* *Geographical area*
* *Community involvement*
* *Community benefit – may be specific to a certain sector e.g. young people*
* *Item specific – e.g. website development*
 | Sustrans Scotland’s Community Links Programme provides grant funding to local authorities, statutory bodies and educational institutions for the creation of cycle network infrastructure for everyday journeys across Scotland. Applicants must be able to deliver a capital programme and complete a project within one year. They must be constituted so as to provide financial accountability. Community groups can partner up with their Local Authority in order to combine funding sources and meet local aspirations while ensuring Sustrans with sufficient confidence that funding will be delivered by an accountable organisation.  |
| 1. ***Funding application timings and deadlines***
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| * *Are there stages/rounds for the application?*
* *Could funding be withheld due to non-delivery by one partner (e.g. access authority cross-boundary project)?*
 | The programme timeline is detailed below. We would encourage you to engage with the Community Links Team on your applications throughout the process.

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| **Action** | **Responsible Party** | **(Typical) Due Date – details to tbc** | **Comments** |
| Community Links Raising Standards Workshop  | Sustrans and Applicant | December 2015 |  |
| Community Links 2015/16 Criteria released  | Sustrans | December 2015 |  |
| Online application system available for use | Sustrans | January 2016 | We will publicise this when it is ready |
| Application deadline for submissions | Applicant | February 2016 |  |
| Application review | Sustrans and Applicants | From January to March 2016 | Sustrans staff may arrange a site visit to see the proposals on the ground during this phase |
| Selection Panel | Sustrans and Applicants | March 2016 | All applicants should be prepared to present their proposals to a Selection Panel. |
| Funding decision | Sustrans | April 2016 |  |

Projects will be assessed against the Scoring Matrix. Evaluation of each application takes place in the following stages. Each of these stages is detailed within the Scoring Matrix. They are:1. **Screening** – The project must be eligible. There are some issues which will immediately discount the project from Community Links funding. Screening is against a checklist of these issues.
2. **Sifting** – During the sifting process, the Scoring Matrix will be used to indicate which projects most closely fit with the objectives of the Community Links programme.
3. **Site Visit** – Community Links Project officer may arrange for a site visit to discuss your proposals on the ground (if appropriate).
4. **Comparison** – Each project will be compared against all other applications. A partner may be asked to indicate which of their projects is of highest priority if the programme is oversubscribed.
5. **Selection Panel** – All applicants should be prepared to present their proposals to a Selection Panel.
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| 1. ***Funding limits***
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| * *Are there different limits depending on project? If so what are they?*
 | Each project is individually assessed on its merits. There isn’t strictly any funding limit although schemes over £500k may be assessed by a larger panel of stakeholders and applicants may be asked to present their project. |
| 1. ***Match funding***
 |
| * *Is match funding applicable?*
* *To what level / percentage?*
* *What is eligible/ineligible?*
 | Sustrans Community Links funding can provide up to 50% of project costs. The partner must find the remaining costs from other sources. Cycling Walking Safer Streets (CWSS) has often been used as match funding. However; applicants are encouraged to utilise other funding streams. Examples of other funding sources include climate change, landfill tax, local authority funding, developer gain, European funding, regeneration and community planning partnerships.Community groups can access a wider range of funding sources, so working with the local community could reap financial benefits, as well as strengthening your application and assisting in developing quality concepts. Projects can be match funded from any source. Local authorities should also consider matching funds from different departments. For example this might be from Education, Outdoor Access, Health, Regeneration, Planning and particularly through developer gain where this might be possible. Even if the contribution is not available as a cash fund, other matches such as materials or staff costs can be considered. Bringing together different departments within your local authority to work collaboratively can add real value to your projects. Applicant organisations, especially local authorities, should coordinate all their applications across various departments so that all information is consistent and project planning and delivery is coordinated.This is a single year funding programme; Sustrans will only accept match funding proposals from the 2015/16 financial year. Sustrans will not accept match funding arranged to be spent in future years (or in other financial years).  |
| 1. ***Other related funding sources***
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| * *Are there other related or alternative funds?*

*What are they?*  | All projects will be expected to deliver capital works in parallel with a Smarter Choicesprogramme. Smarter Choices measures will need to be funded through partner match funding and not from the Sustrans capital grant. Smarter Choices funding is available to Local Authorities and is delivered by Paths for All.  |
| 1. ***Funding release/receipt***
 |
| * *When will funding be released?*

 *Before/during/on completion of project?** *What are the spend deadlines?*
* *Can money be carried over to another financial year?*
 | * Funds are paid in arrears, on completion of the project to Sustrans’ satisfaction and the programme objectives – regular meetings with Sustrans will be held thought the project in order to ensure these are met
* Grant Claims must be submitted no later than 31st March.
* Money cannot be carried over into other financial years
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| ***Fund factors*** | ***Your fund: application requirements*** | ***Actual fund requirements*** |
| 1. ***Project control and authority***
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| *Do you require landowner/manager written permissions if not applicant?* | Landowner permissions will increase the score given to the project when it is assessed but it is not a strict requirement. |
| 1. ***Demonstration of need***
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| * *Is demonstration of need required?*
* *In what form e.g. stakeholder consultation, survey results, feasibility study*
 | Demonstration of community demand will increase the score given to the project when it is assessed but it is not a strict requirement. |
| 1. ***Outcomes***
 |
| * *Do you specific required outcomes?*

*If so what are they?** *Do you require success to be measured in a specific way? What way(s)?*
 | Objectives of the Community Links Programme are to:* Encourage people to cycle or use another active travel mode for everyday journeys, increasing cycling modal share
* Meet an identified community need and demand
* Link the places people live in with the places they want to get to
* Encourage innovation where relevant in new infrastructure solutions to meet the needs of cyclists (and other active travel modes)
* Encourage placemaking schemes that evidence future modal shift to cycling and other active travel modes

Full details are contained within the Community Links Guide which is updated annually and released at the beginning of each application round. |
| 1. ***Maintenance***
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| * *Is a commitment to maintain the project asset required? For what period?*
 | As Community Links is a capital fund, no money is available for maintenance and once the project is completed, maintenance liability is handed over entirely to the partner organisation. This is one of the reasons that our standards require a durable surface that will require little maintenance.  |
| 1. ***Costing***
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| * *To what level of detail should a project be costed?*
 | The more detail the better, although we will work with you thought the project to refine costs and balance budgets if necessary. If a project is un-costed or only very basic in concept, we would look to fund a feasibility or design project initially, in order to gain clear budget for construction.  |
| 1. ***Planning***
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| * *Do you require a detailed project plan?*
* *Can work start before applying for funding?*
 | Again, the better defined a project is, the higher the confidence we will have in providing funding. Where only a limited amount of information is given, for a project which otherwise fulfils the programme objectives, we will consider a provisional award, whereby 10% of the funding is allocated and Sustrans will work with you to determine a final design and then allocate the full budget. |
| 1. ***Monitoring and reporting***
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| * *How do you expect a project to be monitored and reported on?*
* *Do you require a formal report – if so in what format?*
 | Accurate monitoring and evaluation enables a Community Links project to demonstrate whether it has achieved its specific aims and objectives to the funder. Monitoring data is used to demonstrate how Community Links projects are contributing towards national indicators set by Transport Scotland as outlined in Cycling Action Plan for Scotland Action 19. As a stipulation of Community Links funding, all partners must collect/share monitoring figures and data (pre, interim and post) from funded projects with Sustrans Research and Monitoring Unit. Depending on the project this could be through a number of methods such automatic or manual counts of route users, surveys of users and other beneficiaries and additional supporting documentation such as community feedback. Please give details of project monitoring methods and strategies in your application including dates of when baseline monitoring will be delivered.It is expected that all partners create and initiate monitoring plans for all Community Links projects. In order to make a grant claim to Sustrans, once projects are delivered, all partners will be required to evidence that a proportion of their match funding has been allocated to project monitoring. Monitoring data which tracks usage before and after infrastructure improvements has enabled Sustrans to show an increase in walking and cycling at Community Links project sites. It also demonstrates a number of social and economic benefits to local communities including return on investment. As well as being used to evidence usage at an individual site, this data may be used by Sustrans to contribute to wider analysis of cyclist and pedestrian levels across Scotland. |

***(SOAN - March 2015)***

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