SOAN Access Project Funder Pro Forma

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| **FUNDING ORGANISATION DETAILS** |
| **FUND TITLE** | SEStran Regional Cycle Network Grant Scheme (RCNGS) |
| ORGANISATION | South East Scotland Regional Transport Partnership (SEStran) |
| MAIN BUSINESS |  |
| ADDRESS | SEStran, Claremont House, 130 East Claremont Street, Edinburgh, EH7 4LB |
| WEBSITE | www.sestran.gov.uk |
| CONTACT / POSITION | Sarah Ryan | Active Travel Officer |
| EMAIL / ‘PHONE | Sarah.ryan@sestran.gov.uk | 0131 524 5150 |

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| ***Fund factors*** | ***Your fund: application requirements*** |
| 1. ***Eligibility/criteria***
 |
| ***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*
 | Applicant: Local Authority (though other organisations may be considered if partnered with a Local Authority)Geographical Area: Edinburgh, Fife, Falkirk, Clackmannanshire, East Lothian, Midlothian, West Lothian, Scottish BordersCommunity involvement: evidence of support is beneficialCommunity benefit: must benefit cyclists along strategic routesItem specific: feasibility studies, design work, infrastructure, monitoring |
| 1. ***Funding application timings and deadlines***
 |
| * *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)?*
 | No – applications are judged on their own merit and in the order they are received. Yes. |
| 1. ***Funding limits***
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| * *Are there different limits depending on project? If so what are they?*
 | Grants will typically range from £500 - £25,000 however larger awards can be made in exceptional circumstances. |
| 1. ***Match funding***
 |
| * *Is match funding applicable?*
* *To what level / percentage?*
* *What is eligible/ineligible?*
 | 50% match funding is essential, this can include staff time and in-kind contributions. |
| 1. ***Other related funding sources***
 |
| * *Are there other related or alternative funds?*

*What are they?*  | This grant scheme largely follows the same criteria of Sustrans Community Links. SEStran also offer a Sustainable and Active Travel Grant Scheme for non-infrastructure projects such as travel planning (see website). |
| 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?*
 | Funding will be released upon completion of the project and receipt of all invoices and other evidence. The deadline for work to be completed is 31st March 2016 and funding cannot be carried over. |
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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?* | Yes |
| 1. ***Demonstration of need***
 |
| * *Is demonstration of need required?*
* *In what form e.g. stakeholder consultation, survey results, feasibility study*
 | Yes, in any form.  |
| 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)?*
 | SEStran will request a monitoring report following completion of the project, the form of this is flexible and to be discussed with SEStran. |
| 1. ***Maintenance***
 |
| * *Is a commitment to maintain the project asset required? For what period?*
 | Yes, again to be discussed with SEStran. |
| 1. ***Costing***
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| * *To what level of detail should a project be costed?*
 | See application form – fine detail not necessary but the amount applied for cannot be changed. |
| 1. ***Planning***
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| * *Do you require a detailed project plan?*
* *Can work start before applying for funding?*
 | No, though this would be beneficial.Sometimes, again to be discussed with SEStran. |
| 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?*
 | Monitoring is necessary however the format of this depends on the project – to be discussed with SEStran.  |

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

**For more guidance and to download application forms please visit:** [**http://www.sestran.gov.uk/grant-applications/**](http://www.sestran.gov.uk/grant-applications/)

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