

Sustainable Travel Fund - Criteria & Application Information

The Sustainable Travel Fund (STF) offers grant funding for projects which encourage visitors to leave their cars at home and explore the South Downs sustainably. These grants are enabled by the Department for Transport's Local Sustainable Transport Fund (LSTF) Programme which runs until March 2016.

The objectives of the National Parks LSTF programme are:

1. Encourages people to visit the National Park by bike, bus, and rail and on foot.
2. Makes it easier for people to reach the National Park by bus, rail, bike and on foot
3. Promote sustainable tourism and support the South Downs economy - local attractions, cafes, pubs and shops encouraging visitors to arrive sustainably.
4. Reduce local traffic impacts and carbon emissions

How much funding is available?

Grants are available from £250 up to £5000 and you can apply for up to 50% of the total cost of your project or 75% for not-for-profit organisations. The remaining match funding (see below) can include investment from your own organisation, other grants or contributions, and contributions in kind which would normally include volunteer time or materials.

Project Deadlines & Grant Claim Timescales

Grants are paid retrospectively and money can only be claimed on completion of the project. See Terms & Conditions to check you can meet these conditions before you apply.

All funded projects must be completed by 31st January 2016 to allow time for completion of monitoring and payments process. Grants will be paid by 31st March 2016.

What is match funding?

Applicants to the SCF must be able to demonstrate that 50% of the project costs will be met from other sources. The partnership or match funding can come from:

- Local Authorities - it is very important to have a contribution from local authorities
- Grant from a public funding body, trust or foundation
- Company or business sponsorship
- Investment from your own organisation
- Donations of materials and resources
- In-kind contributions e.g. volunteer time or expert services e.g. website design

Support for the project through volunteer time cannot exceed the level of cash match funding that you must contribute. For example, if you apply to the National Park for 50% of your projects cost then your maximum in-kind contribution would be 25% and remaining 25% must be a financial contribution.

Value of in-kind time In-kind contributions must be clearly recorded using the following daily rates: Unskilled volunteer time = £50; Unskilled time = > £150; Professional services = >£250.

How & When Grants are awarded

Approval of grants will be made at monthly decision meetings by an internal panel made up by the Director of Corporate Services, the Performance and Project Manager and LSTF Programme Manager. Applicants will be informed of the result within ten working days of the meeting.

Grant Decision Dates	Deadline for Applications	Project Completion
Tues 4 th August	1 month before decision meeting date	All projects must be completed and invoiced by 31 st January 2016
Weds 2 nd September		
Weds 28 th October		

Contact the External Funding Coordinator to check exact application deadline dates.

The Grant Application Process

- Application forms are not available for download as we encourage an initial conversation with the External Funding Co-ordinator or Sustainable Transport Officer to discuss your project idea.
- If your project fits the Sustainable Travel Fund (STF) objectives and can be delivered within our timescales you will be invited to make a Grant Application for up to £5,000
- Full details of the information required in the application form are given below

Please ensure you have read through and the Criteria and Information Sheet before contacting the External Funding Co-ordinator or submitting an application.

Contact details:

External Funding Coordinator - grants@southdowns.gov.uk or tel: 01730 819219

Sustainable Transport Officer - tel: 01730 819246, email: kathy.azopardi@southdons.gov.uk.

The Application Form

Applications will be judged on how well they meet the project objectives and inspire confidence that the project can be delivered successfully, on budget and within the timescale required.

Applicants must show the following information on the application form:

- 1. Objectives** How does the project link to and meet Sustainable Travel Fund (STF) objectives?
- 2. Projects must support National Park Authority *Purposes** e.g. we would support a walks leaflet which links to public transport routes but not one with walks from car parks.
- 3. Beneficiaries** Who the target audience? Explain clearly who will benefit from the project e.g. to get more new visitors to the National Park by bike or encourage more young people and families to go walking and visit new places. Estimate how many people will benefit.
- 4. Location** Where will your project take place? Please specify the area or location the project is focussed on. Provide a postcode and a site map (where relevant).
- 5. How your project will be maintained in the future** What plans do you have to continue the project after the funding arrangements from the Sustainable Transport Fund have finished?
- 6. Income** List other sources of project funding including secured and pending grant applications.
- 7. Expenditure** Please include all the expenditure associated with the project including the costs of materials, labour, printing costs etc.
- 8. VAT registration** If you are VAT registered please let us know and what your registration number is. If so, we will pay the grant based on the net amount of receipted invoices only.
- 9. 3 Quotes** Please provide evidence of 3 quotes for any expense valued at £500 or more.
- 10. Constitution and financial accounts** Please provide a copy of your organisation's constitution and latest approved annual accounts. These must be signed and dated by your chair, secretary or treasurer and by your auditor or independent examiner (if appropriate). If your organisation has been running for less than 15 months, you may not be able to supply this so please send a 12-month financial projection for the year when you will spend the grant

*The Partnership Management Plan highlights the National Park Authority's Purposes and Duty (p10), Special Qualities (p13) and Outcomes and Policies (p27).

<http://southdowns.gov.uk/national-park-authority/our-work/key-documents/partnership-management-plan/>

STF Grant Terms & Conditions

What are the grant conditions?

Successful applicants will be sent a grant offer letter within ten working days with details of grant conditions. These vary depending on the type of project and value of the grant and may include additional conditions.

Standard grant conditions are:

1. Projects must be completed within the specified timescale.
2. The offer is to remain open until 31st January 2016. Please inform us as soon as possible if it is likely that you will not be able to spend the full grant or submit your claim by this date.
3. All information provided by you during the application process is true and accurate.
4. The grant must be used for the purposes specified in the application form and any proposed changes to these must be the subject of a formal request to the SDNPA and approved in writing.
5. The SDNPA's grant must not be more than 75% (not for profit groups) or 50% (businesses) of the total project cost.
6. Your project will not commence until all match funding has been secured.
7. Payments are retrospective and will be made on completion of the project following submission of the Grant Monitoring Form and on receipt of paid invoices which cover the total cost of the project. (Staged payments may be negotiated).
8. Any surplus funding must be returned in proportion to the amount of funding received from the SDNPA against the total project cost.
9. Voluntary contributions will be recorded in detail and evidenced during the grant monitoring phase.
10. You are responsible for risk management and the successful delivery of the project; if the project is not successful you may not receive your grant.
11. Any change to your VAT Registration must be reported to the SDNPA immediately.
12. **Logo & Acknowledgements:** The support from the South Downs National Park Authority must be recognised on all publicity and promotional material using the official logo which will be sent through via email.
13. **Publicity:** Please advise the National Park's Communications Team in advance of any publicity that you are planning around this project. Email (press@southdowns.gov.uk)
14. **Reporting & Monitoring:** Applicants should submit a short report/case study within 6 weeks of the completion of the project outlining the key results of the project and include photographs (preferably digital) and/or other evidence to show the project was successful.