



Staffordshire's Road Safety Grant Fund Guidance Notes

For grants between £100 and £5,000

A partnership of:



Staffordshire's Road Safety Grant Fund

What is the funding for?

As a pilot initiative, the Staffordshire Safer Roads Partnership is providing, through a bidding process, £200k over the next 2 years in the form of the Road Safety Grant Fund.

The money has been made available to:

- improve road safety
- increase public confidence in the safety of Stoke-on-Trent and Staffordshire's roads
- support communities to take local responsibility

The administration of the Road Safety Grant Fund is supported by The Community Foundation for Staffordshire.

Who can apply?

Constituted community based organisations, either solely or in collaboration with others, can make an application. A constituted organisation will normally have a management committee, constitution and its own bank account.

What types of activities will be considered?

The Staffordshire Safer Roads Partnership is keen to support locally driven community road safety activities.

Activities should aim to address an identified road safety issue which is of concern to the community. This could include the provision of positive activities to target particular vulnerable road user groups or encourage general compliance with traffic laws.

The Partnership would welcome a wide range of bids and encourage inventive thinking in how the funding could be used to make a positive difference in your communities.

How much can be funded?

This fund enables bids between £100 and £5,000 for one-off initiatives to be considered and should aim to demonstrate ongoing self-sustainability.

Does an application need a sponsor?

Yes. All applications must be supported by your local Police Community Support Officer (PCSO) whose details you can find on the Staffordshire Police website www.staffordshire.police.uk.

In addition, applications that relate to highway improvements must be supported by your local Highway Authority (Staffordshire County Council or Stoke-on-Trent City Council). Contact details are provided below; **please ensure you mention the Road Safety Grant Fund** to ensure your enquiry is directed appropriately.

Staffordshire County Council

Email (by district):

Newcastle & Staffordshire Moorlands david.greatbatch@staffordshire.gov.uk

East Staffordshire & Stafford richard.rayson@staffordshire.gov.uk

Cannock Chase & South Staffordshire mark.keeling@staffordshire.gov.uk

Lichfield & Tamworth tim.heminsley@staffordshire.gov.uk

Telephone (for all districts): 0300 111 8000

Stoke-on-Trent City Council

Email: highways.client@stoke.gov.uk – please mark ‘For the attention of Lyndsey Pajor’

Telephone: 01782 237061

Please note that the available capacity within the Highways Authorities may limit the number of enquiries that can be dealt with for each funding round.

When considering highway improvements, please ensure you take into account all related costs which could include design and legal costs.

What can't be funded?

- maintenance or repair costs
- commercially run activities
- projects run for the sole benefit of one individual
- counselling or 1-2-1 mentoring
- politically based activities
- events or activities for which the principle aim is to fundraise for other organisations
- marketing costs for existing or planned activities
- premises development, refurbishments or rental costs
- travel costs
- assets such as vehicles
- activities where the application demonstrates the group holds sufficient uncommitted funds to meet the cost in totality of the project itself
- activities which form a statutory function of an applicant
- goods or services that are the statutory responsibility of other agencies
- a product or service that has already been paid for – no retrospective funding
- projects or activities which promote or condone extremist ideology, activities or terrorism

What's the deadline for applications?

The timeline attached to this guidance document provides full details of the deadlines for the initial round of Staffordshire's Road Safety Grant Fund. In total, four rounds of funding will be held by the Partnership between Autumn 2017 and Spring 2019. The initial round will have a deadline of close on 14 September 2017, and subsequent rounds are planned to close in April 2018, September 2018 and April 2019.

Funds for the initial round will be provided on or thereafter 19 December 2017. Funding for the initial round must be committed by 31 March 2018 and spent by 14 September 2018. This should be taken into consideration for the timeliness of your project when completing and submitting your application.

Applications progressed on to the final funding stages will undergo conviction/ non conviction vetting by Staffordshire Police, details of which will be shared with the Staffordshire Safer Roads Partnership. You will receive by email forms of authority to enable such activity to take place.

Mandatory Criteria

Applications for funding must include:

- A clear outline of the identified road safety issue that the application aims to address including any relevant evidence.
- Evidence of support from the wider community.
- A breakdown of costs, a quotation where appropriate and an explanation of how these have been calculated in order to demonstrate value for money.
- For all activities, a statement of support in writing/email from the local PCSO
- For highway related activities, an 'in principle' agreement in writing/email from the local Highway Authority (Staffordshire County Council or Stoke-on-Trent City Council).
- An indication of how any ongoing maintenance or repair costs would be funded.

Applicants will be required to provide electronic scanned or hard copies of all supplementary documentation referenced in their submission, together with a signed declaration giving agreement to the terms and conditions of Staffordshire's Road Safety Grant Fund before final funding can be awarded. A signed declaration agreeing to the terms and conditions of this funding stream will also be required from the organisation's financial lead or bank signatory.

Important Notes

The approval of an application is not a guarantee that the planned activity can be delivered. In the case of highway improvements in particular, there may be further processes and approvals required.

Whilst organisations within the Staffordshire Safer Roads Partnership may offer some support for funded activities, all associated costs should be included in the grant fund or met by the community.

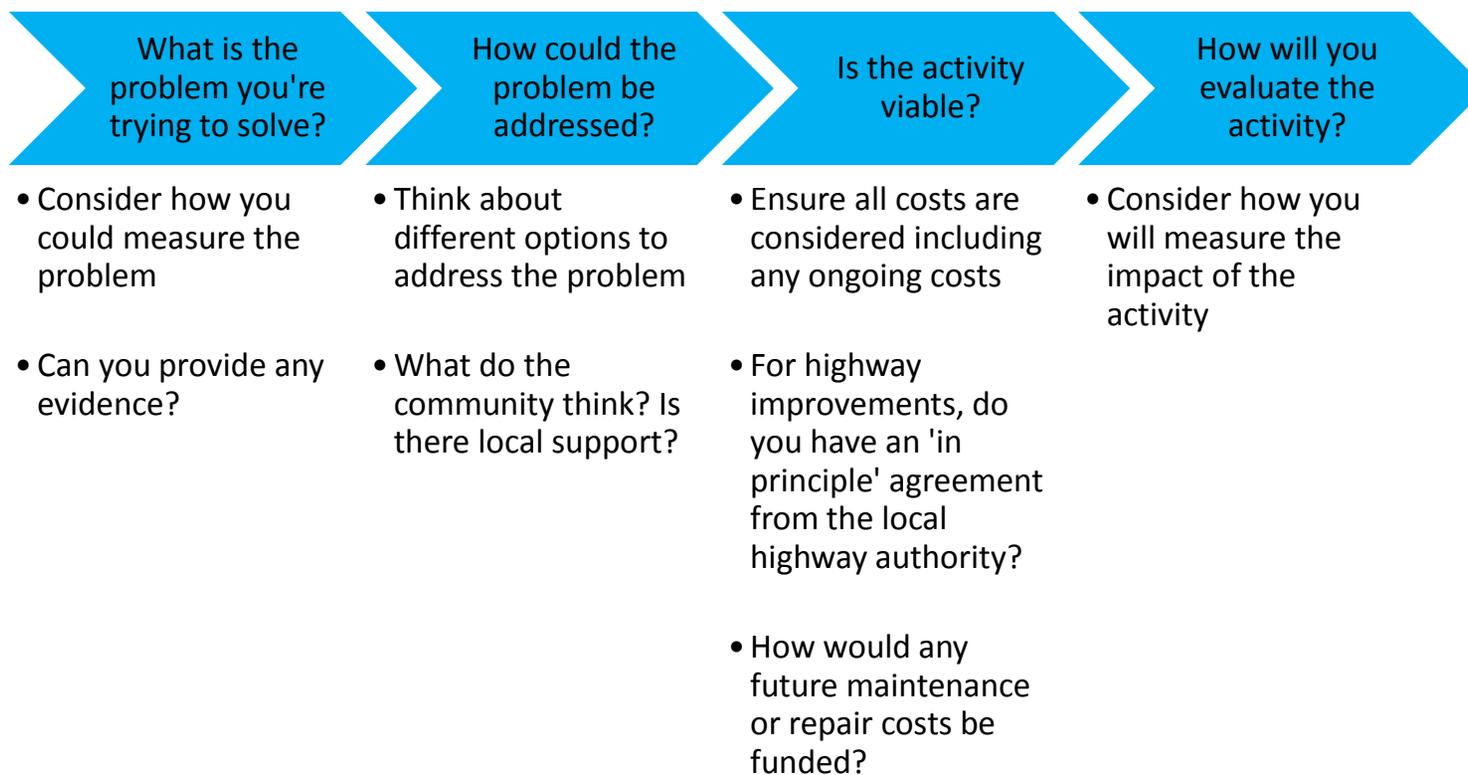
Additional Information

1. All questions on the application form must be completed; please note that incomplete applications will not be considered including failure to submit supporting information.
2. All successful applications will require the timely submission of an evaluation report.
3. The Community Foundation for Staffordshire are supporting the Staffordshire Safer Roads Partnership in the administration of Staffordshire's Road Safety Grant Fund. Through their helpline telephone number **01785 339540** you're able to get advice and guidance on [Staffordshire's Road Safety Grant Fund](#) process and receive help in completing your application form.



Telephone Helpline 01785 339540
(The Community Foundation for Staffordshire)

Before submitting an application, consider the following questions:



General Tips on Writing an Application for Funding

- Allow plenty of time to develop your application
- Read the Guidance Notes carefully
- Gather all the information you will need before you start writing
- Get someone to read your first draft and ask them questions – did it make sense? Did it persuade them that you should get the funding? What was missing?
- Put yourself in the funders' position – would you be able to make a funding decision based on your application?
- Avoid jargon and acronyms
- State the obvious: don't assume that the funder will know what you mean, spell it out in plain English
- Keep it clear and concise
- If you've included another committee member as co-signatory on the application form, make sure they're up to date with the project
- Don't start your project unless you've received confirmation that you have been awarded a grant – grants will not be awarded retrospectively i.e. this fund will not pay for something that has already happened.

Tips on completing the Road Safety Grant Fund Application

1. Your Organisation

- Give the full name of the organisation, the project and provide contact details so that the Staffordshire Safer Roads Partnership can reach you should the need arise.

2. Your Application

- Provide us with the name of the local officer or PCSO with whom you've discussed this application. Full details of local officers are available from the Staffordshire Police website www.staffordshire.police.uk
- Is the application a single or partnership/joint application? If so, please list key partners or stakeholders.
- Provide details about the project/activity you're requesting funding for, how it will operate, what you're hoping to achieve, and how you're planning to attract people to your project and plans after the funding comes to an end.

4. Financial Information, Project Budget and Consent

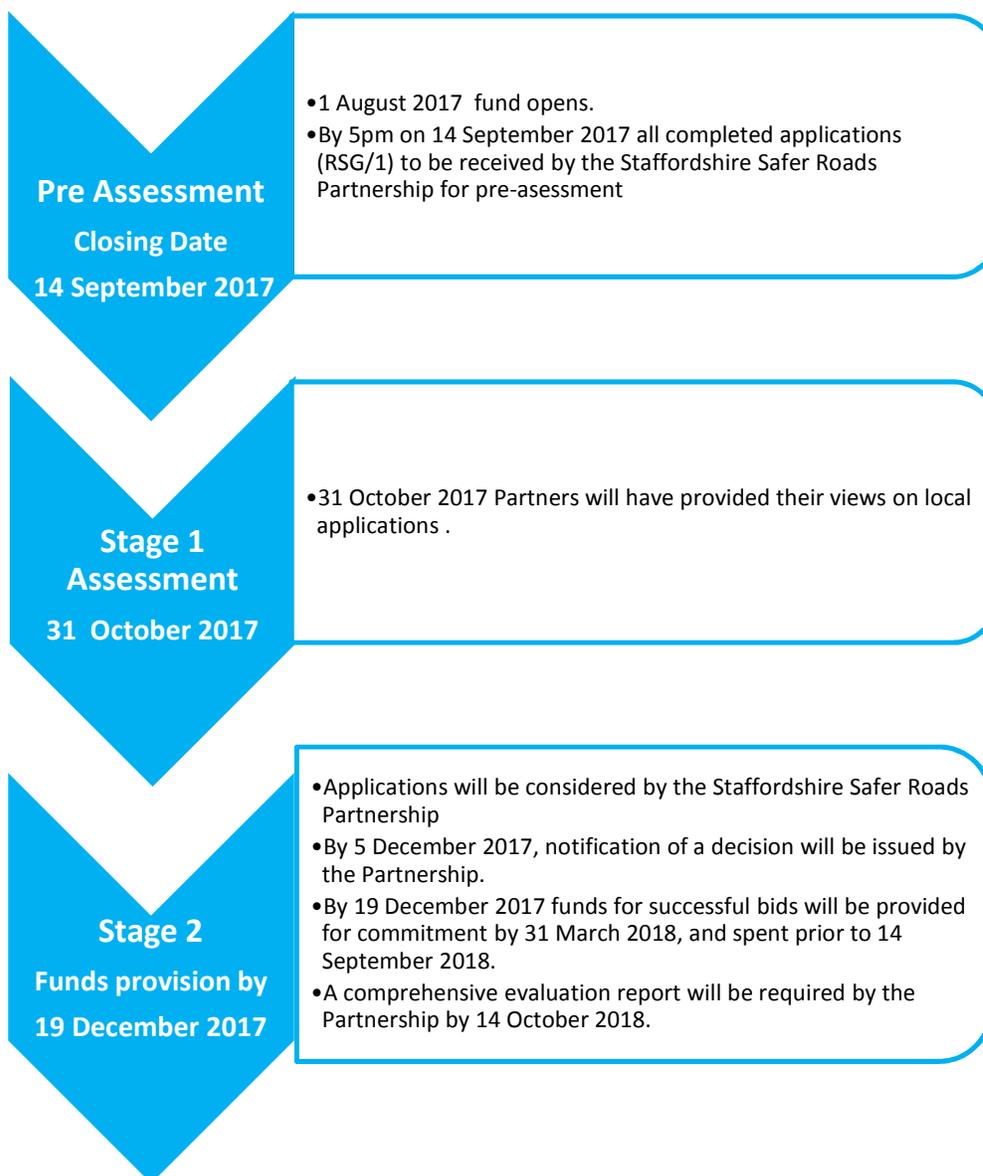
- Provide financial details relating to your project and details of who is signatory to the bank account which is being used. This / these individuals will be required to provide confirmation of their recognition of the project/activity and acknowledge the terms and conditions of funding.
- Upload supporting documents required for your application to be progressed.

- Payment of successful grants will be made into an organisation's bank account by BACS transfer. Please note the Partnership is unable to make payment into an individual's bank account.
- The declaration by the author and deliverer of the activity is an acceptance of the terms and conditions of funding provision and is a binding agreement.



Staffordshire's Road Safety Grant Fund

Timeline Summary – Initial Round



A partnership of:



Staffordshire's Road Safety Grant Fund Checklist

Please ensure you can answer 'Yes' to each of the following questions, to support submission of your application:

Are you a constituted community based organisation in Staffordshire?

Is the application for an amount between £100 and £5,000?

Is the application sponsored by your local Police Community Support Officer (PCSO) in the form of a written letter/email?

If your application relates to a highway improvement do you have an 'in principle' agreement from your local authority in the form of a written letter/email?

If the answer is YES to all of the above, please proceed and complete the application and submit to the Community Foundation for Staffordshire as identified on the information provided electronically or in paper form.



Telephone Helpline 01785 339540
(The Community Foundation for Staffordshire)

General enquiries can be directed to the Staffordshire Safer Roads Partnership by email:

info@staffssaferroads.co.uk