



Staffordshire's Road Safety Grant Fund

2018 Guidance Notes

Revised July 2018

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 a 2 year period 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. If you are not currently a constituted organisation you may wish to consider working with a local organisation that is already constituted such as:

- Parish or Town Council
- Residents Association
- School
- Church or other religious organisation
- Sports club

Should you need to setup a constituted organisation please contact The Community Foundation for Staffordshire who can provide advice and guidance.

If you are applying to fund a Community Speed Watch scheme, and would like standard equipment to be supplied, then a constituted group is not required as equipment can be provided directly in lieu of a grant payment.

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). This would include any signage (static or flashing), line markings or traffic restrictions. 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 Highway 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
- exploratory work such as traffic surveys or feasibility studies
- 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 timelines included in this guidance document provide full details of the deadlines for this year's funding rounds. In total, four rounds of funding are being held by the Partnership between Autumn 2017 and Spring 2019. Two funding rounds will be held this year and will close in April 2018 and September 2018 (see pages 10 & 11 for more detailed timelines).

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. Individuals directly involved with these applications will be sent forms of authority to enable such activity to take place.

Mandatory Criteria

All 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 statement of support in writing/email from the local PCSO

In addition, applications for funding that do not relate to Community Speed Watch must include:

- A breakdown of costs, a quotation where appropriate and an explanation of how these have been calculated in order to demonstrate value for money
- A statement of support from the Police officer who is supporting your application
- 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.
- A copy of your governing document (constitution or Memorandum & Articles of Association)
- A letter of consent from the treasurer of your organisation detailing their financial responsibility for this grant and their agreement to be bound by the terms & conditions
- A bank statement dated within the last 3 months
- A copy of your Public liability insurance, if you have it

Applicants will be required to provide electronic/scanned or hard copies of all supplementary documentation referenced in their submission.

For successful applications, a signed declaration giving agreement to the terms and conditions of Staffordshire's Road Safety Grant Fund will be required 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.

The lead applicant should not be employed by a member organisation of the Staffordshire Safer Roads Partnership.

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.

Privacy Policy

Information provided in your application will be stored by The Community Foundation for Staffordshire electronically, and will be stored for a period of 7 years if the application is successful, and for a period of 2 years if the application is unsuccessful.

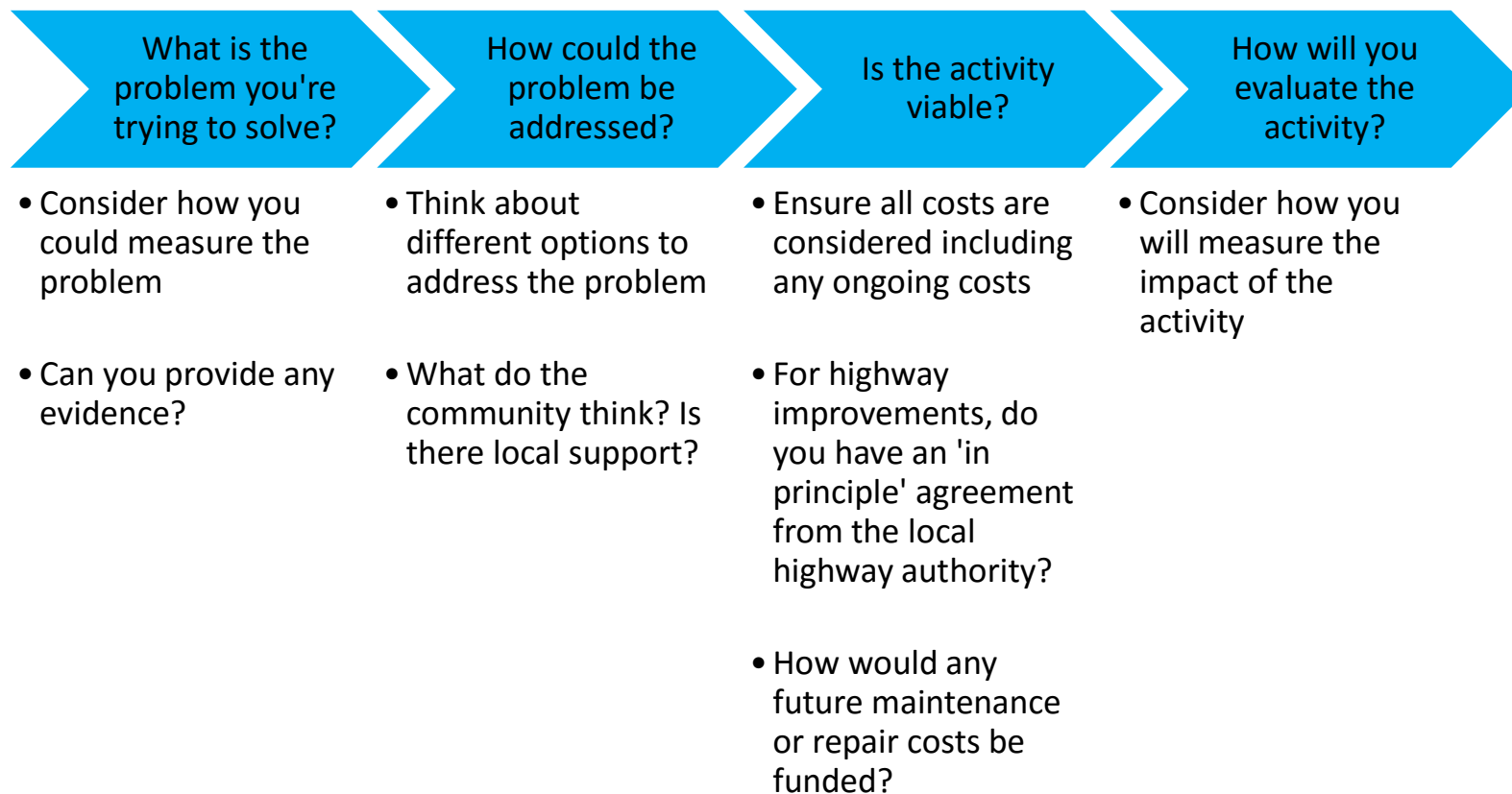
Information contained in your application will be shared with organisations within the Staffordshire Safer Roads Partnership to allow your application to be considered. This may include contacting you regarding your application using the contact details provided. We will not use the contact details provided other than in relation to Staffordshire's Road Safety Grant Fund.

Information regarding this application may be shared with other grant giving bodies, for the purposes of fraud prevention and with the aim of providing best service and support to the applicant's organisation.



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.
- If your project will involve or impact on another group or organisation, please ensure they have been consulted and provide evidence. Consider providing a statement of support from them.
- Provide details about the project/activity you're requesting funding for, what the problem is that you're trying to solve, how it will operate, what you're hoping to achieve and plans after the funding comes to an end.

4. Financial Information, Project Budget and Consent

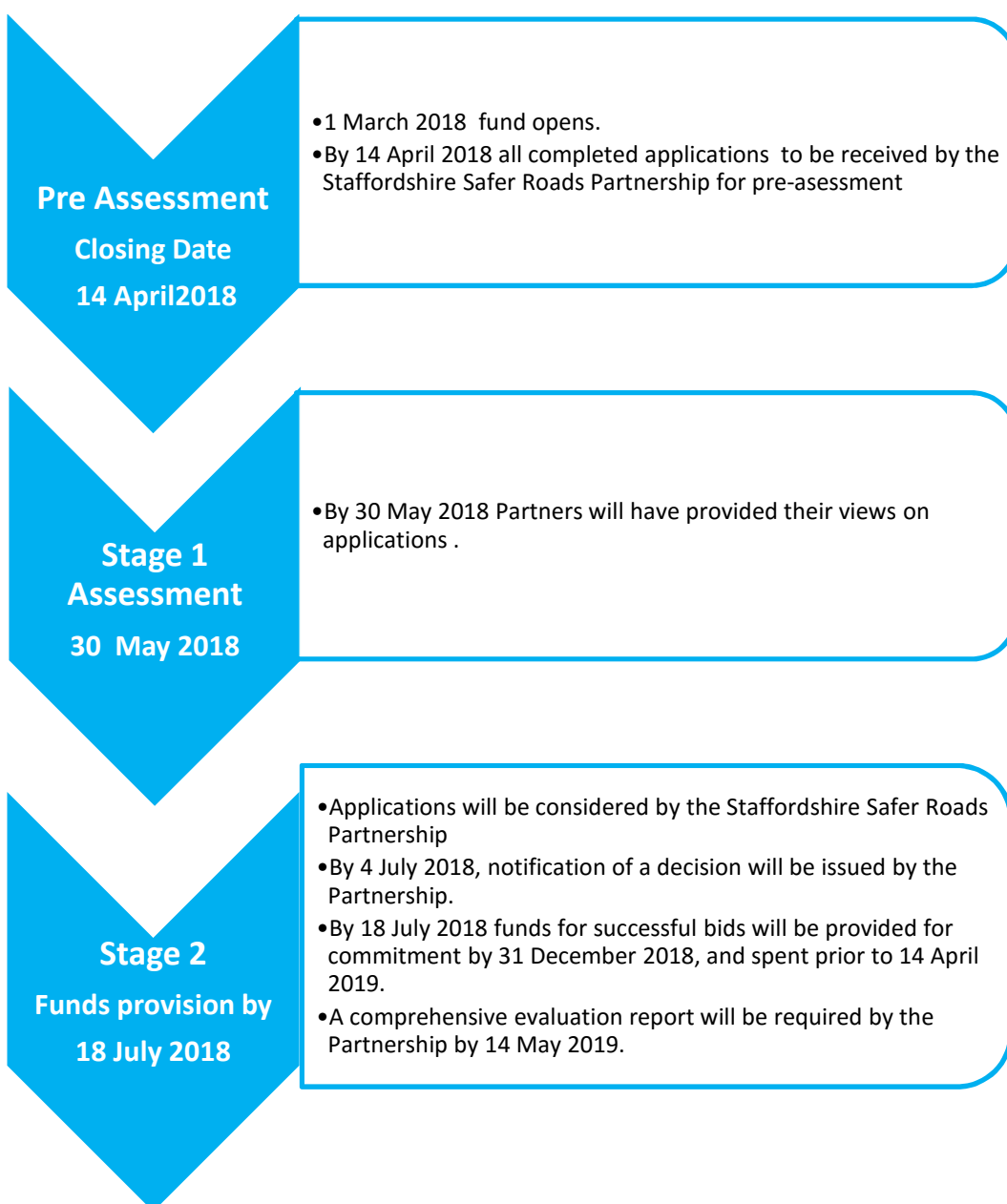
- Provide financial details relating to your project and details of who is signatory to the bank account which is being used. This / these individuals will be required to provide confirmation of their recognition of the project/activity and acknowledge the terms and conditions of funding.

- 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.
- Whilst every effort will be made to complete payments by the date indicated in the timeline summary please note that we are not able to guarantee this.
- The declaration by the applicant 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

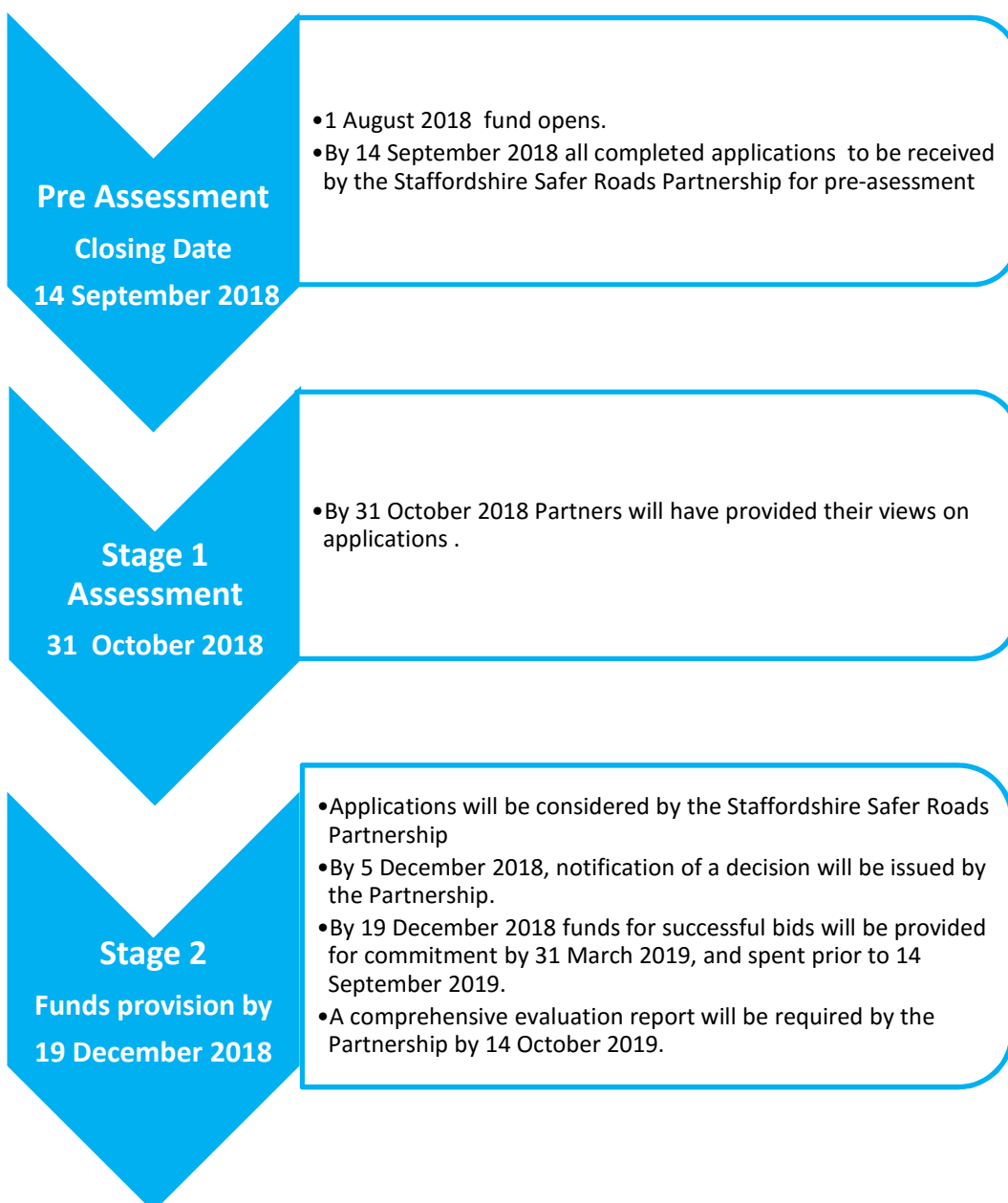
Timeline Summary – 2018 Round One





Staffordshire's Road Safety Grant Fund

Timeline Summary – 2018 Round Two



Staffordshire's Road Safety Grant Fund Checklist

Please ensure you can answer 'Yes' to all relevant questions below, to support submission of your application:

- Is the application from a constituted community based organisation (unless you are applying to fund a Community Speed Watch scheme)?
- Will your project take place in Staffordshire or Stoke-on-Trent?
- 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 relevant questions 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