COMMUNITY PROJECT TRANSITION FUND

**INFORMATION AND GUIDANCE FOR**   **APPLICANTS**

**Community Project Transition Fund**

Paths for All is inviting expressions of interest for our new Community Project Transition Fund. This grant fund is open to community and third sector organisations for projects that will deliver behaviour change away from single user car journeys towards walking, wheeling and cycling.

This revenue funding is for projects that will contribute to the Transport Scotland Active Travel Framework Outcome to “Increase the number of people choosing walking, cycling and wheeling in Scotland” by delivering on outcomes:

* 1. People choose to walk or cycle for short local journeys or
  2. People develop more positive attitudes towards active travel choices.

Projects must align with the Transport Scotland People and Place programme priorities of:

* Active Schools and Young People
* Workplaces
* Accessibility and Inclusion
* Capacity and Capability

**Please note:** Awards cannot be made until Paths for All receives confirmation of funding from Transport Scotland. We expect that successful applications to the Community Project Transition Fund will be awarded during May 2024 with projects to be completed by 31st March 2025.

**Support with your application**

If you would like a conversation in advance of submitting an Expression of Interest, please contact us at [CPTF@pathsforall.org.uk](mailto:CPTF@pathsforall.org.uk)

**How much can you apply for?**

Grants are available from **£5,000-£100,000**.

**Supporting documents**

Applications need to include the following documents:

* A copy of your Annual Accounts: These should be for the most recent financial year.
* A copy of your Constitution: If your organisation is a constituted group, please attach a copy of your Constitution.

Applications in excess of £10,000 are expected to include the following additional documents:

* Project Plan: This should lay out key activities and milestones.
* Risk Management Plan: This should illustrate the main project delivery risks and appropriate mitigations.
* Communications Plan: This should list the different project stakeholders, level of engagement and relevant communication tools.

The level of detail in each of these documents should be appropriate to the type of project and level of funding requested.

**Match Funding**

Projects also require to be match funded at 50%. Please note that 25% of this can be an ‘in-kind’ contribution. For instance:

Community Project Transition Funding: £25,000

Minimum cash match required: £12,500

In-kind\* contribution up to: £12,500

Total project cost: £50,000

\*In-kind contribution is a non-cash contribution and can include: materials/equipment required; staff hours or volunteer hours; elements like insurance etc. Reasonable costs associated with additional overheads are also eligible.

For volunteer contributions, the following are the maximum permitted daily rates:

* Professional - £350 per day
* Skilled labour - £200 per day
* Unskilled labour - £100 per day.

If you have reservations about locating sufficient match funding, please contact a member of our team to discuss.

Additionally, please note that other Transport Scotland funding cannot be used as match funding.

**Who can and can’t apply**

|  |  |
| --- | --- |
| Checkmark with solid fill | Close with solid fill |
| * Constituted groups * Registered charities * Not-for-profits (e.g. CICs and SCIOs) * Schools, universities or colleges * Statutory bodies * Health and Social Care Partnerships * Health Boards | * Business Improvement Districts * Local authorities in certain instances * Individuals and sole traders * Organisations looking to fund projects outside Scotland * Commercial Companies * UK-wide organisations with no staff in Scotland * Regional Transport Partnerships |

**What can and can’t be funded**

The Community Project Transition Fund is a revenue fund meaning it can be used to fund the running costs of a project, such as staff costs associated with your project. It can also be used to fund activities, events and resources.

Revenue funds cannot be used to support capital costs (e.g. infrastructure projects, equipment purchase, such as e-bikes or other vehicles or bike parking).

The Community Project Transition Fund is flexible in the type of projects and activities it can support if they are focussed on:

* Promoting behaviour change in favour of active travel.
* Focused on one or more of the Transport Scotland People and Place programme priorities (see page 1 for information)
* Delivering on outcomes:

1. People choose to walk or cycle for short local journeys or
2. People develop more positive attitudes towards active travel choices.

Some examples of the types of projects and activities we could fund are:

* A workplace walking or cycling programme
* Step Count Challenge
* Community bike hire
* Bike share scheme
* Bike donation
* A programme of Health Walks to increase local short journeys on foot
* Active travel promotion sessions
* Walking and cycling events
* School walking or cycling activities like Walk Once A Week, walking buses, bike buses
* Dr Bike, bike maintenance

**Grant cycle**

To qualify for funding projects must be completed by 31st March 2025.

**Timescale**

**• Application process**

* Read through this relevant guidance.
* Register as a user on [Grants for All](https://www.grantsforall.org.uk/login), our grants management system. The online application should be an intuitive process but, if required, there is a step-by-step [user guide](https://www.grantsforall.org.uk/admin/resources) for your reference (scroll to the bottom of the list of resources).
* Submit an Expression of Interest. This is a short indication of what your project will entail and gives us the opportunity to feedback on suitability before you embark on a full application.
* We will respond as soon as funding is confirmed, inviting you to submit a full application or indicating unsuitability or changes required.
* Submit a full application by the date we request in our EOI response.
* We will respond within four weeks. Please bear this timescale in mind when setting a project start date.

Our staff are available for discussion or support at any point in this process. You can contact us at [CPTF@pathsforall.org.uk](mailto:CPTF@pathsforall.org.uk)

* **Award process**

If successful, you will be notified and receive a grant offer letter outlining conditions of the grant, and a payment and reporting schedule. This letter should be signed and returned to us by email.

Our grants are usually paid at the half-way milestone and at the end of a project (in three/four instalments if required) and are subject to timely receipt of Progress and Completion Reports.

**• Reporting process**

The Community Project Transition Fund is based around two outcomes:

1. People choose to walk or cycle for short local journeys
2. People develop more positive attitudes towards active travel choices.

At the point of application, organisations must choose which of these outcomes best aligns with their own project and this becomes the project’s primary reporting outcome. In addition to this, projects must align with the Transport Scotland People and Place programme priorities of Active Schools and Young People, Workplaces, Accessibility and Inclusion or Capacity and Capability. Projects will be asked to choose several metrics. These are the most relevant indicators that best demonstrate the project’s progress.

At milestone points within projects (usually half-way through and at the end), we ask projects to complete Progress and Completion Reports.

The **Progress Report** is a brief update to enable us to see how the project is progressing. It is also an opportunity for projects to raise any questions with us or make us aware of any developments. We ask that projects make good use of this opportunity rather than waiting until the end of the project when we are limited in the level of support or solutions we can offer.

The **Completion Report** is a longer document in which we ask you to report on your primary outcome and metrics, and to reflect more broadly on the project. All information and learning that projects can offer in terms of key successes and challenges, case studies, examples of materials produced etc. will be welcome.

N.B. As a funder, Paths for All is willing to take appropriate risk in order to ensure innovative practice and maximum learning across our supported projects. As such, we note that not everything about a project will go as planned or outcomes may not be as expected.

Crucially, we welcome open reflection on these experiences as it is a key part of learning for the supported organisation, for us as a strategic fund and for the wider active travel sector. Please be as open as you can in your reports and always feel free to contact us to discuss anything in person.

**• Accessibility and contact us**

We aim to be as accessible as possible to all potential applicants. If there is anything you would like to discuss about your project or our application process, please don’t hesitate to contact us.

If there is further practical support we can offer regarding the accessibility of the application process, please contact us and we will make every effort to accommodate requirements and preferences.

You can reach us on [CPTF@pathsforall.org.uk](mailto:CPTF@pathsforall.org.uk)

**• Additional Grants**

Paths for All administers several grants to progress our aims of making Scotland a nation in which walking is for everyone, everywhere, everyday.

**Ian Findlay Path Fund**

A £1.5 million fund for community and third sector organisations to support the improvement of path networks and routes with capital investment. Projects will improve the accessibility and resilience of paths to increase walking, wheeling and cycling for everyday journeys.

Grant size: £10,000-£100,000

**Walking for Health Grant Fund**

Funding for members of our Scottish Health Walk Network only to increase the number of people walking in Scotland.

Grant size: Up to £15,000

Application: Please visit the fund’s page for details of when it will be

open.