

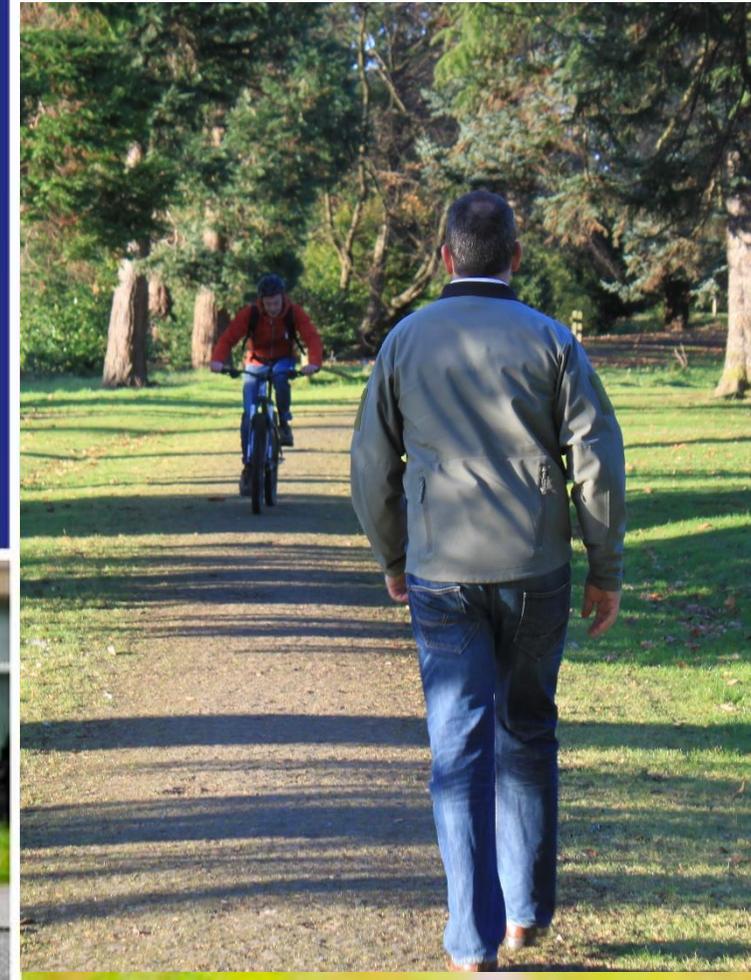
# Community Active Travel Grants Grant guidance



FOR A HAPPIER,  
HEALTHIER SCOTLAND



TRANSPORT  
SCOTLAND  
CÒMHDHAIL ALBA



# Community Active Travel Grants

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# Community Active Travel Grants

## 1. Our Funding

Paths for All works to support more people to walk and cycle for everyday journeys, thereby improving health, creating safer communities and reducing negative environmental impacts.

Our Community Active Travel Grants provide communities throughout Scotland with the resources they need to develop, deliver, and promote their own community led active travel projects.

## 2. Our Priorities

To be eligible for funding, your project must demonstrate how it will make it easier for people to choose to walk and cycle when making short everyday journeys, for example, to shops, school, work or connect to public transport links.

We will give priority to projects that actively engage communities in:

- Promoting and signposting active travel routes;
- Improving and developing routes that will make it easier to walk and cycle when making short everyday journeys;
- Maintaining active travel routes and ensuring that they are accessible.

## 3. Who can apply for our grant?

Our grant scheme is open to any constituted community group in Scotland who have their own bank account.

Community organisations and registered community charities such as community councils, development trusts and community woodland groups working in Scotland can also apply for our funding.

## 4. How much can you apply for?

You can apply for a grant of up to a maximum of £3,000.

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## 5. Working with volunteers

A central element of our Community Active Travel Grant is to contribute toward empowering communities across Scotland, encouraging people to take ownership of projects and become more active and involved within their community.

Use our standard day rates in [table 1](#) in the appendices section to work out the in-kind contribution which volunteers will give to your project.

## 6. What you can spend our grant on

Our funding can be used to:

- Develop new paths and upgrade existing paths making them more suitable for active travel
- Hire a contractor, plant and machinery
- Purchase tools and equipment that volunteers can use to maintain active travel routes within their communities
- Install signage and way markers to promote active travel routes
- Produce new leaflets or promotional materials focusing on active travel routes
- Produce interpretation panels that promote active travel routes

## 7. What you can't spend our grant on

Our funding cannot be used to:

- Reprint existing leaflets or promotional materials
- Cover the costs of staff time
- Install bins
- Cover project cost or activities that have already occurred
- Feasibility studies
- Purchasing bikes

## 8. How do you apply for our grant?

To get the application process started simply fill in our online [Expression of Interest form](#) (EOI) and tell us about your project.

We will check your Expression of Interest form and let you know if your project is suitable for our Community Active Travel Grant scheme.

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If your project is suitable we will send you a link to our online application form to complete and submit.

Submitting an application does not guarantee that we will be able to award you a grant.

Please contact us if you require a downloadable or hard copy of the Expression of Interest Form.

## 9. Key dates and deadlines

Our Community Active Travel grant scheme is open to expressions of interest. There are no deadlines for the submission of expressions of interest and applications. However, successful applicants must complete and return their final project report by 30 April 2020 to [communitypaths@pathsforall.org.uk](mailto:communitypaths@pathsforall.org.uk)

## 10. Additional requirements

Your project must:

- Conform with good practice in terms of development, design and delivery;
- Be well planned and ready to start as soon as our funding is confirmed;
- Offer value for money.

You must have the following in place before submitting your application:

- All permissions including landowner permission;
- Public liability insurance;

Along with your application form you must also submit a copy of your organisations

- Constitution
- Latest accounts
- Pictures or a short video showing the path / paths that you want to develop, upgrade or promote

## 11. Assessing your application

We will assess and score your application against the matrix in Appendix 1. Priority will be given to applications with match funding.

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There is a limited amount of funding available for these grants. Therefore, where applications that have the highest scores, exceed the overall funding available, Paths for All retains the right to award grants to these applications at its own discretion.

## 13. Good practice Guides

The following resources have been designed to help communities to plan and develop projects which conform with best practice:

- [Community Paths Guide](#)
- [Outdoor Access Design Guide](#)
- [Estimating Price Guide](#)
- [Lowland Path Construction Guide](#)
- [Path Grading System](#)
- [Signage guidance for outdoor access – a guide to good practice](#)

## 12. Do you need advice or support with your application?

If you have any questions simply get in touch with us. We have a dedicated team who can give you advice and support throughout all the stages of your project, contact us on [communitypaths@pathsforall.org.uk](mailto:communitypaths@pathsforall.org.uk) or 01259 218 888.

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## Appendix 1

### How to work out your volunteer 'in-kind' contributions

The amount of time that volunteers spend working on your project has a monetary value.

Use the standard day rates below to work out the in-kind contribution which volunteers will give to your project.

<b>Volunteer category</b>	<b>Task examples</b>	<b>Day rate</b>
Unskilled volunteer task	<ul style="list-style-type: none"><li>• Installing signage or waymarkers along an active travel route</li><li>• Cutting back vegetation and carrying out clearance work to form a new active route</li><li>• Clearing and maintaining ditches and drains on an existing active travel route</li></ul>	£100 per day
Skilled volunteer task	<ul style="list-style-type: none"><li>• Surveying active travel routes to assess their condition and use</li><li>• Carrying out administrative tasks such as keeping financial records of your project</li><li>• Operating strimmers, power barrows, whacker plates or rollers</li></ul>	£200 per day
Professional volunteer task	<ul style="list-style-type: none"><li>• Creating graphics and print layouts for active travel leaflets.</li><li>• Producing tender documents and letting works contracts for your project</li><li>• Managing contractors and designers working on your project</li></ul>	£350 per day

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## Grant Assessment Matrix

Questions	What you need to tell us:	Weighting
<p><b>Tell us what your project will do and what you hope to achieve.</b></p>	<ol style="list-style-type: none"> <li>1) What work and activities you will carry out</li> <li>2) What will people be able to do as a result of this project?</li> <li>3) How your project will deliver the one of our priorities</li> <li>4) How will your project make it easier for people to travel actively for everyday journeys?</li> <li>5) How will your project make a difference to the people who live or visit your community?</li> </ol> <p>(minimum wordcount 250 words)</p>	<p>25</p>
<p><b>How do you know there is a need for your project?</b></p>	<ol style="list-style-type: none"> <li>1) What baseline data you have gathered about your community's current active travel patterns and choices, and how your project will increase and improve these.</li> <li>2) Where the idea for your project came from.</li> <li>3) Who you have spoken to in the community about your project.</li> <li>4) How you have gathered evidence to show that your project is important to the community and is supported by them</li> </ol> <p>(minimum word count 250 words)</p>	<p>20</p>
<p><b>How will the volunteers be involved in your project?</b></p>	<ol style="list-style-type: none"> <li>1) What activities will the volunteers carry out?</li> <li>2) At what stages of the project will volunteers be involved?</li> </ol>	<p>15</p>

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	<p>3) What will volunteers gain from taking part in your project?</p> <p>(minimum word count 100 words)</p>	
<p><b>How will you promote and publicise your project?</b></p>	<p>1) How will you promote your project and make people aware it?</p> <p>2) How will you acknowledge our funding?</p> <p>(minimum word count 50 words)</p>	20
<p><b>How will you evaluate the success of your project?</b></p>	<p>1) How will you demonstrate that people have changed their active travel behaviour?</p> <p>2) The impact and difference your project is making?</p> <p>3) How you will assess the information which you have gathered?</p> <p>(minimum word count 250 words)</p>	20

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Paths for All is a partnership organisation, for a full list of our current partners please visit our website

[www.pathsforall.org.uk](http://www.pathsforall.org.uk)

Paths for All Partnership is a registered Scottish charity No: SC025535 and a Company Limited by Guarantee No: 168554 incorporated 19 September 1996 at Companies House, Edinburgh, Registered Office:

Office 8, Forrester Lodge, Tullibody Road, Alloa FK10 2HU.

Supported by:

