

# Community Active Travel Grants Grant guidance

paths  
for all

FOR A HAPPIER,  
HEALTHIER SCOTLAND



# Community Active Travel Grants

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# Community Active Travel Grants

## 1. Our Funding

Our funding provides communities throughout Scotland with the resources they need to create, promote and maintain their own community led active travel projects which:

- Encourage and support more people to walk and cycle for everyday journeys;
- Improve communities' health and wellbeing by getting people more physically active;
- Reduce the negative environmental impacts of climate change

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.

## 2. Our Priorities

We will give priority to projects that actively engage communities and volunteers 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**.

# Community Active Travel Grants

## 5. Working with volunteers

The amount of time that volunteers spend working on your project has a monetary value. Use our standard day rates in the Appendices to work out the value their in-kind contribution gives to your project.

## 6. What you can spend our grant on

Our funding can be used to:

- Create 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

## 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
- Produce feasibility studies or design schemes
- Planning application fees
- Purchase bikes

# Community Active Travel Grants

## 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.

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 our Expression of Interest Form.

## 9. Key dates and deadlines

Complete and return

- Your Expression of interest forms before 5pm on **13 April 2020**.
- Your Grant applications before 5pm on **11 May 2020**.
- Your final project report and grant claim by **30 April 2021**

## 10. Additional requirements

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

- all permission including landowner permission;
- public liability insurance;
- any additional funding.

## 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.

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.



# Community Active Travel Grants

## 12. Good Practice Guides

Your project must conform with best practice in terms of design, construction and maintenance. 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](#)

## 13. Evaluating your project

As a condition of our funding, successful applicants will be required to carry out two surveys which will be used to track the impact and difference your project has made.

Before your project starts and once it is completed you will be required to record:

- the number of people using the route
- how often people are using the route.

## 14. 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 01786 641851.

# Community Active Travel Grants

## 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.

Volunteer category	Task examples	Day rate
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

# Community Active Travel Grants

## Grant Assessment Matrix

Questions	What you need to tell us:	Weighting
<b>Tell us what your project will do and what you hope to achieve.</b>	<ol style="list-style-type: none"><li>1) What work and activities you will carry out</li><li>2) How your project will deliver one of our priorities</li><li>3) How will your project make it easier for people to travel actively for everyday journeys?</li></ol>	30
<b>How do you know there is a need for your project?</b>	<ol style="list-style-type: none"><li>1) How you have gathered evidence to show that your project is important to the community and is supported by them</li></ol>	20
<b>How will volunteers be involved in your project?</b>	<ol style="list-style-type: none"><li>1) How many volunteers will be involved in your project?</li><li>2) What activities will the volunteers carry out?</li></ol>	20
<b>How will you promote and publicise your project?</b>	<ol style="list-style-type: none"><li>1) How will you promote your project and make people aware of it?</li><li>2) How will you acknowledge our funding?</li></ol>	30



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Paths for All is a partnership organisation; for a full list of our current partners please visit our [website](#).

Paths for All Partnership is a recognised Scottish Charity No: SC025535 and a Company Limited by Guarantee No: 168554 incorporated 19 September 1996 at Companies House, Edinburgh. Registered Office: Kintail House, Forthside Way, Stirling, FK8 1QZ

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