Community Active Travel Grants

Grant guidance

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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 increase people's knowledge about sustainable transport choices available to them and

- Encourage and support more people to walk, wheel, 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, wheel, 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

The amount of time that volunteers spend working on your project has a monetary value. Use our standard day rates in the Appendix 1 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

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8. How do you apply for our grant?

Step 1 – Register on Grants for All

The application process can be accessed via the Grants for All system at: www.grantsforall.org.uk.

On your first visit to the site, if you are not an existing user/no one in your organisation is an existing user, click on '**Register for a grant'**. If you have already registered with Grants for All, please skip to step 2 below.

Select **Active Environments**, then enter the following details about your organisation, as well as your personal contact details.

Organisation Details

- Choose from the list which organisation type you are
- Enter the name of your organisation
- Enter the address, town/city, postcode and telephone number of your organisation

Personal Details

- Your name
- The email address you would like to be contacted on (you will use this for login)
- Your role within your organisation
- Your telephone number(s)
- Your correspondence addresses
- Your postcode

You also must create a password more than 8 characters long, you will use this to access the Grant for All system.

When you have completed this step, you will receive a verification email to allow you to log into the Grants for All system.

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Step 2 – Accessing the Grants for All System

You must ensure you are on a supported browser (we recommend Google Chrome, Microsoft Edge, Mozilla Firefox or Apple Safari) [NB the system will not work on Internet Explorer as this is no longer supported by Microsoft].

Visit www.grantsforall.org.uk/login, enter the email address and password you created in step 1 then click on the '**Sign in'** button. You will then be taken to the **Your Applications** dashboard (see picture below).

The **Your Applications** dashboard lists your EOIs and applications.

The **Your Projects** dashboard lists your current and past projects (accepted applications).

To view a draft application, go to **Your Applications** dashboard and click on the '**Manage**' button against the EOI or Application that you wish to view or update.
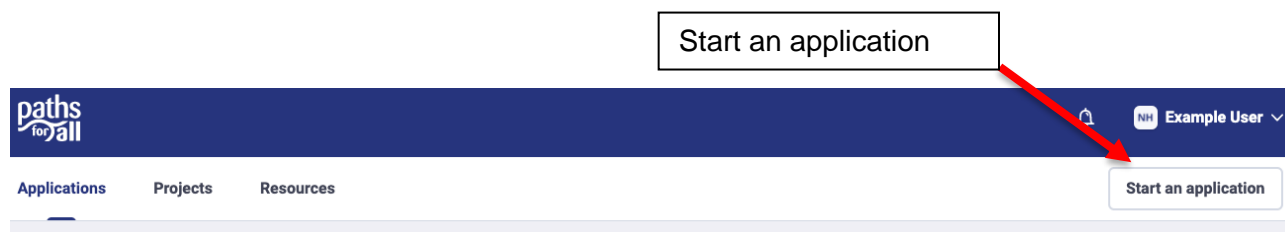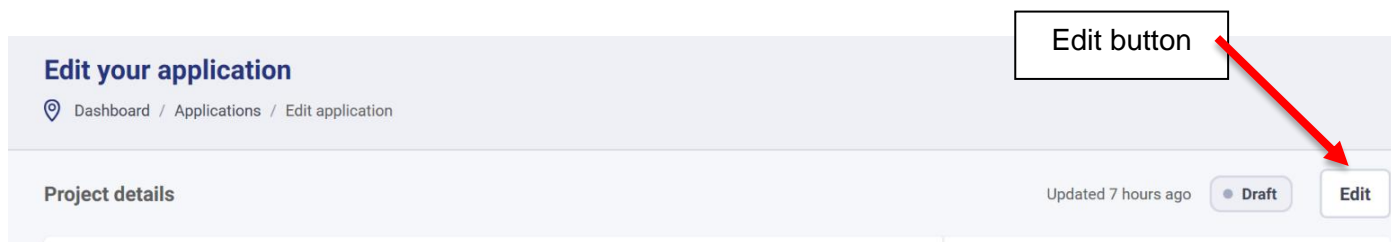
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Step 3 – Completing an Expression of Interest

To start completing your Expression of Interest, click on the '**Start an application'** button (on the top right of the **Your applications** dashboard). Select '**Active Environments** from the list, and press '**Submit**'. This will open a new Expression of Interest.

Start an application

To start adding details click on the '**Edit'** button. The questions will then appear on the right-hand side of the screen in a separate pop-up box. You do not have to complete all the information in one go. To access your draft, go to **Your Applications** and click on **Manage** next to the EOI you want to edit. To save your progress, click on the 'save details' button at the bottom

Edit button

The following information is required to submit an EOI:

- **Funding Pot:** Select Community Active Travel Grant

- **Project Name:** Please provide a name for your Project.

- **Project Summary:** Please summarise what your project will do, what you hope to achieve and what difference it will make to your local community.

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- **Where will your Project take place?** Please provide us with the closest valid Scottish Postcode to the area where your project will take place.

- **Which of our priorities will be the primary aim?** Creating or developing a route; Promoting or signposting a route; Maintaining an existing route

- **Do you have landowner's permission to carry out this Project?** If you do not obtain permission we will not be able to provide funding.

- **Do you have public liability insurance in place?** If you do not have Public Liability Insurance, we will not be able to provide funding.

- **Planned Start Date:** The date at which you'd like your Project to commence.

- **Planned End Date:** The funding end date should be when all the funding is expected to be spent and the project outcomes achieved.

- **Local Authority:** Please note which Local Authority area your project will take place in.

- **Total Project Cost:** This should be the value of PfA Grant Funding you are requesting, funding from other sources, and your In-Kind Volunteer contribution. N.B. an indicative figure is sufficient at EOI stage, you may update this cost when you submit a full application.

- **Total funding being requested:** Please tell us how much Grant Funding you are applying for.

- Please provide us with any links to your **group's website and/or social media accounts**.

Step 4 – Submitting an Expression of Interest

To submit your Expression of Interest (EOI) please click 'Submit Expression of Interest'. When you have done this the Paths for All Active Environments team will review the suitability of your EOI. Once it has been reviewed, you will receive an email from the system telling you whether your EOI has been Accepted, Rejected or Requires Changes. If it requires any changes, you should follow the process outlined above to edit your EOI. If your EOI has been accepted, you will receive a prompt by email asking you to log on and complete a Full Application. Guidance on submitting a Full Application will be issued to groups who have submitted an accepted EOI.

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Additional requirements

Your project must:

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

Use the **Good Practice Guides** listed in section 12 of this document to ensure that your project conforms with best practice.

A full list of the supporting information you will be required to submit with your application is included in section 10 of this document.

Assessing your application

We will assess and score your application against the matrix in Appendix 2.

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.

9. Key dates and deadlines

Please send us your expression of interest by the 17th of October 2021. Our Community Active Travel grant will close for applications on the 7th of November 2021. Successful applicants must complete and return their final project report by 30 April 2022 to communitypaths@pathsforall.org.uk .

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.

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11. Assessing your application

We will assess and score your application against the matrix in Appendix 2. 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.

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 submit an evaluation report when their project is completed. Paths for All will send a reporting template to groups / organisations who receive funding.

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 or 01786 641851.

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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.

Volunteer category	Task examples	Day rate
Unskilled volunteer task	• Installing signage or waymarkers along an active travel route • Cutting back vegetation and carrying out clearance work to form a new active route • Clearing and maintaining ditches and drains on an existing active travel route	£100 per day
Skilled volunteer task	• Surveying active travel routes to assess their condition and use • Carrying out administrative tasks such as keeping financial records of your project • Operating strimmers, power barrows, whacker plates or rollers	£200 per day
Professional volunteer task	• Creating graphics and print layouts for active travel leaflets. • Producing tender documents and letting works contracts for your project • Managing contractors and designers working on your project	£350 per day

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Appendix 2

Grant Assessment Matrix

Questions	What you need to tell us:	Weighting
Tell us what your project will do and what you hope to achieve.	1) What work and activities you will carry out? 2) How will your project increase people's knowledge about sustainable transport choices?	20
How do you know there is a need for your project?	1) Where did your project idea come from? 2) What evidence is there that demonstrates that your project idea is important to the community and is supported by them?	10
How will the local community benefit from the improvements your project will make?	1) What will people in the community be able to do as a result of this project? 2) What difference will your project make to the people who live in, or visit your community?	10
Will volunteers be involved in your project?	1) How will volunteers be involved in your project?	10
How will you promote your project?	1) How will you promote your project, and make people aware of it? 2) How will you acknowledge our funding?	20

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How will you evaluate the success of your project?	1) What information will you collect to show the impact and difference your project is making? 2) How will you assess the information which you have gathered?	20
How will you maintain your project?	1) How will your project be maintained?	10

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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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