Community Paths Grant Guidance Notes (2023)

FOR A HAPPIER, HEALTHIER SCOTLAND

Community Paths Grant Scheme Guidance Notes

Contents

1. Our Community Paths Funding

Our funding provides communities in Scotland with the resources they need to upgrade, promote, and maintain community paths close to where they live by:

- creating new volunteering opportunities for everyone
- bringing communities together to work and learn from each other
- creating better places for people to explore and enjoy
- creating links that people can use as part of their everyday travel
- improving communities' health and wellbeing by getting people more physically active outdoors and in contact with nature

Our priorities

We will give priority to projects which will engage and empower:

- young people
- people with poor physical or mental health, or people who are experiencing exclusion.
- communities in or close to our towns or cities, particularly those in the 20% most deprived areas (see [Scottish Index of Multiple Deprivation](#))
- communities to get more physically active outdoors
- people to take action to address climate change

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.

How much can you apply for?

You can apply for a grant of up to a maximum value of £1,800.

Working with Volunteers

It is a condition of our funding that you must match the amount you have applied for with a volunteer 'in kind' contribution. For example, if you were applying for £1000 you must have a volunteer in kind support value of £1000 or greater. Use our standard day rates in Appendix 1 to work out the in-kind contribution which volunteers will give to your project.

What can you spend our grant on?

Our funding can be used to:

- improve and maintain existing paths
- buy tools, materials, and insurance
- hire a contractor, plant, and machinery
- install signage and way markers
- produce new leaflets or promotional materials which use the [Path Grading System](#)
- Use green infrastructure to enhance biodiversity beside paths

What can't you spend our grant on?

Our funding cannot be used to:

- reprint existing leaflets or promotional materials
- cover the costs of staff time
- install litter or dog fouling bins
- create paths in community gardens or growing spaces
- cover project costs or activities that have already occurred
- buy and plant non-native trees, shrubs, and plants

Deadlines and timescales

Our Community Path Grants will open on the 19th of June 2023.

There is no deadline for receiving applications, this is a rolling program, and we will assess applications and allocate funding every 2 weeks. The scheme will close when all available funding has been allocated.

There is a limited amount of funding available. We therefore encourage organisations to start their applications as soon as they can, as we anticipate there being a lot of interest in this funding.

To begin your application please submit an Expression of Interest via the www.grantsforall.org.uk website from 19th June 2023 **onwards *(section 2 of this guidance document has detailed instructions on how to do this)***

If you EOI is accepted, you will then be asked to submit a full application.

Projects that have received funding must be completed, and final reports submitted to us by **19th February 2024.**

During November 2023 we will also ask successful applicants for a brief interim report to see how projects are progressing.

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 **Resources** listed in **Appendix 4** to ensure that your project conforms with best practice.

A list of the supporting information you will be required to submit with your full application is included in **Appendix 2**.

Assessing your application

We will assess and score your application against the matrix in **Appendix 3.**

There is a limited amount of funding available for these grants. Therefore, if we have applications that score highly, but exceed the overall funding available, Paths for All retains the right to award grants to these applications at its own discretion.

Do you need advice or support with your application?

If you have any questions, please 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 at communitypaths@pathsforall.org.uk .

2. How do you apply for our funding?

Once you have read this document, if your organisation/group meets the eligibility criteria and has a relevant project proposal; register at www.grantsforall.org.uk. If you are already a registered user on Grants for All, log in to Grants for All using your previous log in detail to access the system, and skip to "Step 2" detailed on the next page.

- You should then complete and submit the Expression of Interest online.
- Once we check over your EOI you will receive an email from the system, and if accepted you'll gain access to the full application form (we may ask you for further information before accepting or rejecting your EOI).
- The full application form, and accompanying documents, should then be submitted online.
- Full applications will be reviewed, and applicants notified whether their proposal has been successful, rejected, or requires changes.

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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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, click on '**Register for a grant'**.

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 address.
- 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.

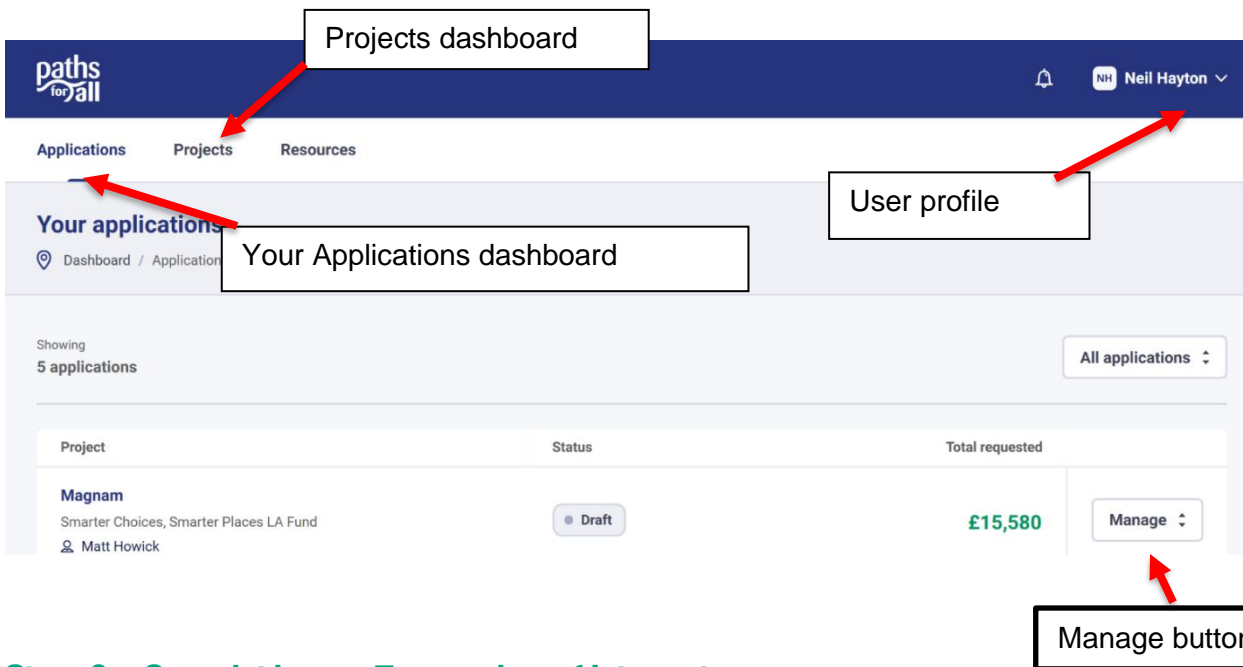## Step 2 – Accessing the Grants for All System

You must ensure you are on a modern web browser (we recommend Google Chrome, Microsoft Edge, Mozilla Firefox, or Apple Safari). 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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Projects dashboard

User profile

Your Applications dashboard

Manage button.

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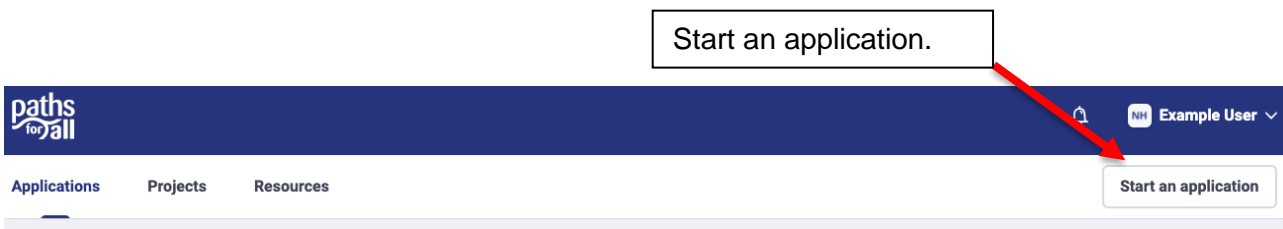
To start adding details click on the '**Edit'** button. The questions will then appear on the right-hand side of the screen in a separate pop-up box. You do not have to complete all the information in one go. To access your draft, go to **Your Applications** and click on **Manage** next to the EOI you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

Edit button.
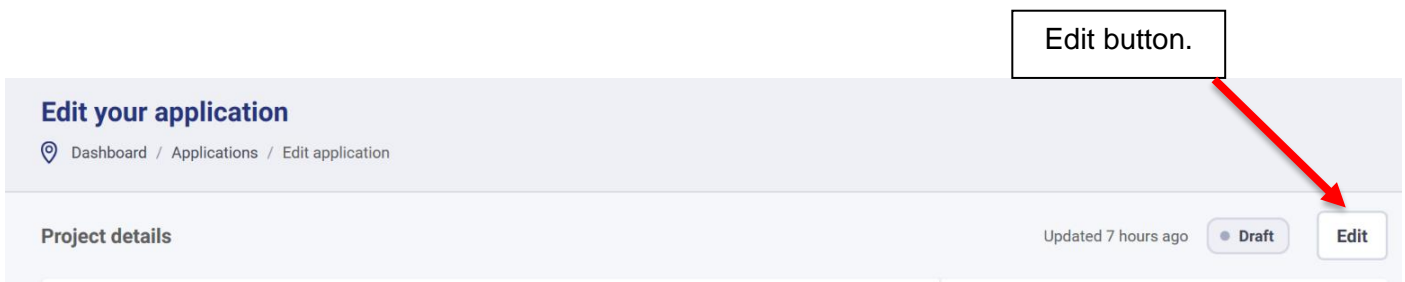
The following information is required to submit an EOI:

- **Funding Pot:** Select Community Paths 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. You can of course use part of this grant to purchase insurance if you don't have it.

- **Planned Start Date:** The date at which you'd like your Project to commence. This should be after the date that the first funding decisions are likely to be made (3 July 2023).

- **Planned End Date:** The project end date should be when all the funding is expected to be spent and the project outcomes achieved. Ideally this should be before the date the final report is due (23 Feb 2024).

- **Local Authority:** Please select the Local Authority area where your project will take place.

- **Total Project Cost:** This should be the value of the grant you are requesting from us, combined with any expected funding from other sources (if you have any), and your in-kind volunteer contribution (this must match or exceed the value of the grant you are applying to us for). An indicative figure is sufficient at EOI stage, you can update these values when you submit a full application.

- **Total funding being requested:** Please tell us how much grant funding you are applying to us for (maximum £1800).

- 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, we 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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Appendix 1: How to work out your volunteer 'in kind' contributions.

It is a condition of our funding that you must match or exceed the amount you have applied for with a volunteer 'in kind' contribution. 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.

Type of work	Activity	Day rate
Unskilled volunteer task	- weeding - using hand tools e.g., loppers, spades, or rakes - fixing/installing small signs or way markers - administration tasks	£100
Skilled volunteer task	- operating power tools e.g., strimmers or power barrows - operating large machines e.g., a digger - designing signage/leaflets - installing large finger posts or interpretation panels	£200
Professional volunteer services	- producing detailed technical design drawings that are relevant to your project. - creating graphics and print layouts for leaflets - large community consultation	£400

Appendix 2: Supporting information.

You must attach the following to your full application form:

- a copy of your constitution
- a copy of your latest checked/audited accounts (if you are a new group and don't have your first year's accounts, let us know and we can advise you on suitable supporting information)

Additional supporting information that can help your application:

- a map showing the location of path/s you want to upgrade, promote, or maintain.
- pictures or a short video showing the path / paths that you want to upgrade, promote, or maintain.

Appendix 3: Grant Assessment Matrix

Questions	What you need to tell us:	Weighting
Tell us what your project will do and what you hope to achieve?	• What work and activities you will carry out? • How will your project help deliver one or more of our priorities?	20%
How do you know there is a need for your project?	• What you need to change? • Who you have spoken to in the community, and what evidence you have gathered to show your project is important to the people who live in or visit your community?	10%
How will the local community benefit from the improvements your project will make?	• What will people in the community be able to do because of this project? • What difference will your project make to the people who live or visit your community?	10%
How will the volunteers be involved in your project?	• How many volunteers will be involved in your project and what activities will they carry out? • What will volunteers achieve by being part of your project?	10%
How will you promote your project?	• How will you make people aware of your project? • How will you acknowledge our support?	20%
How will you monitor and evaluate the success of your project?	• What information will you collect (before, during and after) to demonstrate the impact your project will have? • How will you evaluate the information you have gathered?	20%
How will you maintain your project?	• What resources do you need to maintain the project and who will carry out any work? • How you will you cover any ongoing maintenance costs?	10%

Appendix 4: Resources to help you with your project.

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

- Community Paths Guide
- Outdoor Accessibility Guidance
- Outdoor Access Design Guide
- Estimating Price Guide
- Lowland Path Construction Guide
- Path Grading System
- Signage guidance for outdoor access – a guide to good practice
- How to use hand tools safely
- How to manage paths for wildlife
- How to maintain surfaces
- How to maintain hand tools
- How to look after path features
- How to keep water off paths
- How to control vegetation
- How to approach vandalism on paths
- How to install wayfinding signage