

The Ian Findlay Path Fund: Guidance Notes



FOR A HAPPIER,
HEALTHIER SCOTLAND

Please read these notes carefully:

Successful projects will clearly demonstrate that they make it easier for people to use active travel and public transport to reduce dependency on car usage. They will also deliver against one or more of the Ian Findlay Path Fund (IFPF) outcomes.

These outcomes are detailed in [Section 3](#) of these guidance notes.

‘Active travel’ means making journeys in physically active ways - like walking, wheeling (using a wheelchair or mobility aid), cycling, or scootering. The aim is to make active travel the natural choice when planning journeys.

Please contact us before submitting an Expression of Interest (EOI).

Email us at: IFPF@pathsforall.org.uk and we will get back to you to discuss your idea or project.

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1. The Ian Findlay Path Fund

The Ian Findlay Path Fund (IFPF) will support the creation and improvement of local paths within, and between, communities; making it easier for people to travel by walking, wheeling (wheelchair or scooter) or cycling. It will help to create or improve paths and will make active travel easier and more attractive. This will encourage people to choose walking, wheeling, cycling or public transport; benefiting air quality, reducing harmful emissions, and improving our physical health and mental wellbeing.

The IFPF supports projects that create new paths or improve usability and accessibility of existing paths. This will help to reduce inequalities, improve access to local amenities and encourage associated benefits to mental, physical, and social health.

All IFPF eligible projects must demonstrate how they make it easier for people to use active travel and public transport to reduce dependency on car usage and show how they work towards achieving at least one of the programme outcomes.

2. Advice and support with your application

We have a dedicated team that can help you with your application and, if successful, can provide advice and support throughout your project. We ask that you get in touch to discuss your plans before submitting an EOI.

To check that your project idea is eligible and then for help to complete the application form, please contact us at: IFPF@pathsforall.org.uk.

3. The Ian Findlay Path Fund programme outcomes

- **Improve accessibility of existing paths.** For example, by removing any physical barriers and redesigning features to allow more people to make use of active travel routes.
- **Improve the resilience of paths.** This may include upgrading the surface durability or design of a path to reduce the need for regular repair or maintenance.
- **Improve use of existing local path networks through development of new link paths.** For example, where two existing paths are linked to allow new active travel options for users.
- **Improve safety and increase community confidence.** Consider installing lighting or removing dense and overgrown vegetation that may make some paths feel unwelcoming.
- **Increase community use of core path and local path networks.** Local Authorities will be able to offer advice about where these networks are and how you might facilitate and demonstrate increased use.

4. How much can I apply for?

Applicants can apply for any sum between £10,000 and £100,000.

We will fund up to 70% of total project costs, to a maximum of £100,000. (If both these conditions were applied, the total project cost would be £142,857).

Applicants are required to have applied for, or secured, minimum match funding of 30% of total project costs.

In-kind contributions can be included as part of your funding application up to 15% of your total project costs.

Further information about match funding and in-kind contributions can be found in [Appendix 2](#). Importantly, you must be confident that you have applied for sufficient funds to cover all costs relating to your project.

NOTE: Value associated with in-kind contributions will not be available to cover invoicing, etc.

Funding to support the cost of a feasibility study may be available through our [Smarter Choices, Smarter Places, Open Fund](#). Please contact that team directly to find out more.

To calculate the in-kind value of voluntary activity, please refer to the day rates provided in [Appendix 2](#).

5. Maximum number of applications per organisation

Up to two applications can be made to the IFPF in any one financial year (April – March), however they must be for different projects or for different types of work on the same project. For example, two applications cannot be made to support costs related to construction phases on the same project. Instead, an application could be made to pay for consultant's fees in preparing a detailed design and then a further application for construction costs after the design work has been completed.

Applicants can apply for funding to develop two separate projects within their community that would be delivered independently of each other. For example, to deliver one project that was improving the surface of an existing path and then make a second application to create a new path elsewhere.

Applicants cannot apply for two IFPF grants and put the combined amount into the same project during any one financial year.

No more than two eligible applications can be made by the same group or organisation within the same financial year and no group or organisation can be in receipt of more than two IFPF awards at any one time.

6. Who can apply?

The Fund is available to a wide range of organisations. This includes:

- Constituted community groups and clubs
- Registered charities
- Not-for-profit organisations or Community Interest Companies
- Educational establishments
- Community Councils and Community or Development Trusts

7. Who cannot apply?

The Fund is not available to:

- Individuals
- Sole traders
- Commercial companies
- Local Authorities

8. Activities eligible for funding

Successful projects will be able to demonstrate that they will make it easier for people to use active travel and public transport to reduce dependency on car usage and deliver against one or more of the IFPF outcomes.

Activities eligible for funding include:

Improving resilience of existing paths between homes, community facilities, active travel routes and public transport hubs. This will make paths accessible to more people within the community.

- **Creating new link paths between homes, community facilities, active travel routes and public transport hubs.** This increases options for people planning local journeys.

Removing barriers to make existing paths more accessible. This may include removal of obstacles or reduction of gradients, etc.

- **Improving safety and increasing path users' confidence.** For example, by providing lighting, wayfinding information or seating. When people feel safe and confident, they are more likely to make use of available paths.

- **Developing detailed designs** to help deliver the activities noted above (please see [Section 9](#), for more information)

9. Funding for technical path design work

The IFPF can fund technical design work for path projects. This will enable applicants to prepare the information needed for the construction stage of a path project.

We can consider contributing up to 100% of the costs associated with the preparation of detailed design works. For us to consider this, there must be a strong probability that the project will move forward to the construction phase and that the applicant will apply to the IFPF for costs associated with this construction phase.

We also realise that design work on smaller projects may cost less than the £10,000 minimum figure indicated. We will therefore consider applications of less than £10,000 (inclusive of VAT, if applicable), but only for design work.

If your project would benefit from the flexibility described above, you must speak to us prior to submitting an EOI. Send an email which includes your telephone number, to IFPF@pathsforall.org.uk and one of the team will be in touch.

Where potential projects might benefit from a feasibility study, prior to any detailed design work taking place, this may be eligible for funding through our [Smarter Choices, Smarter Places, Open Fund](#).

Within the Appendices section of this guidance, we have provided a flow chart outlining the different stages of IFPF projects, how we can support them and what information is required from each stage.

10. What is not eligible for funding?

IFPF funding may not be used for:

- Projects that do not have a clear focus on delivering active travel benefits
- Purchasing cycles, cycle storage, cycle racks or providing changing facilities
- Projects that are primarily aimed at sports awareness / increasing sport

participation. This includes sporting events and competitions.

- Political campaigns
- Land negotiation and / or acquisition (including legal fees relating to this)
- Match-funding other Transport Scotland funded activities
- Funding is not available for projects located outside of Scotland

We are happy to help you to clarify whether your project is eligible or not. Contact us at: IFPF@pathsforall.org.uk and we will get back to you to discuss your project.

Please also look at:

<https://www.sustainabletravel.scot/>

We can also signpost groups towards possible match funding sources for their path projects. Please get in touch for further information and / or visit [Funding Scotland](#) for a comprehensive database of potential funders.

11. Application deadlines and timescales

The IFPF is a rolling program where applications can be made throughout the year. However, the budget is restricted for each financial year (April-March), and we therefore encourage groups to start their application as soon as they can.

Successful projects will have not more than 12 months from the time they accept our funding offer to complete their project and make all claims.

12. If your application is successful

If your application is successful, you will be required to submit updates, on request, and a completion report via the online Grants for All (GfA) platform.

We will make payments on receipt of evidence of spend and which must be submitted via the GfA system.

Interim payments can be made but will be subject to valuations having been undertaken during the course of your project and which must be evidenced through invoice receipts.

Payments will be processed within three working weeks after approval by a member of the IFPF team.

You must get at least three competitive quotes for all goods, works and services to the value of £10,000 or more (including VAT, if applicable). You are not obliged to accept the contractor, supplier or consultant who provides the lowest quote but we will look for clear justification if you decide not to do so. When deciding who to appoint in designing or constructing your project, you should carefully consider price, skills / competency, experience / previous works and availability of the contractor or consultant.

You should keep details of your decision making process for audit purposes.

A full list of terms and conditions will be included with your offer of funding. You should read these carefully before signing and returning the documents to

us. Contact details and signatures from **two** named members of your organisation will be required at this stage to indicate that you agree to, and will comply with, all conditions.

13. Shared-use paths: design considerations

The IFPF seeks to promote inclusive design when developing our shared active travel path infrastructure. To help achieve this, we have noted below some minimum design principles which must be considered when developing your own project:

- All new or improved paths should be designed and constructed in a manner which provides accessible, safe, multi-modal use by means of walking, wheeling or cycling.
- Path surfaces must be firm, smooth, and of uniform width and appearance. They should also be designed to have a minimum serviceable lifespan of 15 years.
- Finished path widths should be sufficient to safely accommodate both current and reasonably anticipated future levels of use. There will typically be not less than 1.5m clear width at any point along the length of a path. In exceptional circumstances, and only for very short distances, consideration will be given to reducing the width to no less than 1.2m for example, at immovable pinch points.

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

- Linear gradients should not be greater than 1:12 (8%) along the length of the path. Finished path surface cross gradients or cambers must not exceed 1:40 (2.5%) but should be sufficient to allow surface water run-off and help avoid puddles forming.
- The IFPF supports the removal of physical barriers to make existing paths more accessible. For new and improved paths, we will not pay for the installation of any physical barrier that might block or severely limit multi-modal use. Examples of this include, but are not limited to, stiles, steps, kissing gates and gaps of less than 1.2m in width.
- Gates are permissible but they must conform to BS5709:2018 as a minimum standard, be 1.5m in width and should typically be either the 1 or 2-way self-closing type.

For further guidance, consider visiting our [National Path Demonstration Site](#) at Oatridge College in West Lothian. This facility showcase best practice in inclusive design, infrastructure and the management of shared use paths.

We have also produced several resources that have been designed to help groups and organisations develop path projects that conform with best practice. Our team can provide applicants with detailed advice and guidance appropriate to their project.

14. Sustainable project delivery

We encourage applicants to consider how they can develop projects in a way that has less impact on the environment, reduces levels of embodied carbon during construction and improves biodiversity.

Examples may include the use of suitable recycled materials, using locally sourced materials to reduce transport miles and emissions, and incorporating green infrastructure within your project. For example, native hedge / tree planting, wildflower meadow creation, sustainable drainage systems, etc.

15. Project risk management

As part of your application, you must submit a risk management plan. The purpose of the risk management plan is to demonstrate that you have considered the various risks which may affect the delivery of your project, and that you have the necessary mitigation measures in place. The level of detail should be appropriate to the size and complexity of the project.

16. How to apply

To apply you must first submit an Expression of Interest via our grant management portal www.grantsforall.org.uk.

Expressions of interest should be no more than 200 words long. Please include the following information:

Essential: Demonstrate how your project will make it easier for people to make more active travel journeys and to make use of public transport.

- Tell us whether you are applying to fund construction design costs **or** for the construction work itself.
- Tell us exactly where your project is located by including a grid reference. [Grid Reference Finder](#) and map; highlighting the section of path you would like to create or work on.
- Tell us which of the five IFPF programme outcomes your project aims to meet. **Your project must be working toward achieving at least one of these outcomes.**
- The stage of your project. For example, early planning stage for a new route, upgrade of an existing route,. a new phase of work to an ongoing project.
- Whether you own the land or have a written agreement from owner(s) of any land crossed by the proposed path.
- You have checked with the relevant planning authority about the requirement for planning permission for the work you want to do.

- You have sourced, or are committed to finding, the required match funding to allow your project to be completed.
- Tell us about any local consultation that has been carried out in relation to your project. This may include local development plans, community action plans and targeted questionnaire responses.

On receipt of your EOI, we will review the information provided and either get back to you to ask for a little more detail or let you know if we think your proposal is eligible to make a full application.

Whenever possible, we will arrange to meet with you on site; to discuss your application in person and before you begin writing your application.

A full application will require considerably more detail about your project than the EOI. A decision about your application won't be made until we are satisfied we have all the information we need.

We will be available to offer support and advice at every stage of the process. If your project is not eligible for the IFPF, we will do our best to signpost you to other sources of potential funding and support.

Instructions on how to submit your expression of interest are contained within the [Appendices](#) section of this document.

Appendices

Appendix 1:

Step 1 – Register on ‘Grants for All’

The application process can be accessed via our funding portal at:
grantsforall.org.uk.

Please check to see if your organisation is already registered on Grants for All. If not, click on **‘Register for a grant’**.

Select either **'Ian Findlay Path Fund (Construction)'** or **'Ian Findlay Path Fund (Design)'** depending on the phase of project work that you are applying to have funded. Then enter the following details about your organisation, as well as your personal contact details.

Organisation Details

- Choose ‘Organisation type’ from the list
- Enter the name of your organisation
- Enter the address, and contact 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 address for correspondence, including postcode

You must also create a password of eight characters or more. You will need this to gain access to Grants for All.

On completion of this registration, you will receive a verification email to allow you to log into Grants for All.

Step 2 – Accessing ‘Grants for All’

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. Click on the **'Sign in'** button. You will then access 'Your Applications' dashboard (See picture below).

The 'Your Applications' dashboard lists any existing EOIs and applications made by your organisation or group.

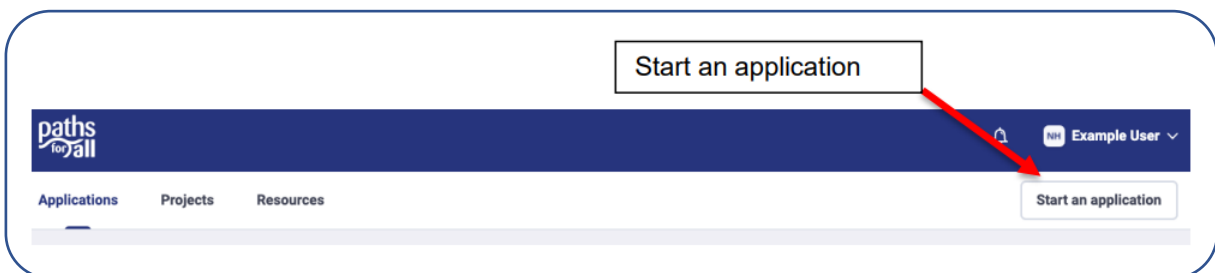
The 'Your Projects' dashboard lists any current and past projects (accepted applications) made by your organisation or group.

To view a draft application, go to 'Your Applications' dashboard and click on the 'Manage' button next to the EOI or Application that you wish to view or update.

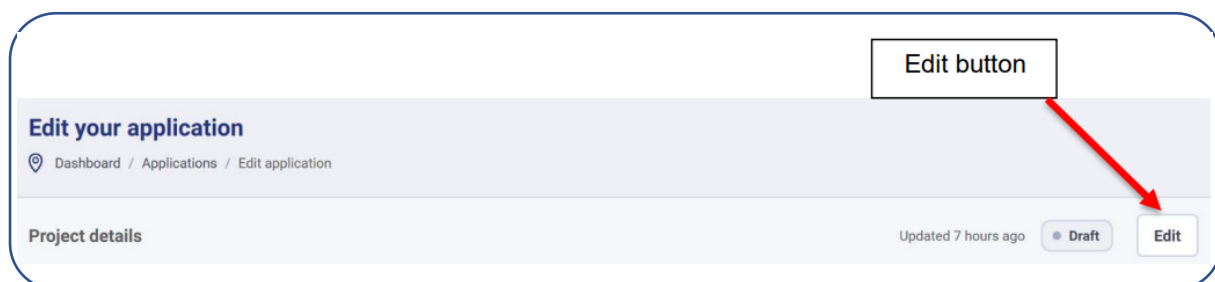
Please note: Following EOI approval, you will either be directed to complete a full application for Construction Design work or for Construction work. The two forms are separate and different. You will be advised which one is appropriate to your project.

Step 3 – Completing an Expression of Interest (EOI)

To start your EOI, click on the 'Start an application' button (on the top right of the Your applications dashboard). Select either **'Ian Findlay Path Fund (Construction)'** or **'Ian Findlay Path Fund (Design)'** depending on the phase of project work that you are applying to have funded, from the list, and press 'Submit'. This will open a new EOI.



To start adding project 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 submit 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.



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Appendix 2: Match funding criteria and in-kind contributions

Applicants can apply for up to 70% of their total project costs (and this can include your in-kind contribution), up to a maximum of £100,000.

All other project funding must be in place (or evidence of application / awaiting response), at the time of application to the IFPF.

In-kind contributions can be included as part of your funding application up to 15% of your total project costs.

You may estimate your in-kind contribution at the time of application and, if successful, we would encourage you to keep records detailing your actual in-kind contribution related only to the construction phase of your project. We may ask for this information to be included as part of your final project report.

You must ensure that you have applied for sufficient funds to cover all costs relating to your project.

It should be noted that match funding cannot come from another source funded by Transport Scotland.

To calculate the in-kind contributions of volunteers, please refer to the day rates (inclusive of VAT, if applicable) provided in the table below:

Volunteer category	Task examples	Day rate
Unskilled volunteer task	<ul style="list-style-type: none">Installing signage or way markers along an active travel routeCutting back vegetation and carrying out clearance work to form a new active routeLeafleting the community to let them know about your project's progress.	£100 per day
Skilled volunteer task	<ul style="list-style-type: none">Surveying active travel routes to assess their condition and useCarrying out administrative tasks such as keeping financial records of your project	£200 per day
Professional volunteer task	<ul style="list-style-type: none">Producing tender documents and letting works contracts for your projectManaging contractors and designers working on your project	£350 per day

Pre-IFPF Application Project Phases

