



OPEN FUND INFORMATION

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- **The Smarter Choices, Smarter Places Programme**

The Smarter Choices, Smarter Places (SCSP) programme is Paths for All's grant scheme to support and promote active and sustainable travel.*

The programme is funded through Transport Scotland (Sustainable Transport team), and consists of three funding strands:

- [Open Fund](#)
- [Local Authority Fund](#)
- [Active Nation Fund](#)

The SCSP programme also works closely with Paths for All's other grant funding programmes. See Appendix 1 for further details.

* 'Active and sustainable travel' means making journeys in physically active ways (like walking, wheeling using wheelchair or mobility aid, cycling or scootering) or using public transport or sustainable vehicles.

[Open Fund](#)

The SCSP Open Fund aims to change people's everyday travel behaviour. It funds projects that:

- encourage people to walk, wheel (i.e. use mobility aids) or cycle as part of their everyday short journeys
- encourage people to use other sustainable travel choices for longer journeys, such as e-cycling and public or community transport
- encourage organisations to adopt home-working practices.

Funding is awarded for a period of **12 months** and each project must align with one of our six key outcomes:

0. More people choose not to travel for everyday journeys.
1. More people choose to walk or cycle for short local journeys

2. More people choose sustainable transport options for longer journeys
3. People develop more positive attitudes towards sustainable transport choices
4. People's knowledge about sustainable transport choices increases
5. There is an increased evidence base to support sustainable transport interventions.

In this series of outcomes, we recognise that behaviour does not change overnight. The outcomes recognise that a proportion of projects will be about preparing people for change (e.g. gathering evidence and building people's knowledge) in order to successfully change behaviour.

- **Support with your application**

We have a dedicated team that can help you with your application and we can provide advice and support throughout your project. If you would like a conversation in advance of submitting an Expression of Interest, or would like additional support completing your application, please contact us at scspopenfund@pathsforall.org.uk.

- **How much you can apply for**

We offer grants from **£5,000-£100,000**.

Applications need to include the following documents:

- **A copy of your Annual Accounts:** These should be for the most recent financial year.
- **A copy of your Constitution:** If your organisation is a constituted group, please attach a copy of your Constitution.

Applications in excess of £10,000 are expected to include the following additional documents:

- **Project Plan:** This should lay out key activities and milestones.
- **Risk Management Plan:** This should illustrate the main project - delivery risks and appropriate mitigations.
- **Communications Plan:** This should list the different project stakeholders, level of engagement and relevant communication tools.

The level of detail in each of these documents should be appropriate to the type of project and level of funding requested.

Match Funding

Projects are also required to be match funded at 50%. Please note that 25% of this can be an 'in-kind' contribution. For instance:

SCSP Funding:	£25,000
Minimum cash match required:	£12,500
In-kind* contribution up to:	<u>£12,500</u>
Total project cost:	£50,000

*In-kind contribution is a non-cash contribution and can include: materials/equipment required; staff hours or volunteer hours; elements like insurance etc. Reasonable costs associated with additional overheads are also eligible.

For volunteer contributions, the following are the maximum value permitted daily rate:

- Professional - £350 per day - Skilled labour - £200 per day
- Unskilled labour - £100 per day.

If you have reservations about locating sufficient match, please contact a member of our team to discuss.

Additionally, please note that other Transport Scotland funding (i.e. CoMo UK, Cycling UK, Cycling Scotland, Energy Saving Trust, Forth Environment Link, Living Streets Scotland and Sustrans Scotland) cannot be used as match funding.

• Who can and can't apply



- Constituted groups
- Registered charities
- Not-for-profits (e.g. CICs and SCIOs)
- Schools, universities or colleges
- Statutory bodies
- Regional Transport Partnerships
- Health and Social Care Partnerships
- Health Boards



- Business Improvement Districts
- Local authorities in certain instances
- Individuals and sole traders
- Organisations looking to fund projects outside Scotland
- Commercial Companies

• What can and can't be funded

The Open Fund is a revenue fund meaning it can be used to fund the running costs of a project, such as staff costs associated with your project. It can also be used to fund activities, events and resources, such as maps.

Revenue funds cannot be used to support capital costs (e.g. infrastructure projects, equipment purchase, such as e-bikes or other vehicles etc.). The SCSP Open Fund is extremely flexible in the type of projects and activities it can support as long as they are focussed on promoting behaviour change in favour of active travel and align to our outcomes. Following are some examples of the types of projects and activities we have supported:

- An Active Travel Festival for a city to celebrate, support and promote its walking infrastructure
- A grassroots community organization to develop a cycling programme and services for women in the community
- A programme of science and health walks to increase local short journeys on foot
- Existing health walks to increase their impact by supporting walkers to undertake active travel journeys to reach their health walk
- Community transport initiatives to develop and strengthen their offer
- Universities to promote active travel to and from campus via the recruitment of an Active Travel Officer
- A partnership with the NHS recruiting patients awaiting surgery to an e-bike programme.

• How often can you apply

In consecutive years

Successful organisations and projects will receive funding for **12 months** from their project start date. They are welcome to apply again in the following years with the following considerations:

- The project must show evidence of responding to learning gathered in the previous year.
- Projects should aim to progress through our outcomes, progressing from high numbered outcomes to low numbered outcomes. For instance, a project in its first year might focus on undertaking a feasibility study which would align with Outcome 5 - 'There is an increased evidence base to support sustainable travel interventions'. In the following year, we would expect the project to implement their findings to secure behaviour change linked to Outcome 4 - 'People's knowledge about active and sustainable travel choices increases'.
- Should a project be requesting funding for a third year in a row, it will be required to include a Sustainability Review, examining how the project is making and meeting long-term behaviour change targets. It would also be helpful to reflect on financial sustainability in this review i.e. how the project will continue or draw to a planned close at the end of year three.

In a single year

Organisations are welcome to apply for more than one project per financial year.

- **Grant cycle**

The Open Fund closes on **31st March** or before if the investment is fully allocated. Organisations can apply at any point within this

timeframe and project can run for up to 12 months from their start date.

N.B. Your project must start on or before 31 March in order to qualify for funding in the current financial year. The project will then run for no more than 12 months.

Timescale

It can take two weeks to process an Expression of Interest and four weeks to process an application.

We may have capacity to process applications more quickly but cannot guarantee this, so we suggest organisations aim to submit their Expression of Interest by **10th February**. We will continue to make every effort to review submissions after this date, but we cannot guarantee they will be reviewed before the fund closes.

- **Application process**

- Read through this relevant guidance.
- Register as a user on [Grants for All](#), our grants management system. The online application should be an intuitive process but, if required, there is a step-by-step [user guide](#) for your reference.
- Submit an Expression of Interest. This is a short indication of what your project will entail and gives us the opportunity to feedback on suitability before you embark on a full application.
- We will respond within two weeks, inviting you to submit a full application or indicating unsuitability or changes required.
- Submit a full application.
- We will respond within four weeks. Please bear this timescale in mind when setting a project start date.

Our staff are available for discussion or support at any point in this process.

- **Award process**

If successful, you will be notified and receive a grant offer letter outlining conditions of the grant, and a payment and reporting schedule. This letter should be signed (electronic signature) and returned to us by email.

Our grants are usually paid at six-month milestones (in three instalments if required) and are subject to timely receipt of Progress and Completion Reports.

- **Reporting process**

The SCSP Open Fund is based around six key outcomes:

0. More people choose not to travel for everyday journeys.
1. More people choose to walk or cycle for short local journeys
2. More people choose sustainable transport options for longer journeys
3. People develop more positive attitudes towards sustainable transport choices
4. People's knowledge about sustainable transport choices increases
5. There is an increased evidence base to support sustainable transport interventions.

At point of application, organisations choose which of these outcomes best aligns with their own project and this becomes the project's primary reporting outcome. In addition to this, projects are also asked to choose a number of metrics. These are the most relevant indicators that best demonstrate the project's progress.

At milestone points within projects (usually six-month and twelve-month), we ask projects to complete Progress and Completion Reports.

The **Progress Report** is a brief update to enable us to see how the project is progressing. It is also an opportunity for projects to raise any questions with us or make us aware of any developments. We ask that projects make good use of this opportunity rather than waiting to the twelve-month point when we are limited in the level of support or solutions we can offer.

The **Completion Report** is a longer document in which we ask you to report on your primary outcome and metrics, and also to reflect more broadly on the project as a whole. All information and learning projects can offer here in terms of key successes and challenges, case studies, examples of materials produced etc. will be welcome.

This information:

- Helps inform our work in advocating for more opportunities for walking, wheeling, cycling and travelling sustainably.
- Helps inform future funding decisions if there are to be consecutive or multiple applications from an organisation.

N.B. As a funder who is willing to take appropriate risk in order to ensure innovative practice and maximum learning across our supported projects, we

note that not everything about a project will go as planned or outcomes may not be as expected. Crucially, we welcome open reflection on these experiences as it is a key part of learning for the supported organisation, for us as a strategic fund and for the wider active travel sector. Please be as open as you can in your reports and always feel free to contact us to discuss anything in person.

SCSP Network

As a funder committed to increasing the impact of the organisations we support, we seek to create opportunities for awardees to meet, share learning and offer an element of peer support.

One way we do this is via the **Smarter Choices, Smarter Places Network Sessions**. These are held at regular intervals and offer the chance to come together as a group of organisations to discuss particular, relevant themes and learn about the challenges and opportunities other organisations have encountered.

All grant recipients are welcome to come along and will be informed about the next session date at their induction meeting.

- **Accessibility and contact us**

We aim to be as accessible as possible to all potential applicants. If there is anything you would like to discuss about your project or our application process, please don't hesitate to contact us.

If there is further practical support we can offer regarding the accessibility of the application process, please contact us and we will make every effort to accommodate requirements and preferences.

You can reach us on scspopenfund@pathsforall.org.uk or contact us directly:

Robyn Warburton, Senior Development Officer
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James Gray, Development Officer
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- **Appendix One**

Paths for All administers several grants to progress our aims of making Scotland a nation in which walking is for everyone, everywhere, everyday. In addition to the Smarter Choices, Smarter Places Open Fund, the following funds are also available:

Ian Findlay Path Fund

A £1.5 million fund for community and third sector organisations to support the improvement of path networks and routes with capital investment. Projects will improve the accessibility and resilience of paths to increase walking, wheeling and cycling for everyday journeys.

Grant size: £10,000-£100,000

Application: Ongoing with no deadline date.

Walking for Health Grant Fund

Funding for members of our Scottish Health Walk Network only to increase the number of people walking in Scotland.

Grant size: Up to £15,000

Application: Please visit the fund's page for details of when it will be open.

Community Paths Grants Fund

Small grants to support communities to create, promote and maintain local community paths.

Grant size: up to £1,500

Application: Please visit the fund's page for details of when it will be open.

Community Paths - Active Travel Grants

Funding to support communities to improve and promote paths and routes that will make it easier for people to walk, wheel or cycle for everyday journeys.

Grant size: up to £3,000

Application: Please visit the fund's page for details of when it will be open.