

ForwardMotion/South Essex Active Travel (SEAT) Small Grants Guidance Notes



All applicants are advised to read these Guidance Notes carefully before completing the application form.

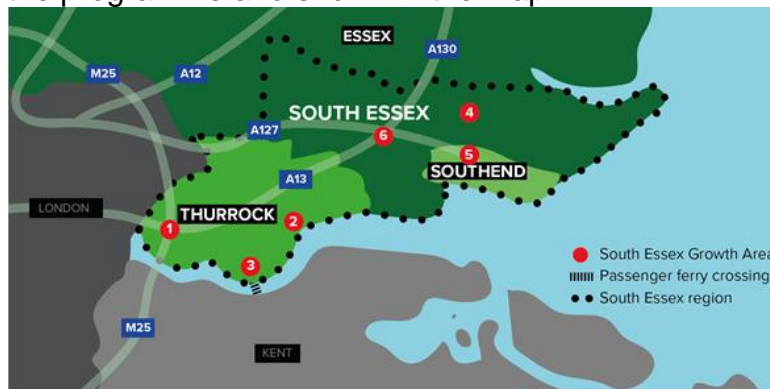
Please note that applying for a grant does not guarantee the receipt of funding.

1. ABOUT THE FUND

- 1.1. The fund is called the ForwardMotion/South Essex Active Travel (SEAT) Grants Scheme and is administered by Southend on Sea Borough Council on behalf of the South Essex Active Travel programme funded by the Department for Transport
- 1.2. The scheme is designed to attract bids from voluntary organisations, community groups and other third sector not for profit organisations that can deliver innovative projects to meet key performance indicators and objectives identified in the South Essex Active Travel programme.
- 1.3. The scheme will normally provide grant funds between £250 and £20,000. Bids for more or less than this amount may be considered and should be discussed with the SEAT Programme Manager before making an application.
- 1.4. The definition of a 'project' is flexible. It may be a project covering a period of some weeks/months or a one day event.
- 1.5. The project must directly contribute to one or more of the SEAT key performance indicators.

2. WHAT WE WILL NOT FUND

- a. Projects that do not deliver against one of more of the criteria stated
- b. Fundraising events where there is any unallocated surplus
- c. Projects where the main aim is campaigning
- d. Projects where the main aim is to promote religion
- e. Capital applications for buildings
- f. Current projects in deficit
- g. Projects which have already taken place or are due to commence within the grant assessment period *
- h. Projects whose benefits fall outside of the South Essex region defined by the programme and shown in the map.



- i. Events where publicity has already been disseminated for them – this includes e-mails, Facebook and twitter announcements, hard copy publications and media coverage of any sort*
- j. Schools projects that are part of the statutory timetable
- k. Activities that will be delivered after 31st March 2020

*It may be possible to provide additional funding to projects currently being delivered where bidders are applying for additional funding to upscale or add additional value to the existing project.

3. CLOSING DATES:

17:00 Friday 1st March 2019

4. ABOUT SOUTH ESSEX ACTIVE TRAVEL (SEAT)

4.1. The SEAT programme delivers **Targeted Travel Engagement** to key target groups, supported by a **package of travel interventions and services** – ensuring people have all the information, skills, equipment and confidence they need to use sustainable modes. Both of these work streams are delivered under the umbrella of the **Forward Motion travel awareness campaign**, which provides unifying branding, marketing and promotional activities.

4.2. The South Essex Active Travel (SEAT) programme seeks to improve residents' and employees' access to new and existing local jobs as well as to education and training opportunities through targeted and tailored approaches to travel engagement. It focuses on getting more people to these opportunities in six local

4.3. Growth Areas across the region; improving both cross-boundary sustainable travel and travel within individual local authority areas.

4.4. More information about the programme can be found on our website: [Insert Forward Motion webpage]

5. CRITERIA This grant fund will support projects and interventions that deliver against one or more of the following criteria:

- a. Engaging and supporting job seekers and benefit claimants to use active travel as a means to access employment, skills development, interviews or training
- b. Engaging and supporting employers to promote and develop active travel as a way of their employees accessing work.
- c. Providing and promoting active travel advice to employees, volunteers or students (16yrs +)
- d. Cycle training and cycle maintenance training and support to employees, volunteers or students (16yrs+)
- e. Developing, promoting and recruiting to volunteering opportunities that promote active travel and supporting and training volunteers within those opportunities.
- f. Providing and supporting apprenticeship opportunities within the active travel sector

- g. Providing and promoting services and interventions for adults and young people (16+) to encourage use of active travel including cycling, walking, buses, trains or alternative active and sustainable travel modes.

6. HOW TO APPLY

You can request an application form by emailing info@forwardmotionsouthessex.co.uk

Or by writing to:

South Essex Active Travel Programme Manager
Southend on Sea Borough Council
Civic Centre
Victoria Avenue
Southend on Sea
Essex SS2 6ER

Or you can request a form by telephone on 01702 212727

You are advised to read the checklist at the end of the application form to ensure that you have completed all the necessary stages prior to making your submission. You are advised to keep a copy of your application for your own records. It will not be possible, unfortunately, for any supporting materials to be returned.

Return your application and any attachments to the above address or email by the closing date

7. HOW YOUR APPLICATION WILL BE ASSESSED

7.1. Applications will be assessed by a panel of the Sponsoring Board of the SEAT Programme. Applications will be assessed against the criteria. Decisions about awards will be made within available resources.

7.2. The panel will be conscious of the geographic distribution of successful awards and the range of projects supported.

8. WHEN WILL YOU KNOW IF YOU HAVE BEEN SUCCESSFUL?

8.1. Decisions will be made within 2 weeks of the closing date and you will be informed in writing whether you have been successful or not. Applicants are strongly advised to factor in sufficient time from the assessment period (2 weeks from the closing date) to start their projects.

9. THE AWARD

9.1. Successful applications will receive an offer letter. Project grants may be paid in instalments as set out in the offer letter.

9.2. The amount written in the offer letter is the maximum we will pay.

9.3. You must complete your activity by no later than 31st March 2020 and return the evaluation form to us within two months of completing your activity. Failure to do so will impact on future payments.

9.4. You must claim any payments which are due to you in line with conditions stated in the offer letter

9.5. If you expect your activity to be delayed by more than eight weeks or the event has to be cancelled, you must contact us as soon as possible to explain and we will confirm whether this is acceptable. If we deem that this is not acceptable, we reserve the right to rescind the grant.

9.6. Southend on Sea Borough Council reserves the right to rescind the grant under any of the following circumstances:

- a. Failure to obtain necessary insurance, permits or licences
- b. Failure to obtain necessary Disclosure & Barring Service checks
- c. If your business or organisation goes into financial administration or you go into bankruptcy or insolvency
- d. If you do not follow our reasonable instructions or any special conditions attached to your award
- e. If you do not use your award for the purpose for which it was awarded
- f. If you changed your award-related activity from the application specifications without requesting permission from us first
- g. If you act illegally or negligently at any time during the funded activity, related to that activity
- h. If we believe your actions harm the reputation of any SEAT programme partner authority
- i. If you sell or transfer the grant to another person or organisation

10. ACCEPTING THE OFFER

10.1. You must accept the grant in the way that we ask you to. This involves you accepting your responsibilities for the grant by signing the grant acceptance form and returning it to us. We will not make any payments until this has happened. If your grant is for a specific activity and we do not receive the signed acceptance within one month of us sending it to you, our offer of a grant will no longer be valid.

11. APPEALS

11.1. The decision of the panel is final. However, you are welcome to seek feedback on any decisions if wished.

11.2. Should applicants have concerns about procedural practice then these concerns should be made in writing to:

South Essex Active Travel Programme Manager
Southend on Sea Borough Council
Civic Centre
Victoria Avenue
Southend on Sea
Essex SS2 6ER
Or by email to: info@forwardmotionsouthessex.co.uk

12. WORKING WITH CHILDREN AND VULNERABLE ADULTS

12.1. You are responsible for being fully aware of issues about the protection of children and vulnerable adults. You should consider any possible risks

involved in the funded activities and take appropriate action to protect everyone involved. If you are an organisation, you must have a written policy and a set of procedures to protect children and vulnerable adults. If your project involves freelance individuals working with children and vulnerable adults, it is the responsibility of the host organisation, employing body or project lead to ensure that all relevant project leaders and staff have been checked through the Disclosure & Barring Service (DBS) procedures.

- 12.2.** For further advice and information refer to the Disclosure & Barring Service website – <https://www.gov.uk/government/organisations/disclosure-and-barring-service> or telephone: 0870 90 90 811 (8am-6pm weekdays and 10am-5pm Saturdays)

13. INSURANCE

- 13.1.** Insurance is essential if you are working with the public, in which case you need to have Public Liability Insurance for a minimum of £5 million. This will insure against damage to ‘third parties’ - the general public – caused through the negligence of someone acting with the organisation’s authority, including the action of your volunteers.

- 13.2.** When you use contractors, or invite other organisations to take part in your events, make sure that they have the necessary insurance in place as well. This will safeguard you, your employees, volunteers and the public.

- 13.3.** Insurance is a complex area, so we advise you do not leave it to the last minute to organise your cover and to ensure that you are suitably insured before work commences. In theory, insurance brokers can access the whole insurance market to find the best cover for you; however, you might want to explore what other cultural organisations have organised for themselves before you decide what is right for you and your organisation.

- 13.4.** For further information and guidance you can refer to the following resources:

Voluntary Resource (provides a selected list of specialist brokers)

www.volresource.org.uk

The British Insurance Brokers Association (they can put you in touch with a broker from their UK network) www.abi.org.uk

Charity Commission www.charitycommission.gov.uk

14. RISK ASSESSMENTS

- 14.1.** You are responsible for making sure the appropriate risk assessments have been undertaken to ensure the safety of the public and staff involved.

15. LICENCES

- 15.1. Event licences:** The Licensing Act (November 2005) means that regulated entertainments are required to be licensed. Please contact your local council Public Licensing Department for advice and information. Please remember to factor adequate time into your project planning - you may need to give up to 90 days’ notice.

15.2. Premises Licence: This replaces the Public Entertainment Licenses (PEL). A Premises Licence will be needed in order to hold public entertainment, e.g. film shows, indoor sporting events, performance of live or recorded music, dance performances or plays and permission to use the building for the sale of alcohol. Please contact your local authority for further details.

15.3. Temporary Event Notice (TEN): A Temporary Event Notice is required if you intend to carry out a licensable activity on unlicensed premises or wish to operate outside the terms of your existing Premises Licence or Club Premises Licence.

15.4. Licensable Activity:

- The sale or supply of alcohol
- Regulated entertainment (i.e. music, singing or dancing)
- Provisions of late night refreshment (hot food or drink between the hours of 2300 and 0500)

15.5. For up to date information on the Licensing Act contact your local authority Public Licensing Department

16. ROAD CLOSURES

16.1. If a road closure is necessary, 4 weeks minimum notice is usually required for a minor road closure. Notice is likely to be much longer where major traffic disruption is forecast. Please check with your local authority.

17. EVALUATION

17.1. Evaluation is an essential part of developing and delivering a project, and all who receive funding from the ForwardMotion/South Essex Active Travel Grants scheme will have to complete compulsory monitoring and evaluation forms which will be supplied when the grant is awarded. Failure to complete the specified monitoring and evaluation forms within specified timescales may result in future instalments being forfeited.

18. MARKETING

18.1. All successful applicants are to brand their projects with ForwardMotion/South Essex Active Travel branding and logos. It is a requirement that the projects also state that it is funded by the DfT Access Fund.

18.2. Successful projects will be provided with access to ForwardMotion marketing tools and resources

19. DETAILED GUIDANCE ON COMPLETING THE APPLICATION FORM

19.1. This guidance is designed to help you answer each of the questions on the application form.

19.2. In all sections do not exceed the maximum word count

19.3. All questions are mandatory

19.4. GUIDANCE QUESTION BY QUESTION:

SECTION ONE: YOUR DETAILS

1.1 Name of organisation: Refers to the group or organisation applying for the grant.

1.2 Contact name/position within your organisation: Should be someone who has a good working knowledge of the project. All future correspondence relating to the application will be addressed to the contact name.

1.3 Contact address: Please ensure you provide your correct postcode.

1.4 Bank details: Provide a bank statement, no more than 3 months old and in the name and address of your organisation. If you cannot do this please contact us before making an application.

1.5 Please give a brief overview of the work your organisation delivers. Please state your organisation's key aims and activities.

SECTION 2: ABOUT THE PROJECT

2.1 Project Title: Please tell us the name of your project; this can be a working title.

2.2 Please tell us how much you are applying for: This should be the total amount you are requesting from ForwardMotion/South Essex Active Travel Grants scheme to fund your application proposal.

2.3 Have you applied for/received any funds from other sources? (please also include 'in-kind' support) Please state how much money from other sources you have either applied for or have received to support your application. Please include any support "in-kind", which is support someone is offering to help the project but not explicitly charging you for. You should give this a monetary value. You are not required to have any other funding but if you do, please tell us about it.

2.4 When will your project start and finish? – Tell us when you will start your project and when you expect it to end. Remember it takes up to 2 weeks for you to hear about our decision, so please give sufficient time to start your project. Applicants should note that projects will need to complete by no later than 31st March 2020 to be eligible for this fund.

2.5 Summary of your project:

Please summarise the specific activities / programmes of work that this grant will allow your organisation to deliver. Use the space provided to give a clear and concise description of what your project is about and what you plan to achieve.

2.6 How many people do you expect to take part or benefit from your project?

Tell us how many people you expect will use the services or benefit directly from the work you will do. Please divide this across different types of activity if appropriate.

2.7 If successful you will be required to include ForwardMotion branding in any marketing or promotions of the project. How will you publicise and market your project? Tell us how you will encourage people to participate/attend. Show how you will target your marketing at your identified audience, e.g. if you want to work with jobseekers how will you find them and communicate with them? How will you address the physical, learning, financial and other needs of particular groups in your publicity and marketing?

SECTION 3: MEETING THE CRITERIA

ForwardMotion/South Essex Active Travel's aim is to increase active travel to enhance access to jobs, education and training opportunities in South Essex.

3.1 Please demonstrate how your project will deliver against the fund criteria.

It is not expected that your project will be able to contribute to all of the key priorities. However, to be eligible for funding we would expect you to be able to demonstrate activities for at least one of the following:-

- a. Engaging and supporting job seekers and benefit claimants to use active travel as a means to access employment, skills development, interviews or training
- b. Engaging and supporting employers to promote and develop active travel as a way of their employees accessing work.
- c. Providing and promoting active travel advice to employees, volunteers or students (16yrs+)
- d. Cycle training and cycle maintenance training and support to employees, volunteers or students (16yrs+)
- e. Developing, promoting and recruiting to volunteering opportunities that promote active travel and supporting and training volunteers within those opportunities
- f. Providing and supporting apprenticeship opportunities within the active travel sector
- g. Providing and promoting services and interventions for adults and young people (16+) to encourage use of active travel including cycling, walking, buses, trains or alternative active and sustainable travel modes

It is important in your application for project funding that you take account of this Vision. You should ensure your answers are focused and specific and that you demonstrate how you will be able to contribute to ForwardMotion/South Essex Active Travel aims through your activity.

Interventions and services to be offered might include but are not limited to:

- a. Specific travel interventions and services for individuals needing additional support to use sustainable modes to access employment, education, training, skills or volunteering.
- b. Adult Cycle Training
- c. Cycle Maintenance
- d. Public Transport Promotion
- e. Route Planning
- f. Walking projects

- g. Scootering or other alternative active and sustainable travel mode training and promotion

3.1 Where will your project take place? Describe the geographical area where your project will take place. Remember that it must take place within the South Essex Active Travel area stated in section 2 of the application guidance

3.3 How can you demonstrate that the project will be well managed and run efficiently and effectively?

Please supply brief information about the people involved and their relevant roles and experience. If this kind of project is new to the applicant/organisation you will need to demonstrate how previous experience, knowledge and skills can be applied in this new situation.

Please ensure that you address the following:

Describe how you will run the project, e.g.: weekly management meetings, action plans, schedules, progress reports etc. Also, include how you will evaluate and monitor each stage of the project and its overall success.

Describe how you will communicate with the Forward/South Essex Active Travel delivery team to update on progress of the project and to resolve any issues.

3.4 Please tell us the anticipated outputs and outcomes of your project. You will need to demonstrate the expected impact your project will have on your target groups, as well as how your project is intended to improve economic, social and/or environmental wellbeing of the South Essex region.

3.8 Explain how you will monitor the outputs, evaluate your project and what measures will be used to determine its planned outcomes and success.

The SEAT Programme Management team use an established monitoring and evaluation approach which is coordinated by the delivery team. Successful applicants will be required to provide project data which enables the SEAT programme to measure the output and outcome of projects. A form will be provided and details of monitoring and evaluation requirements will be included in the offer letter to successful bidders.

SECTION 4: EQUALITY AND DIVERSITY

Southend on Sea Borough Council is the accountable authority for the Forward Motion/South Essex Active Travel Programme. Southend on Sea Borough Council is committed to positively advancing equality, fostering good relations between different groups and tackling discrimination.

When submitting applications organisations and projects are asked to demonstrate how they will help advance the following Public Sector Equality Duty (Equality Act 2010) aims:

Eliminating discrimination, harassment and victimisation, i.e. projects that aim to tackle prejudice and stigma

Advancing equality of opportunity, i.e. projects that aim to give relevant groups or communities the opportunity to participate in activities that tackle disadvantage

Fostering good relations, i.e. projects that bring relevant groups and communities together to share commonalities and promote community cohesion and inclusion

The relevant groups and communities under the Equality Act 2010 are:

- Age
- Disability
- Gender reassignment
- Pregnancy and maternity
- Race – this includes ethnic or national origins, colour or nationality
- Sex
- Sexual orientation
- Religion or belief – this includes lack of belief
- Marriage and civil partnership

For further information on the Public Sector Equality Duty please use the following link: <http://www.equalityhumanrights.com/advice-and-guidance/public-sector-equality-duty/>

SECTION 5: BUDGET

5.1 Have you applied for, or do you intend to apply for other funds towards this project?

Please provide details of any other applications you have made, or intend to make, to any other funding body. Please also provide the anticipated timescale for securing the funding from other sources. Remember to include the financial or support from partners in the Budget at 5.3.

It is valid to use an application to this scheme as partnership funding with the aim of attracting additional investment.

5.2 Have you received financial support from Southend on Sea Borough Council, Essex County Council or Thurrock Council for any project in the last 2 years?

If Yes, please state for what project, the amount of the award, from which authority and when.

5.3 The Budget

You will need to show that the project is properly budgeted, is financially viable and offers value for money. The budget should be appropriate for the

scale of the project and should clearly reflect the project that has been described. Income targets should be realistic, achievable and related to your marketing plans.

Partners identified in the project proposal should be included in the budget either as financial (£) or 'in kind' support.

The income and expenditure for your project must balance. You should not budget to eliminate a current deficit you may already have or plan for a surplus. Therefore, do not request more grant money than is needed for the project.

Expenditure: Please state ALL planned expenditure under the stated headings.

Income

Please break your income down under the stated headings.

Remember to include also Support 'in-kind' – please state, and cost out, what is being offered for free e.g. volunteer's time, facilities, materials, use of performance venue, etc. Remember, if you cost support 'in-kind' in your expenditure table you will need to put the same figure into your income so that your income and expenditure balance.

SECTION 6: SAFETY ISSUES, PARTICIPANTS AND BENEFICIARIES

6.1 What are the safety issues relating to your project? If you intend to work with children or vulnerable adults, how will they be kept safe?

If your project involves children or vulnerable adults, you must have an active protection policy and procedures in place. You are strongly advised to do a risk assessment of your project. This will help you to identify any potential safety issues and problems, and how you will reduce their risk of occurrence.

If you are running a public event, the host venue should have a Premises License (s). If it does not, you must apply for a Temporary Event Licence from your local council Public Licensing Department.

Please remember to allow sufficient time to apply for licences - it can take up to 90 days.

6. 2 Project participants and beneficiaries

Who would you say will benefit most from the project you are planning? Please tick all relevant boxes in this section. Please note projects that specifically or solely target under 16s are not eligible under the SEAT programme

SECTION 7: DISCLOSURE OF INFORMATION

This section is for you to note. Completing and submitting the application form is a declaration that you have read and understood this section.

SECTION 8: DECLARATION.

8.1 This section should be completed by the main contact and the Chair, or another member of the management of the organisation.

This should be signed by the 2 people stated. If the main contact is the chair of the organisation another member of the executive or management of the organisation is also required to sign.

Applications can be emailed or posted. Please print name, position and date if emailing your application electronically. Original signatures will be required if your application is successful.

Please note: the signature(s) must be original, not photocopied.

8.2 Where did you hear about the ForwardMotion/South Essex Active Travel small grants scheme? Please tell us how you found out about this grant scheme.

SECTION 9: APPLICATION CHECKLIST.

Please check before mailing that you have enclosed all the information required.

MONITORING FORM

You must include the completed Monitoring Form to be eligible for consideration.

20. COMPLAINTS

If you have any issues you would like to raise with us, please contact the South Essex Active Travel Team in the first instance by email at info@forwardmotionsouthessex.co.uk or by telephone on 01702 212727

21. ACCESSIBILITY

The information in this form can be translated and/or made available in alternative formats on request

This guidance is issued by the Southend on Sea Borough Council ForwardMotion/South Essex Active Travel team.