

Transport for West Midlands Active Travel Community Grants: applicant guidance and frequently asked questions

Please use this document as a guide when applying for the Transport for West Midlands Active Travel Community Grants distributed by Sustrans.

14 May 2024



To find out more, please contact: grantswestmids@sustrans.org.uk



Sustrans is the charity making it easier for people to walk and cycle.

We connect people and places, create liveable neighbourhoods, transform the school run and deliver a happier, healthier commute.

Join us on our journey.

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Guidance

About the Active Travel Community Grants

We are delighted to announce funding from **West Midlands Combined Authority** for community organisations within the eligible Wards interested in carrying out initiatives aimed to bolster cycling and walking in their communities. Grants are now available to improve or enhance the spaces along local paths, run led walks and rides, deliver bike maintenance sessions or to fund ideas for activities that bring people together.

The **Active Travel Community Grants** is a regional programme funded by West Midlands Combined Authority for Sustrans to actively source grant applicants. The primary objectives are to:

- Increase overall cycling levels
- Increase levels of cycling to school
- Increase levels of cycling to work

The fund is to empower communities to deliver walking, wheeling, and cycling activities benefiting people and increasing access to active travel. Engaging one or more of the following **priority audiences**:

- Children (16 years and under)
- Families
- Women
- Disabled People
- Ethnic minority groups

Organisations applying for a grant must be in one of the below wards:

Local Authority	Ward
Birmingham	Small Heath
	Lozells
	Gravelly Hill
Coventry	Bordesley Green
	Stockland Green
	Birchfield
Solihull	Foleshill
	Canley (Westwood ward)
	Willenhall (Binley/Willenhall)
Dudley	Longford
	Henley
	Lower Stoke
	Bickenhill
	Chelmsley Wood
	Lyndon
	St Thomas'
	Brierley Hill
	Brockmoor and Pensnett
	St James's

	Netherton, Woodside and St. Andrews	Castle and Priory
Sandwell	Soho and Victoria St Paul's Greets Green and Lyng	Langley Oldbury West Bromwich Central
Walsall	Birchills Leamore St Matthew's Bentley and Darlaston North	Willenhall South Darlaston South Blakenhall
Wolverhampton	Bilston East Bushbury South and Low Hill Ettingshall	Heath Town St Peter's Bilston South

The above wards were determined with each Local Authority using a list of the top 20% most deprived wards across the region, propensity to cycle tool, existing infrastructure, demographics and physical inactivity levels.

The Active Travel Community Grants is now open for applications. The application form will close on **16th June 2024**, and we anticipate that successful application will be informed w/c 24th June.

Grant funding will need to be spent by **16th August 2024** and project delivery, monitoring and reporting completed by **15th September 2024**.

The maximum grant application is **£10,000**.

The funding needs to support walking, wheeling, and cycling activities, some examples are detailed below (this is not an exhaustive list). Please note that the funding cannot be used for measures such as cycle parking or infrastructure improvements (capital).

- Tools, training or materials for temporary route signage and wayfinding
- Equipment, including bikes (for loan), cargo bikes (for loan), helmets, locks, lights, walking boots, umbrellas, maps.
- Led walk-and-ride training to encourage your community to enjoy your local path.
- Access to bike maintenance training, learn-to-ride training, walk leader training, and other forms of training to build walking and cycling capacity.

We would also like to hear more about your own ideas of how the funding could be used to get more people out cycling, walking, and wheeling.

Please note that there is a limited amount of grant funding available and completing an application form does not guarantee that the application will be approved. Meeting the minimum criteria will not automatically mean the funding application will be successful as further criteria outlined in the form below will be used to assess applications.

Payment will be made 50% up front and the remaining 50% upon purchase of the items and/or activity. VAT will be excluded from grant payments.

Who can apply?

The Active Travel Community Grants will be available to:

- Formally constituted clubs, associations, or trusts
 - Registered charities
 - Social enterprises
 - Company Limited by Shares
 - Company (limited by guarantee)
 - Registered CASC
 - Community Interest Companies
 - Unregistered clubs or associations
-

Support

In most cases community organisations will have a Sustrans key contact to provide them with ongoing support throughout the application process.

If you do not have a Sustrans key contact, please email grantswestmids@sustrans.org.uk for more information and support.

Application form

Please fill in the **application form** using this document as a guide.

The application form is open until **16th June 2024**. Applications will be reviewed on an ongoing basis. Please submit your application as soon as it is completed.

If you require support in filling in this form or would like to fill in your application by hand, please get in touch with your Sustrans key contact, or grantswestmids@sustrans.org.uk

Organisations requirements

There are certain requirements that organisations need to meet to be eligible to receive funding through the Active Travel Community Grants.

These include:

- A written constitution or governing document which sets out the rules on how the organisation is run.
- Being a not-for-profit organisation
- The organisation committee or Board includes three or more unrelated or cohabiting members.
- The organisation committee or Board has equitable distributed decision making/voting rights.
- Appropriate organisational safeguarding policies and procedures, including separate policies for children and adults at risk.

For more details on these requirements and how to provide evidence, please see the 'Organisation requirements' FAQ section on page 7 within this document.

Please familiarise yourself with these organisation requirements. It is important that you are able to provide evidence to be eligible for the fund, otherwise this may cause delays to the approval process of your application.

If you require support in collecting evidence for your organisation requirements, please get in touch with your Sustrans key contact.

Budget

Within your application form it is important to provide a detailed breakdown of your proposed budget.

Please consider whether you need funding for the following:

- Equipment hire / purchase
- Coaches fees / expenses
- Hire of facilities
- Promotion / publicity
- Staff costs
- Transport / travel
- Other expenditures

Evaluation

At the end of project delivery, you will be asked to fill in an evaluation form about your experience of receiving the funding. This evaluation process is vital to the success of the Active Travel Community Grants.

The evaluation form will include questions about:

- the benefits the funding has brought to your organisation
- the benefits the funding has brought to local communities
- demographic of the project participants regarding the priority audiences
- recommendations for improvement of the funding
- demographic of your organisation's workforce
- A link to a participant survey for your organisation to send on to participants of the grant funded activity to complete for active travel.
- A project case study report.

Where possible, community organisations will also be asked to collect information through their participants. If appropriate, you will receive a participant evaluation form to pass on to your participants.

This evaluation form will ask the participants about:

- the benefits of participating in the project
- recommendations for improvement of the project

Case studies

At the evaluation process, you will be asked to provide a case study of your project. This will include project description, images, and testimonials with permissions from those involved.

Terms and conditions

By applying to the Active Travel Community Grants you are agreeing to:

- Sustrans and West Midlands Combined Authority processing data of your organisation.
- All application and monitoring data provided being shared with West Midlands Combined Authority
- Providing evidence of organisation requirements where necessary
- Being contacted by Sustrans or West Midlands Combined Authority about your project.
- Providing feedback through our evaluation process

If your grant application is approved, you will be sent the Grant Agreement.

Application Review Criteria

Applications will be reviewed by Transport of West Midlands and relevant Local Authority colleagues.

Minimum Criteria	Evidence provided
Outline the objective of applying for the grant	
Business justification for requiring the item	
Agree to work with TfWM to provide a case study and monitoring on how the grant has been used	
Detailed timescales to ensure the funding will be spent by end of 16th August 2024	

Further criteria used by the Local Authority and TfWM to assess applications.

1. Previous engagement and activities undertaken
2. How many people will benefit from the item/s?
3. Evidence of the need for the grant
4. Does the site demonstrate links to internal policies and plans?
5. What funding has the organisation already received?
6. Supporting evidence
7. Value for Money (based on evidence of multiple quotes)

Frequently asked questions

Eligible organisations for the Active Travel Community Grants

1. We are a religious group. Can we receive funding from the Active Travel Community Grants

We welcome the contribution of all faith groups particularly given the role that many can play in connecting with the priority audiences. Please be aware that any funded activity should not be used to promote the religious beliefs of the organisations.

2. Are schools eligible for Active Travel Community Grants funding?

No. This project is specifically targeted at non-profit community groups and registered charities.

Eligible activities for Active Travel Community Grants

3. Can community organisations use funding from the Active Travel Community Grants to fund maintenance activities such as gardening?

These grants are specifically aimed at promoting active travel.

4. Can community organisations fund on-costs, administration, co-ordination and management fees?

Active Travel Community Grants will only support funding for direct project costs and for an appropriate and proportionate share of an organisation's overheads in delivering this project. Direct project costs are ones that clearly relate to a project i.e. coaching costs, volunteer expenses.

We are happy to support salaries or contributions to salaries that are directly involved in delivering activities to participants and primary audiences, however it is important that organisations consider how this salary/role/post will be sustained/maintained beyond Active Travel Community Grants delivery given it is a critical role in supporting participants to be physically active.

Overheads are costs that partly support a project such as rent. The inclusion of on-costs and other organisation overheads which are not related to direct delivery cannot be supported. Additional management and administration fees in addition to direct delivery costs cannot be supported.

5. Can we fund research and evaluation through the Active Travel Community Grants?

Research costs cannot be supported through the Active Travel Community Grants, except as part of coordinating activity costs there might be a small amount connected to administering surveys or similar for developing evidence of impact.

6. What costs are ineligible for Active Travel Community Grants and therefore cannot be included?

The following items are not eligible for funding:

- Activities or costs which are already covered by other government funding including rates
- Capital works
- Activities promoting religious or political beliefs
- Where there is personal benefit to an individual
- Any private business or profit-making organisations unless they are a Social Enterprise or Community Interest Company
- Partnerships and freelancers
- Loss of Sponsorship or loan repayments.
- Replacement of general equipment for reasons unrelated to the Active Travel Community Grants (its broken, tired, torn etc.).
- Contingency costs and VAT organisations are seeking to recover.

For a more detailed list of eligible equipment costs, please see question 15.

7. What costs are eligible to receive funding?

The following are eligible items that community organisations use funding for:

- Staff costs
- Training costs
- Rent / Facility hire
- Utility costs (e.g. operating costs)
- Communication and marketing
- Insurance (e.g. for an activity or equipment purchased)

For a more detailed list of eligible equipment costs, please see question 15.

8. Can Active Travel Community Grants funding support capital?

The Active Travel Community Grants funding should not be used to support projects involving construction or refurbishment of property, putting up temporary buildings or land improvement. Also, the Active Travel Community Grants can't fund fixed items of equipment including fixed signs that can't be easily moved as well as fixed equipment which may require planning permission or may impact on any lease.

9. Can the Active Travel Community Grants support activities that an organisation will also charge participants for?

No, the fund must be used to provide the service for free to users.

10. Can the funding be used to fund one-off events?

Generally, one-off events cannot be supported by funding unless there is a clear purpose to engage or re-engage with an audience and it can be demonstrated that they are either at the beginning or end of a wider piece of activity for those involved.

We are keen to support children's activity during the holidays, even if it is for a short period. West Midlands Combined Authority would encourage holiday activity projects to be linked to a longer-term activity or a suitable exit route.

11. Can the funding be used for retrospective costs?

Retrospective costs should not be included for projects funded through the Active Travel Community Grants. This is particularly important for purchase of equipment and direct delivery where organisations have already chosen to undertake this activity before being aware of this funding support.

12. Can we include the cost of childcare within Active Travel Community Grants projects where this is a barrier to participation?

No childcare costs cannot be covered by the grant.

13. Can training costs for individuals be supported?

Reasonable individual training costs can be supported where it is essential to the delivery of the activity, or the sustainability of the organisation being funded. The training would need to support delivering activity to Active Travel Community Grants priority audiences.

14. Can two community organisations apply for joint funding for the same project?

Two community organisations can partner together to deliver a project. For the purpose of funding administration, it is recommended that one community organisation take the lead and be responsible for receiving and managing the funding. The roles and responsibilities of each of the community organisations during project delivery should also be clearly outlined in the application form. The maximum amount of funding would still be £10,000 per application.

Purchasing equipment through the Active Travel Community Grants

15. Can funding be used to purchase equipment?

Yes, relevant equipment that would support communities to be more active in this current period can be purchased through the fund. However, as the Active Travel Community Grants is about the here and now need, it cannot fund longer-term equipment replacement.

Examples of funded equipment could include:

- Adapted cycles – only if loaned out.
- Cargo bikes – only if loaned out or used by the organisation.
- Temporary wayfinding equipment

Project delivery and funding

16. Can we apply for funding for a project that won't be delivered immediately?

Projects will normally be expected to start delivery within 4 weeks of application approval as the Active Travel Community Grants is designed to address the here and now. Projects must be delivered, and all monitoring completed by the 15th September 2024.

17. Can we apply for funding for a project that has already started?

Funding cannot be back-dated, or go towards a project that is already funded. However, it can go towards the continuation of a project where funding has come to an end.

18. Can organisations be awarded more than £10k?

The maximum amount of funding for a community body of Active Travel Community Grants is £10,000. Organisations can apply for a smaller amount.

Organisation requirements

19. What is acceptable proof of being a constituted organisation?

The following are acceptable proof of being a constituted organisation:

- Club rules/articles of association/governing document which show a formal framework is in place.

20. What is acceptable proof of having a clear purpose as an organisation?

The following are acceptable proof of having a clear purpose as an organisation:

- Club rules/articles of association/governing document which show objects and a clear purpose.
- Strategic Plan which shows clear purpose.
- Annual Report which shows a clear purpose.
- Website which shows a clear purpose.
- Any publication from the organisation which sets out a clear purpose for what the organisation is doing.

21. What is acceptable proof of being inclusive and accessible as an organisation?

The following are acceptable proof of being inclusive and accessible as an organisation:

- Club rules/articles of association/governing document which evidence that the membership of the organisation is accessible and open to all
- Membership Policy which shows an inclusive and open approach to membership
- Membership Application Pack which evidences an open and inclusive approach

22. What is acceptable proof that the governing committee of the organisation meets regularly?

The following are acceptable proof that the governing committee of the organisation meets regularly:

- Constitution with reference to regular meetings
- Copies of 4 consecutive agendas or minutes showing regular meetings throughout the year ideally (if across 2 years this can work depending on size of organisation).
- Organisation policy documents such as a Board Calendar or Meeting Schedule showing regular meetings throughout the year
- Governance statement which evidences regular meetings - on website, in annual report or accounts
- Written confirmation from a Trustee/Director/Committee Member that regular meetings occur (regardless of size/type of organisation this piece of evidence is acceptable)

23. What is acceptable proof that the governing committee of the organisation records decision making?

The following are acceptable proof that the governing committee of the organisation records decision making:

- Constitution/governing document referenced that records of meetings must be taken
- Minutes
- Action logs
- Written confirmation from a Trustee/Director/Committee Member that minutes are taken

24. What is acceptable proof that conflicts of interest are recognised, managed by the chair and recorded within the organisation?

The following are acceptable proof that conflicts of interest are recognised, managed by the Chair and recorded within the organisation:

- Constitution which covers all three elements - recognising, recording and management by the Chair
- Conflicts of interest policy which covers all three elements - recognising, recording and management by the Chair
- Other documents which contain a conflicts of interest policy which covers all three elements - recognising, recording and management by the Chair e.g., Board Handbook

25. What is acceptable proof that at least three of the people on the committee of the organisation are unrelated or non-cohabiting?

The following is acceptable proof that at least three of the people on the committee of the organisation are unrelated or non-cohabiting:

- Written confirmation from a Trustee/Director/Committee Member that at-least three of the people on the committee are unrelated and non-cohabiting

26. What is acceptable proof that the organisation considers the skills and diversity required of its committee members in deciding who sits on its governing committee?

The following are acceptable proof that the organisation considers the skills and diversity required of its committee members in deciding who sits on its governing committee:

- Board Skills Matrix
- Recruitment Policy which references consideration of skills and diversity of individuals
- Minutes of a discussion where the organisation considers skills and diversity
- Written confirmation from a Trustee/Director/Committee Member that the organisation considers the skills and diversity required of its committee members

27. What is acceptable proof that committee members are subject to regular election within the organisation?

The following is acceptable proof that committee members are subject to regular election within the organisation:

- Constitution or governing document
- Board Terms of Reference

- Board Recruitment Policy

28. What is acceptable proof that committee members ideally should serve no more than nine years within the organisation?

The following are acceptable proof that committee members ideally should serve no more than nine years within the organisation:

- Constitution
- Board Terms of Reference
- Board Recruitment Policy

29. What is acceptable proof that the organisation has a bank account?

The following are acceptable proof that the organisation has a bank account:

- A UK bank account is needed
- A bank statement
- A letter from the bank confirming the account information

30. What is acceptable proof that the organisation has two independent signatories that are required for payments?

The following are acceptable proof that the organisation has two independent signatories that are required for payments:

- Financial procedures set-out this process
- Letter/bank mandate from bank confirms this process for payments
- Screen shot from online banking showing two step authorisation
- Blank cheque showing space for two signatories
- Constitution/governing document

31. What is acceptable proof that accounts are prepared within the organisation?

The following is acceptable proof that accounts are prepared within the organisation:

- Copy of latest accounts (audited or unaudited)

32. What is acceptable proof that accounts are scrutinised independently of the person responsible for finance (e.g., treasurer)?

The following are acceptable proof that accounts are scrutinised independently of the person responsible for finance (e.g., treasurer):

- Copy of audited accounts
- Copy of independently reviewed accounts
- Statement confirming a suitable person has reviewed the accounts (this could include management committee reviewing proposed accounts - as long as someone separate from the person who prepared the accounts has looked at them and signed them off)

33. What is acceptable proof that accounts are made available to members to describe how money has been spent?

The following are acceptable proof that accounts are made available to members to describe how money has been spent:

- Statement confirming accounts are made available to members