

ArtRoots Fund Guidelines

Community fund for creative additions and activities on the National Cycle Network in Scotland



East Haven Together – Fishermen carving, NCN1

2019/20

About Sustrans

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. www.sustrans.org.uk

Sustrans Scotland ArtRoots Fund

ArtRoots allows communities to make creative and aesthetic improvements to National Cycle Network (NCN) paths, by providing grants towards projects which will improve space with the ultimate aim of encouraging active travel.

Communities play a crucial role in encouraging others to walk and cycle for more of the journeys they make every day by making areas more enjoyable to travel through or to. By encouraging more people to walk and cycle, traffic congestion is reduced, public health improves and carbon emissions and air pollution are lowered.

The fund supports local enterprise and culture, whilst also showcasing talent, intergenerational co-operation, expression, and creating a platform for artists to be heard through their arts. It also encourages communities to participate in shaping their local environment and increase their levels of physical activity.

This document provides a brief overview of the key elements to consider prior to applying for the fund.

Funding Conditions

1. Who can apply?

- 1.1 Any constituted community group in Scotland are eligible to apply to the grant.
- 1.2 Other community-based groups or organisations may be considered at the discretion of Sustrans Scotland.
- 1.3 Only one grant application can be made per community group, per funding round.

2. Funding Available

- 2.1 Maximum grant awarded: £5,000.
- 2.2 You will be required to source any additional funding for goods/services totalling more than £5,000. This funding must be secured and evidenced in your application.

3. Funding Conditions

- 3.1 No part of the grant can be used for staff wages.
- 3.2 The total cost of your proposal should include the cost of materials, delivery and installation where applicable.
- 3.3 Recoverable VAT is **not** an eligible cost and should not be included in the application. Non-recoverable VAT is an eligible cost and can be included. You must be able to demonstrate that any VAT being claimed is non-recoverable.
- 3.4 Grant recipients will be obliged to make repayment of all monies received in the event of a breach of the conditions of grant.

4. General Criteria

- 4.1 Funding will be allocated to community groups who not only best demonstrate the need, but also how the fund will add value to active travel and National Cycle Network path aesthetics in their chosen setting.
- 4.2 All projects must take place on a numbered National Cycle Network route or immediately adjacent to one, such as on a ramp.
- 4.3 A community group is defined as an organised group of people who come together on a voluntary basis for the benefit of the local community. A constituted community group has a management committee, a constitution and its own bank account.
- 4.5 We will prioritise applications which clearly demonstrate how they apply best practice in identifying the need and impact of the proposed project.
- 4.6 Grants will be offered solely at the discretion of the Sustrans Scotland awarding panel.
- 4.7 All funding is provided with an understanding and commitment from communities that the grant will be used appropriately and according to the agreement in any setting.
- 4.8 The grants offered are for services or goods invoiced or purchased after funding has been granted.
- 4.9 Quotes must be obtained and submitted to Sustrans Scotland as evidence of the anticipated costs of the project prior to receipt of any grant from the ArtRoots Fund.

5. Grants Criteria

- 5.1 Funding applications are for **grants**. These will help fund small projects or items which will support or contribute to improving aesthetics in their chosen setting for the encouragement of cycling and walking. Grants will be considered on their individual merit by Sustrans. Please see **Appendix I** for examples of what can be applied for with the grant.
 - 5.2 No part of the grant will support or form part of an individual's role at work.
 - 5.3 No part of the grant shall be used to support option appraisals or feasibility studies which cannot be properly capitalised in accordance with proper accounting practice.
 - 5.4 No part of the grant shall be used to support any activity carried out, or material published by the grantee, which is partly political in intention, use, or presentation, or appears to be designed to affect support for a political party.
 - 5.5 Planning permission may be required for your project, please confirm with your council whether you will need permission for your proposed project and include costs where applicable.
 - 5.6 Grants are not available to enable organisations to comply with conditions of planning permission or legal agreements which require them to implement such measures.
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5.7 In carrying out the project, recipients must comply with all relevant legislation.

6. Application Feedback

6.1 Sustrans Scotland will endeavour to respond to each application within 10 days of the close of the submission date. Applicants should not make financial commitments until they have received a formal written offer of a grant.

6.2 A claim form with appropriate account details must be completed and authorised before any of the grant will be released.

6.3 Copies of receipts or paid invoices must be attached to the authorised form which equate to the sum of the entire project proposal and not just the grant element.

6.4 It may be possible to receive funding prior to the works going ahead. This must be approved by Sustrans Scotland prior to the grant being offered.

7. Terms and Conditions of Funding

7.1 A contract will be sent to successful applicants. The contract describes the agreement between Sustrans Scotland and the community group receiving the grant. It sets out the line of action to be followed and must be signed by both parties before the release of any funds.

8. Final Report

8.1 A final report is a requirement of this grant. By submitting an application you agree to produce a final report with photos of the works undertaken.

8.2 Volunteer in-kind contributions must be shown in the final report indicating how many hours have been given by volunteers during the project.

8.3 Sustrans Scotland retains the right to carry out a post-implementation review of the effectiveness of any scheme carried out with grant support.

8.4 Claimants must keep and maintain proper accounting records of expenditure in the implementation of their scheme. Sustrans Scotland must be given access to these records, after giving prior written notice, at any time within the time frame of five years after the date of receipt of the grant.

8.5 10% of the awarded grant will be retained until receipt of the final report.

9. Promotion

9.1 Promotion is a requirement of this grant. By submitting this application you agree to have an awareness raising and promotions plan that acknowledges Sustrans Scotland and its funders, Transport Scotland.

9.2 Successful applicants will be required to outline how they intend to promote their proposal and the resulting publicity will be required to be included in the final project report.

9.3 The support of Sustrans Scotland shall be acknowledged by the display of the Sustrans logo, as appropriate, on items purchased or produced.

9.4 Sustrans Scotland retains the right to use details about the schemes organisations have implemented, including photographs for publicity purposes and for creating case-studies.

10 Site Visit

10.1 Once the grant is awarded Sustrans Scotland may be in touch to arrange visits to view the project at any stage of its progress.

2018/19 Grant Deadlines

Example of funding deadline schedule

Milestone	Description	Date
1. Funding round opens	If you have completed an expression of interest which has been approved by Sustrans we will provide you with a link to the full application form	Monday 14th January 2019
2. Full bids submitted	Electronic applications to be submitted by 17:00	Monday 4th February 2019
3. Award funding	All applicants notified of funding outcome	Friday 15th February 2019
4. Documentation completion	Two copies of the contract signed by Sustrans and the applicant with one copy returned to Sustrans.	Friday 1st March 2019
5. Grant claim submitted	Complete online grant claim by 17:00	Friday 22nd March 2019
6. Project spending	All project monies spent	Monday 3rd June 2019
7. Project reports returned	Project report (template provided) including before and after photos, submitted to Sustrans	Monday 5th August 2019

Funding rounds for 2019/20
January 2019
April 2019
July 2019
October 2019
January 2020
April 2020
July 2020
October 2020

NOTE: We recommend you submit your expression of interest as early as possible so you have plenty of time to complete the full grant application form. We will respond to expressions of interest as we receive them.

Appendix I

Examples of what can be applied for:

- Sculptures, murals and mosaics
- Benches and seating
- Decorative signage
- Planters and plant pots
- Interpretation boards
- Interactive objects and play equipment
- Transient art (e.g. temporary installations)
- Live performances
- Lighting (not to be powered through the mains) (e.g. embedded solar powered lights)
- Plants
- Paint
- Repairs and improvements to existing artwork and interpretation
- Designer and artist fees
- Contractors and machinery hire
- Local press advertisement
- Planning permission
- Insurance

Please Note: This is not an exhaustive list and applications can include things which do not appear here.

Examples of what cannot be applied for:

- Staff time
- The construction of paths
- General path maintenance or re-surfacing
- Structural repairs to existing infrastructure, e.g. walls, bridges etc.

Please Note: This is not an exhaustive list. Sustrans holds the right to refuse applications which contain elements not listed here.

All applications will be considered on merit of the potential impact and sustainability of the grants spend as well as funding available.

For any queries please contact our artworks officer, Cosmo Blake, on cosmo.blake@sustrans.org.uk or phone 0131 346 3017

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Join us on our journey
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