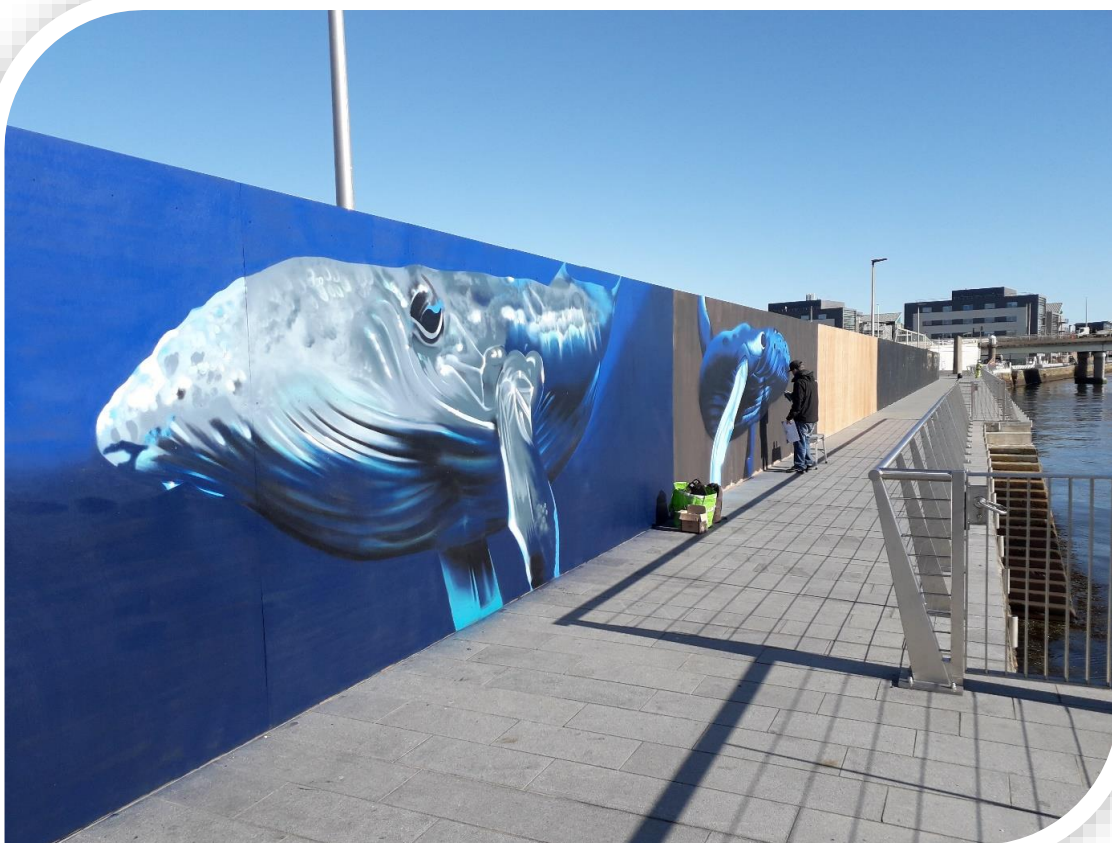




ArtRoots Fund Guidelines

Community Fund for aesthetic improvements to traffic-free National Cycle Network routes in Scotland



Dundee Riverfront Mural, work in progress, March 2020. Supported by the ArtRoots Fund

2020-2021



About Sustrans

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

We are engineers and educators, experts and advocates. We connect people and places, create liveable neighbourhoods, transform the school run and deliver a happier, healthier commute.

Sustrans works in partnership, bringing people together to find the right solutions. We make the case for walking and cycling by using robust evidence and showing what can be done.

We are grounded in communities and believe that grassroots support combined with political leadership drives real change, fast.

Join us on our journey. www.sustrans.org.uk

Sustrans Scotland ArtRoots Fund

Sustrans' ArtRoots Fund supports communities to make creative and aesthetic improvements to traffic-free paths on the *National Cycle Network* and on *Places for Everyone* projects. We provide grants towards projects which will improve spaces, 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 places more enjoyable to travel through or to. By encouraging more people to walk and cycle for everyday journeys, traffic congestion is reduced, public health improves and carbon emissions and air pollution is lowered.

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 is 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. Grant Award

- 2.1 The standard maximum grant available is £2500, however higher awards of up to £5000 may be available if applicants can demonstrate that the higher award would achieve a significantly greater increase in new active travel journeys.
- 2.2 You will be required to source any additional funding for goods/services totalling more than the grant awarded through the ArtRoots Fund. This funding must be secured and evidenced in your application.

3. Funding Conditions

- 3.1 No part of the grant can be used for normal staff wages. This does not include the fees of artists, designers, professionals or anyone hired to complete the project.
- 3.2 The total cost of your proposal should include the cost of design, 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 in the total award. 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; how it enhances the National Cycle Network and the aesthetics in their chosen setting.
- 4.2 All ArtRoots projects must take place on a traffic-free section of the National Cycle Network or immediately adjacent, 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.
- 4.4 We will prioritise applications which clearly demonstrate how they apply best practice in identifying the need and impact of the proposed project.
- 4.5 Grants will be offered solely at the discretion of the Sustrans Scotland awarding panel.
- 4.6 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.
- 4.7 The grants offered are for services or goods invoiced or purchased between January 2020 and June 2021.
- 4.8 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 encouragement of cycling and walking. Grants will be considered on their individual merit by Sustrans. Please see **Appendix I** for guidelines of what can and cannot 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, you are required to confirm with your council whether you will need planning permission for your proposed project. Costs associated with acquiring planning permission can be included in your application.
- 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.

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 (see page 6 for grant deadlines). 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 quotes, receipts or paid invoices must be included with 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 any costs for the works being made. This must be approved by Sustrans Scotland prior to the grant being offered.

7. Contract

7.1 A contract will be sent to successful applicants. The contract is a simple document which 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 and returned 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 and the inclusion of an acknowledgement recognising Sustrans contribution to funding the project.

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.

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 ArtRoots and Sustrans logo, as appropriate, on items purchased or produced, and the installation of a plaque recognising the Funders support of the project.

9.4 Sustrans Scotland retains the right to use details about the schemes and projects funded through ArtRoots, 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.

2020/21 Grant Deadlines

Funding rounds will close and be scored every 2 months, indicative dates are shown below but are subject to change. Further details will be supplied after the applicant has successfully submitted an Expression of Interest form. The fund is open all year round with scoring of applications taking place on the following dates. It is likely that the fund will become smaller throughout the year so applicants are encouraged to apply as soon as they have a project ready.

Scoring Rounds closing dates for 2020/21
Tuesday September 1 st 2020
Tuesday November 3 rd 2020
Tuesday January 12 th 2021
Tuesday March 2 nd 2021
Tuesday May 4 th 2021

The following provides a rough outline for how long each element of the application process might take. For details please contact us.

Milestone	Description	Completion Date
1. Expression of Interest submitted	Online forms can be accessed via the ArtRoots page on the Sustrans website	Open all year
2. Feedback	Feedback from Sustrans as to whether your project is suitable for this fund	Feedback will be given within 10 days of submission of an Expression of Interest
3. Online application form opens	If confirmed as a viable project for this fund you can start completing your online form straight away	
4. Full bids submitted	To meet your target dates you must submit before one of the scoring rounds above. If submitted after one of these dates your application will not be scored until the next scoring round.	Electronic applications to be submitted before 5pm on the day before the scoring round dates above
5. Award funding	All applicants notified of application outcome – whether successful or not	Sustrans will respond within 10 days of the scoring rounds above
6. Documentation completion	Two copies of the contract signed and returned to Sustrans Scotland by the	Within 4 weeks of receiving confirmation of grant award

	applicant. Sustrans will countersign and return one copy for your records	
7. Grant claims returned	Completed grant claim forms returned to Sustrans Scotland	Within 4 weeks after returning the signed contract
8. Project spending	All project monies spent	Within 8 weeks after receiving grant
9. Project reports returned	Project report (template provided) including before and after photos, submitted to Sustrans	Within 8 weeks after the completion of the project

Please note: these dates are flexible on a case-by-case basis. Make it clear in your application when you think your project will be completed by or contact us to see what is possible.

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:

- Project management time
- The construction of paths
- General path maintenance or re-surfacing
- Structural repairs to existing infrastructure, e.g. walls, bridges etc.
- Recoverable VAT for organisations who can recover their VAT costs

Please Note: This is not an exhaustive list. Sustrans reserves the rights to decide which, if any, elements of an application it will fund and which elements it will not fund.

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 team at artroots@sustrans.org.uk or phone 07584205782





Sustrans is the charity that's enabling people to travel by foot, bike or public transport for more of the journeys we make every day. It's time we all began making smarter travel choices.

Make your move and support Sustrans today
www.sustrans.org.uk

© Sustrans [August, 2020]
Registered Charity No. 326550 (England and Wales) SC039263 (Scotland)
VAT Registration No. 416740656