Forest of Dean District Council

ACTIVE TRAVEL GRANT 2024/25

Application Form

Where notes and guidance are provided, please read them carefully when completing the application form. Where questions are scored these are marked ‘Scored Criteria’.

For internal use only:

|  |  |
| --- | --- |
| APPLICANT NAME: |  |
| APPLICANT ORGANISATION |  |
| REFERENCE NUMBER FOR APPLICATION: |  |
| DATE APPLICATION RECEIVED: |  |
| DATE APPLICATION ACKNOWLEDGED: |  |
| APPLICATION ATTACHMENTS  (Planning, building regs, quotes, photos, plans) |  |

How to Apply

Please complete the grant application form to the best of your ability and send your completed application form to [active.travel@fdean.gov.uk](mailto:active.travel@fdean.gov.uk) . You will also need to provide any quotes or other evidence to support your estimate of scheme costs. If you have any queries or need help completing the form, please contact [active.travel@fdean.gov.uk](mailto:active.travel@fdean.gov.uk) .

SECTION A: Key Applicant Information

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| --- | --- |
| **Name** |  |
| **Organisation** |  |
| **Address** |  |
| **Email** |  |
| **Phone No.** |  |

|  |  |
| --- | --- |
| **Total Funding Requested** | £ |
| **Capital and/or Revenue** |  |
| **Match Funding Provided** | £ |
| **Match Funding Percentage** | % |
| **Total Project Cost** | £ |

SECTION B: Organisation Details

|  |  |  |  |
| --- | --- | --- | --- |
| **Nature of Organisation** | Community Interest Company | Registration No. |  |
| Charitable Incorporated Organisation | Registration No. |  |
| Business | Registration No. |  |
| Parish/Town Council | Registration No. |  |
| Charitable Trust | Registration No. |  |
| Registered Charity | Registration No. |  |
| Other | Registration No. |  |

|  |  |
| --- | --- |
| **Are you VAT registered? If so, please provide a VAT number.** | YES/NO  Number (if applicable): |
| **Do you have a company registration number? If so, please provide.** | YES/NO  Number (if applicable): |

|  |  |
| --- | --- |
| **Do you have a bank account?**  **If not, do you have plans to partner with an organisation that does have a bank account.**  In this case they would become the lead organisation on the legal agreement. | YES/NO |

SECTION C: Project Details

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| --- |
| 1. **What is the name of your project?** |
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| 1. **Provide a high-level summary of your project idea. What is the project? What is it’s overall aim? (500 words max)** |
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| 1. **What is project address? Please provide a plan if it covers multiple areas.** |
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| 1. **How will the project achieve the following objectives: (max. 500 words each objective).**   ***Scored Criteria*** |
| 1. **To what extent does the project increase cycling, wheeling and walking in the local area for as many people as possible, providing value for money and deliverability? *(25% Weighting)*** |
|  |
| 1. **Promote inclusivity and road safety. Schemes should actively engage a diverse range of people from the local community in the design and delivery process, ensuring that the needs of all, including hard-to-reach and disadvantaged groups are considered. Schemes should, include appropriate road safety measures, where applicable, to ensure community-wide safe accessibility. *(20% weighting)*** |
|  |
| 1. **Be realistically deliverable and have an effective plan for mitigating and managing risks *(30% weighting):***  * **What organisations are involved in the project?** * **What previous experience does your organisation have in managing similar activity?** * **What are the timescales for your project?** |
|  |
| 1. **How will the project protect and where possible, enhance the natural environment and biodiversity. *(15% weighting)*** |
|  |
| 1. **How does the scheme consider the sustainable sourcing of materials where possible.**  * **For example, re-using, recycling. re-purposing, using greener materials.** * **Evidenced by demonstrating that they are seeking quotes from FOD or neighbouring local authority suppliers before widening their search for competitive pricing. *(10% weighting)*** |
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| 1. **How will you promote the project and raise awareness of it in the local Forest of Dean District area? (max. 200 words)** |
|  |

SECTION D: Property and Ownership

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| --- | --- | --- | --- | --- | --- |
| **Please indicate what legal rights you have to the area to which your project applies?** | | | | | |
| Freehold |  | Leasehold |  | N/A |  |

**If Leasehold, how long is left on the lease?**

|  |  |  |  |
| --- | --- | --- | --- |
| **Does your project involve work on land or a building, including refurbishment?** | | | |
| Yes |  | No |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **If Leasehold, do you need to obtain the consent of the freeholder/estate owner to make alterations to the property?** | | | |
| Yes |  | No |  |

If yes, you will need to provide written confirmation that your landlord / owner has given consent.

**Please outline details and dates of any planning or statutory consents that are required, in progress, or secured in relation to this project:**

|  |  |  |  |
| --- | --- | --- | --- |
| Type of planning or statutory consent | Required / In Progress / Secured | Date applied for | Date granted |
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| Any comments: | | | |
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**Please note that it is the applicant’s responsibility to acquire the legal permissions needed before works commence. If permissions are not needed, please also provide evidence of this with your submission.**

SECTION E: Finances

**Please now provide as detailed a breakdown as possible of what your project will cost in the table provided. Add more rows if needed.**

**For single items/services over £2,500 three quotes must be sought. Where this is not possible reasoning should be provided.**

Please note: You cannot commence project expenditure until you have signed and returned the formal offer letter and contract. Expenditure claimed for work already carried out will be deemed as ineligible and not paid.

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| --- | --- | --- | --- |
| **Capital costs / items (please itemise)** | **Cost** | **VAT** | **Total** |
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|  |  |  |  |
| **Revenue costs (please itemise)** |  |  |  |
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|  |  |  |  |
| **Total project costs** |  |  |  |
| **Comments:** | | | |

Running Costs

|  |  |  |  |
| --- | --- | --- | --- |
| Are there any running costs associated with your project? | | | |
| Yes |  | No |  |
| If Yes, is finance secured to fund this? | | | |

Match Funding

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| --- | --- |
| **Please confirm the following:** | |
| **Source of match funding**  (this can be financial or volunteering time at a rate of £15 per hour) |  |
| **Is the funding secured?** |  |
| **Timeframes for providing the funding** |  |

SECTION F: Climate Change

Forest of Dean District Council want to better understand what work is already happening across the district to address climate change and where support might be needed. **Please note this section is not scored but is for FODDC information purposes.**

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| --- |
| **Please tell us about:**   * + **Other areas of work you organisation is planning or already doing that supports the reduction of climate carbon emissions or promotes climate action or engages the community on climate change. *For example, this might include changes to your buildings, or how you run services, having a climate change action plan or policy, running education events.***   + **any support your organisation would you like with taking action on climate change.** |
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SECTION G: Declaration:

I declare that, to the best of my knowledge and belief, the information given on this application form and in any supporting material is correct.

I declare that the capital and/or revenue works will be completed in by xxxxxxx 2025 and that a claim will be submitted by xxxxxxx 2025.

I understand that the acceptance of this application by Forest of Dean District Council will not in any way signify that Forest of Dean District Council has agreed the project is eligible for or will receive the grant requested.

I understand that any grant awarded is given at the full discretion of Forest of Dean District Council and may be withdrawn.

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| --- | --- |
| **Signatory:** |  |
| **Name:** |  |
| **Position:** |  |
| **Organisation:** |  |
| **Date:** |  |