



# NORTHERN SEED CORN Fund Application Form



# Application Form

**Tip:** Before completing this application form we recommend that you read through the **Appendix I Northern Community Rail Seed Corn Fund Application Process** found at the back of this application form.

## Name of Project/Proposal

Which route(s) / station(s) does it relate to?

## Personal details

Name	Telephone number
APPLICANT	PRIMARY
CRP/GROUP	SECONDARY
E-mail	Postal address

## Proposal

What are you trying to achieve?

What are you proposing to use the money for?

---

When do you intend to implement the project/proposal?

---

How do you propose to publicise the project/proposal.

For example: local newspaper, local events, bill boards, radio, social media etc. NOTE: promote the community and sustainability benefits to the local area and that the project has been aided through funding from Northern and any other funders.

---

For projects involving infrastructure, shelters, CiS etc have you consulted with Network Rail?

**YES / NO** and with whom?

---

## **Project benefits**

**PLEASE OUTLINE HOW THE PROJECT WILL BENEFIT CUSTOMERS AND COMMUNITIES.**

Please include how it addresses the pillars of the Community Rail Development Strategy.

---

## **Finance**

What is the total cost of this project proposal?

---

**How much are you asking for from the Seed Corn Fund (£)**

---

What match funding is being provided? (£)

---

Who is providing that match funding? Please list each organisation and amount. Please make it clear whether match funding has been awarded or applied for.

---

**Number of volunteer hours**

---

## Other information (optional)

PLEASE OUTLINE ANY STATUTORY CONSENTS, E.G. RAILWAY OR PLANNING THAT MAY BE REQUIRED TO IMPLEMENT THIS PROJECT.

---

### Your commitment to the scheme)

I/we confirm that we have read and understand the **Northern Community Rail Seed Corn Fund - Application Process** document and that to the best of our knowledge this application is in line with their requirements.

I/we confirm that, if the application is successful, we will keep appropriate records of expenditure and other financial aspects of this application and make them available to the Northern and ComREG as required. We will retain these records for six years after the grant has been awarded.

I/we will comply with any additional conditions stipulated in the grant offer letter.

We also confirm that we will complete and submit a Closing Report and attach a final budget for the project.

We acknowledge that failure to comply with these conditions may lead to a requirement to return any grant.

### Signature of applicant

### Date

### What next?

Please send a copy of the completed form including scanned or e signature to: [carolyn.watson@northernrailway.co.uk](mailto:carolyn.watson@northernrailway.co.uk)

### INTRODUCTION

The Fund is provided to kick-start projects. It is not generally envisaged that the Fund will pay the full cost of a finished project but that it will enable the initial scoping and development work to be done that can unlock other funding sources. It will facilitate development of business cases and enable design such that costs can be identified with moderate confidence. It can be used as match funding but this is not a requirement.

The fund is very much about innovation: it cannot be used for projects which Northern has committed to deliver and at this stage we really cannot predict what it might be used for: that is up to our community partners to define.

There will be no requirement to repay funds if a project is unable to proceed. If it enables a clear understanding of the costs, benefits and risks of a project to be identified such that it is shown that there is no robust business case, that in itself would be a successful outcome as it would avoid further wasted resources. That said, it is not envisaged that funding would be granted if the project was not viewed as having a reasonable likelihood of success and that it had benefits to passengers, stakeholders or local communities.

The fund must be properly accounted for. However, it is recognised that the sums involved may be relatively modest and partnerships have limited administrative resources so the aim is to keep the administrative effort involved in applying for and then accounting for the funds claimed to a minimum.

There is no upper limit on the size of applications except that no one project should take more than 20% of that year's total allocated funding (i.e. in 2020-2021, £30,000).

For larger projects match funding will be required. It is also expected that larger bids would have clear customer benefits that have a reasonable probability of translating to increased customer numbers.

The fund is available to all CRPs, Station Adoption groups and those groups that are interested in Community Rail:

### PLANNING FOR SUCCESS

Any application made to the Seed Corn fund must be clearly in support of the aims set out in the annual plan for that financial year.

There will be no grant given for producing an annual plan or any document in support of the application to the Seed Corn fund.

No grant will be approved until any/all earlier Northern Community Rail Seed Corn fund post project assessment forms have been submitted and approved, except by specific agreement.

Annual plans themselves may include reference to the Seed Corn Fund, but the success of those plans should not rest completely on the assumption that an application will be approved.

All grants under the fund will be subject to satisfactory progress or close-out of previous projects supported by the fund.

"Satisfactory progress" will be determined by reference to a dated project plan with a level of detail appropriate to the project.

### WHAT CAN THE GRANT COVER?

There is considerable flexibility over what can be paid for by this fund - but four requirements will be applied:

1. Does the project benefit customers and/or the local community?
2. Does the project further the aims of the Community Rail Development Strategy? (i.e. promoting healthy travel, boosting people's social connections, providing opportunities for new education, employment and life skills or support diversity and inclusion).
3. Is the project in line with any Annual or previously agreed plan
4. Is there any element of match funding?

Not all requirements will need to be met in all cases: judgement will be used based on the level of grant.

### WHAT WILL NOT BE COVERED BY A GRANT?

The fund will not cover costs which are the contractual responsibility of Northern nor the cost of officer time unless the hours worked are additional to those which the officer would normally work.

### WHO CAN APPLY?

Applications should be made by CRPs, Station Adoption Groups and those groups that are interested in Community Rail within the Northern network. Funding which would apply beyond the network will only be considered in exceptional circumstances. This could occur, for example, if the proposal was on a route that extended beyond the network.

### NETWORK RAIL CONSENT

If the proposal is for the area of the railway which forms part of our "TOC leased area" (generally the station and its immediate surroundings), any proposal will be subject to approval from Northern and possibly the "landlord consent process"; put simply we may have to seek approvals elsewhere.

If the area being considered is outside the TOC lease area Northern and Network Rail must be consulted before any commitment is made or work started. For further information, please contact your Regional Community and Sustainability Manager (RCSM).

### HOW CAN GROUPS APPLY?

All formal applications must be made on the Application Form.

### HOW MUCH CAN BE APPLIED FOR AND WHAT ARE THE MATCH FUNDING REQUIREMENT?

There is no limit to the number of applications which can be made.

If the fund is to provide the biggest possible impact, we would encourage an element of match funding for all funding bids. However, it is recognised that finding match funding can be time consuming and for small grants may not be best use of time. Volunteer time can be charged out at £15/hour.

Volunteer time cannot include any officer time for the calculation.

### HOW WILL APPLICATIONS BE JUDGED?

Assuming that the application is eligible, the application will be judged against:

- Kick-starter - we are looking to projects that require an initial level of funding to get them going, to develop the business case and identify possible sources of delivery funding.
- Deliverability - we will look for evidence that the proposal can be delivered and in a timely manner.
- Planning - **we will expect an outline, dated project plan supported by an outline budget. If projects are looking for interim** funding the plan and budget must identify what deliverables should trigger release of part payment.
- Scope - we will review carefully the scope of the project. Interdependencies with other projects have the potential to delay projects and we will want to understand how such risks would be managed. We will need to be assured there is no risk of scope change through the project.
- Scale of benefits - we will not be carrying out a formal economic appraisal, but will assess whether the outputs look strong or weak in relation to the grant from the Seed Corn fund. This will tend to benefit match funded applications - note that more significant match funding will tend to improve the possibility of funding. We will expect projects to lay out their success criteria and show how these may be measured.
- Innovation - we will give preference to projects which represent a new initiative for your organisation and which may provide lessons for other Community Rail groups.

### BEST PRACTICE

We will share details of projects between CRPs and potentially with a wider community audience. If there are potential issues around intellectual property rights (IPR), the project should be discussed with the Director of Stakeholder and Community Engagement (DoSC) before an application is made.

All projects delivered with the aid of funding from the Seed Corn fund must make clear in all associated publicity material that the project has been funded or part funded by Northern.

### DECISION PROCESS

This process, including the decision limits, has been agreed with ComREG and with the Northern Director Group.

The Director of Stakeholder and Community Engagement (DoSC) will review all applications. Any which are unclear, which do not meet these criteria (or any criteria determined subsequently by ComREG) or which are of insufficient quality (e.g. lacking a coherent argument to support the expenditure) will be discussed with the group submitting the application. The aim will be a successful application with rejection only as a last resort or where there is insufficient funding available in the current year.

- The DoSC will decide on applications up to £5,000.
- Any applications for in excess of £5,000 will be passed to ComREG for decision. Decision by ComREG in correspondence will ONLY be considered in really exceptional cases, so applicants must make sure that applications for in excess of £5,000 are made at least two weeks before any ComREG date to allow for processing and circulation. Late applications will not be considered.

These sums are net of any match funding.

### PAYMENTS AND FOLLOW-UP

Funds will be released as follows:

Up to £5,000. Grant can be forwarded following approval and on receipt of an invoice, if requested £5,001 and above. A payment schedule should be identified as part of the project plan. Payment will be made against an invoice supported by evidence that the stage of the project plan has been reached and any agreed deliverables can be demonstrated.

Final payment will be made in arrears, after ComREG has reviewed the Annex B - Closing Report for the project.

The Closing Report must provide evidence that the funds have been spent as per the application form.

Receipts and appropriate records must be kept for six years for audit purposes.

Failure to demonstrate that the monies have been spent as per the application may lead to a requirement to repay funding and in extreme cases may lead to legal action. Should there be genuine difficulties in carrying through the proposal as made, this should be reported immediately and arrangements will be made to ensure that funding is either returned or used appropriately in the circumstances.