



NORTHERN

Station Adoption Fund Application Form



Application Form

Tip: Before completing this application form we recommend that you read through the **Appendix I Northern Station Adoption 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?

TIMESCALE FOR PROJECT ALSO TO BE INCLUDED.

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.

Finance

What is the total cost of this project proposal?

How much are you asking for from the Station Adoption 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

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**

East Region

Richard Isaac - **richard.isaac@northernrailway.co.uk**

North East Region

Marie Addison - **marie.addison@northernrailway.co.uk**

Mid Cheshire, High Peak, South and East Manchester

Rebecca Styles - **rebecca.styles@northernrailway.co.uk**

Cumbria, South Fylde and East Lancs

Martin Keating - **martin.keating@northernrailway.co.uk**

Merseyside, West Lancs, Bolton and North Manchester

Simon Abbott **simon.abbott@northernrailway.co.uk**

We will endeavour to give you an answer within 4 weeks of your application being received.

Many thanks for your interest.

INTRODUCTION

The Fund is provided to facilitate the activities of Station Adoption Groups. It will also provide Personal Protective Equipment and may, in the future, be used to help fund larger items on stations subject to guidance from ComREG and to take up of the fund as it stands. It can be used as match funding, which is encouraged but not a requirement.

We are asking all Station Adoption groups to produce a simple annual plan. We expect no more than an outline of what the group hopes to achieve through the year and how much it is likely to cost. We are not expecting a sophisticated project plan but we do want groups to be able to monitor their own success.

Payments from the Station Adoption Fund will only be made against items identified in the Station Adoption Plan. If that means the plan needs to be re-written part way through the year to note a particular item or activity that the group would like to undertake, that is not a problem. We just want to see that it has been thought through, any risks identified and the costs have been considered in advance.

The Fund must be properly accounted for. However, it is recognised that the sums involved may be relatively modest and groups 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.

For larger projects whilst there will be no absolute requirement for match funding, preference will be given to projects that have a match element. It is also expected that larger bids would have clear passenger benefits that have a reasonable probability of translating to increased passenger numbers.

The Fund is available to all CRPs and Station Adoption groups.

PLANNING FOR SUCCESS

No application may be made to the Station Adoption Fund unless that claim is clearly in support of the aims set out in the Route or Station Adoption Plan for that financial year.

There will be no grant given for producing an annual plan or documentation in support of the application to this Fund.

Station Plans themselves may include reference to the Station Adoption 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 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 six requirements will be applied:

1. Does the project benefit customers and/or the local community?
2. Does it make the station a more attractive and/or more secure place to be?
3. Is it likely to increase sustainable footfall at the station?
4. 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).
5. Is the project in line with any previously agreed station or line plans?
6. 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. There is an expectation that more of the requirements would need to be met for more substantial grants.

It should be stressed that these requirements are NOT to be considered onerous. Planting more flowers in tubs and maintaining them through the growing season would meet four out of the six tests and be completely acceptable.

By contrast, if the idea was to include say a children’s play area as part of the station, we would consider each of those tests a lot more carefully as potentially local experience might (not necessarily would) suggest such an area could act as a magnet for less desirable elements amongst the local population.

WHAT WILL NOT BE COVERED BY A GRANT?

The fund will not cover costs which are the contractual responsibility of the Station Facility Owner nor the cost of CRP or local authority officer time.

WHO CAN APPLY?

Applications should be made by Station Adoption Groups or CRPs within the Northern franchise area.

HOW CAN THE GROUP OR CRP 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 though preference may be given to groups who have not previously applied.

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.

In the case of multiple applications on a station, we reserve the right to request a level of match funding.

HOW WILL APPLICATIONS BE JUDGED?

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

- | | |
|---------------------|---|
| In 'the plan' - | we will check the project is in the Station Adoption Plan. |
| Deliverability - | we will look to make sure it's a sensible and deliverable proposal. The constraints of railway safety sometimes make good ideas very difficult to do. |
| Planning - | if it's a larger sum of money, we will look for a bit more of an outline project plan and budget. The more money you want, the more detail we will usually require to make sure it can be delivered and that it will benefit passengers and/or local communities. |
| Scale of benefits - | you will be delighted that we will not be carrying out a formal economic appraisal! We will assess whether the outputs benefit passengers and/or local people and with the larger sums we will be hoping that your work will translate into more passengers. |
| Innovation - | we will give preference to projects which represent a new initiative for your Group and which may provide lessons for other Groups. |

COMMUNITY ART

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).

BEST PRACTICE

We will share details of projects between Station Adoption Groups and CRPs, and potentially with a wider audience.

If there are potential issues around intellectual property rights (IPR), the project should be discussed with the Director of Stakeholder and Community Engagement before an application is made.

As far as possible we will attempt to balance the award of grants across the regions to achieve "regional equity".

We want to help you celebrate success and we will assist you with publicity for the work you undertake on our stations.

Decision process

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

- The Station Adoption Fund will be made available through the RCSMs.
- Of the total fund, 20% will be retained by the Director of Stakeholder and Community Engagement (DoSC) for larger projects.
- The RCSM is free to make a grant of up to £500 without further reference.
- For sums between £501 and £1,999 the RCSM will seek approval from the DoSC by email.
- For sums of £2,000 and above the RCSM will submit a formal application for consideration by the DoSC. The DoSC will refer sums in excess of £5,000 to ComREG for consideration.

PAYMENTS AND FOLLOW-UP

Where the group or organisation is registered as a supplier with Northern (such as Community Rail Partnerships) payment will be made via the usual invoicing process, including a purchase order number supplied by Northern. If the applicant is not registered as a vendor, payment will be made via BACS (up to the value of £1,999). For any payments of £2000 or over the applicant will need to register with Northern as a vendor. Payments of any value will be made to organisation or group registered bank account only. No payment will be made to a personal account. For any applications not covered by the above, Northern will agree payment terms directly with the applicant.

Northern will endeavour to make payments within 28 days on receipt of invoice (if applicable) or the funding application being approved.