

Station Adoption Fund - Application Form



Station Adoption Fund - 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 end of this document.

Name of Project

Which station(s) does it relate to?

Personal details

Name

Telephone number

Email

Station Adoption Group/CRP

Project/Proposal

Please give an overview of your project, what are you trying to achieve and how would this funding support that?

We'll ask you for cost breakdown later in the form

When do you intend to implement the project/proposal?
Timescale for project also to be included

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.

For larger projects you may also want to show how it aligns with the Community Rail Development Strategy pillars.

Finance

What is the total cost of this project proposal?

How much are you asking for from the Station Adoption Fund (£)

Please include a breakdown of how that funding will be spent:

What financial 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

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.

Your commitment

I/we confirm that we have read and understand the Northern Station Adoption Fund - Application Process 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 Northern as required. We will retain these records for six years after the funding has been awarded.

I/we will comply with any additional conditions stipulated in the funding offer correspondence.

We also confirm that we will complete and submit a Closing Report.

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

Signature of applicant

Date

What next?

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

Many thanks for your interest.

Please send a copy of the completed form including scanned or e signature to:

East Region

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

Danielle Clarkson - danielle.clarkson@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

Appendix 1 Station Adoption Fund - Application Process

Introduction

The Fund is provided to facilitate station adoption activity. 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.

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 and the receipt of closing report.

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? (ie 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.

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. If you want to discuss a potential application before applying please contact your Regional Community and Sustainability Manager (RCSM).

Appendix 1 continued **Station Adoption Fund - Application Process**

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 and this is a requirement for bids over £500. 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 cannot include any officer time.

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 customers and/or local communities.

Scale of benefits we will assess whether the outputs benefit customers 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 possible 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 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 your RCSM 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.
- The RCSM is free to make a grant of up to £600 without further reference.
- For sums over £600 the RCSM will seek approval from the Director of Stakeholder and Community Engagement (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). 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.