

Application Guidance Notes

1. Introduction

Central government funding has secured by The Isle of Wight Council from the Local Sustainable Transport Fund (LSTF) to deliver projects which encourage the use of sustainable transport.

Part of this funding will be made available through a grant fund to which businesses and organisations can apply in order deliver their own projects which benefit the Island and deliver LSTF outcomes. This document provides background information to assist potential applicants to develop high quality submissions to the 'Drive Less, See More' grant programme.

The grant programme is supported by the Isle of Wight Council, Visit Isle of Wight and Community Action Isle of Wight.

2. Objectives of the 'Drive Less, See More' grant fund

The fund supports projects which contribute to both of the following LSTF objectives:

- **support the visitor economy and facilitate economic development**, for example by reducing congestion, improving the reliability and predictability of journey times or enhancing access to visitor experiences;
- **reduce carbon emissions**, for example by bringing about an increase in the volume and proportion of visitor related journeys made by low carbon, sustainable modes including walking and cycling.

Furthermore, applicants are advised to ensure that applications accord with the LSTF bid applications, to view/download on the Isle of Wight Council website, see link below:

<http://www.iwight.com/Residents/Environment-Planning-and-Waste/Planning-Policy-new/Transport-Policy/Local-Sustainable-Transport-Fund-Project>

3. Pre-Application Stage

Who can apply for funding?

Applications are welcome from businesses and organisations from the private and voluntary sector as well as Town and Parish Councils.

How much money can be awarded?

We anticipate providing grants in the region of £10,000 (per application) with a similar level of match funding provided by the applicant. Match funding includes financial support in the form of cash and other grants, and in-kind support in the form of goods and services.

The following can be considered as match-funding:

- cash or other grants
- cost of tangible items either paid for or given freely, for example media space

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- staff time, for example your own staff or professionals who work on the project but you are not seeking grant funding for, such as a web designer
- volunteer time

What type of expenditure is not eligible for funding?

The fund is not able to cover the following:

- expenses incurred before the grant agreement is signed
- costs associated with putting your application together
- any capital items; the grant funding is revenue funding only
- loans and interest payments
- VAT that you can recover

When will projects be delivered?

We welcome applications which are deliverable by the end of March 2015, there is limited scope to support projects beyond this date. We want the benefits of the grant funded projects to be realised for the Easter and summer visitor seasons.

4. The Application Process

How will my application be assessed?

Applications will be checked that they are complete and meet the grant objectives. Shortlisted applications will be assessed by a panel that have a wide range of knowledge and experience, representing a range of interests including sustainable transport and the visitor economy.

Successful applications must:

- further the aims and objectives of the fund
- demonstrate a need for the project on the Island
- provide value for money
- provide evidence of match funding and contributions from other sources
- explain the strength of skills within partnerships and the project team
- demonstrate that they can be delivered within a short timescale

The allocation of grant funding is a competitive process and not all projects may be funded.

All interested parties are encouraged to liaise with Philippa Daley, at Community Action IW prior to making an application Tel: 01983 524058 or Email: pdaley@actioniw.org.uk

Completed proposals should be submitted by post or hand to Community Action IW, Riverside Centre, The Quay, Newport, Isle of Wight, PO30 2QR to arrive no later than **5pm on Friday 6 February 2015**. Community Action Isle of Wight takes no responsibility for applications that arrive late.

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5. Post Application Stage

What happens if my project is approved by the panel?

If your application is successful you will be notified by a representative of Community Action IW and you will enter into negotiation for a funding agreement. The funding agreement is a contract which details the outcomes, finances and timescales of your project.