



# Places for Everyone

Community Organisation Application Guidance

[www.sustrans.org](http://www.sustrans.org)



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This guidance is a ten-minute read

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## Introduction

Places for Everyone welcomes applications from community organisations and offers additional guidance and upskilling opportunities to successful applicants. Delivering a project can be a rewarding but challenging task, and requires an ongoing commitment from partners, working collaboratively with Places for Everyone.

This guidance is for community organisations who are considering an application to Places for Everyone. **It should be read alongside the [Places for Everyone Application Guide](#)**, available on our [Sustrans Showcase website](#). Please also read the glossary for clarity on frequently used terms and phrases.

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## Eligibility

To apply for Place for Everyone funding, community organisations must be set up in a way that minimises project risks and maximises every available opportunity to create a high-quality project.

In order to be eligible to apply, community organisations must have:

- A signed constitution with at least three board members
- A committed project delivery team
- Public Liability Insurance
- Ability to manage finances long-term
- Support from the relevant local authority
- A basic understanding of Construction Design and Management Regulations 2015 (see “Legislation” for more details)

### **New organisations**

If your organisation is under 15 months old, you may not yet have evidence of your ability to manage finances long-term. In this circumstance, you may still be eligible to apply to Places for Everyone with a suitable business plan and will be asked to provide your accounts after a year of activity.

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## Experience

Many different types of organisations can apply to Places for Everyone, from local authorities to large charities to smaller community organisations. We use set criteria to define community organisations so that we can ensure the appropriate support is offered.

When submitting an expression of interest or application, you will be asked if you are a community organisation. Community organisations are those that meet **three or more** of the following criteria:

- The organisation has **no** project management experience of complex, built development projects, delivered through to construction
- The organisation **does not** have unrestricted capital available
- The organisation has **two or fewer** paid staff with capacity to take on project and financial management
- Project team **either does not** report to a board of directors/trustees or equivalent, **or** there is significant overlap, i.e., the project team members also serve on the board of directors/trustees
- Delivery team **does not** include professionals **currently** fully chartered with a relevant [professional association](#)
- Is **not** one of the [highest income charities](#) on the OSCR register

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## Project scope

When assessing new applications by community organisations, Places for Everyone consider the combined objectives and requirements (“scope”) of the proposal against the applicant’s current resources, experience, and knowledge.

Before making an application, we ask applicants to carefully consider their project scope and what they will realistically be able to deliver. The examples below are of projects successfully delivered by community organisations through Places for Everyone. These examples are not definitive, and every proposal will be considered on an individual basis.

- **Feasibility studies** to identify opportunities to improve infrastructure for walking, wheeling, and cycling within a smaller town, village, or neighbourhood
- **Single A to B routes** which people would use to make everyday journeys by walking, wheeling, or cycling. For example, journeys under 30 minutes for commuting, accessing local services such as schools, GPs, etc. or connections between nearby towns or villages
- New or improved **connections to local public transport** stops for people accessing them by walking, wheeling, or cycling

- **Placemaking projects** within towns, villages or city neighbourhoods which encourage walking, wheeling, and cycling for everyday journeys

Occasionally, Places for Everyone may advise a community organisation on how to alter the project scope, or to find an alternative delivery partner to make the application. Examples of more complex scopes include: developing networks over large areas; large structures such as bridges; projects that need to acquire land from several owners, and projects on existing roads or junctions without support from the relevant/local authority.

When deciding upon the scope of your project, consider the following:

- What kind of projects has your organisation previously delivered successfully?
- Will your team be able to manage the project and meet regularly for its duration, which may be several years?
- What level of administrative burden can your project team realistically take on?
- What kind of relationship does your organisation have with the wider local community?
- What expertise and technical knowledge already exists in your project team?

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## Legislation

### Construction (Design and Management) Regulations 2015

The [Construction \(Design and Management\) Regulations 2015](#) (known as CDM 2015) cover the roles and responsibilities of anyone involved in the design or construction of a built project, from the outset through to when a project is in use. This [short \(2 minute\) introduction to CDM](#) provides further information on this.

When accessing Places for Everyone funding, community partners are considered a [commercial client](#) under CDM regulations.

Places for Everyone will provide or commission training on CDM 2015 and the commercial client role for community partners in receipt of funding who wish to manage their project beyond the early design stages. We recommend that at least

two of your project team attends. During Stage 0: Strategic Definition, we will also ask you to complete a short questionnaire to see if any additional support is required to discharge your commercial client duties.

As well as CDM 2015, all projects should follow Scottish and UK regulations relating to public procurement, health and safety, the natural environment, and equality.

**If there is a health and safety risk arising during a project due to unforeseen circumstances or limited capacity, you may be requested to pause the project delivery, or to hand over the project to another organisation, such as a local authority.**

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## Application process

Community organisations wishing to apply to Places for Everyone should first take our short Eligibility Assessment. If your organisation is eligible, you may submit an Expression of Interest. Expressions of Interest for new projects should be submitted in advance of the stage grouping to which they are seeking to apply (Stage 0-2 or Stage 3-4). If the project proposal outlined in your Expression of Interest is suitable for Places for Everyone funding, you can then make a full application. Please see the main guidance, available on our [Showcase website](#), for more detail on the application process. Community organisations who are existing partners with a live Stage 0-2 project are not required to formally express their interest and can directly apply for the next stage grouping Stage 3: Developed Design – Stage 4: Technical Design.

The [Eligibility Assessment](#) and [Expression of Interest](#) forms are on our [Showcase website](#). A full application for Places for Everyone funding is completed on the [Sustrans Portal](#) where you will also register your organisation.

As well as design development, funding can cover costs associated with areas particularly relevant for community organisations. For example: project management, landowner negotiations, legal advice, commercial client advice, statutory consents, and costs associated with collaborating with local authorities.

If your organisation is **ineligible** to apply, you will be directed to alternative resources to help you develop your project delivery team structure. You may still submit an Expression of Interest if you'd like some further feedback, but please be aware it may take longer to receive a response.

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## Application Support

All **technical** support requests (i.e., using the Sustrans Portal) should be directed to [ProjectPortal@sustrans.org.uk](mailto:ProjectPortal@sustrans.org.uk)

If, after submitting an Expression of Interest, you are invited to make a full application, you may request additional information or support if required. Queries will be handled by email via [placesforeveryone@sustrans.org.uk](mailto:placesforeveryone@sustrans.org.uk). Please describe your query in as much detail as possible to allow our Advisors to respond effectively.

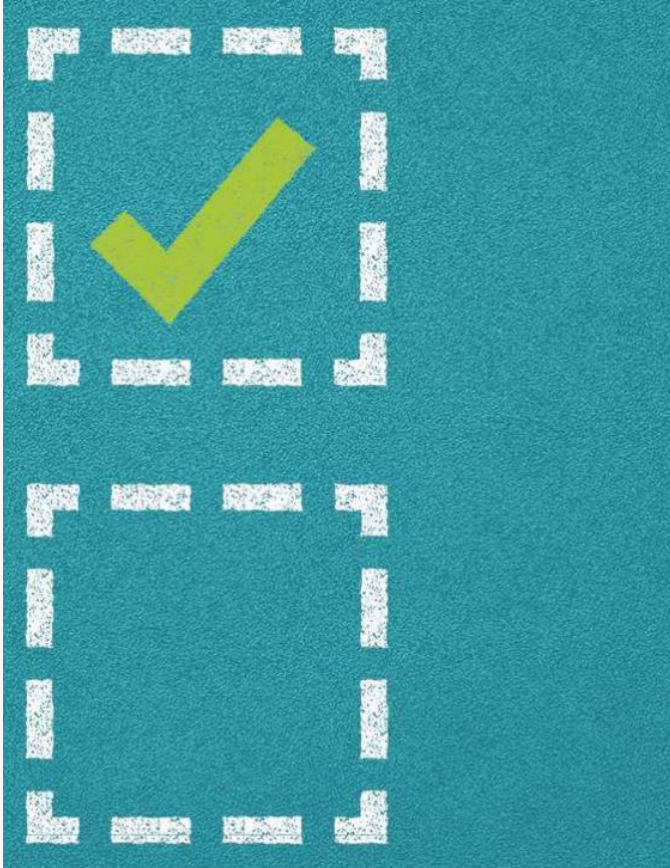
Phone or video call support can be offered **by appointment only**. Appointments will last 45-60 minutes. Please email [placesforeveryone@sustrans.org.uk](mailto:placesforeveryone@sustrans.org.uk) specifying some dates and times when you will be available. An Advisor will be in touch to confirm the details of your appointment.

To maintain consistency and ensure we can plan our resourcing effectively, we ask that all support requests are made through [placesforeveryone@sustrans.org.uk](mailto:placesforeveryone@sustrans.org.uk). Please do not request support directly through Grant Advisors or other Sustrans colleagues.

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## Making a good application

When writing an application to Places for Everyone, a few basics will increase the chances of your application being successful. Good applications will:



- Demonstrate the applicants have read all the guidance and have acted on it as appropriate
- Show the community organisation has carefully thought through their project ideas and how the community organisation can deliver their plans
- Be written clearly and concisely in plain English. Please avoid jargon and abbreviations
- Answer all the questions on the application form fully
- Be realistic and transparent; where your organisation does not have specialist knowledge or anticipates difficulties, please say so. This will allow us to understand what support is needed for a project to succeed
- Demonstrate a willingness to aim for best practice
- Make sure proposals fit with the [aims of Places for Everyone](#)

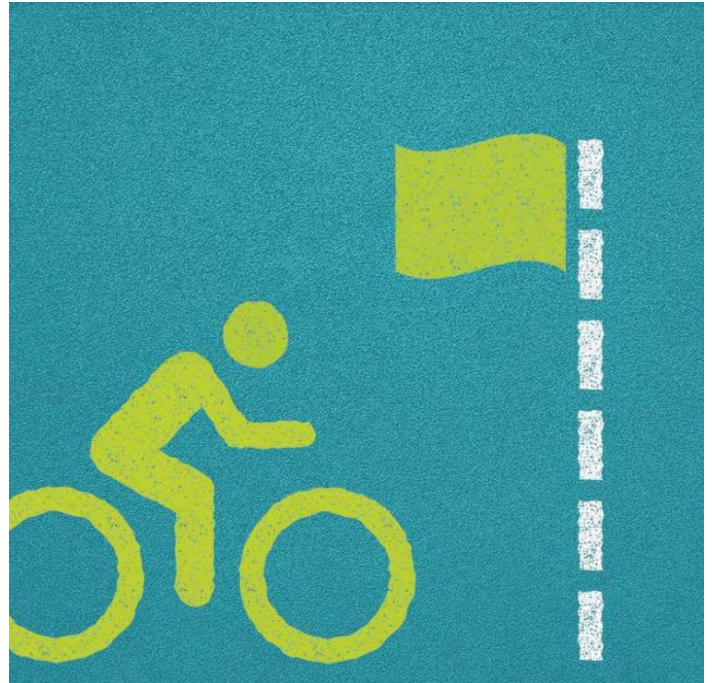


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## Project delivery

Successful applicants receive direct support from an assigned Places for Everyone Grant Advisor. All partners need to submit information about their project ('deliverables') to their assigned Grant Advisor for review at various project stages.

Community projects have specific deliverables which relate to current procurement, planning, land, and CDM regulations. Most of this work should be produced by a suitably qualified consultant. Places for Everyone Grant Advisors work with community organisations to ensure additional deliverables are agreed upon when procuring a consultant and are delivered to an appropriate standard. For more information on deliverables, please consult the Places for Everyone: Application Guidance and Appendices for both Concept and Design Stages, available on our [Showcase website](#).



As well as the standard deliverables outlined in the main guidance, community partners are asked to submit the following for Stages 0: Strategic Definition to 2: Concept Design:

### Stage 0: Strategic Definition

- Landowner mapping and communications register
- Invitation to Tender (submitted prior to tender process)
- Tender document and returns for Stages 1-2, with a completed scoring matrix

### Stage 1: Preparation and Brief

- Updated landowner mapping and communications register
- Funding, collaboration, and partnerships plan

### Stage 2: Concept Design

- Client advisor\* brief and cost
- Updated landowner mapping and communications register
- Updated funding, collaboration, and partnerships plan
- Invitation to Tender (submitted prior to tender process)

- Tender document and returns for Stages 3-4 with completed scoring matrix

\*All community led organisation partners will be supported to appoint a Client Advisor. A Client Advisor is someone qualified to advise on legal responsibilities under CDM 2015. Some design consultancies may offer this service. However, the Client Advisor role and the Principal Designer role must remain separate. See [Legislation](#) for further guidance.

During Stage 0: Strategic Definition, partners will complete a Pre-Qualification Questionnaire, or PQQ. The assessment will categorise community partners as “High Experience” or “Low Experience”.

“High Experience” community partners must:

- Appoint a Client Advisor from Stage 2: Concept Design onwards.
- Complete CDM training before proceeding to Stage 3: Developed Design.
- Begin planning to hand over the project to a local authority, relevant authority, or other competent body for the Construction stages, if the project involves complex or large structures such as large bridges.

“Low Experience” community partners must:

- Complete CDM training before proceeding to Stage 1: Preparation & Brief.
- Appoint a Client Advisor from Stage 1: Preparation & Brief onwards.
- Begin planning to hand over the project to a local authority, relevant authority, or other competent body for the Construction stages. If, over the course of a project, a “Low Experience” community partner wishes to revisit the Pre-Qualification Questionnaire, this can be arranged with their appointed Grant Advisor.

Stage 3: Developed Design

- Updated Client Advisor brief and cost
- Full Planning permission
- Updated landowner mapping and communications register
- Updated funding, collaboration, and partnerships plan

Stage 4: Technical Design

- Updated Client Advisor brief and cost
- Road construction consent(s) as necessary
- Draft land agreements (agreements, lease and purchase of order)
- Updated landowner mapping and communications register

- Updated funding, collaboration, and partnerships plan
  - Invitation to Tender
  - Full planning with conditions cleared
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## Applying to later stages

In exceptional circumstances, community applicants may wish to apply directly to Design stages for projects which have progressed through Concept stages without prior Places for Everyone funding or support. For all applicants, an invitation to apply directly into Design or Construction stages will be based on all required deliverables for the preceding stages being provided to the required quality, as assessed by Grant Advisors. For community organisations, this includes undergoing the Pre-Qualification Questionnaire which usually takes place during Stage 0: Strategic Definition (see “Project Delivery”). If applying directly to the Design or Construction stages, please first submit an Expression of Interest. If the project is eligible for application, you will be offered an appointment with a Grant Advisor to discuss next steps. You may be advised at any point in the application process that your project is more appropriate for submission as a Concept stage application.

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## Useful links

- For resources and training in project and financial management, including setting up a constituted organisation, visit the [Scottish Council for Voluntary Organisations](#) (SCVO).
- For organisational and project governance improvement resources, visit the [Development Trusts Association Scotland](#) (DTAS).
- For planning and active citizenship advice, visit [Planning Aid for Scotland](#) (PAS).
- For guidance on making Participation Requests to statutory bodies/local authorities, visit the [Scottish Government’s resources on Community Empowerment](#).
- To search for other funding available in Scotland, visit [Funding Scotland](#).
- For advice on the Construction Design and Management (CDM) Regulations 2015, visit the [Health and Safety Executive resources](#).
- For information on buying land as a community, visit [Community Land Scotland](#).
- For more information on procurement in Scotland, visit [Procurement Journey](#).

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# Glossary

Some key words and phrases and what they mean in the context of Places for Everyone

- **Construction (Design and Management) Regulations (CDM) 2015**  
Regulations which govern health and safety standards across construction or building projects.
- **Community organisation**  
Also referred to as 'community partner' or 'community group'. People who have come together to provide a public benefit.
- **Consultant**  
A person or organisation providing expert services in a particular field of work, usually for money.
- **Deliverables**  
Required outputs during the design and construction of a project. Examples include designs, equality impact assessments, behaviour change plans, community engagement activities, physical construction, and monitoring and evaluation activities etc.
- **Everyday journey**  
A frequently occurring trip from one place to another that might take place on any day of the week. Examples include going to school, visiting a supermarket, commuting to a place of work, or popping to the gym. Everyday journeys are likely to be short and utilitarian (usually less than 5 miles). Going for a long cycle ride for leisure purposes is not considered an everyday journey, however accessing leisure facilities or greenspace, where you might otherwise use a car or public transport, is.
- **Infrastructure**  
Within the context of active travel, the built environment supporting walking, wheeling and cycling: e.g.: paths, bridges, embankments, boardwalks.
- **Places for Everyone (PFE)**  
Our active travel infrastructure fund for Scotland. Administered by Sustrans on behalf of Transport Scotland. Places for Everyone provides advice, support, and funding for the creation of infrastructure that makes it easier for people to walk, wheel and cycle for everyday journeys.
- **Placemaking**  
A multi-faceted approach to the planning, design and management of public spaces. Placemaking capitalises on a local community's assets, inspiration, and potential, with the intention of creating public spaces that promote health, happiness, and well-being for everyone. Changes to public spaces need to be changes that are for everyone.
- **Portal**  
The Portal is Sustrans' database used for receiving partner applications and allocating funding awards. The Portal also allows partners to track the progress of projects, applications and grant claims in real time and update Sustrans with information on progress and key deliverables.
- **RIBA**  
The Royal Institute of British Architects.
- **RIBA stages**  
The organisation of the process of briefing, designing, constructing, and operating building projects into eight stages as laid out in the RIBA Plan of Work, including explanations of the required outcomes, core tasks and information exchanges relevant to each

stage. Places for Everyone has adapted the RIBA stages by including some activities specific to delivering active travel projects, and by separating the process into three groupings for the purpose of funding: Concept (Stages 0-2), Design (Stages 3-4) and Construction (Stages 5-7). This provides a coherent and clearly defined process for delivering infrastructure projects funded by Places for Everyone.

- **Scope**

*"The extent of the area or subject matter that something deals with or to which it is relevant."* Within Places for Everyone this

means the size and complexity of a project. For example, a short path linking a school to a housing estate extending across a public space is smaller in scope than one which requires construction of a bridge or the negotiation of a steep slope and/or land purchase.

- **Trip generator**

A location people are likely to travel to/from as part of their daily lives.

Examples include places of employment or worship, schools, hospitals and health clinics, high streets, housing estates, retail parks and leisure facilities.