# Application for ArtRoots Funding 2023/24

Please Note: Questions marked with an asterisk (\*) are required.

**Introduction**

Sustrans will score applications against demonstration of need, value for money & added value to Community-led Places for Everyone infrastructure projects.

Before you begin, please note:

1. Only constituted community groups may apply for this grant, with some exceptions.

2. All projects must be PfE project at stages 3-4 (design), 5-7 (construction) up to and including post construction.

3. Only one grant application can be applied for by a group per funding round.

4. Minimum grants that can be awarded are £100, maximum £6,000.

5. All funding will be provided with an understanding and commitment from groups that the grant will be used for the agreed project costs.

For further information see ‘Application Guidance’ create and add a link – where would it sit the Showcase website?

## Proposal Details

### Project Details

* 1. Application title \*

Title:

* 1. Application summary (max 550 words) \*

Please include: - Description of proposed grant funded resources/activities. - An identified need for improvement the grant funded resources will make. - Details of how resources/activities would improve your chosen setting. - Perceived outcome of ArtRoots Grant Fund spend. How the project will raise awareness of the ‘Places for Everyone’ infrastructure project and encourage people to use it for walking, wheeling or cycling. Please provide as much information as possible.

Application Summary

### Your Contact Details

|  |  |
| --- | --- |
| **Name of the group** |  |
| **Address** |  |
| **Email Address** |  |

## Costs and Funding

## PLEASE NOTE: All applications MUST have quotations attached. Sustrans will fund between £100 and £6,000 of project costs – if additional funds are required, these will need to be obtained from other sources.

### 3.1) Quotations

Have you obtained quotes and/or details cost information? \*

Answer to be selected from one of the following.

|  |  |
| --- | --- |
| Yes |  |
| No |  |

Please include quotes when sending your completed application form \*

### 3.2) Program Cost

|  |  |
| --- | --- |
| Total estimated program cost \* |  |
| Total grant amount requested from Sustrans \* |  |

### *NB: Maximum grant available is £6000*

3.3) Will you require receipt of grant money prior to any works commencing \*

Answer to be selected from one of the following.

|  |  |
| --- | --- |
| Yes |  |
| No |  |

3.4) Excluding this grant, have you secured the full amount required to complete your project? \*

Answer to be selected from one of the following.

|  |  |
| --- | --- |
| Yes |  |
| No |  |

**If No** please explain how you intend to raise the remaining funds required to complete the project.

## Project Location

## Please supply the exact location of the proposed project, this can be a description, grid references or a screenshot of a map eg Google Maps showing the Places for Everyone project. You can also supply images/photos if that helps with the description.

### Delivery

PLEASE NOTE:

1. Due to the timescales of the funding program, if land/building owner permission is required, you must already have it in place prior to submitting this application. If planning permission is required you should have agreement in principle (in writing) from the planning department before completing the application form and full permission will be necessary before funds can be released.
2. A commitment to maintain the improvement is a requirement of funding. By submitting this application you agree to monitor and maintain your improvement and adhere to an agreed maintenance/monitoring schedule
3. Promotion is a requirement of funding. By submitting this application you agree to have an awareness raising and promotion plan that acknowledges Sustrans and its funder.

### 5.1) Land/Building Owner Consent

Do you require permission/consent from the landowner/council for your project? \*

Answer to be selected from one of the following.

|  |  |
| --- | --- |
| Yes |  |
| No |  |

If No Please explain why \*

Please attach the file containing evidence/copy of the written permission when submitting your completed form. \*

5.2) Anticipated Completion Date \*

### Maintenance

Will your project require ongoing maintenance?

Answer to be selected from one of the following.

|  |  |
| --- | --- |
| Yes |  |
| No |  |

If No Please explain why \*

If maintenance is required please attach the schedule when submitting your completed application form. You must confirm that you agree to adhere to the schedule and that you indemnify Sustrans of any responsibility for the Artwork/Improvement. \*

### Promotion

7.1) Please outline how you intend to promote your proposal so as to raise awareness of the project and encourage more people to use the new infrastructure for walking, wheeling and cycling.

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7.2) I agree my proposal can become a case study for Sustrans \*

Answer to be selected from one of the following.

|  |  |
| --- | --- |
| Agree |  |
| Disagree |  |

## Supporting Documentation

### Design Documents \*

Please attach copies of any design documents or artists briefs for your proposed project. If these are not available at this stage please describe how you will choose the design for the art project. This can be added below or as a separate word document.

### Community Involvement \*

Please attach copies of any documents or other evidence that demonstrate how you intend to involve the community in the project, and any relevant examples of previous community projects and engagement that you have completed.

### Endorsements \*

*Please attach copies of any documents or other evidence that demonstrate endorsements that you have received. This could be letters/emails of support for other projects or support from within the local community or an organisation that you have previously or are currently working with.*

### Maintenance \*

*Please attach a copy of the maintenance schedule for all permanent installations, including whatt is required and who will be responsible for it.*

## Check List

## Please ensure all the necessary information is supplied

|  |  |  |
| --- | --- | --- |
| Document type | Information | Have you included it? |
| Application Form | All sections completed |  |
| Quotes and/or detailed costs | To the value of the grant requested |  |
| Location plans | Description of location or screenshot of map.  |  |
| Landowner Permission | Written permission to be supplied if relevant |  |
| Planning Permission | Written permission to be supplied if relevant |  |
| Design Documents and/or Artist Brief | Designs or outline of proposal to be included |  |
| Community Involvement | Evidence of how community will be engaged in project |  |
| Endorsements | Endorsements from previous projects or letters of support for this proposal |  |
| Maintenance | Permanent artworks require a maintenance schedule to be included detailing what maintenance is necessary and who will be responsible for it. |  |