**Places for Everyone ArtRoots Fund Guidelines**

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Community fund for aesthetic improvements to ‘Places for Everyone’ (PfE) infrastructure projects.

 Sample image find a suitable example to inspire

**About Sustrans**

Sustrans is the charity making it easier for people to walk and cycle. We are engineers and educators, experts and advocates. We connect people and places, create liveable neighbourhoods, transform the school run and deliver a happier, healthier commute. Sustrans works in partnership, bringing people together to find the right solutions. We make the case for walking and cycling by using robust evidence and showing what can be done. We are grounded in communities and believe that grassroots support combined with political leadership drives real change, fast. Join us on our journey. [www.sustrans.org.uk](http://www.sustrans.org.uk)

**Places for Everyone**

Places for Everyone is Sustrans’ permanent infrastructure fund for Scotland. Supported by Transport Scotland, we provide funding and expertise to help deliver walking, wheeling and cycling improvements across the country.

We currently have more than 200 projects at various stages of development, ranging from multi-million pound transformations in Scotland’s cities to new walking routes between some of Scotland’s smallest communities.

**Places for Everyone ArtRoots Fund**

ArtRoots allows communities to make creative and aesthetic improvements to Places for Everyone projects. We provide grants towards projects which will improve spaces, with the ultimate aim of encouraging active travel.

Communities play a crucial role in encouraging others to walk and cycle for more of the journeys they make every day by making places more enjoyable to travel through or to. By encouraging more people to walk and cycle, traffic congestion is reduced, public health improves and carbon emissions and air pollution is lowered.

This document provides a brief overview of the key elements to consider prior to applying for the fund. Further information about existing and past ArtRoots projects can be viewed on the ArtRoots interactive map with links to individual Storymaps and further information.

<https://www.arcgis.com/apps/instant/media/index.html?appid=6a7dee275703>

**Funding Conditions**

***1. Who can apply?***

1.1 Any constituted community group in Scotland are eligible to apply to the grant.

1.2 Other community-based groups or organisations may be considered at the discretion of Sustrans Scotland.

1.3 Only one grant application can be made per community group, per financial year.

***2. Funding Available***

2.1 ArtRoots Places for Everyone (PfE): the standard grant for ArtRoots PfE projects will be £2,500 however a higher award of £6000 may be available if applicants can demonstrate that the higher funding award would significantly impact on the outcome and achieve a greater increase in new active travel journeys.

2.2 You will be required to source any additional funding for goods/services totalling more than the ArtRoots award. This funding must be secured and evidenced in your application.

***3. Funding Conditions***

3.1 No part of the grant can be used for staff wages.

3.2 The total cost of your proposal should include the cost of materials, delivery and installation where applicable.

3.3 Recoverable VAT is not an eligible cost and should not be included in the application. Non-recoverable VAT is an eligible cost and can be included in the total award. You must be able to demonstrate that any VAT being claimed is non recoverable.

3.4 Grant recipients will be obliged to make repayment of all monies received in the event of a breach of the conditions of grant.

***4. General Criteria***

4.1 Funding will be allocated to community groups who not only best demonstrate the need, but also how the fund will add value to active travel; how it enhances the Places for Everyone infrastructure project or the aesthetics in their chosen setting.

4.2 A community group is defined as an organised group of people who come together on a voluntary basis for the benefit of the local community. A constituted community group has a management committee, a constitution and its own bank account.

4.3 We will prioritise applications which clearly demonstrate how they apply best practice in identifying the need and impact of the proposed project and that will lead to an increase in awareness and usage of the new infrastructure project.

4.4 Grants will be offered solely at the discretion of the Sustrans Scotland awarding panel.

4.5 All funding is provided with an understanding and commitment from communities that the grant will be used appropriately and according to the agreement in any setting.

4.6 The grants offered are for services or goods invoiced or purchased between 2023/4.

4.7 Quotes must be obtained and submitted to Sustrans Scotland as evidence of the anticipated costs of the project prior to receipt of any grant from the ArtRoots Fund.

***5. Grants Criteria***

5.1 Funding applications are for grants. These will help fund small projects or items which will support or contribute to improving aesthetics in their chosen setting for encouragement of cycling and walking. Grants will be considered on their individual merit by Sustrans. Please see Appendix I for guidelines of what can be applied for with the grant.

5.2 No part of the grant will support or form part of an individual’s role at work.

5.3 No part of the grant shall be used to support option appraisals or feasibility studies which cannot be properly capitalised in accordance with proper accounting practice.

5.4 No part of the grant shall be used to support any activity carried out, or material published by the grantee, which is partly political in intention, use, or presentation, or appears to be designed to affect support for a political party.

5.5 Planning permission may be required for your project, for example, if you are installing an artwork. Please confirm with your council whether you will need permission for your proposed project and include costs where applicable

5.6 Grants are not available to enable organisations to comply with conditions of planning permission or legal agreements which require them to implement such measures.

5.7 In carrying out the project, recipients must comply with all relevant legislation.

***6. Application Feedback***

6.1 Sustrans Scotland will endeavour to respond to each application within 10 days of the close of the submission date. Applicants should not make financial commitments until they have received a formal written offer of a grant.

6.2 A claim form with appropriate account details must be completed and authorised before any of the grant will be released.

6.3 Copies of receipts or paid invoices must be attached to the authorised form which equate to the sum of the entire project proposal and not just the grant element.

6.4 It may be possible to receive funding prior to any costs for the works being made. This must be approved by Sustrans Scotland prior to the grant being offered.

***7. Memorandum of Understanding (MOU)***

7.1 An MOU will be sent to successful applicants. The MOU is a simple document which describes the agreement between Sustrans Scotland and the community group receiving the grant. It sets out the line of action to be followed and must be signed and returned before the release of any funds.

***8. Final Report***

8.1 A final report is a requirement of this grant. By submitting an application you agree to produce a final report with photos of the works undertaken and the inclusion of an acknowledgement recognising Sustrans contribution to funding the project.

8.2 Volunteer in-kind contributions must be shown in the final report indicating how many hours have been given by volunteers during the project.

8.3 Sustrans Scotland retains the right to carry out a post-implementation review of the effectiveness of any scheme carried out with grant support.

8.4 Claimants must keep and maintain proper accounting records of expenditure in the implementation of their scheme. Sustrans Scotland must be given access to these records, after giving prior written notice, at anytime within the time frame of five years after the date of receipt of the grant.

***9. Promotion***

9.1 Promotion is a requirement of this grant. By submitting this application you agree to have an awareness raising and promotions plan that acknowledges Sustrans Scotland and its funders, Transport Scotland.

9.2 Successful applicants will be required to outline how they intend to promote their proposal and the resulting publicity will be required to be included in the final project report.

9.3 The support of Sustrans Scotland shall be acknowledged by the display of the Sustrans logo, as appropriate, on items purchased or produced, and the installation of a plaque recognising the Funders support of the project.

9.4 Sustrans Scotland retains the right to use details about the schemes organisations have implemented, including photographs for publicity purposes and for creating case-studies.

***10 Site Visit***

10.1 Once the grant is awarded Sustrans Scotland may be in touch to arrange visits to view the project at any stage of its progress.

The following is an example of a funding timeline to give an indication of the proposed timetable for applications and completion of the project.