

SMALL GRANTS PROGRAMME 2021

*Sample application form for reference only.
All applications must be made via the online portal.*

Your Organisation

About your Organisation

Please provide details of the organisation that is applying for funding and which will be responsible for any grant.

Organisation Name

Organisation Legal Name (If different)

If your organisation is applying on behalf of a Road Safety Partnership, please also provide its name

How did you hear about The Road Safety Trust (RST)?

Please select one option

If you selected 'other', please provide additional information

Please type N/A if this doesn't apply

Address

Town/City

Postcode

Organisation Website

Background

Provide a brief description of your organisation or department including aims and activities. If you consider yourselves to be a Social Enterprise (an organisation that reinvests its profit to meet a social or environmental purpose) please tell us why here. You also need to tell us what your legal status is below. (max 100 words)

Legal status that best describes your organisation

Tick all that apply

Additional information about legal status

If none of the categories above describes the legal status of your organisation or if you have additional information to add about your legal status, please include it here. (max 100 words)

If applicable, charity's registration number

If applicable, organisation's company registration number

Primary Contact for this application

Please provide the contact details for the person who will be the primary contact for this application. (There is a separate section for authorised signatory at the end of this form).

Title

First name

Last Name

Job title

Office phone

Email

Project Overview

About the project

Project Title (max 30 words)

Project Summary and Objectives

Please provide a brief description of your project. Clearly state its objective and purpose, who it is aimed at and how it will improve road safety for public benefit. (max 300 words)

Approach and method

Provide a detailed, step-by-step explanation of what you will be doing and how this will help you achieve project objectives. (max 450 words)

Background knowledge

Demonstrate that your hypothesis is supported by current research and relevant regulations and guidance. If this is a behaviour change or education intervention, please describe your logic model. (max 200 words)

Project Benefits

Road Safety Benefits

Briefly describe what road safety benefits the project will bring about for the road user. Explain how project activities will deliver these benefits. In particular, explain how the project links to local priorities for casualty reduction and road safety and how it supports The Road Safety Trust objectives. (max 300 words)

Project Outputs

Please briefly describe the project outputs (these are sometimes referred to as deliverables). (max 200 words)

RST Priorities

This section explores how the achievement of project outcomes and their likely impact will promote the charitable objectives of The RST and aims of the grant programme. Please select the RST priorities this project supports. You must select at least one priority. Explain how your project supports the selected RST priority.

RST Strategic Priority

Please refer to our Strategy Map in the link at the top of the page for more information about our strategic priorities

Please elaborate on how this project supports the selected strategic priority. (max 200 words)

Project Management

Partnership and Collaboration

Demonstrate your commitment to partnership and collaboration by listing the active partnerships that this project will be drawing upon. Please demonstrate that substantial relationships have been suitably formalised. (max 200 words)

Project Management

Include a clear plan and timeline for delivery, relevant details on project management and the experience of the team and partners. (max 200 words)

Ethical and Privacy Issues

Make sure to address any ethical and privacy issues. (max 200 words)

Project Management Attachment

Use this section to attach relevant project management document such as a GANTT chart or résumés.

Project Start Date

Please use the calendar button to select a date.

Project End date

Please use the calendar button to select a date.

Covid-19 Impact and Concerns

Applicants must be able to demonstrate ongoing sustainability in the current uncertain climate created by Covid-19.

Please attach a document that details the impact on this project of Covid-19 and how you are mitigating any risks.

Beneficiaries

Specify which road user groups will benefit

Road User Beneficiaries

Please select the road user type that best describes the beneficiaries.

Age Group

Please identify the main age group the project is intended to benefit.

Location

Please select the area that best describes where the work will take place.

Strand

Please indicate what percentage of the project is focused on each strand – education, engineering and enforcement. This helps us build a picture of the applications we receive.

Urban/rural

Please select the option that best describes the demographics of the beneficiaries.

Impact

Impact

It is important for The Trust that every project it funds clearly states its objectives and outlines the outcomes it expects to achieve at the outset.

Evaluation objectives

What do you hope to learn from this project and how would you use the learning? (max 200 words)

Evaluation plan

How will you evaluate achievement of the project's objectives and impact? Detail your plans for monitoring road safety objectives such as casualty data or interim indicators relating to infrastructure, enforcement, education or behaviour change. (max 200 words)

Dissemination plan

Detail your plans for engagement, knowledge exchange and dissemination of outputs for the Road Safety profession and sector or for road users. All RST projects require a final report describing the intervention and its results. (max 200 words)

Future plans

It is important to include details of any plans for the potential sustainability of the project outcomes. This could include any planned further development or wider applicability of the outcomes where appropriate, or any likely replication or roll-out.

Sustainability

If successful, explain what the next steps will be for this project - including how it will survive without RST funding. (max 200 words)

Replicability

What are the next steps in terms of scaling up or roll out? (max 200 words)

Budget

Budget Summary

Grants are for project costs rather than core funding. We do not normally expect to pay overheads or indirect costs but in some cases may pay a proportion of these, for example for registered charities. All amounts should be rounded to the nearest whole number.

Requested Amount - £

How much funding are you applying for from The Road Safety Trust?

Project Budget - £

What is the total cost of the project?

Funders

Requests for 100% of project costs will not be supported. If you plan to secure other funding sources, please provide details in the section below. Indicate whether a commitment has already been secured and whether the commitment is for cash or in-kind contributions.

Applicant contribution amount

The amount you (lead organisation) are contributing towards the project budget.

Funder 1 Name

Funder 1 - cash or in kind?

Funder 1 amount

Funder 1 secured?

Budget details

Budget guidance: Please attach a detailed budget in Excel below. Costs should be clearly set out with overheads and indirect costs shown separately and not included elsewhere such as in salary costs or rates. Where possible include detailed rates information. Grants are for project costs rather than core funding. We do not normally expect to pay overheads or indirect costs but in some cases may pay a proportion of these, for example for registered charities. All amounts should be rounded to the nearest whole number.

Budget narrative

Please provide a narrative explanation of the costs that the request will cover. Please add any cost justifications/assumptions for the budget. (max 200 words)

Budget document

Please attach a detailed budget as an Excel file below.

Declaration

Freedom of Information

The Road Safety Trust is a 'public authority' and is subject to the Freedom of Information Act 2000. This means that in certain circumstances information about (or contained within) your application may need to be published should we receive a request for information under FOIA, subject to certain exemptions. Please contact us should you have any questions or concerns about this and notify us in advance if any of the information contained within your application is particularly sensitive or confidential.

Declaration and Authority

Please provide the name and contact details for the person with authority to submit the application on behalf of the organisation. This could be the Chief Executive or equivalent or someone with Director level responsibility. Please re- enter this information if it is the same for the primary contact for the application.

Title	First Name	Last name
Job Title		
Office phone		
Email		

Data Protection

In submitting your application for funding, you are confirming that you have the consent or the legitimate right to use the personal data of any individuals identified within it and for The Road Safety Trust to hold their personal data while the project is assessed for funding and following any agreement to fund. The Trust will use this information for the purposes of assessing your application and of managing or monitoring any grant awarded; and for carrying out related administration or research. We may also contact you about events, news or research relevant to your grant. The Trust is a data controller and is registered with the Information Commissioner's Office as required under the UK GDPR 2021. The Trust will only process any personal data in accordance with the Trust's registration and current data protection legislation. The Trust will expect that you, as the applicant, are responsible for ensuring compliance with data protection legislation and registration as necessary. Our Grants Data Privacy Notice is available on our website.

Confirmation of understanding

Please select

Data Usage

We would also like to seek your consent to hold personal data to contact you occasionally with other news and invitations relevant to road safety and for your views on our funding programmes. This will not be shared with other third parties. Please indicate below whether you give consent for your personal data to be used in this way.

I agree to The Road Safety Trust using my personal data to contact me with news and invitations relevant to Road Safety

I agree to The Road Safety Trust using my personal data to contact me regarding my views on RST funding programmes

Authority

I confirm I am authorised to submit applications for funding on behalf of the applicant organisation and the funds are needed for the project. I also confirm that the project has not already started and does not duplicate existing work of the applicant organisation.

Declaration of Authority

Please select

FOR REFERENCE ONLY