**Road Safety Framework Fund**

**Funding Application Form**

Applications will **NOT** be considered if any item in the Activity Outline is not well evidenced.

Funding is subject to 2018/19 Road Safety Framework funding being available.

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| **Project name** |  |

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| **Project outline**Max. 100 words |  |

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| --- | --- | --- |
| **Contact details** | **Project co-ordinator** |  |
| **Organisation** |  |
| **Address** |  |
| **Phone number** |  |
| **Email** |  |

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| --- | --- | --- | --- |
| **Priority Focus Area outcome(s)**Tick as appropriate.  | **Speed** | **Speed** | [ ]  |
| **Motorcycles** | [ ]  |
| **Age** | **Pre-drivers** | [ ]  |
| **Drivers ages 17-25** | [ ]  |
| **Older drivers** | [ ]  |
| **Vulnerable road users** | **Pedestrians** | [ ]  |
| **Cyclists** | [ ]  |

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| **Road Safety Framework commitment(s)**Specify to which commitment(s) your project will contribute. Emphasise quality over quantity as covering too much ground might lessen the project’s impact.  |  |

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| **Check-list**Tick to note completion.  | Each section is completed in detail | [ ]  |
| Word limits are adhered to in **every** section | [ ]  |
| There is a clear contribution to Framework outcome(s) | [ ]  |
| There is a clear contribution to Framework commitment(s) | [ ]  |
| The project exhibits **real** innovation | [ ]  |
| Match funding is well demonstrated | [ ]  |
| The project can remain sustainable after the Transport Scotland funding period | [ ]  |
| Confirmation the project will be **independently** evaluated | [ ]  |

Before completing the application, please read the **Annexes** at the end of this document.

Email the completed form to the Road Safety Policy Team for the attention of the Road Safety **Operational Partnership Group** at dario.dallacosta@transport.gov.scot

For further information, please contact the Road Safety Policy Team on **0131 244 1566**.

**Activity Outline**

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| **Project description**700-1200 words\* |
| What is the project’s aim/purpose? |
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| How will it be run/implemented and what will be involved? |
|  |
| Where will it be run/implemented? |
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| Why should this project be accepted? |
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| How will the project align with the Framework outcome(s) selected above?* Please be detailed in your explanation.
* See Annex B for assistance.
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| How will the project align with the Framework commitment(s) selected above?* Please be detailed in your explanation.
* See Annex C for assistance.
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| **Innovation**200-500 words |
| How/why is your project innovative? |
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| What evidence can be provided to demonstrate innovation? |
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| **Funding**250-750 words |
| How much Transport Scotland funding would you be seeking for your project?* Grants of £25,000 or more will be prioritised.
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| How will the project be match-funded?* Applications will **not** be accepted if the project is not match-funded.
* In-kind match funding is permitted.
* Match funding with other Transport Scotland and/or Scottish Government funding streams is **not** permitted.
* Where it is otherwise covered by mainstream budgets, or other Transport Scotland funding capital equipment, consultancy or routine activity will **not** be supported.
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| Provide an **in-depth** spending breakdown involving **all** funding, including the match-funding. |
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| Outline any potentially ineligible costs.* All ineligible costs must be met by the grantee.
* Mark as N/A if there are no ineligible costs involved.
* See Annex A for assistance.
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| **Resources**350-1000 words |
| How will the project be resourced?* Include all resources, including those which would be funded the grant.
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| How will the project be staffed? |
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| Who, outside your organisation, will be involved? |
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| Explain what resources will be involved and how they relate to delivery (85%), evaluation (10%) and administrative support (5%). |
| Delivery (85%): Evaluation (10%): Administrative support (5%):  |
| How will consultation with relevant stakeholders be undertaken and evidenced? |
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| Which key delivery partners will be involved? |
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| How will collaboration and partnership working be inter-woven through the project? |
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| **Timeline**200-500 words |
| Project dates. |
| Start: Finish:  |
| Target dates for significant events/actions. |
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| Dates for the quarterly reporting stages. |
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| Provide a detailed outline for the evaluation timeframes. |
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| **Evaluation**500-750 words |
| How will the project be independently evaluated?* Any project not independently evaluated will be rejected.
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| If known, who will evaluate (or potentially evaluate) the project? |
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| Is there anything specific that will be evaluated? |
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| **Sustainability**200-500 words |
| How will the activity continue post-Transport Scotland funding? |
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| **Closing statement**Max. 250 words |
| Tell us anything else you think we should know about the project.* Please do not repeat what has already been stated above.
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\* The word limits are for every section as a whole, not each question/comment that requires answering.