**LOCAL RAIL DEVELOPMENT FUND – APPLICATION FORM**

Applications to this fund should be completed and returned to [Rail.Infrastructure.Strategy@transport.gov.scot](mailto:Rail.Infrastructure.Strategy@transport.gov.scot) no later than 28 June 2019.

Please refer to the guide (available separately) on how applications will be assessed before completing the application.

**Project Applicant**

**Project Name:** Click or tap here to enter name of project.

**Project Applicant**: Please enter the name of the lead organisation.

**Address:** Address line 1

Address line 2

Address line 3

Address line 4

Post Code

**Contact Person:** Please provide name of main contact person.

**Position:** Click or tap here to enter text.

**Email:** Click or tap here to enter text.

**Telephone number:** Click or tap here to add telephone number.

**Type of Organisation:** Please provide legal nature of organisation i.e. Local Authority, Regional Transport Partnership, Community or Voluntary Organisation, Constituted Group

**Registered Number:** Company or Charity Registration number.

**VAT Number:** VAT number if applicable

**Website:** Enter website address if applicable.

**Total Project Cost (£):** Please provide total estimated project cost.

**Funding Requested (£):** Please provide the total funds you are applying for

**Start Date:** Enter estimated start date.

**Completion Date:** Enter estimated date of completion.

**Criteria 1 Alignment with STAG.**

1. Please provide a **brief** description of the transport problem you are seeking to resolve.
2. Explain the approach you intend to take to providing the supporting evidence for the transport problem(s) in line with [Scottish Transport Appraisal Guidance (STAG)](https://www.transport.gov.scot/our-approach/industry-guidance/scottish-transport-analysis-guide-scot-tag/). (STAG is required in all cases where it is likely that Scottish Government funding, support or approval will be sought for any further development work and construction associated with the proposal).

*(300 word limit for this criteria)*

**Criteria 2 Tackling local issues and promoting economic growth in communities.**

Please show clearly how the transport appraisal work will be focussed on a local transport issue, where rail may be one of the potential solutions, and how this may contribute to inclusive growth (local economic and social benefits) in communities. Please also provide any evidence of how the proposal fits with local development plans, local/regional transport strategies and relevant community planning (300 word limit).

**Criteria 3 – Alignment with Scottish Government priorities for transport.**

Although your proposal will be focussed on local issues it should also fit with the strategic priorities for transport set out in the [National Transport Strategy](https://www.transport.gov.scot/publication/national-transport-strategy-nts/), the [Rail Enhancements and Capital Investment Strategy](https://www.transport.gov.scot/publication/rail-enhancements-capital-investment-strategy/), the Scottish Ministers’ [High Level Output Specification](https://www.transport.gov.scot/publication/the-scottish-ministers-high-level-output-specification-for-control-period-6/) and/or complementary strategies such as the [Rail Freight Strategy](https://www.transport.gov.scot/publication/delivering-the-goods-scotlands-rail-freight-strategy/). Please demonstrate how your project does this (300 word limit).

**Criteria 4 – Unique proposal**

Please confirm with Network Rail and the relevant local authority/regional transport partnership that your proposal is unique and the transport appraisal is not being addressed by other development works, either through rail industry processes or wider transport planning.

Network Rail can be contacted at - [Systemoperatorscotland@networkrail.co.uk](mailto:Systemoperatorscotland@networkrail.co.uk)

**Criteria 5 – Good governance**

Please provide details that demonstrate that your organisation’s governance is in line with best practice in the private, public or third sectors. **(Please refer to Annex A before completing this section)**

**Criteria 6 – Funding Required**

Please give details of the estimated cost of the planned appraisal work including any matched funding you are able to provide. (Matched funding is not an essential criteria but proposals which include a degree of matched funding may be looked upon favourably).

**ANNEX A**

**Supporting information required for Criteria 5**

To assess this criteria we need to be clear on roles and responsibilities and how the organisation is funded.

As such, we will carry out some basic financial checks and may request company accounts, or other relevant financial documents to determine the organisation’s financial status. Smaller community groups ***must*** provide a copy of the organisation’s constitution.

We also need to confirm that internal control systems are in place to provide confidence that the organisation can effectively safeguard any monies granted. The organisation should present a case that demonstrates robust internal controls, for example, audit arrangements, budget monitoring, risk management and in detecting and monitoring fraud.

**Answering Criteria 5**

Funding

Please advise how is the organisation funded, for example, from donations, fees, subscriptions or grant funding.

Budget Monitoring

Please confirm and provide evidence to show that regular budget monitoring is carried out. Evidence should show that policies and procedures are in place to deal with variances between actual and budgeted expenditure and that any funds awarded can be separately identified from other grant funding.

Internal Controls

Please provide evidence to confirm that internal controls are robust and free from error and that internal audit arrangements are independent from management. If there is no internal audit function, please confirm what representations have been made by management to ensure that internal control systems are sufficiently robust.

Fraud

Please confirm that there are effective procedures set up to prevent and detect fraud, bribery and corruption.  If there is not a formal policy on fraud, please advise what informal arrangements are in place.

**Help and Advice**

If you need help with understanding what information is required to satisfy this criteria for your particular organisation, please contact Transport Scotland at [rail.infrastructure.strategy@transport.gov.scot](mailto:rail.infrastructure.strategy@transport.gov.scot)