

Your station, your community improvement fund - application guide

Heading	Guidance
Company / organisation name	<p>We welcome applications from registered charities, community groups and other types of not-for-profit organisations including rail user groups, community rail partnerships, business partnerships, town councils, parish councils and schools. However, we can only fund activity which is extracurricular and outside the school's usual statutory remit'.</p> <p>Organisations will need access to a dedicated dual signatory bank account.</p> <p>Initiatives should be based up to 15 miles from stations on the GTR network.</p>
Company or charity registered number	
Project name	
Contact name	Contact details should we need more information about the project.
Email address	
Brief project summary (1-2 paragraphs)	The fund is expected to support a wide range of proposals that will bring improvements and benefits on issues that are important to and impact local communities and the railway. We are particularly focused on mental health,



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	diversity and inclusion, employability and confidence building, environment and sustainability, and creating a welcoming station environment.
Please list who the primary beneficiaries will be	Please include details of whom the primary beneficiaries are and numbers of.
Please share the number of beneficiaries who will be impacted by the project	Please include details of whom the primary beneficiaries are and numbers of.
<p>Themes: Please tick the appropriate box/boxes which theme the application will support:</p> <p>Positive Mental Health</p> <p>Enhancing our stations to be a welcoming environment</p> <p>Diversity and Inclusion</p> <p>Employability and confidence building</p> <p>Environmental Sustainability</p>	<p>The key themes the fund supports are those areas challenges and issues that are important to and impact our local communities and the railway.</p> <p>The themes are:</p> <p><i>Enhancing our stations to be a welcoming environment</i></p> <p>Regenerating redundant station spaces for community hubs, providing space for activities that enrich the local community and bring station estate back into use. Creating a welcoming ambiance to our stations enhancing our customers' experience.</p> <p><i>Positive Mental Health</i></p> <p>Mental health activities that encourage working with local partners to signpost people to support services or initiatives that have a positive impact on people's wellbeing. Connecting people together to take positive action to prevent suicide, an issue that has devastating and</p>



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	<p>far reaching impact on our people, customers and communities.</p> <p><i>Diversity and Inclusion</i> Supporting diverse and inclusive community projects, creating opportunities for learning and the social mobility of more marginalised groups. Our ambition is to create an inclusive culture where customers and colleagues feel able to be themselves and feel they belong to their local communities.</p> <p><i>Employability and confidence building</i> Promoting employability and education amongst marginalised groups by investing in the skills development for now and the future, creating a talent pipeline to support the South East economy.</p> <p><i>Environmental Sustainability</i> Supporting environmental projects and encouraging sustainable mobility shift to encourage customers to make greener choices to travel by rail and getting to our stations sustainably - by bike, bus, foot or electric car.</p>
Please explain how the scheme will address the theme(s) you have selected above	
Project scope	What is the identified need?



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	<p>How will you spend this grant to address the need in your area?</p> <p>What positive changes would this grant make to the lives of people who use your project/service?</p> <p>How will you measure and report on the positive changes?</p> <p>How will you communicate the project to supporters and funding partners?</p>
Organisations aims & activities / background - Please tell us about your organisation, and its experience of helping people and the impact of your previous work; you may also want to tell us about the people involved in your project and why you are confident in their ability to make the project succeed	
Project benefits	This should include an overview of what a successful project looks like and how will it be captured and measured.
Total amount of funding requested	<p>Please confirm the amount of CCIF funding that is requested.</p> <p>The minimum amount that can be requested is £1000 and the maximum is £50,000.</p> <p>For projects requesting £10,000 or more a follow call will be arranged to talk through the application with a member of the Community team.</p>



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	We will consider funding applications that include up to 25% attributed to core costs (including staffing).
Confirmed match funding	Although funding is available for 100% of project costs, groups should be aware that the panel will consider applicants that are offering some contribution to the project costs, this could be financially through their own fundraising efforts or 'in kind' through the support of volunteers getting involved and giving their time
Total cost of project including a breakdown of costs. Please add a breakdown of costs	The proposal should set out the total cost of the project, and how the costs have been reached. A breakdown of the costs needs to be included with the application.
Statutory consents	Any statutory consents that you are aware of that will be needed.
Risks and mitigation measures	Please provide a breakdown of any known risks to your project and mitigations you will put in place.
Timescales	A high-level breakdown of the key activities and timescales over the 12 months, should be included in this section.



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	We hope to confirm project funding by early March 2023, to enable applicants to be ready to start their proposal. The funding must be spent and fully committed by 31st March 2024.
Additional information for funding requests £10,000 or higher	For funding requests between £10,000 and £50,000 please advise what funding has secured in the last 2 years. How this has been spent and what has been delivered. For projects requesting £10,000 or more a follow on call will be arranged to talk through the application with a member of the Community team.
How did you hear about the fund?	
Name of local Thameslink, Great Northern or Southern station	

Privacy statement

We will only use your personal details to communicate with you in regards to your application. Your data will be stored securely, it will not be processed for any other purpose, and it will not be shared with anyone outside GTR. We will keep a record of your data for the next funding round. If you would like to be excluded from the list for any future potential funding, and have your details removed from it, please contact us community@gtrailway.com.



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