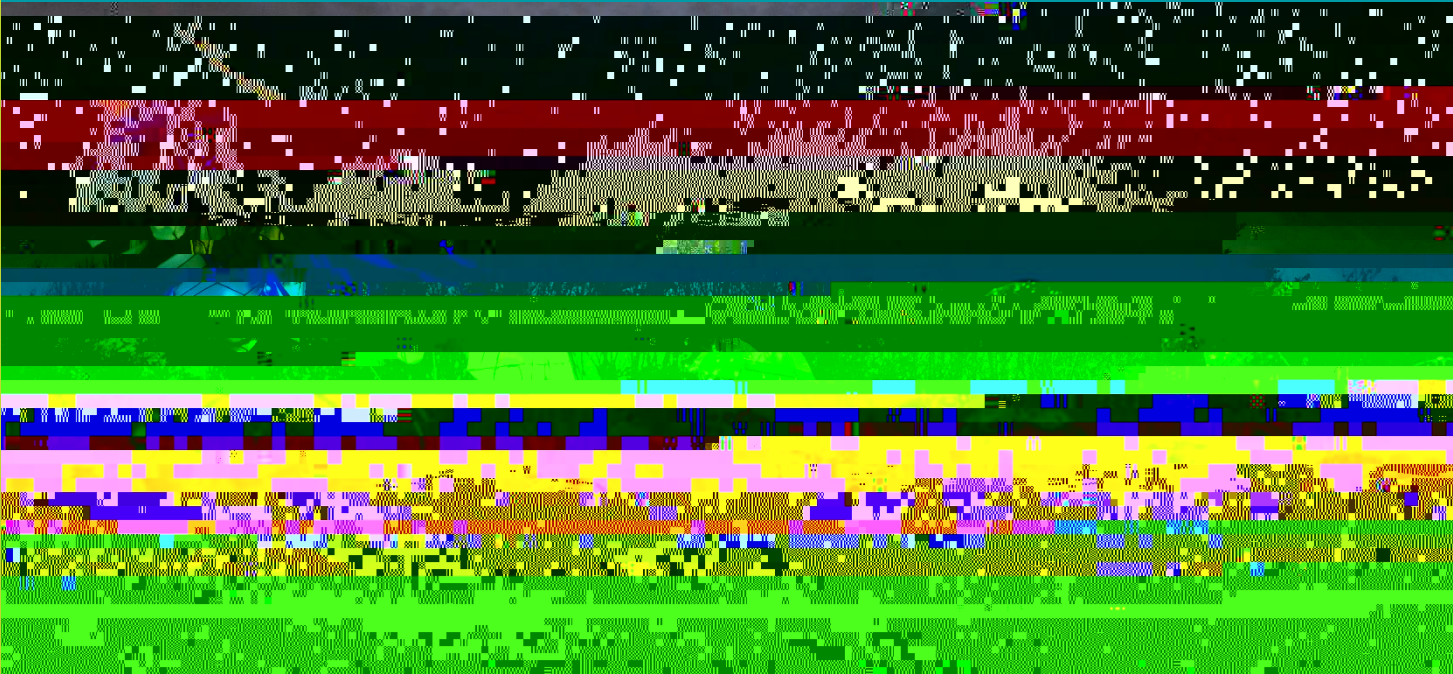


Sustrans ArtRoots Fund Guidelines

Enhancing the National Cycle Network



29 May 2023

To find out more, please contact: ArtRoots Team
email: artroots@sustrans.org.uk

Sustrans is the charity making it easier for people to walk and cycle.

We connect people and places, create liveable neighbourhoods, transform the school run and deliver a happier, healthier commute.

Join us on our journey.

www.sustrans.org.uk

Registered Charity No. 326550 (England and Wales) SC039263 (Scotland).

Cover photo: Circus of Lights Glow Parade by Think Circus, Craigmillar Edinburgh
Credit: Colin Hattersley Photography for Sustrans Scotland



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is 1 December 2023. All projects must be delivered

4. Funding Available

- 4.1 The standard maximum grant for ArtRoots NCN projects is £2500. However, a higher award of up to £6000 may be available if applicants can demonstrate that their project would significantly increase or raise awareness of active travel through wide engagement.
- 4.2 Applicants will be required to source any additional funding for goods or services totalling more than the ArtRoots grant. This funding must be secured and evidenced in the application.

5. Funding Conditions

- 5.1 The grant can cover services provided by external contractors such as, but not limited to, artists, designers, construction workers and engineers.
- 5.2 Funding project management fees is possible but assessed on a case-by-case basis by Sustrans Scotland. If approved, project management fees cannot exceed 10% of the total amount requested and 10%.

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

7. Lando, nersqpermission

7.1

for example, a planning permission, if you are installing an artwork or an event permission if you are organising an event. Please confirm with your council whether you will need permission for your proposed project and include costs where applicable.

7.2

application. If not applicable, an explanation must be provided.

8. Community Involvement

8.1 Evidencing community involvement is a crucial element of the fund. Applicants must describe what communities are engaged and in what way they will participate in the delivery of the project.

8.2 Applicants will be asked to provide any relevant examples of previous community engagement and/or examples of working with local organisations.

9. Design

Copies

15. Site Visit

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

16. Funding Timeline

The following is an example of a funding timeline to give an indication of the turnaround of applications and completion of the project. **Please note** this is an example timeline only. All dates are flexible on a case-by-case basis. Make it clear in your application when you think your project will be completed or contact us to see what is possible.

Milestone	Description	Completion Date
1. Expression of Interest submitted	Forms submitted online.	14 June 2023
2. Feedback	Feedback from Sustrans Scotland as to whether your project is suitable for this fund.	30 June 2023
3. Online application form opens	You can register on the Project Portal and start completing your online form or request the offline form to collate your responses once approval has been received	

5. Award funding All applicants are notified of the 31 July application outcome whether 2023 successful or not.

6.Documentation completion If successful Sustrans Scotland will offer a grant and issue two copies of the grant agreements signed by Sustrans Director. The applicant will return their countersigned copy to Sustrans

Appendix 1

Examples of what can be applied for:

- + Sculptures, murals and mosaics
- + Artistic benches and seating
- + Decorative signage
- + Planters and plant pots
- + Interpretation boards
- + Interactive objects and equipment
- + Transient art (e.g. temporary installations, live performances, events)
- + Lighting (not to be powered through the mains, e.g. solar, powered lights)
- + Paint
- + Hand tools needed to complete the project
- + Repairs and improvements to existing artwork and interpretation
- + Contractor fees such as construction workers, designers, and artists
- + Project management fees (at the discretion of Sustrans, see clause 5.2)
- + Tool and machinery hire
- + Local press advertisement
- + Planning and event permission
- + Insurance

Examples of what cannot be applied for:

- + The construction of paths
- + General path maintenance or re-surfacing
- + Structural repairs to existing infrastructure, e.g., walls, bridges etc.
- + Recoverable VAT for organisations who can recover their VAT costs.

Please Note: These are not exhaustive lists, and applications can include things which do not appear here. Please contact us to discuss your ideas.

All applications will be considered on the merit of the potential impact and sustainability of the grant's spend as well as the funding available.

For any queries, please contact our team:

artroots@sustrans.org.uk or phone **07599658052 (Monday-Thursday 10:00-17:00)**

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