



# **Transform** **Community and Environmental** **Grants** Overview

## Introduction

TransPennine Express services connect communities across the North of England and Scotland, providing fast and reliable train services between key cities and towns. Whilst our services enable these communities to grow, we recognise the importance of supporting them and helping to facilitate change in other ways.

We have a Sustainable Development Strategy and Plan which sets out our agenda to work as a responsible business, which includes as part of it our commitment to offer funds for local initiatives.

## What we're looking for...

TransPennine Express would like to inspire people to make a positive improvement to their local area. 'Transform' grants are available for community initiatives that aim to address one or more of the following:

- Environmental improvements
- Social inclusion
- Youth unemployment

We encourage applications for projects that aim to make improvements with regards to the themes above. A project may address one or more of the above themes, but scoring will favour projects that can demonstrate the widest positive impact.

## How much funding is available...

There will be £50,000 of funding available per franchise year under this scheme - £350k over the lifetime of the franchise. Each organisation or group may apply for a maximum of £5,000.

We look forward to receiving your applications for this scheme and wish you the best of luck.



**Since 2016, Transform Grants have funded 24 projects, investing more than £100,000 planting trees, developing woodlands, building skills and rescuing unused areas of parkland in the communities we serve**



**Will yours be one of the schemes to be funded in 2018/19? Tell us how your scheme benefits the communities we serve to be in with a chance**



## Application Criteria

In previous years, TransPennine Express have received significant numbers of applications for Transform Grants, far and above what we are able to support through this initiative. To help us to shortlist the applications, we will consider them based on the distance from our line of route and against the Community Investment criteria set out by FirstGroup.

Unfortunately, we are unable to issue grants to:

- Projects located more than 10 miles from any line of route operated by TransPennine Express train services. (*A copy of our route map is available on page 5*)
- *The ongoing costs of established projects. All projects funded through Transform must be to support new projects.*
- Political parties or organisations who promote a specific political party
- Organisations that promote a specific religion or requires beneficiaries to be of a specific faith, convert to that faith or accept information or teaching about that faith as a condition of taking part in or benefitting from programmes and or services
- Any organisation that could be deemed to have a controversial or negative impact on the reputation of FirstGroup plc
- Core costs for a charity, including for buildings, salaries, general running, management or travel costs
- Cover or contribute to running costs for:
  - charitable events, including marketing materials, room hire etc.
  - charitable expeditions or overseas travel for individuals or groups
  - UK travel/ transport
- Scouts, Girl Guides, Cadets or similar organisations unless there is a demonstrable link to the three key themes of the Transform Grants fund
- The Arts (e.g. theatre, choirs, cultural projects) unless there is a demonstrable link to the three key themes of the Transform Grants fund
- Sports charities and clubs unless there is a demonstrable link to the three key themes of the Transform Grants fund)
- Animal Welfare charities (though this does not include conservation charities) unless there is a demonstrable link to the three key themes of the Transform Grants fund

## Judging Criteria

Submissions will be judged on the following:

- How well the project is explained in the application
- The impact of the project on the key priority themes of environmental improvement, social inclusion and reducing youth unemployment
- The long-term sustainability of the project
- Clear identification and itemisation of costs
- Proximity to stations served by TransPennine Express or line of route.

## Application Process



### Application

**20<sup>th</sup> August 2018 to 21<sup>st</sup> September 2018**

### Shortlisting

**1<sup>st</sup> October 2018 to 26<sup>th</sup> October 2018**

Projects will be grouped by region, and reviewed by TransPennine Express representatives for each region. This stage will see the top 50% of projects for each region carried forward.

### Voting

**5<sup>th</sup> November 2018 to 23<sup>rd</sup> November 2018**

Shortlisted projects will be put to a vote to help decide which projects receive funding. We'll be encouraging our employees, stakeholder and customers to get involved and help us to choose their favourite projects which they feel offer the greatest benefit to the communities we serve. The project overview will be used at this stage, so make sure your 100-word summary really sells the project and the benefits it offers.

### Final Selection

**30<sup>th</sup> November 2018 (*applicants notified by 9<sup>th</sup> December 2018*)**

As each project can request a value up to £5,000, the total number of projects which we are able to support may vary. The final stage is to combine the scores from shortlisting along with results of the vote. Those schemes with the highest score at this point will see funds awarded until the full £50,000 has been allocated.

### Grant Claims & Payment

**12<sup>th</sup> December 2018 to 28<sup>th</sup> December 2018**

Successful applicants will be required to complete a grant claim form. Payment will be made to the charity or organisation within six weeks of receipt of this form. A partnership agreement will accompany this, covering details about press releases and ongoing engagement.

### Reporting

Successful applicants will be asked to send quarterly update reports on the progress of the project for a period of 12 months from the date of funds being issued.

## How to Apply

In a change from previous years, our applications to Transform 2018/19 will be entirely online. We will be unable to accept applications by email or hard copy. This is to help us with the review process and to reduce the environmental impact of administrating the project.

A link is provided on our website at [www.tpexpress.co.uk/about-us/community/transform-grants](http://www.tpexpress.co.uk/about-us/community/transform-grants) which will direct you to the application form.

You will not be able to save your application and return to complete it at a later date, so you may wish to prepare your application in advance. Below are the questions you will be asked and the information you will need to submit as part of your application.

## Application Questions

**1. Please tell us about the organisation you are applying on behalf of:**

- Organisation Name
- Web Address
- Address
- Postcode
- Charity Number (if applicable)

**2. Please provide your details as the applicant representing the organisation:**

- Name
- Job Title
- Email Address
- Phone Number

**3. Please provide a summary of the work which the group, charity or organisation does**  
(Maximum 200 words)

**4. Project Title**

**5. Project Description**  
(Maximum 200 words)

*Note: This project description will be used at voting stage, so it is important that you describe your project and its benefits as clearly as possible)*

**6. Please describe how this project will benefit the ENVIRONMENT?**

*Note: Please provide detail, for example if the project seeks funding to plant an orchard, tell us how much space is being used and how many trees will be planted.*

**7. Please describe how this project will promote SOCIAL INCLUSION?**

**8. Please describe how this project will reduce youth UNEMPLOYMENT?**

**9. Who will be involved in the project?**

*Note: Please include an estimate of the quantity of volunteer hours involved)*

**10. Will there be an opportunity for TransPennine Express representatives to volunteer in support of the project?**

**11. How will you ensure the sustainability of the project in the long term?**

**12. What value of funding are you seeking?**

13. Please provide an itemised breakdown of the costs associated with the project:
14. Please provide a summary of any additional third-party funding which has been agreed, or is being sought to enable the delivery of the project, along with any caveats which apply to these funds
15. When will the project commence?
16. When will the project be completed?
17. What is the largest risk which could potentially impact successful delivery of the project, and how will this be mitigated?
18. Where will the project be located?
  - Location
  - Postcode
19. Which is the closest railway station to the project served by TransPennine Express trains?  
*(Please refer to our route map when answering this question)*
20. What distance is your project from the closest calling point or line of route (as the crow flies)?

Any incomplete answers may count against you, so be sure to complete the entire form as fully and accurately as possible. If you have any queries about the application form or process, please contact us before submitting your application.

## Contacts

For general enquiries about the scheme, or how to apply, please email us at [TPE.Transform@FirstGroup.com](mailto:TPE.Transform@FirstGroup.com)

For more specific enquiries relating to particular areas of your application, you may wish to contact the team below who can offer guidance and support.

For projects with an environmental focus

**Iain Peacock**

Environment & Emergency Planning Manager  
07793 222 665  
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For projects with a social inclusion or youth unemployment focus

**Charlie French**

Transport Integration Manager  
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**Key:**  
— Rail services operated by TransPennine Express - North Route  
— Rail services operated by TransPennine Express - Scottish Route  
— Rail services operated by TransPennine Express - South Route  
— Rail services operated by other train companies  
✈ Airport