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**Transform**

Community and Environmental Grants

Application Form

Working in partnership with

We are introducing a two-phase application form for 2017/18, with the contact details and project overview being submitted online when you upload this application form. It is hoped that this will speed up the application process.

Please complete this form, ensuring all your responses are within the Blue boxes

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| Section 1: Contact Details |
| Please tell us about the organisation you are applying on behalf of: |
| **1.01** | Organisation Name: |  |
| **1.02** | Website: |  |
| **1.03** | Address: |  |
| **1.04** | Postcode: |  |
| **1.05** | Charity Number (if applicable) |  |
| Please provide your details as the applicant representing the organisation: |
| **1.06** | Name: |  |
| **1.07** | Job Title: |  |
| **1.08** | Email: |  |
| **1.09** | Phone Number: |  |
|  |
| **1.10** | Please provide a summary of the work which your group, organisation or charity does: *(Maximum 200 words)* |
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| Section 2: Project Details |
| Overview |
| **2.01** | Project Name: |  |
|  |
| **2.02** | Describe the project (what you want the money for): |
|  |  |
|  |
| Section 3: Project Impact |
| Please describe how the project contributes towards the aims of the Transform Grants scheme. Projects do not have to tackle all three themes, but the more themes that are addressed the greater the opportunity to score judging points. |
| **3.01** | Please describe how this project will benefit the **environment**. If planting or habitat creation is involved, please provide details on quantities. |
|  |  |
|  |
| **3.02** | Please describe how this project will promote **social inclusion** |
|  |  |
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| **3.03** | Please explain how this project will help tackle **youth unemployment** |
|  |  |
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| Section 4: Participants |
| **4.01** | Who will be involved in the project? *(Please provide an estimate of any volunteer hours involved in the project)* |
|  |  |
|  |
| **4.02** | Will you be able to provide volunteering opportunities for TransPennine Express staff to support your project? If so, please provide details of how this could be incorporated into your scheme. |
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| **4.03** | How will you ensure the project is sustainable in the long term? |
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| Section 5: Funding |
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| **2.09** | How much money are you applying for? *(maximum £5,000)* | £ |
|  |
| **2.10** | Please provide an itemised breakdown of what the money will be spent on *(enclose quotes, if you have them as part of the document upload process)* |
|  | **Item** | **Estimated Cost** |
|  |  | £ |
|  |  | £ |
|  | *Add more lines as required* | £ |
|  | **Total** | £ |
|  |
| **2.11** | Please provide details of any additional funding which you are seeking for the project, and the potential sources. |
|  | **Source** | **Value** |
|  |  | £ |
|  |  | £ |
|  | *Add more lines as required* | £ |
|  | **Total** | £ |
|  |
| Section 6: Timescales |
|  |
| **2.12** | When will the project work start? |  |
|  |
| **2.13** | When will the project/work be completed? |  |
|  |
| Section 7: Location |
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| **2.14** | Where will the project be located? |
|  |  |
|  |
| **2.15** | Which is the closest calling point on the TransPennine network? |  |
|  |
| **2.16** | What distance is your project from the closest calling point or line of route? |  |

# Submitting Your Application

**Once you have completed all of the sections of this application form, save it as a PDF.**

**Please submit the application using the link from:**

[www.tpexpress.co.uk/transform](http://www.tpexpress.co.uk/transform)

When completing the online upload, you will also need to provide:

* Organisation Name
* Contact Name
* Address
* Telephone Number
* Email Address
* Project title
* Project Summary (100 Words)

*(This will be used during our staff voting stage, so it is important that you describe your project and its benefits as clearly as possible)*

* Requested Funding Amount

If you experience any issues whilst submitting the form, please email TPE.Transform@firstgroup.com

**The closing date for applications is the 31st October 2017**