

TRANSFORM COMMUNITY AND ENVIRONMENTAL GRANTS OVERVIEW



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ABOUT TRANSPENNINE EXPRESS

TransPennine Express is an intercity rail provider with a vision to Take the North Further. We will deliver an investment of over £500m in the next two years that will transform travel and customer experience across the North and into Scotland.

By 2020 we will have introduced 220 brand new state of the art carriages, will provide new routes and services and will increase capacity by over 80 per cent on a seven day a week timetable.

We are proud to be a FirstGroup plc company which provides easy and convenient mobility, improving quality of life by connecting people and communities.

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Our network is;

- **North TransPennine** - including Newcastle to Manchester Airport, Middlesbrough to Manchester Airport, Scarborough to Liverpool and Hull to Manchester Piccadilly
- **South TransPennine** from Cleethorpes via Doncaster and Sheffield to Manchester Airport
- **North West and Scotland** – from Manchester Airport to Preston, Oxenholme, Carlisle, Penrith, Edinburgh and Glasgow,

ABOUT TRANSFORM GRANTS

Transform is the annual community and environmental grant scheme from TransPennine Express.

To date we've supported over 30 schemes across the North of England and Scotland, investing over £150,000 in schemes which deliver environmental improvements, encourage and enable greater social inclusion, and actively tackle youth unemployment.

In 2019, we're making available another £50,000 and inviting applications from charities and organisations across our network for grants of up to £5,000 to enable the delivery of schemes which continue to have a positive effect on the communities we serve.

ELIGIBILITY

To be eligible to apply for a Transform grant, organisations must be a:

- Charity registered with the Charity Commission for England and Wales or the Office of the Scottish Charity Regulator (OSCR)
- Community Interest Company (CIC) registered in the UK with the Office of the Regulator of Community Interest Companies
- Community Rail Partnership (CRP)
- School, Parent/Teacher association or educational establishment.

To be eligible to apply for a Transform grant, proposed projects must be:

- Located within 10 miles of any line of route served by TransPennine Express train services. A map of our network and services can be found on page 6
- New activity, above and beyond the day to day operations of the organisation. Grants cannot be utilised to cover or contribute to overheads/running costs (e.g. rent, transport) or act as a contribution to existing/larger projects.
- Completed no later than 31st March 2021.

Unfortunately, we are unable to support any projects or organisation which:

- Are associated with or promote a specific political party, or demonstrate a political bias
- Are associated with or 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.
- Could be deemed to have a controversial or negative impact on the reputation of FirstGroup PLC or TransPennine Express.

TRANSFORM COMMUNITY & ENVIRONMENTAL
GRANTS 2019

OUR NETWORK

TransPennine Express operates intercity train services across the North of England and Scotland, connecting the major towns and cities of the North.

To apply for a Transform Grant, your project needs to be located no more than 10 miles from our network



JUDGING CRITERIA

Applications will be judged based on:

- **Project Description**

This is your opportunity to explain what the grant will enable the project to deliver, what the intended benefits are, and how these will be achieved. It is recommended that specifics are provided, for example if you're planting trees, tell us how many, which type, and why they have been chosen.

- **The impact of the project on the priority themes**

It isn't essential that every project addresses all three themes, however those who are able to bring together these elements often score higher, and are more likely to receive funding. Advice on what to include for each theme can be found on pages 8 to 10

- **Sustainability**

Those projects which can have long term and lasting effects will score higher than those which deliver a short term benefit.

- **Value for Money**

Applicants are required to provide an itemised cost breakdown for items associated with the project. This helps judges to assess the value for money of the scheme.

- **Proximity**

Those projects located closest to stations operated by or served by TransPennine Express services will score higher than those located further from the railway.

JUDGING CRITERIA ENVIRONMENTAL

Projects should aim to deliver a measurable benefit to the environment through physical or behavioural initiatives and interventions.

Judges will be looking for creative proposals which:

- Reduce energy or water consumption, or introduce sustainable sources
- Reduce carbon emissions and energy usage
- Promote sustainable choices
- Increase biodiversity and habitats for animals/insects
- Educate on the benefits of environmental responsibility

JUDGING CRITERIA

SOCIAL INCLUSION

Projects should enable and promote greater social inclusion and actively bring communities together, paying particular attention to minority groups and those who may feel excluded due to age, ethnicity or cultural factors.

Activities may include:

- Establishment of community groups
- Taking responsibility for community spaces, including regeneration schemes
- Skills sharing
- Providing or enabling access to public services
- Initiatives to address the needs of vulnerable members of the community

JUDGING CRITERIA YOUTH UNEMPLOYMENT

Projects should actively reduce youth unemployment through equipping individuals with skills and experience to gain employment, empowering people to reach their full potential and change individual lives actively targeting those who are not in education, employment or training (NEET).

Activities may include:

- Providing work experience opportunities
- Facilitating the gaining of qualifications
- Help and support with job searches, applications and interview techniques and skills
- Providing opportunities to experience new industries
- Skills sharing

HOW TO APPLY

You can download an application form from tpexpress.co.uk/about-us/community. Advice on how to complete the application form can be found on page 12.

If successful at shortlisting phase, applicants will then be required to produce and submit a 30 second pitch video, promoting the project, which will be used at voting stage. Advice on how to produce the pitch video can be found on page 13.

APPLICATION FORM

Visit tpexpress.co.uk/about-us/community to download the Microsoft Word Template.

The application form has 8 sections

1. **Organisation Details**
2. **Project Details**
3. **Project Impact**
4. **Participants**
5. **Sustainability**
6. **Funding**
7. **Delivery**
8. **Measurement**

Applicants should complete all sections of the application form as fully as possible. The more detail is provided, the easier it is for the judges to understand the intent and benefits of your project. Specifics should be included where possible, including quantities, timescales and details of any background research which informs the scheme.

The file name should be in the format **TPEExpress_Transform2019_**[\[Project_Name\]](#)

Submissions must be provided as a PDF produced using Microsoft Word. We cannot accept any other file format or hand written/scanned documents.

PITCH VIDEO

New for 2019, any application progressing to the voting stage will be asked to provide a 30 second pitch video. These videos shared with our staff and customers to provide them with an overview of your project to help them decide who to vote for. This replaces the 100 word summary used in previous years.

It is important that pitch videos include:

- Organisation Name
- Project Name
- Project Overview
- Grant Value

Pitch videos can be filmed using various devices including mobile phones, tablets, digital cameras or video cameras. Video files must be submitted in MP4 / MPEG4 format.

When submitting your pitch video, you will be required to complete an additional form authorising TransPennine Express to use the footage for the purpose of evaluating your application including the public voting stage and for promotion of the Transform Grants scheme in this and future years.

Applicants are responsible for gaining the permissions of any persons appearing within the video for the footage to be used for the purposes outlined.

Please be aware that videos will be shared publicly. All videos will be reviewed prior to publication, and any deemed unsuitable on the basis of language or content may not be published and lead to disqualification from the application process.

SUBMITTING YOUR APPLICATION

Applications need to be submitted online by visiting tpexpress.co.uk/about-us/community

The closing date for applications is **30 August 2019**.

We are unable to accept applications by email, post or other means. Applications must also utilise the formats provided/specified. This is to help reduce the administrative elements of the scheme.

Applicants who are shortlisted will be informed no later than **13 September 2019**. You will then have period of 3 weeks to produce and submit your pitch video promoting your project for use at voting stage.

TIMELINE



FAQs

Can we apply for multiple grants for different projects within the same organisation?

We recognise that some larger charities and organisations may operate regionally or nationally, and therefore welcome organisations submitting multiple applications. We cannot however accept multiple application to fund different elements of the same project.

We received a Transform grant in previous years, can we apply again?

Transform grants are for new projects, and cannot be used to fund ongoing costs or contribute to existing projects, therefore applications from previous grant recipient organisations are welcome providing they are to support a new project.

Our project only satisfies one of the three themes, can we still apply?

We welcome applications for projects which address just one of the three themes, however in projects generally score higher where they address two or more of the themes.

CONTACTS

For general enquiries about Transform Grants, or support with your application, please email us at TPE.Transform@FirstGroup.com

For specific enquiries about particular elements of your application, you may wish to contact a member of the team who can offer guidance and support

For projects with a social inclusion or youth unemployment focus

- **Charlie French**
Accessibility & Integration Manager
Charlie.French@FirstGroup.com

For projects with an environmental focus

- **Katie Goldsmith**
Environmental & Emergency Planning Manager
Katie.Goldsmith@FirstGroup.com