



Guidance to applicants

General

The use of funds must be in accordance with the Rees Jeffreys Road Fund's charitable objects which are:

1. To contribute to the cost of lectures, studies and scholarship calculated to foster the improvement of design and layout of public highways and adjoining land.
2. To promote schemes for the provision of roadside parks and open spaces.
3. To encourage the improvement of existing and provision of additional public highways, bridges, tunnels, footpaths, verges, and cycleways.... to secure the maximum of safety and beauty.
4. To do any other matter or thing which may conduce to the carrying out of the foregoing object and thereby carry out the wishes and continue the life work of the founder.

Applications are determined by the Trustees. The Trustees of the Fund meet five times a year to consider all grant applications.

The Fund supports research, education and roadside improvement projects that promote advances in UK transport policy, design, management and practice. Trustees favour proposals which have national rather than local significance and those which involve other funding partners. They welcome proposals and ideas for innovative topics and projects and, from time to time, they will identify areas of potential interest on the Rees Jeffreys website. Physical roadside projects are often those submitted by the Wildlife Trusts, but other such projects of a similar nature are grant-aided from time to time.

The Fund's resources are limited so priority is given to projects which lie outside the scope of other funders such as government agencies and research councils. For the same reason we encourage collaborative funding with others. Bids that seek replacement funding or ongoing revenue support are unlikely to be supported.

There is no upper or lower limit for grant applications although grants most commonly fall in the range £5,000 -£25,000. If applicants are considering larger grants they should discuss as this with the Secretary as part of their initial expression of interest.

Examples of awards made can be found at <http://www.reesjeffreys.co.uk/past-projects/>



Grant Applications

Applications can be submitted at any time and will be considered at the first available Trustee meeting. Anyone considering applying to the Fund must, in the first instance, contact the Secretary at brianmurrell@reesjeffreys.co.uk to register their interest. Applicants will be asked to provide a short outline of their proposal with an indication of the amount of funding being sought.

Pro forma submissions

All applicants are required to complete a one-page pro forma summary. This is to provide the Trustees with a convenient summary of the project. For small and/or non-complex bids a completed summary might be sufficient without any further supporting information. Applicants should seek advice from the Secretary if they are in any doubt on this matter.

All other applicants are expected to submit, in addition to the pro forma summary, their proposal in no more than three A4 pages; with supporting material appended as necessary.

Application Guidance

It is essential, first and foremost, that applications demonstrate how the proposal contributes to the achievement of the Fund's objects and explains why funding is being sought from the Fund.

Applications must state clearly the purpose for which funding is sought, outlining its objectives, relevance and, for research proposals, the proposed methodology including the names and CVs of the principal participants. The estimated costs should be identified along with the project timetable. Where the project requires the contribution or participation of other parties their willingness to make the required contribution should be demonstrated. The applicant will need to show appropriate in-depth knowledge of the subject of the application and familiarity with previous work in the field.

Projects must have a defined and workable methodology, give a clear indication of the practical application of the results of their work and how these would be disseminated.

It is particularly important that applicants can clearly demonstrate the intended outcomes of their proposal and how its success will be evaluated.



Document submission

The pro forma summary must be submitted in word format only.

All other documentation must be submitted in electronic format – preferably PDF.

Supporting appendices need to be of a manageable size in terms of both page length and file size. The Secretary reserves the right to edit or exclude large, complex files.

Deadlines

The deadline for submission of applications or other agenda items is normally about a fortnight before the meeting. Applicants should consult the Secretary for the exact date for submission as this may change slightly from meeting to meeting. The Trustees' decision will be notified promptly following the meeting. Where possible feedback will be provided. The decision of the Trustees is final.

Grant payments

The Fund will exercise its discretion on the release of funding in consultation with the successful applicant. It may decide to make an immediate payment. For larger projects it is more likely to agree to the staged release of funds. The Fund will be as flexible as possible when making grant payments subject to the need to protect the funds for which it is responsible.

Successful applicants will be expected to agree to spend the funds for the purpose agreed in a given timescale, to maintain auditable records of expenditure and to produce a report (and other promotional material as requested) in an agreed form to evidence completion and outcomes from the project.

The Fund reserves the right to apply specific conditions to the award of grants where considered necessary.

Student Bursaries

The award of student bursaries is a separate and different process to all grant applications. Each year in the Spring participating university departments offering Transport Masters courses are invited to nominate candidates for the coming academic year for submission to Bursary Panel that meets in early July. Students are not permitted to apply directly to the Fund and should instead contact their course tutor for more information.

Secretary, Rees Jeffreys Road Fund July 2018

REES JEFFREYS GRANT APPLICATION SUMMARY**(SAMPLE – WORD VERSION AVAILABLE FROM THE SECRETARY)**

APPLICANT (NAME/ORGANISATION)
PROJECT TITLE
TOTAL PROJECT COST (£)
What is the total cost of your proposal?
RJRF GRANT REQUEST (£)
How much are you seeking from the Rees Jeffreys Fund? Why are applying to Rees Jeffreys?
OTHER FUNDING (SECURED/SOUGHT) (£)
What other funding do you have? How much and from whom? Is this secured or being sought?
KEY PARTNERS
What other organisations will you be working with to deliver the project?
SUMMARY PROPOSAL (MAX 200 WORDS)
What is your overall purpose? What are you planning to do? How will you deliver it?
OUTCOMES (MAX 100 WORDS)
What outcomes do you hope to achieve? What public benefit(s) will result?
EVALUATION (MAX 100 WORDS)
How will you evaluate the success of the project?
TIMESCALES
Start and finish dates plus any key milestones.

SUMMARY TO BE A MAXIMUM OF ONE PAGE (SUBMIT IN WORD FORMAT ONLY)