



Rees Jeffreys Road Fund

Guidance to applicants

Summary of Key Steps.

- **Contact the Secretary first to register your interest and obtain an application form;**
- **Read this guidance and the questions to be answered in the application form carefully;**
- **Ensure your project meets the objects of the Fund;**
- **Complete the application form answering all the questions asked;**
- **Submit your application in the required format by or before the submission deadline.**

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 and presentations, and to fund bursaries for the pursuit of relevant post graduate transport qualifications, with the aim of promoting improvement of the design, layout and construction of public highways, and of adjoining land, in terms of safety, functionality and beauty;
2. To promote and support projects that improve the roadside environment and enable greater appreciation of the countryside and open spaces;
3. To encourage and deliver the improvement of existing, and provision of additional, public highways, bridges, tunnels, footpaths, verges, and cycleways.... in terms of safety, functionality and beauty; and
4. To support projects and initiatives that would demonstrably continue the life work of the founder in promoting the design, functionality and appreciation of highways.

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.



Rees Jeffreys Road Fund

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 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/>

Student Bursaries

The award of student bursaries is a separate and different process to general grant applications. Each year in the Spring participating university departments offering Transport Masters courses are invited to nominate candidates for the coming academic year. Students are not permitted to apply directly to the Fund and should instead contact their course tutor for more information. For more information on this go to <https://www.reesjeffreys.co.uk/bursaries/>

Registering an Application

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. When contacting the Secretary applicants are asked to provide a short outline of their proposal with an indication of the amount of funding being sought. At this stage if the proposal is not considered suitable it may be rejected by the Chairman.

Application form

All applicants are required to complete an application form, available on request from the Secretary. For small and/or non-complex bids a completed application form might be enough without any further supporting information. Applicants should seek advice from the Secretary if they are in any doubt on this matter.

Otherwise applicants are welcome to submit, in addition to the application form, further detail on their proposal up to a limit of three A4 pages; with any supporting material appended as necessary up to a reasonable limit (see Document Submission below).

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 financial support 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.

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.

Applicants will need to demonstrate that their proposal is well grounded and credible, and that the concept is new or different in some way. It is particularly important that applicants can clearly demonstrate the intended outcomes of their proposal and how its success will be evaluated.

Applicant status

Applications can be submitted by individuals or organisations. As appropriate applicants may be expected to demonstrate their status as a bona fide person or organisation. The applicant will need to show relevant in-depth knowledge of the subject of the application and familiarity with previous work in the field. The Fund will only make grant payments to individuals where safeguards are in place to ensure that grant funds are used for their intended purposes.

Document submission

All documents must be submitted in an electronic format by email to the Secretary no later than 5pm on the closing date for submissions.

The application form must be submitted in Arial 10, Word format only.

All other documentation should be submitted in PDF format, preferably combined into a single document where appropriate. 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. However, applicants must 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.



Rees Jeffreys Road Fund

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.

Secretary, Rees Jeffreys Road Fund

December 2019