



Rees Jeffreys Road Fund

Guidance to applicants

Summary of Key Steps.

- **Contact the Secretary first to register your interest and obtain an application form. To contact the Secretary email secretary@reesjeffreys.co.uk;**
- **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;**
- **Email your completed application to secretary@reesjeffreys.co.uk by or before the submission deadline. The deadlines are stated on our website.**

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.

In December 2020, the Trustees agreed a restatement of the Fund's objectives, which date back to 1950, to make them more relevant and understandable in a modern context to applicants and other interested parties. This restatement is attached at the end of these notes to provide further guidance to applicants.

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.



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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. Details of other potential funders, such as Innovate UK, are set out on the Rees Jeffreys Road Fund website. Bids that seek replacement funding or ongoing revenue support are unlikely to be supported.

Funding is essentially for projects which primarily have a UK focus or application. The Fund is also focused on road use, but projects may include other forms of transport or mobility where this is relevant to, and integrated with, the use of the road.

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

Student Bursaries

The award of student bursaries to study for a Transport related Masters degree 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/>

Applications for funding to support study of a PhD should be submitted by the student in conjunction with their university, using our standard grant application process as set out in this note, rather than the Bursary application process.

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 secretary@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 Chair of the Trustees.

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.



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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).

Applicants should ensure that all information is included in the application form, as the Trustees do not see any email correspondence between the applicant and the Fund's secretary.

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 clearly state 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.

Additional Guidance Notes

- Projects seeking seed funding for commercial ventures will normally not be given priority.
- The Fund will not support applications for works that are clearly the responsibility of Local Authorities and other public bodies. This will include operational road safety schemes such as speed cameras. In exceptional circumstances an application might be considered if it was in support of wider safety or environmental improvements associated with the main scheme, particularly if national application of the findings can be demonstrated.
- Applicants should set out the full costs of their proposal, including VAT (The Fund will not make any separate or additional payments in respect of VAT.)
- The Fund will consider applications for funds to meet the cost of disseminating important and valid research findings. The Fund would also be willing to consider supporting a study into how research results could be better disseminated.



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- The Fund is interested in seeing how projects propose to secure support for decisions to implement innovative or contentious improvements at a national level, for example, what steps are proposed to engage an secure buy-in from both political and the various statutory-body decision-makers.
- The Fund will expect research projects to have signed up to the ESRC code of ethical principles or otherwise to an equivalent code subject to RJRF agreement. <https://esrc.ukri.org/funding/guidance-for-applicants/research-ethics/our-principles-research-ethics-committees/>
- The Fund will continue to support improvements or works to car parks or roadside rest areas, but only if the applicant can clearly demonstrate the wider public benefit this will be provided, for example offering better access to amenities of national significance from the strategic network or providing some innovative insight or development that has national application. The Fund does not accept applications for the cost of repairing or replacing private roads unless there is some innovative aspect of the project that has national application.
- The Fund maintains an interest in roadside verge management schemes. However, having funded such initiatives recently any new applications would need to demonstrate clearly what additional benefits would come from supporting further proposals. The Fund would be interested in proposals for a nationwide review of current verge management schemes.
- The Fund would be interested in good quality proposals for the alternative use of highways for non-car journeys and purposes.

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, including for example, details of not-for-profit status. 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. Applications should be emailed to secretary@reesjeffreys.co.uk.

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.



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Deadlines

The deadline for submission of applications or other agenda items is normally about a fortnight before the meeting, and are set out on our website. 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.

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. Conditions may relate, for example, to the way in which the support of the Fund is to be recognised; how the project findings are to be communicated; funding being dependent upon match funding being secured.

The Fund reserves the right to withdraw the offer of grant funding, where projects fail to make adequate progress or secure match funding within 12 months of the offer of the grant.

Secretary, Rees Jeffreys Road Fund

September 2021



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Rees Jeffreys Road Fund Objectives Updated Interpretation December 2020

Our Charity is established to take forward and promote for the public benefit the life's work of the charity's founder, William Rees Jeffreys. We do this by fostering **innovation** and promoting **best practice** in the **design, lay-out, construction, maintenance, operation, enhancement** and **use of roads** and **associated facilities** (such as lay-bys and roadside rests), to support the economy and improve the quality of life for all, whichever community we belong to and however we benefit from and use roads. Despite the name we are not just concerned with the roads themselves – we are interested in all the many people and vehicles that use them, be that on public transport, as pedestrians, cyclists, motorists or, in days to come, a dizzying array of new vehicles.

Our road network is already extensive – new construction accounts for only a fractional increase in any given year. So, while the **design of new roads** is important to us, including the structures that carry them, such as bridges and viaducts, we are hugely interested in ways to **improve the network** we already have. This can range from engineering projects to make stretches of road **safer** (far from easy when there may be trade-offs to be made in the way we divvy-up road space) through to experimental planting schemes to cut costs and encourage wildlife on roadside verges, and from exploring better ways of funding highway authority activities through to projects promoting safer use by all manner of road users.

William Rees Jeffreys was as concerned as much with **beauty** as he was with functionality. He wanted to promote **quality in the design of roads** and the way they thread into the landscape. He also wanted to foster **an appreciation of the beauty** of that landscape, encouraging the creation of roadside rests and acting to preserve particularly attractive views. Taking this forward, we are interested in projects that explore new ways to **reduce and mitigate the wide environmental impact** of roads and traffic, and also in initiatives designed to enable people to park safely and appreciate the countryside around them, including making opportunities for them to walk, cycle and picnic once safely parked.

Technology has come a long way since the Fund was created in the 1950s. Rolling forward Rees Jeffreys's interest in making roads better today means we are interested in the deployment of new **traffic control systems**, exploiting the **connectivity of modern motor vehicles** and their drivers (for example through the



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smart phones that they carry) to collect and convey information, and in the challenges and opportunities that will come as **automated driving** comes closer. But it's also relevant both to very traditional ways of travelling, using Smart phones to navigate on foot, and wholly new concepts emerging in the field of micromobility.

Rees Jeffreys knew that it was important not to think about roads, or even roads and traffic, in isolation. He wanted to promote more **joined-up thinking and knowledge sharing** between those involved in the **planning, design and management of roads**, those involved in the **design and manufacture of vehicles** (not just cars – Rees Jeffreys was a keen cyclist), those involved in **providing services to road users** (from opportunities to re-fuel or, indeed, to re-charge vehicles through to route information – with hard copy maps in the 1950s, but via satellite navigation today), and in that spirit we have added those involved more broadly in **transport and land-use planning**.

Lastly, but by no means least, William Rees Jeffreys was keen to foster **professionalism, knowledge and skills** amongst all those involved in the activities above.

The means at our disposal

To work towards achieving these objectives, the Trustees of the Fund have identified five avenues for spending the income from the investment of Rees Jeffreys's endowment:

- i) funding a limited number of **bursaries** for students undertaking a full-time masters course in a subject related to highways and transport;
- ii) funding **events** that would promote ideas and bring people together to share knowledge across the highways, engineering, automotive and planning sectors (e.g. lectures, seminars, conferences and workshops);
- iii) funding **research** relevant to our objectives which might be on a topic we identify and commission, for example our study on the case for creating a Major Road Network, or for a study we are approached to fund in whole or part, such as the grant we gave to IAM RoadSmart to carry out research into driver distraction when using in car 'infotainment'. A list of projects we have funded in recent years can be found here at <https://www.reesjeffreys.co.uk/past-projects/>
- iv) funding **physical projects** – the endowment Fund is not of a size to cover the cost of road building, but we are able to contribute to schemes such as in the Brecon Beacons National Park to create a path from a layby towards the Llwyn-onn Reservoir. Another involved experimenting with different planting mixes along roadside verges – we are particularly interested in helping 'pathfinder' projects whose findings could have wider application and who might not otherwise be funded;
- v) funding **educational projects** that spread awareness and understanding about highways, their design and use, particularly aimed at children, for example the grant we gave to DriveSafe and StaySafe Ltd to fund the development of 'The Conies' – an interactive digital platform to educate and empower children to be aware of and manage their own road safety.