

FIGHTING FUND APPLICATION FORM

fightingfund@railfuture.org.uk

This application form is to be used for applications from one of the following:

<input type="checkbox"/> Network Development	<input type="checkbox"/> Rail Defence	<input type="checkbox"/> Promotion
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Please indicate above (by ticking one box) which type of award is being applied for.

Organisation	
Contact Name	
Position	
Address	
Telephone	
e-mail	
Organisation web-site	

Please detail the objective of the campaign and the purpose of the grant.

Campaign Details:		
Grant required for: (meeting, event, leaflet etc.)		
Amount required: £	Total cost of project: £	Planned expenditure date

Please provide further information to support the application as separate email attachments

Railfuture internal use:

<i>Initial Processing</i>	<i>Vetting Group Meeting</i>	<i>Board Meeting</i>
Received: ___/___/20__	Recommended: £_____	Board meeting: ___/___/20__
Acknowledged: ___/___/20__	Applicant told: ___/___/20__	Amount awarded: £_____
Group meets: ___/___/20__	Passed to Board: ___/___/20__	Payment date/ref: _____

Railfuture Fighting Fund Application Form - Notes

Network Development – Awards are for campaigns associated with development of Britain’s rail network (i.e. new or improved infrastructure). This includes: additional facilities at existing stations (e.g. waiting rooms, footbridges/ramps/canopies), new stations and line re-openings and enhancements such as electrification, raised line speed and extra capacity (e.g. passing loops, flyovers, gauge enhancement).

Priority funding will be given to schemes that have local authority and regional plan support. Please provide with this form extracts from regional strategies and local transport plans. For new stations and line re-openings, applicants will be expected to have made progress with the pre-feasibility issues identified in the SRA new station guidelines issued in September 2004 and the 2017 guide written by Railfuture and Campaign for Better transport with the DfT - <http://www.railfuture.org.uk/display1563>.

Applications for **Network Development** funding should be sent to:

Railfuture Infrastructure & Networks Group c/o Chris Austin

20A Park Road, Bromley, Kent BR1 3HP / email christopher.austin@railfuture.org.uk.

Rail Defence – These awards may be used for campaigns associated with opposing reduction to the rail network and services such as cuts in passenger services (e.g. frequency/hours), station or line closures, inconvenience to passengers, proposed sale of railway land that has potential use (e.g. freight access).

For service cuts and closures, applicants should provide details of the existing service, usage, current and proposed bus alternatives, bus/rail journey times, local population levels and possible development plans.

Applications for **Rail Defence** funding should be sent to:

Railfuture Passenger Group, c/o Allison Cosgrove

13 Stories Park, East Linton, East Lothian EH40 3BN / email allison.cosgrove@railfuture.org.uk

Promotion – Campaigns associated with promoting the railway system and services that already exist (e.g. promote improved services to revitalise and strengthen services that might otherwise be under threat)

Applications for **Promotion** funding should be sent to

Railfuture chairman, c/o Chris Page

‘Clara Vale’, Thibet Road, Sandhurst, Berkshire GU47 9AR / email chris.page@railfuture.org.uk

General Notes

1. Forms may be submitted at any time by post or email (please avoid e-mail attachments > 10MB).
2. There is no maximum amount that can be requested or awarded. **Typical awards are £100-£500.**
3. Applications will not be accepted unless this form has been completed. *Railfuture* will give priority to internal applications (e.g. branches) and affiliated groups. For non-*Railfuture* groups, evidence of support from the local Branch or other rail campaign groups is requested. *Railfuture* will consider the date, use and effectiveness of previous grants/sponsorship to the organisation.
4. The relevant vetting group will make a recommendation to the *Railfuture* Board whose decision is final. The Board reserves the right not to award the full amount or not to make any award in a particular period in order to build up funds for the future. Retrospective applications are allowed.
5. Awards to individuals are not possible. To satisfy our accounting and auditing procedures, *Railfuture* may request details of a group’s accounts, constitution/articles, size and history.
6. Money will generally only be payable at the end of the project. Receipts or other evidence of expenditure must be submitted. The money awarded will be absolute (e.g. VAT not added on top).
7. Non-*Railfuture* organisations should acknowledge the grant on any leaflets or related publicity.
8. If the application is urgent and cannot wait for the next group meeting and subsequent Board meeting (4-5 months) then the application must make this clear on the form, stating the reason.
9. Copies of this form can be downloaded from the www.railfuture.org.uk web-site.

Please refer to the **Advice for a successful application Procedure for Processing fighting fund Applications on the following pages.**

***Railfuture* Fighting Fund – Advice to achieve a successful application**

The *Railfuture* Fighting Fund is administered strictly according to good corporate governance.

The *Railfuture* directors have a legal responsibility to safeguard the assets of the company and to ensure that its members' money is used wisely. Therefore, the directors will take a professional approach regarding applications for expenditure.

The first hurdle to cross is:

- a) is the scheme/project/promotion comparable with the aims of *Railfuture* for better services over a bigger railway in Britain for all rail users?
- b) does the activity for which funding is being applied benefit the campaign i.e. will it move the campaign forward and will it be productive?
- c) will there be a tangible output against which success can be measured?

The applicant should show why alternative approaches have not been chosen:

- d) are there more effective – and possibly more cost-effective - ways of achieving success?

The applicant also needs to show that they have sought value-for-money:

- e) how many businesses have supplied quotes, and why were those businesses selected?

Railfuture should not be asked to fund a large proportion where other funding sources exist:

- f) what proportion of the total expenditure that *Railfuture* is being asked to contribute? If more than one arm of *Railfuture* is contributing then all contributions need to be declared.
- g) what are the non-*Railfuture* sources of funding?

Finally, an external applicant will need to show *Railfuture* what benefit it will get from making a financial award. The principal benefits would be:

- h) it helps to deliver a *Railfuture* campaign
- i) it may attract more people to become *Railfuture* members
- j) the outputs will be made available to *Railfuture* so that it can use them in its campaigning
- k) *Railfuture* gets public acknowledgment and promotion – the higher profile the project then the more likely that *Railfuture* will get mentioned in publicity
 - An applicant that can show it is 'media savvy' or has a large support base may be considered more favourably. *Railfuture* would expect to be recognised on each of its media channels such as its website, Twitter account, Facebook, Instagram and so on.
 - It will also help if the mentions that *Railfuture* get are long-lasting e.g. a plaque at a station might have a life of ten years.

***Railfuture* Fighting Fund – Procedure for Processing Applications**

The *Railfuture* Fighting Fund is administered strictly according to the process described on these pages.

Awards are authorised only by the Board of Directors of *Railfuture*. Notification will be provided in writing on letter-headed notepaper, with a signature by the *Railfuture* Chair, Vice Chair or Director of Finance & IT. No other representative may create a financial liability on behalf of the Society.

Prior to the application being processed by the Board of Directors it will be vetted by the relevant group (except Promotion awards, which are vetted by the national chairman in consultation with colleagues) with recommendations passed to the Board.

The recommendation from the vetting stage will be one of:

- Full award, with conditions
- Partial award, with conditions
- No award.

The reasons behind the recommendation will be given. A copy of the recommendations will be provided to the applicant prior to a decision by the Board. The applicant may challenge the recommendations by writing directly to the national chair prior to the Board meeting.

The Board may disagree with the recommendation, rejecting or accepting an award, and may add or remove conditions. Once the Board has made a decision there will no further opportunity for appeal.

The application will be processed in four stages:

- ***Acknowledgement*** sent to applicant, perhaps with request for more information
- ***Vetting*** stage - recommendation to Board, with details copied to applicant
- ***Decision*** made by Board of directors, with response forwarded to applicant
- ***Payment*** of award once conditions have been met and evidence of expenditure is received.

Stage 1 – Acknowledgement

When the application is received by one of the three recipients (shown above) the form will be checked that it has been completed correctly and has sufficient information. If the form is incorrectly completed it will be returned by the recipient with rejection reasons, with no further processing until it is re-submitted.

The recipient may consult their colleagues to decide if further information or clarification is required.

The application will be acknowledged by email and a date will be given when the application will be vetted (normally at the next group meeting). Further information may be requested which must be provided by the date set, otherwise the vetting stage may be deferred.

Stage 2 – Vetting and Recommendation

The group will vet the application to ensure that it is a good use of the *Railfuture* Fighting Fund:

- The campaign is compatible with *Railfuture* aims and objectives
- The activity incurring expenditure is an effective way of that organisation achieving its aims
- The amount being requested is appropriate; whether the activity could be done more cheaply
- Whether the applicant has obtained match funding or could obtain funding elsewhere
- The legitimacy, reputation and longevity of the organisation making the application; whether they are likely to be in existence in the long term (not relevant if organisation is a one-off campaign)
- Whether *Railfuture* will benefit by making an award – e.g. good publicity for *Railfuture*
- Any other criteria that the vetting group deems appropriate.

The vetting group will have also consulted the relevant *Railfuture* branches. It will then produce a recommendation consisting of the amount to be awarded (which could be nothing), or a proportion of the amount (e.g. 50% of the expenditure up to a specified amount), any conditions (e.g. *Railfuture*'s financial contribution must be mentioned in literature along with its web-site address). It will also give its reasons.

This recommendation, which must be in writing, either by letter or e-mail, must be forwarded to the Board with a copy to the applicant. This should be done within two weeks of the group meeting.

Stage 3 – Decision

Prior to the Board meeting taking place the chairman will check that the vetting procedure has been followed. The application form, recommendation from the vetting group and any written appeal from the applicant will be provided to Board members amongst the papers for the meeting.

The Board's decision, which may differ from the vetting group's recommendation, will be one of:

- Full award, with conditions
- Partial award, with conditions
- No award.

The Board will ensure that an award does not create a precedent that may have a detrimental effect on *Railfuture* in the future.

The chairman, vice chairman or financial director will, under instruction from the Board, write to the applicant, normally within two weeks of the Board meeting, informing them of the decision.

The letter will state:

- Amount of the award (in both numbers and words)
- Specific purpose for which it is awarded
- Date by which expenditure must have been incurred and request for payment received
- The *Railfuture* officer and address to which request for payment, and method of payment (cheque or supply bank account details for bank transfer) should be made. However, if the application is retrospective (i.e. evidence of expenditure was included with the application) then the letter may include a cheque (or confirmation of bank transfer) for the awarded amount.

The applicant will accept the following conditions upon application, whether or not explicitly stated in the Board's decision letter:

- The organisation cannot use the award for a different expenditure without approval in writing
- If the organisation spends less than was awarded, *Railfuture* will pay up to the amount incurred.

Appeals: Except where the applicant can demonstrate that the described procedure has not been correctly followed to such an extent that the Board did not have sufficient information to make an informed decision, there is no right of appeal. An appeal is not acceptable on the grounds of an award (or larger award) having been made in the past.

Stage 4 – Payment

Railfuture will aim to make payment within 14 days of receipt of request for payment by the appropriate officer, subject to satisfactory evidence of expenditure being provided.

Revision to process for urgent applications

For urgent applications only, typically for rail defence, to escalate the process, the *Railfuture* chair (in consultation with other directors) may authorise awards up to £500.

END.