



JAQU Community walking grants

Application Form

The community walking grant is to assist communities to implement group activities which encourage people to walk locally in Leicester. The emphasis is on local walking to encourage more people to explore the city of Leicester on foot (its streets, parks and waterside) and discover good short walks close to home.

Through the Joint Air Quality Unit (JAQU) Leicester City Council is awarding grants of up to **£300** each to community groups organising activities which encourage people to walk locally in Leicester. The funding is available from December 2021 until March 2023 and applications can be made any time within this period. Please see our website for suggestions of how the money could be used:

www.choosehowyoumove.co.uk/community-walking-grants/

Application Process: A small panel of staff will review applications fortnightly (until March 2023) to determine the outcome of an application for award funding. We may contact you prior to the review if we need more information about your proposal. We will notify you of the decision as soon as possible after your application has been reviewed.

We welcome your pre-application enquiries. Please contact Sara Coy and Nikita Kalyanji:
email: choosehowyoumove@leicester.gov.uk

Closing date for the receipt of completed applications: March 2023

Section 1: About your community group

1.1 **Name of community group:**

1.2 **Address:**

1.3 **Name of representative officer**

(Person in your organisation responsible for the delivery of the project)

Name:

Position in your community:

Telephone number:

Email:

1.4 Is your community group a constituted group with a bank account? Yes / No

Name of bank:

Account name:

Account number:

Sort code:

1.5 Does your group have public liability insurance cover? Yes / No

(Note: We will only consider applications for groups who have cover. Please submit a copy of your public liability insurance certificate with this application. Please refer to our criteria.)

Section 2: About your proposed walking activity/ project

2.1 Briefly describe your activity or project?

2.2 When is your activity or project due to take place?

2.3 Where will your activity take place?

2.4 How many participants are you hoping to attract?

2.5 How will your activity or project encourage the community to walk more?

2.6

Please detail your activity or project costs:

In the table below please list what you would like to spend the money on. Provide the approximate cost for each component (e.g. Room hire £_; Pedometer £_; Speaker fees £_).

Please Note: Costs for Minibus, taxi or coach hire to transport walkers to a non-local destination (whether in Leicester or beyond) will not be considered.

Itemise each component below...	Approximate cost £
Total	

2.7 Is your planned activity part of a fund-raising initiative? Yes/No

If yes, what is the name of the charity/organisation you are raising money for?

How is the money being raised (*e.g. sponsorship, collection at the events, other etc*)

Section 3 - Monitoring and Evaluating your activity/ project

In this section please outline what you hope to achieve: how you will measure the success of your activity or project in the short term, and also its impact in the longer term

3.1 How will you measure the success of your project?

e.g. the number of participants at walks; inviting participant feedback; social media metrics; etc.

(Note: If your application is granted we will ask you to feedback on this, so be sure to record before and after figures or other relevant information for your project).

3.2 What do you aim to achieve in the longer-term?

e.g. The community walking together more regularly; improved knowledge of local places to walk etc.

Section 4 - Please review and submit your application

4.1 By signing (below) and submitting this application you agree to the Terms and Conditions of the grant including accepting liability for the activity/project you are organising.

Signed:

Date:

Print name:

Position in organisation:

Please submit your application, together with any supporting documents to:

Post:

Community Walking Grants
Transport Strategy
Leicester City Council
2nd Floor, Rutland Wing
City Hall
Charles Street
Leicester. LE1 1FZ

Email:

choosehowyoumove@leicester.gov.uk

Please write '**Community Walking Grants**' in the email subject.

Terms and Conditions

1. Applications will only be accepted from community groups based within Leicester.
2. The proposed walking activity/project must take place locally, within the city of Leicester or within walking distance of the city boundary.
3. Grant funding must be used solely for the project agreed. This includes the items detailed in your application above or as subsequently agreed with Leicester City Council. Leicester City Council reserves the right to reclaim unspent monies or monies spent on projects not within the agreed grant.
4. The contribution of Leicester City Council is to be recognised in any publicity or promotion of the project.
5. All press releases in connection with the project must be agreed with Leicester City Council.
6. The Choosehowyoumove logo should be incorporated, as agreed. The phrase 'part funded by the Joint Air Quality Unit' should also be incorporated in any written publicity.
7. Submission of monitoring information, as agreed to demonstrate to funders how the grant has helped to encourage the local community to walk more.
8. Ownership and future maintenance of the project to be the responsibility of your community group unless exceptions are specifically agreed in the award letter.

Privacy Statement

DATA PROTECTION ACT 1998 and FREEDOM of INFORMATION ACT 2000

Personal data supplied on the Sustainable Travel Grant Application Form will be held on computer and will be used in accordance with the Data Protection Act 1998 for statistical analysis, management, planning and in the provision of services by the City Council and its partners. The information will be held in accordance with the Council's records management and retention policy.

Information contained in the Sustainable Travel Grant Application Form may be subject to release to others in accordance with the Freedom of Information Act 2000. Certain exemptions from release do exist including where the information provided is protected by the Data Protection Act 1998.

This application form and other information about travel in Leicester and Leicestershire can be found at www.choosehowyoumove.co.uk