



Choose How You Move Primary School Grants

Terms and Conditions:

- Grant funding must be used for the project agreed. Leicestershire County Council reserves the right to reclaim unspent monies or monies spent on projects not within the agreed grant.
- The contribution of Choose How You Move is to be recognised in any publicity or promotion of the project.
- All press releases in connection with the project must be agreed with Leicestershire County Council.
- Where practical, the 'Choose How You Move' logo should be incorporated, as agreed. Stickers that say 'Supported By Choose How You Move' will be provided by the Sustainable Travel Team at Leicestershire County Council.
- Leicestershire County Council may require 'before and after' photographs where appropriate.
- Project monitoring information will be required, as agreed.
- If relevant, the identified source of financial match funding included within the application, should be adhered to.
- Ownership, of all liabilities and future maintenance of the project to be the responsibility of your organisation unless specifically agreed in the award email/letter.
- Applications are limited to one per year. Award of the grant does not preclude further application in future years by the successful applicant, for example for a different proposal or for a proposal by a different section of the organisation. However, in the event of competition for the scheme resources, previous awards to the applicant will be taken into account as part of the assessment process.
- Grants will be assessed in accordance with the key factors and awarded to those bids meeting the criteria subject to available funding.
- Grants will be awarded to the most worthy bids received by an advertised date and assessed by the awarding panel.
- Being selected for the school grant, the school agrees to work towards achieving a Good Travel Plan accreditation level on Modeshift STARS over the course of 3 years.

Data Protection Act

Data collected will only be used for the purpose outlined in this form and in accordance with the Data Protection Act 1998. Please note: key data may be provided to bodies responsible for auditing and administering public funds for the purposes of preventing and detecting fraud

Leicestershire County Council will treat all information as confidential. Please refer to the Leicestershire County Council Privacy Notice

Schools Grant Application Form

Please complete this short form to support your application, once it is completed please send to choosehowyoumove@leics.gov.uk for consideration.

Name of school:

How much is the grant you are applying for? Up to a maximum of £1000.

Will this money be match funded by the school? If match funding through time it will also be expected that the school works with the Choose How You Move team to gain accreditation on Modeshift STARS

Please explain how the grant will be spent and how this will support and increase levels of active travel.

Please give some guidelines of when across the academic year the grant will be spent



BANK DETAILS FOR BACS PAYMENTS

The details provided on this form will be held in our financial system and be used to make payment to the payee detailed in the below fields.

Payee Information

Full Name	
Address	
Telephone Number	
Email Address for Remittances	
Date of Birth	

Bank Account/Building Society Details

Name of Bank or Building Society	
Branch Name	
Sort Code	
Account Number	
Account Name	
Roll Number (required for Building Society Accounts)	

Verification of Details

To prevent any fraudulent activity, we require either a paying-in slip or a bank statement to support your bank mandate submission. If submitting a bank statement, values can be blanked out.

Payee Signature	
Date	
Verification Provided	Paying-in Slip ☐ Bank Statement ☐

Please scan and email the completed form to the department contact that issued this document to you.