

GUIDANCE NOTES FOR UNLTD ROAD SAFETY CHALLENGE AWARDS

These guidance notes should be read with the application form for an UnLtd Road Safety Challenge Award.

About UnLtd

UnLtd supports individuals who want to create positive change within their communities. We call these people 'Social Entrepreneurs': 'Social' because they are interested in their community or society, and 'Entrepreneurs' because they make things happen.

We provide cash Awards and a tailored package of support needed to run enterprising projects.

UnLtd was formed through a unique partnership between 7 leading not for profit organisations that work with Social Entrepreneurs across the UK. (For further information on our founding partners please visit our website at www.UnLtd.org.uk)

In 2010 the Road Safety Challenge Awards were established by UnLtd in Northern Ireland to support safe road use for the whole community and contribute to the strategic objectives of the DoE Road Safety Strategy through support to grassroots innovative solutions. This programme has been funded by the Department of the Environment.

What are UnLtd Road Safety Challenge Awards?

UnLtd Road Safety Challenge Awards are cash Awards to help you turn your ideas into a reality. We also provide advice, training, mentoring and other support services to our Award Winners, to give their projects the best chance of success.

Catalyst Awards range from £500.00 to £5,000 and are to help turn new ideas into real projects. The average Award at Catalyst is likely to be around £2,500.

Award Winners will also become members of the UnLtd Millennium Awards Fellowship. The Fellowship provides additional support and contacts with other Social Entrepreneurs, offering a range of online services as well as local, regional and national events.

Who and what the Awards are for?

UnLtd Road Safety Challenge Awards are for people:

- over the age of 16
- living in Northern Ireland
- applying as an individual, an individual from an organisation or a formal or informal community or voluntary group

Who want to run projects:

- that benefit the public or a community in NI on an issue of road safety
- that need an UnLtd Award to ensure their success
- that offer a learning opportunity for the applicant(s)
- that are a new initiative
- that are an innovative solution to the road safety problem
- that will instigate impact or change from a road safety perspective

To be eligible your project must:

This programme has been funded by the Department of the Environment  DOE

- Have a real impact on road safety.
- Fulfil a clear need and demand.
- Have clear outputs and goals.
- Provide a learning experience or opportunity.

Some allowable expenditure

- Insurance
- Mentoring & support
- Relevant equipment
- Venue hire
- Advertising & publicity
- Printing
- Equipment hire
- Materials
- Travel & subsistence
- IT equipment

Not allowable

- Funding of places on programmes, e.g. Raleigh International or Common Purpose
- Training – unless it is in support of the project (this is at the Director's discretion)
- Top-up funding for an existing project
- Formal academic qualifications (excludes vocational programmes)
- Payment for loss of earnings, professional fees or other costs leading to personal financial gain
- Payments to contractors or third parties. Funds may be used to employ others where it is integral to the project and the applicant retains primary responsibility

Not allowable

Please be aware that UnLtd will consider match-funding (giving 50% of your required amount, while another funder gives the other 50%), but it is unlikely we will consider partial funding, where UnLtd would be one of several funders of your project.

Please note that as this is a DoE-funded programme:

- All Award Winner project funds must be appropriately spent in line with agreed project outputs by 31st March 2011
- All funds not spent by 31st March or not appropriately spent must be returned to the DOE.

Application Form Guidance

Section A: Basic Details and About you

Question 1: Please complete this section fully. The details requested will help us to deal with your application efficiently.

We only use national insurance numbers to check for duplicate applications. If you do not have a national insurance number we will check using your last name and / or date of birth.

To be eligible for an Award, you must be living in Northern Ireland for the duration of your project. We offer support to individuals with special needs.

- Your local authority area is your city, borough or district council.

Question 2: If you have won a previous UnLtd Millennium Award you may still be eligible for an UnLtd Road Safety Challenge Award. We would like to know which Awards Scheme your Millennium Award was from.

Question 3: As this is public money it is necessary to ensure that individuals/ organisations are not being awarded funding for the same project from other government departments.

Question 4: Individuals and formal or informal voluntary or community groups will be eligible to apply for an Award.

Question 5: We request that you discuss your project idea with a member of UnLtd's staff prior to completing the application.

Question 6: This is your opportunity to tell us about yourself and your involvement within the community.

Question 7: Here we would like to know why you want to develop your project: what is your motivation for being involved?

Question 8: We would like to know how you will personally benefit from this project.

Section B: About Your Project

This section of the form asks for details of your proposed project. Please give us as much detail as possible about what your project aims to do and how it will benefit the community on a road safety issue. Please be aware that projects should be designed to take no longer than a year and that monies must be spent by 31st March 2011.

Question 9: It will be helpful to us if you could state in a few sentences exactly what your project aims to do. Please remember we only fund new initiatives.

Question 10: Projects should be of community benefit, so we would like you to explain to us which community you are targeting. Projects must be for the benefit of people resident in NI and their communities on a road safety issue. Projects helping people outside NI will not be eligible. You may include supporting information if you wish (e.g. survey or statistics to show a community need).

Please indicate the specific geographic location (e.g. Cullybackey) where your project will be based.

Question 11: Please explain how you know that there is a need or demand for your project. You may include supporting evidence if you wish.

Question 12: UnLtd offers support for all of its Award Winners. Please suggest the type of support we can offer you.

Question 13: Please detail the total cost of your project. Briefly outline the main categories of your costs, e.g. print costs, IT equipment, insurance.

Question 14: If you are seeking funding from other sources please tell us how much is required and who the other funder(s) are. If you do have other funder(s), it is important that your additional money has already been agreed before you apply to UnLtd.

If your project can proceed without the assistance of an UnLtd Road Safety Challenge Award, you will not be eligible for funding.

Please be aware that your application will not be eligible if you require funding for salaries (either for yourself or for someone else to undertake your project, or part of the project on your behalf). UnLtd are also unable to pay for excessive training costs, and can only pay for training if it is necessary for you to be able to undertake your project.

Section C: References

Question 14: Please give us the details of 2 people, not relatives, who can provide references for you. Please see the referee criteria as stated on the enclosed letter. You must provide us with full address details, including postcodes.

Question 15: Don't forget to sign and date the application form.

Section E: Equal Opportunities Form

All our staff, clients, partners, suppliers and any other person who we work with must follow our equal opportunities policy and not discriminate against anyone for any reason.

Please help us monitor this policy by completing this section. We will only use this information for statistical purposes, and it will not form part of your application assessment. We separate this sheet from your application form on receipt.

Question 16: This identifies the most effective methods of promoting UnLtd Road Safety Challenge Awards.

The Application Process

Timescales: There are 6 application cycles during this programme period. Once you submit your application to us, it should be dealt with within 4-6 weeks.

The process is as follows:

- Upon receipt, we will review your application and if eligible for an Award we will arrange to meet with you to discuss your application in more detail
- We will contact your referees during the application process
- Following the meeting, a recommendation will be made to our Awards Committee
- We will let you know the outcome in writing as soon as we can

If at any stage your application is rejected, we will explain the reasons to you. You are encouraged to reapply should your situation change.

In times of significantly high numbers of applications your application may be unsuccessful, as we may receive applications of a higher standard. In the unlikely event that this occurs, you will be informed in writing.

Assistance: For assistance or further information about UnLtd Road Safety Challenge Awards please call 028 9024 4007 to speak to Geraldine Wilkins or Meabh Cormacain (Development Managers), or visit our website at www.UnLtd.org.uk/northernireland