

FUNDING REQUEST APPLICATION FORM



Notes for Applicants

The Severn Valley Railway Charitable Trust supports vital rolling stock, infrastructure and educational projects to protect and preserve the Railway so it can be enjoyed for generations to come.

The SVR Charitable Trust awards grants from its available funds which meet the objectives of the charity.

Objectives of the Severn Valley Railway Charitable Trust

1. To advance education for the benefit of the public by financing the acquisition, restoration, preservation and operation of heritage locomotives, coaches, wagons, buildings, track and other associated infrastructure.
2. Establishing buildings to house and preserve the Severn Valley Railway Charitable Trust rolling stock collection.
3. Providing education and interpretive displays for the travelling public.
4. Providing educational and skills training used in the restoration, repair and operation of historic railways to ensure their long term survival.

Projects may rely solely on an application to SVRCT for funding, although applicants may wish to consider seeking a partnership of financial support by also applying to organisations such as SVR Company Ltd (the Guarantee Company) or Severn Valley Railway (Holdings) plc, or an external body.

Applications will be considered by the Grants Committee in the first instance. The Committee will assess the application for benefits, implications, timing, feasibility and value, and may ask for supplementary information. The Committee will then decide whether to recommend the application to the Board of Trustees. The outcomes of previous applications will also be considered.

The Applicant will be advised whether or not the application has been successful, and of any conditions attached or time limit for the approved spend.

The Applicant will be required to keep the Grants Committee advised of progress and should, in any case, advise when the project has been completed along with accompanying documentary evidence.

The Committee will seek assurances as to the satisfactory completion of the project before payment of the grant.

FUNDING REQUEST APPLICATION FORM



HOW TO COMPLETE THE APPLICATION FORM

1. Applicant's contact details	Please provide postal address, telephone number (with hours where applicable), and e-mail address.
2. Project description	Be as brief and non-technical as possible to give an overall view of the project. Outline the key stages and dates of the project. Additional details should be attached to the form as necessary. Indicate what strand/s of the SVR strategy the project falls into – Safety, Heritage, People and how this project benefits SVR visitors. Detail who owns the rolling stock/infrastructure /project.
3. Project manager	The project may be managed by someone other than the applicant. (This information will enable the Committee or Board to seek further information.) State who will deliver the project. SVRCT may require a project manager to be in place as part of the terms of the funding being given.
4. Specific area for assistance	If assistance is sought for part of a larger project, or to supplement other available funding, please indicate on your application.
5. Benefits of the project	Please indicate the financial savings or other benefits to the SVR; including which of the Charitable Objectives your application falls into (see Notes above). Include any likely implications (including possible adverse effects) which should be taken into account.
6. Objectives	State which SVRCT objective your project falls into (see above Notes).
7. Approvals	Projects will need approval either internally within the SVR (e.g. the Infrastructure Manager, Senior Leader, SVRH Managing Director, SVRH Head of Finance, Tripartite) or externally (e.g. planning permission). Indicate what approvals have been sought and obtained.
8. Timescales	This will indicate the urgency of the project and when payment is needed. In the event of difficulty, please advise the Grants Committee as soon as possible. N.B. For cash flow purposes the offer of assistance will be time limited as advised by the Committee and will be communicated should approval be given.
9. Property Owner Details	Detail the owner of the vehicle or other item.
10. Funding payable to	Assistance will normally be paid by reimbursement on completion of the project. The Project Manager will be contacted and required to confirm details of payee(s) should approval be given. No work should be undertaken until approval of funding has been given.
11. Safety Equipment	Where necessary any safety equipment needed for completion of the project MUST be specified, together with its source, and the cost included in the total cost of the project. Please specify on a separate sheet.
12. Additional Information	Attach any relevant additional documentation and forward to SVRCT Grants Committee, Number One, Comberton Place, Kidderminster, DY10 1QR or email to: fundraising@svrtrust.org.uk
13. Funding	Please attach details of quotations or estimates to support your application and an indication of contingency plans to cover any shortfall. Details of other funding, including cash held by your fund or group, will assist the evaluation; please indicate source(s).
14. Signature	Where the applicant is not a Head of Department, the form should be countersigned by the Head of Department.

FUNDING REQUEST APPLICATION FORM



Please complete this form with as much detail as possible to help us in assessing your application.

1. Applicant's contact details (name, address, phone, email)		
2. Project description. (Include additional information on a separate sheet)		
3. Project manager name		
4. Specific area for assistance (if part of a larger project)		
5. Benefits of the project		
6. Objectives – please state which SVRCT objective your project falls into.	<input type="checkbox"/> 1. To advance education for the benefit of the public by financing the acquisition, restoration, preservation and operation of heritage locomotives, coaches, wagons, buildings, track and other associated infrastructure. <input type="checkbox"/> 2. Establishing buildings to house and preserve the Severn Valley Railway Charitable Trust rolling stock collection. <input type="checkbox"/> 3. Providing education and interpretive displays for the travelling public. <input type="checkbox"/> 4. Providing educational and skills training used in the restoration, repair and operation of historic railways to ensure their long term survival.	
7. Approvals obtained		
8. Proposed Timescales	Start Date:	End Date:

FUNDING REQUEST APPLICATION FORM



9. Property Owner Details	
10. Funding payable to	
11. Safety Equipment	
12. Additional Information	

FUNDING

13. Funding details		
Amount Requested	£	
VAT Implications?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Is any overrun covered?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Other Funding Sources	Agreed £	Not yet agreed £
Total Cost of Project	£	
Funds held by Group	£	

SIGNATURES

14. Signature of Applicant	Signature of Head of Department (if not Applicant)
Date:	Date:

SVR(H)

SVR(H) - Managing Director Signature	SVR(H) - Finance Director Signature
Date:	Date:

SVR(G)

Copy for your information

FUNDING REQUEST APPLICATION FORM



Attach any relevant additional documentation and forward to SVRCT Grants Committee, Number One, Comberton Place, Kidderminster, DY10 1QR or email to: fundraising@svrtrust.org.uk

FUNDING REQUEST APPLICATION FORM



SVRCT OFFICE USE ONLY	
Project No/URN	
Check with SVRG for any other relevant body to ensure no duplicate applications.	
Grants Committee reviewed date	
SVRH Informed (for non-SVRH projects)	
Decision	
Explanatory notes	
Trustee Board approval, noted	
Caveats required if funded	
Funding Amount agreed	
SVRCT Approval Signature of:	
SVRCT Approval Signature of:	