**Road Safety Community Fund – checklist**

**Due Diligence – each application must include the following:**

1. On-line application form
2. Conflict of Interest Form
3. Reference Form
4. Project Delivery Form
5. Project Budget Form
6. Bank statements (2 months)
7. Accounts
8. Standing Orders/Memorandum of Association/Constitution
9. Safeguarding Policy (if project involves working with children or VA’s)
10. Public liability and employers liability insurance (not relevant to Parish Council’s)

**Consideration of the bid**

1. Does it fit in with at least one of the priorities under the Road Safety Strategy:
* Speed Reduction
* Anti-social Road Use (i.e. racing, risky manoeuvres)
* Distraction Driving (e.g. use of mobile phone)
* Drink or Drug Driving
* Road Victims and their Families
* Use of seatbelts, including Child Restraints and Seats
* Educational Initiatives Leading to Positive Behaviour Change
1. Is there evidence of a problem/gap?
2. How are they going to measure success?

**VAS applications**

1. Clarity on exactly what devices they are requesting
2. Section 50 licence: either copy of existing licence or evidence they have applied for one (if they already have one) **NOTE** – *S50 licence costs £321. The grant amount must exclude costs for and associated to a S50 licence, the parish council must fund for this.*
3. Posts: are there existing posts and are they sufficient? If not, include cost of posts
4. Where is the sign to be located?
5. Quotes
6. Evidence of consultation with Parishioners
7. Evidence of problem (e.g. Community Speed Watch results, crashes/collisions)

**Process**

1. Use checklist to see if any missing info/docs
2. Acknowledge receipt and raise any queries/requests for further info
3. Forward application documents and high-level observations onto Paul Fell (CC Paul Golley)
4. Paul Fell to forward the application to the rest of the panel for approval
5. Once comments back from the panel, Paul Fell to advise on application outcome. Options: Approve / Approve subject to further info / Decline
6. Send outcome letter
7. If approved, send out contract and account detail form
8. Once received back, send to finance for processing
9. Update ‘spend’ spreadsheet