

## AJ1 Project Road Safety Fund – Document of Understanding

### Information Required from **Kirkbymoorside Town Council in partnership with Ryedale Cycle Forum**

Your application requested a total of **£20,000.00** to support **Safe Cycle Route Section A**. The AJ1 Project Road Safety Fund will provide you with a total funding amount of **£20,000.00** to support the above named project as described in the Application form, any amendments or changes agreed between you and the Commissioning and Partnerships Manager acting on behalf of the Grant Provider **and subject to the conditions outlined below:**

- **Project will be delivered in line with all NYCC guidance, policy and protocol.**

In order to progress your application please can you answer the following questions as fully as possible and return to [nicole.hutchinson@northyorkshire.pnn.police.uk](mailto:nicole.hutchinson@northyorkshire.pnn.police.uk). If any further information is required, you will be contacted as soon as possible.

1. Please can you confirm if the funds applied for are still required and the estimated timescale for the project?
2. Will you be able to provide receipts to confirm how the funds have been spent?
3. Please confirm that the organisation has the following in place and that these can be provided as required:
  - a. Adequate public liability, employers liability and indemnity insurance limits
  - b. Appropriate Safeguarding, Diversity and Health and Safety policies
  - c. Appropriately qualified and experienced staff to deliver the project being funded [including DBS and / or NYP vetting checks as applicable]
4. Will you be able to demonstrate how the funds have been used and what differences have been made, as referred to in your application form?
5. Would you be able to scan and forward a copy of the Bank paying in slip for the account you intend to use to receive the funds?
6. Do you anticipate the full amount provided to be spent or is there potential for an under spend on the funds?
7. Do you anticipate any problems in managing and/or spending the funds released to you for the sole purposes as outlined in your application and within the timeframes specified? If yes please provide details.
8. Subject to the final approval of your application, what name would you require the contract to be in?
9. Please can you confirm whether the organisation would be happy to be named and/or contacted by the PFCC or NYP to promote successful community fund applications, in line with GDPR?
10. Please can you confirm that you will provide a progress report **at the conclusion of the project**. This enables us to see how the money is being put to good use and helps us to raise the public awareness of the excellent work being done, in line with GDPR requirements accordingly. This will not only benefit your project, through a more prominent public profile, but also encourages others in your community to submit high quality bids for grants. A template will be provided as part of the Grant Agreement to assist you with this.

Could you please send your progress and end of project reports to [nicole.hutchinson@northyorkshire.pnn.police.uk](mailto:nicole.hutchinson@northyorkshire.pnn.police.uk)

*I confirm the answers I have provided above are a true and accurate reflection. Together with the Application, any amendments or changes agreed between you and the Commissioning and Partnerships Manager acting on behalf of the Grant Provider, this document forms part of the overall contractual Grant Agreement*

**Signed on behalf of**  
**Kirkbymoorside Town Council in**  
**partnership with Ryedale Cycle**  
**Forum**

**Name**

**Position**

**Date**