

## Customer and Community Investment Fund – Application Template

### Key points to be aware of before applying

- An application **must** align with one of the three priorities the fund supports
  - Better for People
  - Better for Places
  - Better for Planet

For more information, please see the ‘Priorities’ section of the application.

- Our preference would be to support small and medium-sized charities or voluntary organisations. An industry-wide definition would be.
  - small organisations (those with an income between £10,000 and £100,000)
  - medium-sized organisations (those with an income between £100,000 and £1m).
- The minimum amount that can be requested is £1000 and the maximum amount is £10,000.
- We would prefer to be the sole funder, or one of two funders for an application.
  - We would not want to fund an application where we are one of several funders.
- The project and charity do not need to be located within the immediate proximity of an LNER station; instead, the fund is open to those located within 15 miles of the LNER route, in England and Scotland. Please see the [LNER Route Map](#).
- **Only online applications will be accepted.**
  - Which will be accessible via the [LNER Website](#) when it goes live.
- *Once you have started the online application, do not leave the application form as you will lose any information that has been added.*

<b>Conflict of interest</b>	<p>Applicants must disclose any links to London North Eastern Railway, that could result in a conflict of interest.</p> <p>Below are some instances of certain conflicts of interest. As it is not possible to list all conflicts of interest it is the applicant’s responsibility to avoid and properly address any situation involving a conflict of interest or potential conflict of interest.</p> <ul style="list-style-type: none"> <li>• The applicant is employed or has previously been employed by London North Eastern Railway.</li> <li>• A charity, group or organisation that is submitting an application, includes a member that has been employed or previously employed by London North Eastern Railway.</li> </ul> <p>If you have any questions about this, please email <a href="mailto:ccif@lner.co.uk">ccif@lner.co.uk</a>.</p>
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<b>Registered Company Name</b>	
<b>Registered Company or charity Number</b>	
<b>Annual Income</b>	
<b>Company / Organization Name</b>	
<b>Projects Name</b>	
<b>Contact Name, Phone number and Email address</b>	Should we need more information about the project, please provide a name, contact number, and email address.
<b>Nearest Station</b>	Please choose a station from the drop-down box
<b>Post code</b>	
<b>Brief Project Summary</b> <i>Letter Count - 1000 letters, which includes spaces</i>	Details provided in this section may be used externally, to assist in making the final decision on which projects we will support.
<b>Please list whom the of primary beneficiaries will be</b>	
<b>Please share the number Beneficiaries who will be impacted by the project</b>	
<b>Primary age group that will be impacted</b>	

<p><b>Priorities</b> <i>Letter Count - 3000 letters, which includes spaces</i></p>	<p>Please tick the priority the application will support. Only one priority can be chosen.</p> <p> <input type="checkbox"/> Better for People  <input type="checkbox"/> Better for Places  <input type="checkbox"/> Better for Planet         </p> <p>Please outline how the project will address the priority selected. You can include how the project links into the other priorities, if you feel it is relevant to the application in this section.</p>
<p>There are three priorities the fund supports: Better for People, Better for Places and Better for Planet</p> <p><b>Better for People – Fostering a culture of equality, that champions diversity and inclusivity.</b></p> <ul style="list-style-type: none"> <li>• Supporting diverse and inclusive community projects, creating opportunities for learning and social mobility.</li> <li>• Creating a culture of positive mental health, bringing people and communities together.</li> </ul> <p><b>Better for Places – Creating skilled and inclusive communities along our networks that can thrive.</b></p> <ul style="list-style-type: none"> <li>• A focus on building skills, promoting employability and education amongst marginalised groups by investing in the skills requirements of now and in the future.</li> </ul> <p><b>Better for Planet – Conserve resources, reduce waste and reuse where possible</b></p> <p>Supporting environmental projects and encouraging sustainable mobility within communities. There are three areas we would like applications to focus on:</p> <ul style="list-style-type: none"> <li>• Biodiversity – projects on rewilding areas, creating new or extending existing wildlife corridors and regeneration of urban spaces</li> <li>• Sustainable Travel – projects that encourage communities to travel more sustainably, to and from LNER train stations.</li> <li>• Waste Reduction and the Circular Economy – we would be open to projects that would help LNER to reduce or convert waste into a reusable asset.</li> </ul>	
<p><b>Project Scope</b> <i>Letter Count - 6000 letters, which includes spaces</i></p>	<p>Please consider the following questions when completing this section</p> <ul style="list-style-type: none"> <li>• What is the identified need?</li> <li>• How will you spend this grant to address the need in your area?</li> <li>• What positive changes would this grant make to the lives of people who use your project/service?</li> </ul>

<p><b>Organisation's Aims &amp; Activities / Background</b> <i>Letter Count - 3000 letters, which includes spaces</i></p>	<p>Please tell us about your organisation, and its experience of helping people and the impact of your previous work; you may also want to tell us about the people involved in your project and why you are confident in their ability to make the project succeed.</p>
<p><b>Total CCIF amount been requested</b></p>	<p>The proposal should set out how much funding is requested from London North Eastern Railway Customer and Community Investment Fund.</p>
<p><b>Total cost of project. Inc a breakdown of costs.</b></p>	<p>An application will <b>not</b> be considered if a high-level breakdown of the project costs is not included.</p> <p><b>The maximum amount that can be applied for is £10,000.</b></p> <p><b>Requests over £10,000 will not be considered and will be removed from the application process.</b></p> <p>The minimum amount that can be requested is £1000.</p> <p>For all requests, the following will be required.</p> <ul style="list-style-type: none"> <li>• High-level Breakdown of project costs <ul style="list-style-type: none"> <li>○ Which needs to include the total cost of the project, even if you are not applying to LNER CCIF for the full amount. It should set out how the costs have been reached.</li> <li>○ Will need to show how the CCIF amount sits within the project costs, and which parts of the project this funding will deliver / support.</li> </ul> </li> </ul>
<p><b>Any confirmed match funding and source of funding.</b></p>	<p>Although funding is available for 100% of project costs, applicants should be aware that the panel will consider applicants that are offering some contribution to the project costs.</p> <p>This could be financially through their own fundraising efforts or 'in kind' through the support of volunteers getting involved and giving their time.</p> <p>We would prefer to be the sole funder or one of two funders for an application. We would not want to fund an application where we are one of several funders.</p>
<p><b>Project Benefits</b></p>	<p>Please consider the following questions:</p> <ul style="list-style-type: none"> <li>• What will constitute a successful project?</li> <li>• What are the expected outcomes?</li> </ul>

	<ul style="list-style-type: none"> <li>• Include targets, you expect to achieve or deliver.</li> <li>• Please explain how you will measure, capture, and report on the positive changes made.</li> </ul>
<b>Timescales</b>	A high-level breakdown month by month of the key activities and timescales over 12 months should be included.
<b>Additional information</b>	