



NEIL PRIEST  
Railways for All  
Department for Transport  
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London  
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Telephone: 020 7944 6987

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XX January 2010

Dear

## **ACCESS FOR ALL SMALL SCHEMES FUNDING**

Thank you for your application(s) for Access for All Small Schemes funding.

I am pleased to inform you that the following application(s) have been successful. Based on the information provided in your application(s) and any subsequent correspondence, we will provide Access for All Small Schemes funding of no more than the maximum value stated below. We will also only provide Access for All Small Schemes funding to a maximum percentage of the Final Scheme Cost as calculated from your Application.

Please note that the success of your application is conditional upon all works being completed by **31 March 2011**.

| Ref | Scheme | Stations | Forecast<br>Scheme Cost* /£ | Maximum<br>Funding /£ | Maximum<br>Percentage* |
|-----|--------|----------|-----------------------------|-----------------------|------------------------|
|     |        |          |                             |                       |                        |
|     |        |          |                             |                       |                        |

(\*) as calculated from your application and applied to your Final Scheme Costs

## [INSERT PARAGRAPH ON ANY UNSUCCESSFUL SCHEMES]

### Operations and Maintenance Costs

This offer of funding is made only in respect of the capital costs of the above scheme(s). The Department for Transport accepts no liability for ongoing maintenance, repair or renewal costs associated with the provision of these facilities.

### Scheme Status

In order to allow us to keep track of progress we require you to provide us with an update on progress by email to [railwaysforall@dft.gov.uk](mailto:railwaysforall@dft.gov.uk), by the following dates:

- 30 June 2010
- 30 September 2010
- 7 January 2011
- 31 March 2011

Please put "**Small Schemes Funding: [your organisation]**" in the subject field, along with the Reference number from the above table. We may also contact you from time to time for information about the progress of your scheme(s). Updates should be provided using the form attached to the back of this letter.

### Marketing & Communications

One of the key objectives of the Railways for All Strategy is that barriers to travel for disabled people are reduced. Therefore where projects improve accessibility we encourage you to advertise the benefits to passengers.

The Small Schemes funding is a key part of this Strategy and we request that any internal or external marketing information which describes these schemes includes the phrase:

**“[part funded by] the Department for Transport’s  
Access for All Small Schemes funding.”**

### Payment

Payment will be made after successful handback of the scheme. Please apply in writing, by email or letter, stating which application(s) you are applying for payment. Please provide sufficient evidence to demonstrate:

- the **Final Scheme Cost** - eg please include copies of all appropriate invoices.
- that your approach to cost management achieved **value for money** - eg please include details on your procurement methodology including how you applied prevailing best practice.
- that the scheme is **complete and operational** - eg please include copies of handback certificate(s) and photographs.

Please enclose all necessary supporting documentation including tender responses, tender assessments and invoices from contractors. We will then review your application before confirming that we agree to the payment.

We will ask you to invoice us after we have agreed your application for payment.

### **Existing Franchise Commitments**

If you are a franchised TOC, Access for All Small Schemes funding is over and above any committed obligations within your franchise agreement. It is not possible for you to use the Small Schemes funding to reduce financial commitments in your franchise.

For example, if your franchise contains a Minor Works fund, the Small Schemes funding is in addition to this fund.

If you have any questions about how this should be interpreted, please contact your franchise manager.

### **Scheme Changes**

The Small Schemes funding is subject to delivering the works as detailed in your application and may be withdrawn or withheld if the scheme changes.

If you have a material change to a proposed scheme (or are unsure if a change is material) or decide to delay the scheme such that it is unlikely to be completed before the end of March 2011, **you must contact us immediately** and not proceed until the Department has written to you agreeing that the change is acceptable.

The Small Schemes funding is a key part in widening access to our railways and we thank you for your support.

If you agree to these terms and conditions laid out in this letter, please sign and return the Acceptance Form. If you have any questions regarding your application or this letter please contact me.

Yours sincerely

**NEIL PRIEST**  
**Railways for All**

## Access for All Small Schemes Funding

### Acceptance of Small Schemes Funding Application(s)

The Department for Transport has accepted your following applications for Small Schemes funding:

| Ref | Scheme | Stations | Forecast Scheme Cost* /£ | Maximum Funding /£ | Maximum Percentage* |
|-----|--------|----------|--------------------------|--------------------|---------------------|
|     |        |          |                          |                    |                     |
|     |        |          |                          |                    |                     |

(\*) as calculated from your application and applied to your Final Scheme Costs

In signing this form, I agree:

- to the terms and conditions of this acceptance letter.
- that the information provided by me in my application(s) and any subsequent correspondence, is to the best of my knowledge correct.
- that I will provide information on the progress of the schemes to enable the Department to undertake such due diligence to satisfy itself that the objectives of this funding are being met.

**Signed** \_\_\_\_\_

**Name** \_\_\_\_\_

**Date** \_\_\_\_\_

Please sign and return this form to:

Neil Priest  
Railways for All  
Department for Transport  
Zone 4/23  
Great Minster House  
76 Marsham Street  
London SW1P 4DR

## ACCESS FOR ALL SMALL SCHEMES FUNDING

Update on progress – station:  
Date of report:

Reference

Note: a copy of this form must be completed and returned to [railwaysforall@dft.gsi.gov.uk](mailto:railwaysforall@dft.gsi.gov.uk) no later than: **30 June 2010, 30 September 2010 7 January 2011 and 31 March 2011.**

### Contact details

|  |  |              |  |
|--|--|--------------|--|
| Name   |  | Organisation |  |
| E-mail   |  | Telephone    |  |
| Address  |  |              |  |
| If you are a franchised Train Operating Company, who is your main DfT contact? |  |              |  |

### Progress since last report

Please provide a summary of the work carried out since the scheme commenced or the last report to DfT

|  |
|--|
|  |
|--|

### Activities planned before next report

Please provide a summary of the next stages of the project

|  |
|--|
|  |
|--|

### Finance

| Original Forecast of Scheme cost/£ | Agreed maximum DfT funding/£ | Maximum % | Cost of work done to date | Estimated final cost |
|------------------------------------|------------------------------|-----------|---------------------------|----------------------|
|                                    |                              |           |                           |                      |

### Completion Date

| Original estimated completion date | Current forecast completion date |
|------------------------------------|----------------------------------|
|                                    |                                  |

**Project risks**

Please provide details of any risks to the project being completed on time or to budget

**Further information**

Please provide us with any further information you feel is relevant

Note: if there any proposed changes to the scope of the project, or potential slippage of completion dates beyond the end of the financial year, then the DfT should be notified immediately.