

# CIHT Foundation

## Guidance Notes for Bidders

### Introduction

The CIHT Foundation receives charitable donations from collections and other appeals to distribute to activities and projects that CIHT can support as part of its charitable objects. Its focus is on supporting schemes of an educational or innovative nature that advance the art and science of highways and transportation and contribute to best practice. The Chief Executive in conjunction with the Senior Vice President is responsible for judging bids for funds that match its criteria.

### General criteria

The use of Foundation funds must be in accordance with CIHT's charitable objects "to advance for the public benefit the science and art associated with highways and transportation in all their aspects and to promote education, training and research in and development of the said science and art".

CIHT will base its judgment on the degree to which bids meet the following general criteria. To be successful bids must match at least one of these criteria.

1. Bids that are innovative in nature and contribute to the development of best practice in the field of highways engineering and transportation.
2. Bids that encourage skills development in the field of highways and transportation and or involve working with younger people and schools to promote careers in engineering or transportation.
3. Research work that contributes to the development of the art and science of transportation.
4. Educational research grants that contribute to innovative work and the development of national best practice.

### General guidance notes for bidders

1. Grants can be made up to a maximum of £5000 in respect of any one application.
2. Priority will be given to supporting projects of a one off nature. Applications to support the core costs of organisations will not be supported.
3. There will be a limited number of research grants available at any one time.

4. The Foundation will not fund political parties, political lobbying or non-charitable activities.
5. Grants can be paid directly to individual applicants and bona fide organisations subject to their agreement to the terms and conditions made by the Foundation to ensure the proper use of funds.
6. The Foundation wishes to ensure that the money available is allocated so as to maximise the benefit to the community and will give priority to applications that bring in funds from other sources, involve partnership and co-operation between organisations and or are sustainable and provide a long-term legacy
7. Applications can be made for funds at any time using the standard application form provided. Applications will be considered by the Chief Executive in conjunction with the Senior Vice President. Their decision will be final.
8. Grants will normally be paid at the completion of the project and any relevant conditions on the grant have been met. The Foundation will be as flexible as possible when making grant payments subject to protecting the funds for which it is responsible.
9. For small grants (less than £1000) the Foundation may agree to payment in advance of expenditure if a suitable case is made.
10. A schedule of payments for larger grants will be agreed on a case by case basis, the objective being to use arrangements that best suit the organisation to be funded.
11. Grants should normally be spent within twelve months of the money being approved, although requests for extensions or slight variations will be considered.
12. Recipients will be expected to agree to spend the funds for the purpose agreed in a given timescale, to maintain auditable records of expenditure and to produce a report (and other promotional material as requested) in an agreed form to evidence completion and outcomes from the project.
13. CIHT reserves the right to apply specific conditions to the award of grants where considered necessary.

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