To raise awareness and support delivery of green infrastructure in central Scotland, this award provides an opportunity for young people to travel anywhere in the world to develop their knowledge on a specific topic related to the categories of study.

**Call for entries and guidance**

Young people resident in Scotland and under the age of 26 are invited to apply for the CSGN Young Persons Travel Grant to develop their knowledge on a specific green infrastructure topic which could inform the development and delivery of the Central Scotland Green Network (CSGN).

Up to three successful applicants will each be awarded up to £1000 (£500 if only visiting the UK) for a single trip to take place by the end of 2018. On completion of their visit, award winners will be required to produce a record of their visit. This must take the form of a written report and a comprehensive photographic and/or video record of what you have seen.

**Categories of study**

Applicants are asked to come up with an original, well researched and achievable proposal which outlines a study trip anywhere in the world where they can learn more about one or more of the following topics:

- Looking at how young people are influencing (or could influence) environmental / climate change / active travel / food growing policy
- Exploring ways to raise awareness and engage young people in concepts like urban greening and green infrastructure
- Identifying and recording how young people are directly engaged in greening damaged land (like vacant and derelict land, old quarries etc.), in creating opportunities to encourage walking and cycling, and/or food growing initiatives.

Applicants should ensure that their proposal fits at least one of the above categories otherwise their submission will not be assessed by the judging panel.

**How to apply**

Applicants must fill out the application form and submit this by email to funding@csgnt.org.uk

Please check your eligibility and read our rules before applying.

Your application must be sent to us no later than midnight on 1 April 2018.

**Eligibility requirements**

To apply you must be:

- Aged 18 to 25 on 1 April 2018
- Are currently eligible to live or work in the UK
- Currently resident in the CSGN area
- Be eligible for a passport when you apply for your visit
- If you are a student, the travel must be extracurricular
- If you are employed, your employer must sanction your trip unless you are taking paid or unpaid leave.

If you have a registered disability and can provide evidence that you require a carer or personal assistant to support you then we will also cover their associated costs up to our maximum level of grant support per person.

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Our Rules

General considerations
We will only accept one application per individual.
You must complete all sections of the application form otherwise your application will not be considered by the judging panel.
All proposed travel must be complete by the end of 2018 and the final report lodged with the Central Scotland Green Network Trust (CSGNT) by 15 March 2019.
As a condition of entry, you agree to:
1. Creating the agreed project report to capture the visit and including, if relevant, videos, photo diaries and any other forms of documentation showing the learning experience
2. Being interviewed by CSGNT/journalists before and after your trip for the CSGN online newsletter and national or local press or trade publications
3. Attending the CSGN Forum on 14 June 2018 in Glasgow (we can assist with travel costs if you are a student or are unemployed) to receive your travel award notification.

What we won’t fund
Your visit can form part of an extension of existing travel arrangements for the purpose of the study but this should be made clear in your application and we will only pay for additional costs.
We will not consider any of the following:
— Proposals which only benefit the applicant and show no relevance or potential for wider application by CSGNT or other CSGN partner organisations
— Joint or team applications or visits – we will fund only one individual and will not fund groups or teams
— Visits which are already funded
— ‘Gap year’ activities
— Volunteering
— Academic or post-graduate studies
— Degree placements
— Student grants
— Internships.

Grant timetable

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Grant opens for applications</td>
<td>10 January 2018</td>
</tr>
<tr>
<td>Grant closes for applications</td>
<td>Midnight 1 April 2018</td>
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<tr>
<td>Applications sifted for compliance – shortlist issued to assessors</td>
<td>9 April 2018</td>
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<tr>
<td>Assessment panel meets to shortlist and recommend three preferred applications</td>
<td>16 April 2018</td>
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<tr>
<td>Applications notified and asked to attend CSGN Forum</td>
<td>27 April 2018</td>
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<tr>
<td>Further due diligence undertaken on preferred applicants</td>
<td>30 May 2018</td>
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<tr>
<td>Initial offers made at CSGN Forum at the Caledonian University, Glasgow</td>
<td>14 June 2018</td>
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<tr>
<td>Period for visits</td>
<td>Mid-June to 30 December 2018</td>
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<tr>
<td>Draft report deadline</td>
<td>Within 30 days of arriving back or 15 February 2019</td>
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<tr>
<td>Final report deadline</td>
<td>31 March 2019</td>
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Assessment criteria

The assessors will be looking for the following to be evident in your application:

— All elements of the application form have been completed
— The focus of your proposal must be original and provide a new understanding about the topic you have chosen
— The proposal has clear links to the CSGN and/or delivery of green infrastructure
— You will need to demonstrate a good understanding of the topic to help evidence the originality of your study trip; this will include setting out who you might wish to meet whilst you are away
— You must explain how you believe the knowledge you will gain can be applied in the CSGN area
— The proposal must be deliverable in the time available
— You must supply a clear travel plan and programme for your visit
— You must clearly outline a realistic budget plan for the visit and subsequent ‘write-up’ of your visit
— If you budget exceeds £1000 (£500 for UK only travel) you must explain how you will meet the shortfall.

The assessors will select up to three applications which best fulfil the requirements.

The judging panel

Applications will be assessed by a judging panel comprising:

— Alison Hardie, Vice Chief Executive and Strategy Director, Young Scot and Assessment Panel Chair
— A representative from Young Scot’s Communic18 team
— Bruce Wilson, Senior Policy Officer, Scottish Wildlife Trust
— Fiona Stirling, Landscape Architect, Scottish Natural Heritage
— Naomi Campbell, CSGNT Board Member
— Simon Rennie, Chief Executive, CSGNT
— Kirsty Ireland, Skyscanner

The award process

Successful applicants will be advised of the award and the amount to be offered by the end of April 2018.

The decision of the awards panel will be final. We will not be able to give feedback on unsuccessful applications.

Each individual grant is awarded on a case-by-case basis based on the intended outputs, the destination, the duration of the visit and any other relevant factors about your trip. We reserve the right to ask the successful candidates to supply two referees prior to awarding the grant.

We may offer to cover all your costs or will offer a partial grant (for example if we believe your trip is overly long or complicated) to cover some of your costs meaning you will need to find funding to fill the gap.

The grant will be paid to successful applicants in two stages:

— 80% on receipt of a finalised, costed programme with evidence of bookings for travel and accommodation and offers of match funding (if required)
— 20% on receipt of a final write-up of the trip to a standard suitable for publishing.

The successful candidates will receive their first payment at the CSGN Forum on 14 June 2018 in Glasgow. This will include a photoshoot with the chair of CSGNT, the chair of the assessment panel, the fund sponsor and possibly a cabinet minister. Full details will be provided nearer the time.

Images

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Making the trip

Bookings and travel reservations are the responsibility of the award recipient.

We will only pay for economy return flights from your home airport to your destination, internal travel in the destination country, food and accommodation whilst away from home.

We are happy for you to travel with a friend or family member but we will only pay for your costs the exception being if you have a disability and require a carer or personal assistant.

We will not fund visits to a country that the Foreign Officer advises against travel to.

You must tell us if you need to change your plans or your trip is cancelled.

You will be required to return any monies paid to you if your travel is cancelled by you or a third party, and so you should ensure that you have appropriate travel insurance.

You must make your trip between June and December 2018 so leaving sufficient time to make a report on your visit.

Writing up your visit

On completion of your visit, you will be required to produce a record of the visit within three months of returning or by 15 February 2019, whichever is soonest. This must take the form of a written report with conclusions and recommendations for the CSGN and a comprehensive photographic and/or video record of what you have seen.

You should anticipate making a draft submission which will be checked by CSGNT. We will highlight to you any corrections and may ask for additional content if we believe the report is incomplete.

You should supply a final corrected/updated version of your report within 30 days of receiving our feedback and no later than 31 March 2019.

Any queries about grant or the application process?

If you have any questions which aren’t covered by this information please contact Sue Evans at sue.evans@csgnt.org.uk or on 01501 824798.

We look forward to receiving your application.