



# West Somerset Railway Association

The Railway Station, Bishops Lydeard TA4 3 BX

## **WSRA POLICY No F2: WSR Stations and Small Group Grants Policy and Process**

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### **WSR Stations and Small Group Grants policy and Process**

1. **Purpose:** The West Somerset Railway Association supports heritage projects anywhere on the West Somerset Railway. This document is to help Station Masters and other Team Leaders to formulate applications. It should be read in conjunction with the over-arching Funding Policy F5.
2. **Applications for Grants should include:**
  - A full description of the project for which assistance is sought (photographs and diagrams may be helpful in explaining the project).
  - A statement of the total costs of the project
  - How the project will be financed, including how much is sought from the WSRA.
  - When the funding will be needed.
  - A statement of how the project meets the funding guidelines set out below.
3. **Funding Guidelines:**

The WSRA regards some aspects of the maintenance of stations and infrastructure as properly the responsibility of the WSR plc. These include safety matters such as the condition of platform edges and the basic stability of buildings. Successful applications will be for projects which enhance the heritage aspects of the railway. For example, if lighting required renewal at a station, the WSRA would regard the provision of a safe and proper power supply, cabling and basic light fittings and a matter for the WSR plc. The additional costs of providing replica or original cast GWR lamp standards and lanterns would be suitable items for the station to make an application for assistance to the WSRA.
4. **Successful Applications will:**
  - Enhance the Great Western character of the station. Advice on this is available from the WSSRT.
  - Enhance or restore the heritage aspect of the station or structure.
  - Enhance visitor facilities sympathetically at the station.
  - Enhance volunteer facilities at the station.
  - Enhance links with the local community.
  - Include an element of fundraising by the station or group. The WSRA is keen to encourage match funding but recognises that the group's abilities to raise funds will vary considerably.
5. WSRA prefers to pay suppliers direct. A written quote will be required. In exceptional circumstances funds can be re-imbursed to claimants on receipt of invoices and/or receipts.
6. **When to submit your bid:** Funding bids are accepted at any time. However, the WSRA's financial year is 1st April – 31st March and each year an amount is set aside for funding small projects on the railway. When this is exhausted, there may not be any further funds available

until the next financial year. Requests for emergency or exceptional assistance will be considered regardless, but full justification for the urgency will be required.

<b>Policy Author</b>	PCW, revised JAG March 2020
<b>Updated and application included</b>	JAG October 2023
<b>Date confirmed by WSRA Board</b>	11 December 2023
<b>Date Implemented</b>	12 December 2023
<b>Next Review Due</b>	



## WEST SOMERSET RAILWAY ASSOCIATION

### WSR Project Funding Application

*The WSRA can only give grants for projects  
that fall within its objects and which  
in principle it could have completed itself*

In the first instance, please complete this form and return it to [jacquie.green@wsra.org.uk](mailto:jacquie.green@wsra.org.uk) or by mail to WSRA, The railway station, Bishops Lydeard, TA4 3BX.

Please complete as much information as you can and include supporting documentation where possible.

Name of Organisation	
Contact Details	
Name:	
Address:	
Telephone	
e-mail	

Title and Brief Outline of Proposed Project:

Project Plan attached	Yes		No		
Drawings or photos attached	Yes		No		
Project Budget attached	Yes		No		
Other Attachments eg external quotations – please specify:					
<b>Project Cost – Proposed Funding Schedule</b>					
	<b>Amount</b>		<b>Date Required</b>		
Labour Costs					
Material Costs					
Sub-contractor Costs					
Consumables Costs					
Other costs (if applicable) please provide details					
<b>TOTAL COSTS</b>					
<b>Funded BY:</b>					

Your contribution:		
Other Contribution – please specify where from:		
<b>Grant requested from WSRA</b>		
<b>TOTAL</b>		

Please explain how this project fits within the WSRA objects and benefits the general public:	
Education of the public in the heritage aspects of the railway	Comments:
Restoration, preservation and display of Locomotives	Comments:
Restoration, preservation and display of carriages, wagons and other rolling stock	Comments:

Restoration and preservation of buildings connected to the railway	Comments:
Restoration and display of historical documents including drawings, photographs, recordings and films	Comments:
Promotion of the cultural, social and environmental heritage of the railway.	Comments:
Encouraging volunteering and other leisure time activities connected with the railway.	Comments:
Promoting Individual learning and training in heritage skills required to maintain the railway.	Comments:

Other comments in support of the project (please include any known constraints and risks):

Date Application Submitted .....

Signature .....

Please ensure you have read the [WSRA funding policy and process](#) and also understood the [WSRA Grant Giving Process Illustration](#) to help you with your application. The WSRA General Manager is happy to answer policy and process questions but decision making rests solely with the Trustees.

If your application relates to any WSR PLC owned or leased asset (stations, rolling stock, etc) you MUST obtain the WSR PLC General Manager's agreement in writing before submitting this application.

*Thank you for your application. This will be considered by the Trustees at their next monthly meeting and the outcome will be communicated to you as soon as possible afterwards, including any requests for further information or clarification.*