

Application Form

(When completing the form <TAB> through all of the fields and they will format automatically)

1

Name of organisation making the application.

2

Address for correspondence	
Postcode	

3

Contact person	
Email	
Telephone	

4

Please provide a brief summary of your project in no more than 100 words.

5

Address of premises where grant will be spent <i>(if not as stated above)</i> .	
Postcode	

6

Number of employees or other users of premises, on average, per week.			
Employees		Other users	

Office Use only



7	<p>Is this proposal required to comply with a grant of planning approval? <i>(Such as planning permission or legal agreements which require you to carry out measures)</i> <i>If yes, please contact one of the SPT Travel Plan Officers to discuss your application.</i></p>	No
---	---	----

8	<p>Do you have the necessary planning consent for your proposal? <i>(Such as planning permission for the installation of cycle shelters)</i> <i>If no, please contact one of the SPT Travel Plan Officers to discuss your application.</i></p>	N/A
---	--	-----

9	Please give a breakdown of your total project costs.			
	Element	Unit cost	No.	Cost
	Total Cost			

10	<p>Please attach at least two quotes for the work you intend to carry out. <i>From these, it should be clear which supplier you intend to carry out the work. Please make sure that best value and sustainable procurement feature in your choice of supplier.</i></p>		
	<small>Office use only (quotes supplied?)</small>	Yes/No	

11	<p>Amount of grant now applied for to the Sustainable Travel Grant Scheme <i>(maximum £1000)</i></p>	
	<p>Percentage of total project cost applied for. <i>(maximum of 50%) (when completing the value opposite 0.5 = 50%; 0.25 = 25% etc)</i></p>	
	<small>Office Use only</small>	

12	Please indicate other funding sources available and status of budgets <i>(approved, budgeted, not yet secured).</i>		
	Amount	Source	Status
			Not yet secured
			Not yet secured
			Not yet secured
	<small>Office Use only</small>		

13	Has a previous application for a Sustainable Travel Grant Scheme been successful? <i>(please refer to guidance notes)</i>				
	<i>(if yes, give dates & amount)</i>	2006-2007	No. of claims		Total Amount
	<i>(if yes, give dates & amount)</i>	2007-2008	No. of claims		Total Amount
	<i>(if yes, give dates & amount)</i>	2008-2009	No. of claims		Total Amount
	<i>(if yes, give dates & amount)</i>	2009-2010	No. of claims		Total Amount
	<i>(if yes, give dates & amount)</i>	2010-2011	No. of claims		Total Amount
	<small>Office Use only</small>				



14

Please give a more in-depth description of your proposal, stating as much information as possible which highlights its benefits. *(Please limit your answer to this page)*

For example, will your proposal:

- Support the implementation of staff Travel Plan measures?
- Increase physical activity levels therefore improving staff health and well being?
- Offer environmental benefits?
- Improve accessibility to public transport?
- Create realistic alternatives to the car which are not currently available to employees?
- Improve staff travel safety and security?

Office Use only



15	Planned operational / implementation date: (such as launch / installation) <i>(dd/mm/yyyy)</i>		
16	Estimated percentage of beneficiaries from during an average week: <i>(please refer to guidance notes)</i>	Working and assumptions:	17
			To help us monitor the reduction in Carbon Dioxide emissions what is the anticipated daily reduction in single occupancy vehicles <i>(please refer to guidance notes)</i>
			Number of vehicles
			Working and assumptions:
	Office Use only		Office Use only

18	How do you intend to monitor your proposal and its effectiveness at reducing single occupancy vehicle travel or changing travel behaviour?
	Office Use only

19	Have you undertaken a staff travel survey?	<i>If yes, please tick box and attach a copy</i>
		Office Use only

20	What is the modal split in travel to work for your organisation if known? <i>(Refer to guidance notes Answer in percentages)</i>								
	Walking		Cycling		Subway		Train		Bus
	Motorbike		Car passenger		Driver & passenger		Lone Driver		Other

21	What measures do you already have in place to support sustainable transport initiatives? <i>(measures that support pedestrians, cyclists, public transport, information and more sustainable car use)</i>
	Office Use only

Applicant		Budget Holder / Line Manager	
Signature		Signature	
Print name		Print name	
Date <i>(dd/mm/yyyy)</i>		Date <i>(dd/mm/yyyy)</i>	

