

SUSTAINABLE TRAVEL GRANT SCHEME GUIDANCE NOTES

2011 - 2012



Strathclyde Partnership for Transport (SPT) has created a Sustainable Travel Grant Scheme which organisations in the Partnership region (with the exception of private sector companies) may apply for funding towards measures to help develop more sustainable travel choices.

The Grant Scheme supports the following objectives, as set out in the Regional Transport Strategy:

- **Modal shift**
To increase the proportion of trips undertaken by walking, cycling and public transport.
- **Access for All**
To promote and facilitate access that recognises the transport requirements for all.
- **Environment and Health**
To improve health and protect the environment by minimising emissions and consumption of resources and energy by the transport system.

The Grant scheme also supports the following Scottish Government's national indicators and targets

- Increase the proportion of journeys to work made by public or active transport
- Reduce the proportion of driver journeys delayed due to traffic congestion
- Reduce overall ecological footprint

Applications may be made on behalf of Local Authorities, Health Boards (or specific aspects of Health Boards e.g. hospitals, Community Health Partnerships and health centres), Further Education establishments and not-for-profit organisations (e.g. charities).

Grants in the range of £250 to £1000 will not exceed a maximum of 50% of the capital and revenue cost of facilities. The applicant will be responsible for securing the remaining 50% matching funding which should include an "in-house" contribution and may not come wholly from another grant scheme. Grants under £250 do not require match-funding (one un-matched funding request only per organisation).

Applicants will be required to demonstrate the potential benefit of the investment by indicating the percentage of staff that would benefit and stating the anticipated reduction in single occupancy vehicles.

Additional credits will be given to applications where:

- A detailed travel survey has been carried out
- Complementary measures in place to support sustainable transport initiatives (e.g. reduced number of essential car users or limited car parking whereby more spaces are available for visitors and those who are car sharing, and less spaces are available for staff).
- Sustainable travel measures have been implemented (e.g. cycle parking, a cycle to work scheme, interest free loans for rail/bus passes).

Awards will normally be determined on a monthly basis by an assessment panel facilitated by the Director of Communications and where feasible, sustainable procurement practices would be preferred.

SPT may wish to publicise the presentation of the award (including photos), and may carry out a post-implementation review of the effectiveness of any scheme which has been granted funds.

The closing date for applications is Friday 9th December 2011 (or while funds last), however, all projects must be completed by 31st March 2012.



Guidelines for completing the application form.

- Q1-3 Name of organisation, address and contact details of the person managing the sustainable travel project.
- Q4 In no more than 100 words provide a brief summary of the project, for example: what will the grant be spent on; how many staff will it affect; what will the outcomes be and what measures will be implemented to reduce single occupancy vehicles at the site.
- Q6 How many people are based at that site and on average, how many other users such as visitors / students / patients access the site?
- Q7 This grant cannot be used to deliver and implement measures as agreed through planning conditions attached to your site. Please contact one of the travel plan officers to discuss this aspect of your application if you are unsure.
- Q8 Where planning permission or a building warrant is required for the installation of infrastructure, please ensure these permissions are obtained before making an application to the scheme. Please contact one of the travel plan officers to discuss this aspect of your application if you are unsure.
- Q9 Give a full breakdown of costs, for example:
Sheffield Rack , x make, y model, hold X number of bikes, unit cost £300, purchasing 3, total cost is £900.
- Q10 Please attach at least two quotes for every item you wish to fund through the scheme and where possible, please consider sustainable procurement in your choice of supplier.
- Q11/12 Please complete as outlined.
- Q13 Indicate whether an application was successful date of claim, number of claims made and the total amount; for example two successful claims made in 2008-09 one for £700 and another for £1,000 total amount awarded £1,700
- Q14 Provide a greater amount of detail about the project and base your response on the six bullet points outlined in the question, once again, looking at what will the grant be spent on; how many staff will it affect; what will the outcomes be and what measure will be implemented to reduce single occupancy vehicles (SOVs) at the site.
- Q15 When will the project / measures be launched / available for use?
- Q16 This question is to help us identify the number of individuals our funding will support. The estimated percentage of beneficiaries can be anything from 1 – 100%.
For example, a leaflet going out to all staff will have an impact on 100% staff, if your project is only targeting staff that drive, then perhaps only 68% of your staff will be involved,
A cycle shelter may only impact on the percentage of staff that cycle based at that location for example 3% of your staff.
- Q17 This question is to help us identify and monitor the impact the sustainable travel grant scheme has on reducing single occupancy vehicles and corresponding CO2 emissions. Using your travel survey information and your project aims and targets please estimate the anticipated weekly reduction in single occupancy cars which you anticipate when your project is implemented.
- Q18 SPT would like to know how you propose to monitor the effectiveness of your proposal. This could be through an annual staff survey, gauging uptake and knowledge of the measures implemented. The actual number of cycles in a shelter, or cars in the car park. Number of staff reporting they are healthier through walking more or less absenteeism rates.
- Q19 Have you asked your staff how they travel to/from work, by what mode, how far it is and their willingness to change their travel behaviour? If so please attach the findings.
- Q20 From the staff travel survey, or, depending on the size of the organisation a simple head count; how many people travel on foot, bicycle, Subway, train, bus, motorbike and by car. Enter the figures as a percentage. For example SPT's own modal split is: Walk (3%); Cycle (2%); Subway (10%); Train (38%); Bus(18%); Car as a passenger (3%); Car as a driver with passenger (6%); Lone car driver (20%).
- Q21 Please outline measures you have already in place such as flexible working, cycle to work scheme, showers, information about local public transport, sustainable travel directions and how they are they promoted or utilised.



Applicants should complete the enclosed form and send a signed copy to:

Communications Department
Strathclyde Partnership for Transport
Consort House
12 West George Street
Glasgow
G2 1HN

The form should be signed by both the applicant and budget holder.

Forms may be faxed (0141 353 3197)

Applicants are invited to discuss their proposal in advance of application, if this would be helpful. Contact details are as follows:

Clare Strain
Travel Planner
0141 333 3278
clare.strain@spt.co.uk

Conditions of grant:

1. *The support of SPT shall be acknowledged by the display of the SPT logo as appropriate on items purchased or produced.*
2. *SPT retains the right to use details about the schemes organisations have implemented, including a photograph for publicity purposes.*
3. *The grant is offered under Section 3, Subsection 5 of the Transport (Scotland) Act 2005 which states that 'A Transport Partnership may give grants or loans to any person for any purposes that, in its opinion, contribute to the implementation of the Partnership's transport strategy'.*
4. *The grant is governed by the Laws of Scotland, and may be used to pay for capital and revenue costs for schemes e.g. public transport information signage/walking and cycling route signage, bicycle parking and associated facilities, leaflets and posters.*
5. *No part of the grant shall be used to support option appraisals or feasibility studies which cannot be properly capitalised in accordance with proper accounting practice.*
6. *No part of the grant shall be used to support any activity carried out, or material published by the grantee, which is partly political in intention, use, or presentation, or appears to be designed to affect support for a political party.*
7. *Grants are not available to enable organisations to comply with conditions of planning permission or legal agreements which require them to implement such measures.*
8. *The application must supply adequate information to justify the scheme. This should include the potential benefits of the scheme and how the actual benefits will be measured.*
9. *The applicant must demonstrate funding commitment from other sources within their own organisation where applicable.*



10. *The match-funded grant will not exceed a maximum of 50% of the cost of the scheme.*
11. *Grants will be offered solely at the discretion of the SPT awarding panel.*
12. *SPT will endeavour to respond to each application within a month. Applicants should not make financial commitments until they have received a written offer of a grant.*
13. *Where appropriate, a minimum of two quotes must be provided.*
14. *The applicant will be solely responsible for payment to contractors and any overrun of costs; SPT cannot be held responsible for such eventualities.*
15. *Grants will be paid **after** the scheme is implemented, which must be within six months of the approval of the grant. All schemes must be fully implemented by no later than 31st March 2012.*
16. *A grant claim form with appropriate account details must be completed and authorised before any grant will be released. Copies of receipts or paid invoices must be attached to the authorised form which equate to the sum of the entire project and not just the grant element. Failure to provide appropriate evidence will result in the non payment of grant.*
17. *The recipient will be obliged to make repayment of all monies received in the event that there is any breach of these conditions of grant.*
18. **VAT will be excluded from the total cost of any grant claim unless the claiming organisation is not registered for VAT.** *It will be assumed that organisations are VAT registered unless stated otherwise.*
19. *We will not make any payment of any sums in excess of those we have agreed to pay.*
20. *Grants will only be paid for the previously agreed purpose and not for any variations to the scheme.*
21. *Claimants must keep and maintain proper accounting records of expenditure in the implementation of their scheme. SPT must be given access to these records, after giving prior written notice at any time within the timeframe of five years.*
22. *SPT retains the right to carry out a post-implementation review of the effectiveness of any scheme carried out with grant support.*
23. *SPT has the right to inspect the project at any stage of its progress.*
24. *In carrying out the project, recipients must comply with all relevant legislation.*
25. *SPT is subject to the terms of the Freedom of Information (Scotland) Act 2002 and may be required to provide information on applications received and grants awarded and the Environmental Information (Scotland) Regulations 2004.*

