



## Sustainable Travel Grant Scheme Guidance for Applicants 2016/17

Tayside and Central Scotland Transport Partnership (Tactran) runs a Sustainable Travel Grant Scheme (STGS) to support and encourage Travel Planning and travel awareness throughout Tayside and Central Scotland by providing financial assistance to organisations investing in measures aimed at encouraging sustainable travel.

STGS can be used to support physical measures implemented as part of a Staff Travel Plan and provide support for organisations actively developing a Travel Plan. Schemes funded by the STGS could include:

- ❖ Secure cycle parking and shower/changing facilities;
- ❖ Improving pedestrian access to a place of work;
- ❖ A travel to work survey or mapping to develop a Travel Plan;
- ❖ Promotional and marketing material encouraging sustainable travel;
- ❖ Employee training in travel planning, or;
- ❖ Any other scheme which encourages sustainable travel

Applications may be made on behalf of:

- ❖ Any local authority;
- ❖ Hospital site;
- ❖ University or college;
- ❖ Other public sector organisations;
- ❖ Not-for-profit organisations

(Based in or operating in Tayside and Central Scotland Partnership area)

Please note, a single organisation must be nominated as the applicant; however, several projects can be applied for within that organisation.

Grants will not exceed £5,000 and will normally be up to a maximum of 50% of any proposal. Grants which are lower than £1,000 will not require match funding; however those which exceed this amount will require full match funding (i.e, a £5000 application will require £5000 match funding). Applications received which are greater than this percentage will be considered for their merits and may receive higher levels of funding. The applicant will be responsible for securing the remaining 50% matching funding which should include a contribution directly from the applicant and may not come wholly from another grant scheme. The scheme is open for applications until 28th February 2017. Claims and evidence of invoices should be received no later than 31<sup>st</sup> March 2017.

STGS applications are judged in the order they are received, on their own merits and on the extent to which they meet the objectives of the STGS and their contribution to the Tactran

Travel Plan Strategy and Regional Transport Strategy aims and objectives. The key factors influencing a decision are the extent to which applications demonstrate;

- ❖ An effective Travel Plan has been completed and is in operation, or;
- ❖ An effective Travel Plan is actively being developed and formally adopted at Committee/Board level;
- ❖ A detailed travel survey has been carried out;
- ❖ Short case studies outlining travel planning measures are in existence;
- ❖ Complementary control measures are planned or in place, and where;
- ❖ Innovation, environmental benefit and/or value for money are demonstrated by the organisation's policies towards travel.
- ❖ Clear and achievable targets for achieving sustainable travel usage.

Other factors taken into consideration include:

- ❖ If there are any existing planning requirements related to travel plans, or;
- ❖ The application supports other Tactran targets;
- ❖ If there is other grants/assistance available;
- ❖ Number of potential beneficiaries, and;
- ❖ The availability of STGS budget.

Tactran aims to offer STGS awards to successful applicants within one month of receiving a completed application form, following a decision by an assessment panel consisting of representatives from Tactran Awarding Panel.

Awards are made based on the understanding that each application is an accurate and honest reflection of circumstances. STGS awards will be offered subject to certain conditions such as commitments to monitor use for a set period and guarantee that awarded grants are used solely for the purposes identified in successful proposal.

Award of a grant does not preclude further applications in the same or future years by the successful applicant, for example for a different proposal or for a proposal by a different section of the organisation. However in the event of competition for the scheme's resources, previous awards to the applicant will be taken into account as part of the assessment process.

Tactran may use a successful applicant's scheme to promote the STGS and wider Tactran objectives. Successful applicants will ensure acknowledgement of the STGS is evident in all work relating to the scheme, clearly identifying the funding through the STGS and the Scottish Government. Grants will be payable up front if required and full invoices must be provided for auditing purposes. The grant will be recovered should conditions not be met.

*Conditions:*

- a. *Any organisation (or individual section or department) may apply, but **grants are not available to enable organisations to comply with conditions of planning permission or legal agreements which require them to implement such measures.***
- b. *The grant may be used to pay for the costs of the materials, implementation of schemes, consultation, research and surveys, technical advice or training or any other initiative which demonstrates potential benefits to the Tactran area by achieving the objectives of the scheme.*
- c. *Applications are particularly welcome from groups working together, but a nominated person must sign the application form on behalf of a lead organisation accepting the conditions of the Grant.*
- d. *The application must supply adequate information to justify the scheme. This should include the potential benefit of the scheme and how the actual benefit will be measured.*

- e. *Grants will be awarded on a monthly basis to the most worthy bids received by the date of a meeting of the Tactran awarding panel. The earlier the application is received, the greater is the likelihood of a successful bid.*
- f. *Grants will be payable up front with Tactran recovering funding, should STGS conditions not be met.*
- g. *Evidence required for audit purposes will include 3 quotes, invoices, orders and brief report of the scheme after it is implemented.*
- h. *The applicant must demonstrate funding commitment from other sources within their own organisation.*
- i. *The grant will normally be a maximum of 50% of the cost of the scheme, with higher bids being considered on their merits. Grants less than £1,000 will not require match funding.*
- j. *The maximum grant available for any individual application will be £5,000.*
- k. *Grants are not mandatory and will be offered solely at the discretion of the Tactran awarding panel.*
- l. *A response will normally be given to each application within one month. Applicants should not make financial commitments until they have received a written offer of a grant.*
- m. *The applicant will be solely responsible for payment to contractors and any overrun of costs – Tactran and its constituent bodies cannot be held responsible for such eventualities.*
- n. *Tactran retains the right to carry out a post-implementation review of the effectiveness of any scheme carried out with grant support. Schemes which demonstrate a positive impact and provide evidence of best practice will be considered for future funding streams.*