

TAYSIDE AND CENTRAL SCOTLAND TRANSPORT PARTNERSHIP**19 MARCH 2019****ACTIVE TRAVEL PROGRESS UPDATE****JOINT REPORT BY STRATEGY OFFICER (SUSTAINABLE TRANSPORT) AND
CYCLE TRAINING & DEVELOPMENT OFFICER**

This report asks the Partnership to note progress with various Active Travel initiatives including the Regional Active Travel Development Fund, Mode Share Monitoring, Active Travel Grant, Active Travel Audits; to approve the draft 2019/20 Tactran Active Travel Grant guidance and criteria and delegate authority to Executive Committee to approve the finalised criteria; and delegate authority to the Director and Treasurer to progress projects arising from Transport Scotland Sustainable Transport budget.

1 RECOMMENDATIONS

1.1 That the Partnership:

- (i) notes progress in taking forward the Regional Active Travel Development Fund, Mode Share Monitoring and Active Travel Grant.
- (ii) notes the potential award of funding from Transport Scotland's 2018/19 Sustainable Transport budget unallocated funding and delegates authority to the Director and Treasurer to progress projects arising from this opportunity for implementation by end of June 2019;
- (iii) approves the draft 2019/20 Active Travel Grant Scheme criteria and guidance and delegates authority to the Executive Committee to consider and agree final revised 2019/20 ATG criteria.
- (iv) notes progress on various active travel activities undertaken by the Strategy Officer (Sustainable Transport) and Cycle Training & Development Officer.

2 BACKGROUND

- 2.1 At its meeting on the 27 March 2018 the Partnership approved the 2018/19 Tactran Active Travel Grant (ATG) guidance and criteria (Report RTP/18/09 refers).
- 2.2 At its meeting on 25 September 2018 the Partnership delegated authority to approve award of 2018/19 Active Travel Grant funding to Arbroath Road at Dawson Park Cycleway, subject to receipt of a fully compliant proposal and application (Report RTP/18/35 refers).

- 2.3 As reported to the Partnership meeting on 18 December 2018, Tactran received a grant offer from Transport Scotland awarding £133,400 for the development of the Regional Walking and Cycling Network on 28 November 2018 (Report RTP/18/44 refers) based on the proposals submitted to Transport Scotland in consultation with the constituent Councils (Report RTP/18/22 refers). At the same meeting the Partnership delegated authority to the Director and Treasurer to procure suitably qualified and experienced consultants to take forward the Tactran Regional Walking and Cycling Network feasibility and design (Report RTP/18/44 refers).
- 2.4 Also its meeting on the 18 December 2018 the Partnership was informed that Tactran had secured funding from the Smarter Choices Smarter Places Open Fund to take forward modal share cordon counts in the region and the Partnership delegated authority to the Director and Treasurer to procure suitably qualified and experienced consultants to take forward the cordon counts (Report RTP/18/44 refers).
- 2.5 At its meeting on the 18 December 2018 the Partnership also noted progress on the Regional Active Travel Development Fund and various active travel activities undertaken by the Cycle Training & Development Officer.

3 DISCUSSION

Regional Active Travel Development Fund Update

- 3.1 Following a proposal submitted by the RTPs to the Minister for Transport and the Islands, seeking establishment of a Regional Active Travel Development Fund, the RTPs individually and collectively submitted proposals to Transport Scotland for capital bids totalling £1m and £2m across the 7 RTPs. The Partnership will recall that Tactran were successful in the award of £133,400 on the 28 November 2018 to take forward the agreed regional walking and Cycling network priorities.
- 3.2 In consultation with constituent Councils, three sections of the Regional Walking and Cycling Network were identified as a priority for feasibility and design: Brechin to Montrose; Dunkeld to Blairgowrie and Stirling to Plean. Agreement has been made with Sustran over the continuation of the Stirling to Plean route to Forth Valley Royal Hospital and Larbert (report RTP/18/22 refers).
- 3.3 Following on from a tender exercise carried out through Public Contract Scotland, Tactran have awarded the contract to 2020 to take forward the Regional Walking and Cycling Network feasibility and design programme at a cost of £119,285. Sustran are contributing up to a maximum of £46,600. The contract will commence on 22 March 2019 and is due to be completed by the 28 June 2019.
- 3.4 The Strategy Officer (Sustainable Transport) will manage the contract and provide an update on progress at the next Partnership meeting scheduled for the 18 June 2019.

- 3.5 Transport Scotland has asked the RTPs to confirm they will be bidding for a potential allocation to the 2019/20 Regional Active Travel Development Fund totalling £1m across the 7 RTPs. Following consultation with constituent Council officers, Tactran has confirmed a bid for £133,400 will be made to Transport Scotland covering either:
- taking forward the recommendations of the 13 active travel audits we have undertaken at key settlements across Angus, Dundee, Perth & Kinross and Stirling Council areas.
 - to help bring forward further key routes within the Tactran Regional Walking and Cycling Network (TRWCN), building upon the 2018/19 design work undertaken on three corridors.
- 3.6 The intention is to build a pipeline of regionally significant active travel infrastructure projects that will be implemented in partnership with our Constituent Councils. An update will be provided at the next Partnership meeting scheduled for the 18 June 2019.

Modal Share Monitoring

- 3.7 The Partnership will recall that Tactran was successful with an application the Smarter Choices Smarter Places Open Fund to carry out Modal Share Cordon Counts across the region (Report RTP/18/44 refers). There are limited existing data sets that can be utilised to measure mode share within the region, therefore the aim of the cordon counts is to help to better understand the modal share across the Tactran region and inform future investment priorities.
- 3.8 The Smarter Choices Smarter Places Open Fund is managed by Paths for All and aims to encourage people to change their behaviours to walk or cycle as part of their everyday short journeys. Tactran has been awarded £20,000 from the Fund with Tactran providing £10,000 and the four constituent Councils providing £10,000 as match funding.
- 3.9 The areas that have been identified to receive a cordon count are Cowie in Stirling, Dundee and Perth city centres with the area in Angus yet to be determined. These have been agreed in consultation with the constituent Councils officers.
- 3.10 Tactran has commissioned Systra Ltd to co-ordinate and manage the cordon counts and to source a suitably qualified and experienced contractor to carry out the counts. An update on the programme will be provided at the Partnerships next meeting scheduled for the 18 June 2019.

Transport Scotland 2018/19 Unallocated Funding

- 3.11 The Sustainable Transport team within Transport Scotland approached the 7 RTPs on the 25 January 2019 seeking potential projects that could utilise some unallocated funding from their 2018/19 budget.
- 3.12 In consultation with the constituent Councils a list of potential projects was submitted to Transport Scotland on the 15 February 2019. The projects had to come with the assurances that they would be completed by the end of June 2019.
- 3.13 At the time of writing this report a response is yet to be received from Transport Scotland. An oral update will be provided at the meeting on any progress. The Partnership is asked to delegate authority to the Director and Treasure to progress projects if Tactran receives an allocation from Transport Scotland.

Active Travel Grant 2018/19

- 3.14 At its meeting on 25 September 2018 the Partnership delegated authority to approve award of 2018/19 Active Travel Grant funding to Arbroath Road at Dawson Park Cycleway, subject to receipt of a fully compliant proposal and application (Report RTP/18/35 refers).
- 3.15 Further information was received from Dundee City Council on the 18 December 2018 and this was assessed by the Senior Partnership Manager, Senior Strategy Officer and Sustrans' Partnerships Manager, Scotland Region, supported by the Strategy Officer (Sustainable Transport) and the application was considered suitable for award of ATG funding. The Director and Treasurer subsequently awarded £86,950 to Dundee City Council for the Arbroath Road at Dawson Park scheme.
- 3.16 The total amount of funding awarded through the ATG scheme in 2018/19 is £233,438 for the following projects:

Partner Organisation	Project	Amount Awarded
Perth and Kinross Council	Carse of Gowrie - Cycle and Ride	£20,000
Perth and Kinross Council	Expansion of Green Routes	£15,500
Perth and Kinross Council	Perth Cycle Network Digital Community Engagement Platform	£24,800
Perth and Kinross Countryside Trust	Auchterader to Muthill Feasibility Study	£50,188
NHS Tayside	Ninewells Hospital Active Travel Infrastructure Feasibility and Design	£36,000

Dundee City Council	Arbroath Road at Dawson Park Cycleway	£86,950
Total		£233,438

- 3.17 As in previous years, it was agreed with Sustrans that additional Community Links funding can be levered should projects totalling in excess of the initial minimum £100,000 allocation be identified. Subsequently, reflecting demand for financial support for projects Sustrans has confirmed £233,438 can be accommodated within 2018/19.

Active Travel Grant 2019/20

- 3.18 Tactran and Sustrans have been working in partnership to promote and deliver active travel projects in the Tactran region through the Active Travel Grant (ATG) scheme since 2014/15. The ATG has been designed to reflect and support the Sustrans Community Links scheme and associated criteria, and implementation of the Tactran Regional Strategy Refresh 2015-2036, in particular Strategy 5.3 Active Travel.
- 3.19 The ATG aims to connect communities by providing high quality cycling and walking infrastructure and is available to all partners in the Tactran region including constituent Councils, National Parks, Health Boards, higher and further educational establishments and other statutory bodies. Community organisations and businesses can be considered for this scheme but are required to work in partnership with their relevant Council or other statutory body. To date the ATG has awarded approximately £650,000 grant funding.
- 3.20 At its meeting on the 27 March 2018 the Partnership agreed the guidance and criteria for the 2018/19 ATG (Report RTP/18/09 refers). The Partnership will recall that some of the changes to the national Community Links Programme, managed by Sustrans, were reflected in the Tactran ATG, specifically;
- Walking projects that consider the street user hierarchy, meet the aims of the programme and create a sense of place will be eligible for funding
 - The programme has been split into a design stream and a construction stream
 - Match funding is not required for any activity undertaken in the design stream
 - Match funding pool is open to all local authorities whereby all local authority expenditure on active travel infrastructure can be totalled and used as match funding for Community Links funding
 - Ambitious projects will be incentivised with:
 - Two year funding commitment and
 - Dedicated support from Sustrans for design, communications, or behaviour change
 - Projects tackling dangerous junctions will be prioritised and extra support provided

- 3.21 Sustrans are currently working on the programme criteria and guidance for the 2019/20 Community Links Programme with the advice being that the aims and objectives will largely be the same as the 18/19 programme. However some significant changes are that the capital programme of Community Links, Community Links Plus and Safer Routes To School will all be combined into a single application. Also the name of the combined funding stream will change to 'Places for Everyone' for the 19/20 programme.
- 3.22 Sustrans have provisionally agreed that a minimum of £100,000 is available for the Tactran Active Travel Grant scheme in 2019/20.
- 3.23 Discussions around the ATG have indicated that a targeted approach may provide a more focused use of the funds. It is proposed that the first round of applications be targeted initially to the NHS Boards and Higher and Further Education establishments within the region. This reflects the close working partnerships Tactran has with these organisations.
- 3.24 The proposed draft guidance and criteria for the 2019/20 ATG forms appendix A to the report. The Partnership is asked to delegate authority to the Executive Committee to consider and agree a final revised 2019/20 ATG criteria, once Sustrans has finalised the national criteria.
- 3.25 Tactran officers will also continue to liaise with Sustrans regarding opportunities to increase the level of funding received, reflecting the Scottish Government's Programme for Scotland which continues to be set at £80m per year.

Active Travel Audit Development

- 3.26 A programme of developing Active Travel Audits commenced in March 2017 and was completed by end of June 2018, with 13 settlement locations in total having been audited.
- 3.27 The Partnership will recall at its last meeting the Partnership endorsed the intention to take forward design of Active Travel Audits in Dundee, utilising the services of Dundee City Council's City Engineers.
- 3.28 Dundee City Council, in discussion with Tactran, has identified those areas which will be developed further within the Lochee and Colleside audit areas. The programme of work will develop outline design options and is scheduled to be completed by June 2019. An update on progress will be provided at the Partnerships next meeting scheduled for the 18 June 2019.
- 3.29 An award of £59,774 was made to Dundee City Council, comprising £30,000 from Tactran RTS Revenue Budget and a £29,774 contribution from Sustrans.

Women's Tour of Scotland 2019

- 3.30 Tactran is in discussion regarding supporting the Women's Tour of Scotland. Local Authorities along the route will be providing funding and a joint funding approach with SEStran is being considered. Details of the tour are available [here](#).

Bikeability

- 3.31 Bikeability Co-ordinators continue to operate in Angus, Dundee, Perth & Kinross and Stirling supported by the Tactran Cycle Training and Development officer.
- 3.32 Bikeability Coordinators submitted indicative reports in February 2019 and current data is showing an increase in level 2 on road Bikeability participation in schools across all four local authorities for 2019.
- 3.33 The existing Bikeability Coordinator for Perth & Kinross has left his post and a new Bikeability Coordinator has been recruited and will commence in the near future. Tactran's Cycle Training and Development Officer will be assisting with the handover and coordination of Bikeability in Perth & Kinross during this period.
- 3.34 The Bikeability Scotland Conference is to be held on 19 March 2019 at Discovery Point in Dundee. Tactran's Cycle Training and Development Officer will be assisting on the day providing an overview of Bikeability across Tactran.
- 3.35 Tactran's Cycle Training and Development Officer attended Clepington Primary School in Dundee along with Police Community Officers from Maryfield Police Station to talk to the pupils, staff and parents about Bikeability and road safety, 250 pupils and staff were in attendance on the day.
- 3.36 Cycling Scotland are working to strengthen Bikeability Scotland and Tactran's Cycle Training and Development Officer has been assisting with the ongoing processes for the coordinator resources, case studies, Bikeability strategy, national standards focus group and recruitment of Bikeability Scotland tutors.
- 3.37 A key recommendation from the 2018 Wyllie Lodge report on Bikeability Scotland is to allow Local Authority Co-ordinators to bid for Support+ funding to procure professional cycle training support.
- 3.38 The report was followed up by a survey of Local Authority Bikeability Co-ordinators by the Partnership Lab to seek their views on using professional cycle training support. This survey highlighted a desire for assistance in accessing professional cycle training support by around half of Council areas. To this end Cycling Scotland has engaged with Scotland Excel, the national procurement specialists, to develop a procurement framework for Bikeability Scotland training providers. This will simplify the process for Co-ordinators to bring in suitable suppliers, if and when required.

- 3.39 The framework is currently at the market research phase. Potential suppliers have been identified through the Partnership Lab survey and knowledge of the sector.

All Ability & Adult Cycling Opportunities

- 3.40 Dundee University Institute of Sport and Exercise (ISE) and Tactran Cycle Training and Development officer are working together to collate all information and produce a project evaluation from the Adult Cycling Project.
- 3.41 Tactran's Cycle Training and Development officer has submitted an abstract 'Cycling Through the Ages' for the Cycle County Active County Conference 2019 to be held in Essex using the Adult Cycling Project with Dundee University Institute of Sport and Exercise as a case study.
- 3.42 Project plans have been submitted for an adult cycling scheme to utilise Essential Cycling Skills outlets and enhance adult cycling opportunities to participate in sessions across Tactran. The pilot will involve retailers and outlets hosting a Cycling Scotland Instructor to deliver Essential Cycling Skills sessions, with two outlets per local authority having access to equipment, traditional bikes and ebikes. A progress report will be provided at a future Partnership meeting.

Cycle Friendly School

- 3.43 There have been no further Cycle Friendly School awards in the Tactran region since the Partnership meeting on 18 December 2018. Thirty schools hold an active Cycle Friendly School (CFS) Award, with 4 more schools working toward CFS Award working through an action plan. A further 5 schools who have applied to the award and we will be working with them during March 2019 to help them achieve the award.

Cycle Friendly Campus

- 3.44 The University of Dundee is the only Cycle Friendly Campus across Tactran.
- 3.45 Abertay University, Perth UCI College, Dundee & Angus College (Kingsway Campus, Gardyne Campus, Angus Campus) and Stirling University registered in 2017 for the award scheme and are working towards completion by late 2019. Forth Valley College have been successful in securing funding from Cycling Scotland for the placement of a Cycle Friendly Campus Intern to support cycling on campus with the aim of them becoming a Cycle Friendly Campus during 2019.

Cycle Friendly Employer

- 3.46 In the period since the Partnership's meeting on 18 December 2018, 2 additional companies have been awarded Cycle Friendly Employer (CFE) status, bringing the total to 35 employers across the region. They are Police Scotland, Maryfield Police Station, Dundee and Dundee Rep & Scottish Dance Theatre Ltd. 23 more employers are registered and due to be assessed or are currently working towards achieving CFE status.
- 3.47 Cycle Friendly Employer Development Grants have been provided to 7 employers throughout the Tactran region to the sum of £97,292 across the four local authorities to support cycling and active travel in the workplace. They are:
- Stirling Council, Teith House
 - NHS Tayside, Ninewells Hospital
 - Perth & Kinross Council, Pullar House
 - Police Scotland, Maryfield Police Office, Dundee
 - Dundee Rep and Scottish Dance Theatre Ltd
 - Jute Properties Ltd
 - Ceteris Scotland Ltd

Cycle Friendly Communities

- 3.48 There are four Cycle Friendly Communities across Tactran: Live Active All Ability Cycling Perth, Angus Cycling Hub and FABB Scotland achieving the Silver award and Coupar Angus Cycling Hub achieving the Gold award.

Nursery Play on Pedals

- 3.49 Play on Pedals (PoP) continues to increase across the region with all 4 Local Authorities early years teams planning and organising training for staff during 2018/2019. The PoP programme is well received in the region and continues to grow from strength to strength. There are now over 100 early years staff trained as instructors throughout the region. The table below gives details of the participation rates in the 4 Local Authority areas:

Local Authority	Total No. of LA nurseries	No. of participating nurseries	No. of pupils participating	% participation of funded 3 & 4 year olds
Angus	50	10	130	12.8%
Dundee	27	27	837	55.3%
Perth & Kinross	61	26	468	21.4%
Stirling	32	16	387	32.4%

Practical Cycle Awareness Training (PCAT) for PCV/LGV Drivers

- 3.50 Stirling and Perth & Kinross Councils have both developed their own Joint Approvals Unit for Periodic Training (JAUPT) accredited CPD course for fleet drivers with support from Cycling Scotland and Tactran. Discussions are ongoing with Angus Council and Dundee City Council on extension of PCAT in these areas.

Making Cycling Mainstream Training

- 3.51 Making Cycling Mainstream bespoke training for Dundee City Council was held on the 4 Feb 2019 in Dundee House. Specialism 1 with 16 attendees and Specialism 2 with 14 attendees.

4 CONSULTATIONS

- 4.1 This report has been prepared in consultation with Sustrans officers who are in agreement with the proposals.
- 4.2 The Tactran Community Links Active Travel Grant scheme has been developed in consultation with the Sustainable Travel Liaison Group, Transportation Officers Liaison Group, Public Transport Officers Liaison Group and other appropriate stakeholders.
- 4.3 The Tactran Regional Active Travel development Fund has been developed in consultation with the constituent Councils Officers.
- 4.4 The Modal Share Cordon Count 2018/19 proposals were developed in consultation with the constituent councils.

5 RESOURCE IMPLICATIONS

- 5.1 The initial allocation of £100,000 for the Tactran Active Travel Grant scheme has been supplemented by an additional £133,438 from the 2018/19 Sustrans.
- 5.2 Tactran has been awarded £20,000 from Paths for All's Smarter Choices Smarter Places Open Fund for Modal Share Monitoring and has provided £10,000 from Tactran RTS Revenue Budget, with Local Authorities also providing a total of £10,000.
- 5.3 Tactran have been awarded £133,400 for the Regional Active Travel Development Fund for 2018/19.

6 EQUALITIES IMPLICATIONS

6.1 This report has been screened for any policy implications in respect of Equality Impact Assessment and no major issues have been identified.

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NOTE

The following background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (and not containing confidential or exempt information) were relied on to a material extent in preparing this Report:

Report to Partnership RTP/18/09, Active Travel Progress Update, 23 March 2018

Report to Partnership RTP/18/22, Active Travel Progress Update, 26 June 2018

Report to Partnership, RTP/18/35, Active Travel Progress Update, 25 September 2018

Report to Partnership, RTP/18/44, Active Travel Progress Update, 18 December 2018

Tactran Active Travel Grant 2019/20

Essential Information and Scoring Criteria

1. Essential Information

What is the Tactran Active Travel Grant?

The Tactran Active Travel Grant provides capital funding in the financial year 2019/20 to create infrastructure that enables more people to cycle and walk for everyday, utility journeys throughout the region. The grant is based on Sustrans Places for Everyone programme and applications should address the aims and objectives of the Tactran Regional Transport Strategy Refresh 2015-2036, with particular focus on strategy 5.3 Active Travel.

Who can apply for the Active Travel Grant?

The application process is open to statutory bodies and certain community groups within the Tactran area, including:

- Local Authorities
- National Parks
- Health Boards
- Educational establishments
- Community organisations working in partnership with any of the organisations above

Where an application is made on behalf of a wider group of organisations, a single organisation must be nominated as the applicant.

What is eligible for funding from the Active Travel Grant?

The Active Travel Grant can fund a variety of different projects that promote and enhance active travel across the region. However, preference will be given to projects of regional significance that help to deliver Tactran's Regional Transport Strategy Refresh 2015-2036, and in particular strategy 5.3 Active Travel.

- Identification and development of new cycling and walking routes
- Construction of cycling and walking routes, especially 'missing links'
- Enhancements and additions to existing cycling and walking routes
- Improving cycling and pedestrian access and facilities at key destinations
- Cyclist and pedestrian prioritisation

Funding

100% funding is available for feasibility and or the design elements of any applications.

Match funding is a requirement for the construction phase of any applications and preference will be given to those projects with match funding. Grants will normally be a maximum of 50% of any proposal, however, in exceptional circumstances proposals with the applicant providing a reduced proportion of funding may be considered.

The Active Travel Grant **cannot** be used to match-fund applications to Sustrans Scotland's Places For Everyone programme and vice versa.

2. Scoring Criteria

Please use the following scoring criteria as guidance when completing your application form to ensure that your application has the best chance of success. The scoring for the Tactran Active Travel Grant is in line with the Sustrans Community Links Programme.

Your application will be assessed under the following themes:

Project outcomes and strategic vision (section 3 of the application form)

Design: Process, Quality and Innovation (section 4 of the application form)

Partnership working and deliverability (section 5 of the application form)

Behaviour change and community engagement (section 6 of the application form)

Monitoring (section 7 of the application form)

Each theme will be given a score out of 4 using the following guidance:

Assessment	Score	Interpretation
Excellent	4	Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full.
Good	3	Response is relevant and good. The response is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements will be fulfilled.
Acceptable	2	Response is relevant and acceptable. The response addresses a broad understanding of the requirement but may lack details on how the requirement will be fulfilled in certain areas.
Poor	1	Response is partially relevant but generally poor. The response addresses some elements of the requirement but contains insufficient/limited detail or explanation to demonstrate how the requirement will be fulfilled.
Unacceptable	0	Nil or inadequate response. Fails to demonstrate an ability to meet the requirement.

3. Application Process

If you wish to apply, simply email or post your completed application form alongside any supporting documents to the contact details provided at the bottom of this form. Electronic applications are preferred.

All applications should be submitted by the date set out by Tactran and all project work should be completed by 31 March 2020. Tactran aims to offer awards to successful applicants within two months of receiving a completed application form.

Applications are judged on their own merits and on the extent to which they meet the criteria for this grant and the aims of the Tactran Regional Transport Strategy Refresh 2015-2036, in particular strategy 5.3 Active Travel. Your application will be assessed using the scoring criteria (**see Section 2**).

Award of a grant does not preclude further applications in the same or future years by the successful applicant; 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.

If you are awarded Active Travel Grant funding then you will receive a confirmation email followed by an official award letter and an acceptance form for completion.

4. Project Delivery

Grant payments can be made upfront, on receipt of the completed acceptance form. Once all project work is complete applicants must provide evidence of all expenditure and return any underspend to Tactran.

Successful applicants are responsible for the procurement and installation of all project work.

The Strategy Officer Sustainable Transport will be in regular contact to provide support and successful applicants are required to comply with requests for updates on project delivery.

On completion of the project, all successful applicants must complete a brief project report to include: a summary of the reasoning behind the project and the work completed; desired outcomes of the project; before and after photographs (if applicable); future work related to the project and; any other relevant documentation from the project. A report form will be supplied for completion.

Contact

If you have any questions or would like to discuss a project then please get in touch:

Graeme Brown, Strategy Officer Sustainable Transport
Address: Tactran, Bordeaux House, 31 Kinnoull Street, Perth, PH1 5EN
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Mobile: 07469 444 063
Email: graemebrown@tactran.gov.uk

5. Terms & Conditions

- a) Any local authority or statutory body based in or operating in the Tayside and Central Scotland Partnership area may apply. Where a constituted and incorporated community organisation expresses an interest, an application needs to be coordinated with the relevant statutory body.
- b) Grants cannot be used to enable compliance with the conditions of planning permission or legal agreements.
- c) Applications are particularly welcome from groups working together but a nominated person from an eligible organisation must sign the application form on behalf of a lead organisation accepting the conditions of the grant.
- d) The grant may be used to pay for the pre-construction, construction or post-construction element of a capital active travel project as outlined in the application form, which demonstrates potential benefits to the region by achieving the objectives of this grant scheme.
- e) Applicants must ensure best value where procurement legislation is not applicable. Relevant evidence needs to be kept for a period of seven years.
- f) 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.
- g) For construction elements of any application the grant will normally be a maximum of 50% of the cost of the scheme. However, in exceptional circumstances proposals with the applicant providing a reduced proportion of funding may be considered. 100% funding is available for any feasibility and or design elements of the application.
- h) All work must be in line with relevant design guidance including the Scottish Government's *Designing Streets* (2010) and *Cycling by Design* (2010), and Sustrans' *Cycle-friendly design handbook* (2014).
- i) This grant is awarded for the specific purposes outlined in your application. Tactran reserves the right to recover some or all of the funding if not used for the purposes intended.
- j) 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.
- k) Grants are not mandatory and will be offered solely at the discretion of Tactran.
- l) A response will normally be given to each application within two months. Applicants should not make financial commitments relating to this grant funding until the offer of a grant is accepted in writing.
- m) Successful applicants will ensure acknowledgement of the Tactran Active Travel Grant is evident in all work relating to the scheme, clearly identifying the funding through the Tactran Active Travel Grant and by stating "funded by Tactran and Sustrans through the Community Links programme".
- n) Tactran may use a successful applicant's scheme to promote the Tactran Active Travel Grant and wider Tactran objectives.
- o) Any data collected can be requested and processed by Sustrans and its affiliated Research & Monitoring Unit.
- p) End of project: A brief final report must be provided once the scheme is implemented.