

Tactran Active Travel Grant 2018/19

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 2018/19 to create infrastructure that enables more people to cycle and walk for everyday, utility journeys throughout the region. The grant is based on [Sustrans Community Links](#) 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 Community Links programme and vice versa.

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 2019. 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: graembrown@tactran.gov.uk

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.

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.