# Tactran People and Place Programme 2025/26

# Community Fund – Applicant information sheet and EOI

## Introduction

Tactran, the Tayside and Central Scotland Regional Transport Partnership (RTP) is inviting applications to the Tactran People and Place Programme (P&P). The programme comprises three funds: community, place, and regional funds, see figure 1. This document relates to the Community Fund.

An Expression of Interest (EOI) form for Community Fund applications is included at the end of this document.

Figure 1: Programme fund allocation by scale of engagement

*REGIONAL PROJECTS*

*Multi-authority / cross boundary,*

*c. £70,000 - £150,000 / project*

**Regional Fund**

**Place Fund**

**Community**

**Fund**

*LOCAL PROJECTS*

*Focused approach, within localities*

*c. £50,000 - £120,000 / project*

GRASSROOTS PROJECTS

Individual interventions, no spatial constraints

c. <£25,000 / project

## Application information

Please read the following carefully before submitting an EOI, as it contains key information on eligibility of projects, timescales, and how to submit. Please note that funding is contingent on Transport Scotland funding being awarded to Tactran for the 25/26 financial year.

Your main contact at Tactran will be:

Tactran Projects Manager, James Cooper

Email: jamescooper@tactran.gov.uk.

## Purpose of the Fund

The People and Place Community Fund Grant is a key part of the regional delivery of active and sustainable travel behaviour change under the People and Place Programme. It aims to fund small projects, of up to £25,000, that support people to increase their use of active and/or sustainable transport modes. The People and Place Programme is intended to:

* Increase the proportion of active and sustainable journeys in the region
* Increase awareness of the benefits of active and sustainable travel to encourage future behaviour change
* Increase knowledge and the use of active and sustainable travel modes among underrepresented groups in the region who might face additional barriers
* Collaborate with delivery partners to strengthen capacity and capability in active and sustainable travel

## Application Process and Timeline

Applications follow a two-stage process. EOIs must be submitted by the 27th of January 2025 and will be followed by application support and a detailed application.

Supporting discussions will be offered, but not required, between Tactran and applicants to allow feedback and fine tuning of applications. Full applications will be accepted in the period to the 14th March 2025, in line with the timetable set out below. Application decisions will be notified in the week commencing 31st March 2025.

Table 1: Application timeline

|  |  |
| --- | --- |
|  | Date |
| Initial concept statement and Expressions of Interest | 20th December 2024 – 27th January 2025 |
| Pre-Application Support | 27th January – 21st February 2025  |
| Draft Application Documents published | 27th January 2025 |
| Grant applications open | 24th February 2025 |
| Grant applications close | 14th March 2025 |
| Grant application scoring | w/c 17th March 2025 |
| Application result notification | w/c 31st March 2025 |

## Project Eligibility

The Community Fund will support projects up to £25,000. Alternative routes for funding may exist beyond this amount, including those set out in the wider Tactran People and Place Programme. Projects must support one, or more, of the themes of the P&P programme, listed below, and deliver local interventions to encourage active and sustainable transport in the Tactran region. A list of example projects by authority is included below for reference.

Projects can focus on active travel and/or sustainable transport interventions or a combination of both.

#### Schools and Young People

Interventions in Scottish schools, youth, and community facilities, that deliver solutions for creating an environment where Active and Sustainable travel choices are not only an option, but the most effective ways to travel for young people and families.

#### Workplaces

Interventions that focus on places of work, that make Active and Sustainable travel choices a realistic solution for commuting for staff and volunteers. These could include investment in workplace cycle storage/parking or maintenance provision, or incentivisation schemes that make wheeling, walking, cycling and public transport a more attractive choices to private car use.

#### Accessibility and Inclusion

Interventions that focus on inclusion of underrepresented groups in Scotland who might face additional barriers to Active and Sustainable travel, such as cost, social perception, culture, health, ability, and geographical location. Interventions should integrate a good engagement with groups who face such barriers and aim at significantly reducing them to increase opportunities to choose Active and Sustainable travel.

### Location Criteria

Projects should be run within the RTP that they are applying for, but can relate to projects that cross from the Tactran area to a neighbouring RTP, such as SEStran or SPT. Projects that cross RTP boundaries will be developed between RTPs with a ‘lead’ RTP agreed who will assess the application and manage any successful project.

### Eligible expenditure

This is a project-based grant fund that will operate on the basis of full cost recovery, so all costs related to the delivery of the project funded will be eligible to be claimed. This will include relevant staff costs as well as proportional overheads, premise costs etc. Costs that do not relate to the specific project being funded (for example, whole organisation overheads or entire premises costs) cannot be funded.

### Examples of eligible projects (non-exhaustive list)

#### Schools and Young People

* Creation or development of a community bike or e-bike share scheme
* Cycle and scooter parking and storage
* Provision/access to bikes for young people
* Walking promotion for schools
* Safe Walking / Cycling / Scooting training
* Planning for multi-modal travel, walking routes to stops, timetable information
* Support for community engagement – parents behaviour change
* Support to develop tailored interventions for specific pupils e.g. girls / disabled children
* Pre-school/nursery interventions to build a skill for life and make cycling the norm for families through community interventions.
* Travel planning tools, multi-modal trip planning. Safe travel routes.

#### Workplace projects

* Travel auditing for business parks / major employment centres
* Workplace travel planning
* Walking activities and challenges e.g. step count challenges
* Support for travel planning – integrating active travel and public transport
* Support for provision of cycle parking/storage and showers/changing rooms
* Confidence building and cycle training, including route planning for walking, wheeling and cycling journeys
* Provision of bikes e.g. pool bikes
* Bike and e-bike share schemes
* Pop-up mobility hubs

#### Accessibility and Inclusion

* Outreach and communication. Co-designing the approach with people with lived experience.
* Promotion/awareness raising of safe walking, wheeling, and cycling routes based on individual and community need.
* Training for LA officers on best practice (e.g. EQIAs).
* Access to bikes, e-bikes, and cycles adapted to match user needs
* Access to wheeling and forms of active mobility equipment such as scooters
* Access planning tools, Real time information,
* Trail development, design, wayfinding and planning tools
* Support for shared transport / DDRT / MaaS
* Audit of and minimising barriers to access

### What is not eligible for funding

* Any project that does not focus on increasing rates of wheeling, walking, cycling and/or sustainable travel
* Any project that provides for the construction of active or sustainable travel infrastructure
* Any project not delivered by a community organisation, see below for detail of organisational eligibility

## Monitoring

All supported projects funded will include appropriate monitoring in line with the agreed outcomes. Costs for monitoring should be included within the budget for each project and should be proportionate to the scale and activity being proposed. Specific monitoring requirements, including specific outcomes for projects that focus on sustainable travel, will be discussed further with groups submitting expressions of interest prior to the full application process.

## Organisation Eligibility

This fund is open to:

* community groups
* voluntary organisations
* registered charities
* social enterprises
* community benefit societies
* community interest companies (CICs)

To be eligible, organisations must:

* Have a signed constitution
* Be able to provide an up-to-date Public Liability Insurance certificate
* Be financially solvent, and be able to provide evidence of such, such as recent accounts
* Have a project team of at least one named person committed to lead and manage the project for its duration, including finance and administration
* Comply with the Fair Work First conditionality
* Have robust safeguarding policies and procedures to protect vulnerable adults and children (if applicable to the project)

All applicants should be able to demonstrate a capability to deliver projects of the type applied for. Note that this fund is not open to Local Authorities, or other public bodies.

## Assessment Process

Full details of the application process will be provided as a part of the pre-application support process. Full applications will be scored in line with the scoring criteria provided to accompany the detailed application form. The average score under each criterion will then be taken and compiled into an overall score for each project. An internal recommendation will then be made on a project-by-project basis, based on the score. Scoring criteria will be detailed as a part of the full application process.

### Organisation Financial Assessment

Alongside the application, a financial sustainability assessment will be undertaken on organisations in line with Tactran’s processes.

## Additional information on eligibility criteria

### Fair Work First

All grants awarded with Scottish Government funds from 1 July 2023 (which includes this fund) must comply with the [Fair Work First](https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fwww.gov.scot%2fbinaries%2fcontent%2fdocuments%2fgovscot%2fpublications%2fadvice-and-guidance%2f2023%2f03%2ffair-work-first-guidance-2%2fdocuments%2ffair-work-first-guidance-supporting-implementation-fair-work-first-workplaces-scotland%2ffair-work-first-guidance-supporting-implementation-fair-work-first-workplaces-scotland%2fgovscot%253Adocument%2ffair-work-first-guidance-supporting-implementation-fair-work-first-workplaces-scotland.pdf&c=E,1,1imrjm0cfQ41sNWk5afAQDr9A-1_GyV8_WXwrFaAwZpBK9zMvTlKP1rb8urZxgAtlS2p__n72ErGymQLUtYYzV_SQHGmrctk_eYw4ZB6u8pCmYYy2HxgWuDM&typo=1) conditionality requiring grant recipients to pay at least the real Living Wage, and provide appropriate channels for effective workers’ voice, such as trade union recognition.

All principal grant recipients (in the case of People and Place, this is Tactran) are required to meet the real Living Wage and effective voice conditions. Where the grant recipient issues funding to third-party organisations to support the delivery of the funded activity, the conditionality applies as follows:

* The real Living Wage condition applies to workers directly engaged in the delivery of the funded activity who are aged 16 and over, including apprentices and based anywhere in the UK.
* The effective voice condition does not apply.

#### Real Living Wage

* In general, a grant recipient must demonstrate it is paying the Real Living Wage (RLW) before it can access a grant
* For the purposes of this grant fund, this condition only applies to workers directly engaged in the delivery of the funded activity who are aged 16 and over, including apprentices and based anywhere in the UK.

Evidence required will depend on the size of the grant as per [Scottish Government guidance](https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fwww.gov.scot%2fpublications%2ffair-work-first-guidance-2%2fpages%2f11%2f&c=E,1,61dMWT7dmbWccJ_5cifOgCF63euwsH7kqI5vFVAEC1SdMnFfCpLbIWZUvc6c5WNghO_UJxPk2X46b5lDG5qrS1ZXRwM8MD6DRBlzft8NFkXyijE,&typo=1).

### Work with vulnerable people

It is important we have assurances relating to the safeguarding of vulnerable groups. If your programme involves working with vulnerable groups, we will ask you to confirm that you have:

* Robust safeguarding policies and procedures in place to protect vulnerable adults and children (these may include things such as a specific safeguarding policy, training, support and supervision of staff, a Code of Conduct)
* Whistleblowing and monitoring and complaints processes.
* A clear procedure which must be followed if you become aware of any specific safeguarding incident

## Grant Fund Additional Requirements

All successful applications will be expected to sign the grant funding terms prior to any projects commencing. Full copies of these can be provided in due course, but will include the following requirements:

* Grant under this fund will be limited to a maximum of £25,000
* All funding must be spent, and project close documentation submitted, by 31st March 2026. Any funding not spent and claimed by this date will not be claimable
* Projects are funded for the scope and amount given on the full application. Any deviation from this requires prior approval from the Tactran
* Monitoring is a key component of the programme, and it is expected that this is carried out as part of the project, and all results from this are provided to Tactran in a timely manner
* Grant funds must be claimed in arrears at the end of each quarter, and payment will only be made on production of satisfactory evidence of expenditure and project progress (unless by prior agreement)
* Tactran will require quarterly project progress meetings and reports over the duration of the project

## Key Definitions

#### Active Travel

Active travel is walking, wheeling or cycling for a purposeful journey. Wheeling includes using a wheelchair or mobility aid as an alternative to walking.

#### Sustainable Travel

Sustainable travel can be defined as including active, public and shared transport modes. However, in the context of the People and Place behaviour change programme, the focus is on projects that involve solutions that can specifically improve travel planning and encourage more joined-up journeys. Eligible sustainable travel projects should include at least one of the following elements:

* Shared transport (such as introduction or expansion of car clubs, bike and e-bike share schemes, as well as car share/lift-share)
* (Digital) Demand Responsive Transport schemes
* Mobility Hubs (full and pop-up)
* Passenger Information provision
* Support for MaaS project roles

#### Revenue Funding

Resource expenditure are costs incurred in the day-to-day operations of a business. In government these expenditures are incurred to ensure smooth running of public services and institutions. These expenses are necessary for maintaining the operational efficiency and ensuring the smooth functioning of a business’ core activities. The key characteristics of resource expenditure is that spend occurs regularly and is necessary for ongoing operational activities.

#### Capital Funding

Capital expenditure, on the other hand, involves investments in assets (for example infrastructure) that typically yield benefits over a long period of time, and is generally expenditure that is meant to acquire or improve fixed assets.

# Tactran People and Place Programme 2025/26

# Community Fund EXPRESSION OF INTEREST

EOIs should be submitted using this form. Please submit separate forms if you are applying for more than one project.

Once submitted your EOI will be reviewed by members of the Tactran team, who will provide feedback. Application support will be provided following submission of the EOI and prior to submission of a full application, as a method of providing focus and defining project scope. Participation will not be a requirement of making a submission.

Completed forms should be returned to: info@tactran.gov.uk on or before the 27th January 2025.

Questions and queries can be addressed to: James Cooper, Projects Manager, Tactran.

Tel: 07311 651 698, Email: jamescooper@tactran.gov.uk

1. **Community Fund Expression of Interest**

Please submit 1x EOI per project.

|  |  |
| --- | --- |
| Organisation name and address |  |
| Key contact name |  |
| Email |  |
| Phone number  |  |
| Proposed project title |  |
| **Project theme**(s), *please select all that apply*  | *Tick where applicable* | *Notes related to delivery* |
| Access to bikes, by referral / at defined locations |  |  |
| Cycle Training / confidence |  |  |
| Active Travel promotion (cycling and walking) |  |  |
| Cycle storage |  |  |
| Walking confidence |  |  |
| Workplace travel planning |  |  |
| Sustainable mobility hubs |  |  |
| Other(s), list: |  |  |
| **Project location**  |  |
| Proposed project summary (max 200 words) |  |
| Project objectives |  |
| Proposed project outcomes |  |
| Method(s) of community engagement anticipated |  |
| Project delivery timetable, *please indicate key dates and deliverables anticipated for the period 1st April 2025 – 31st March 2026* |  |
| Relevant experience*Please list all relevant examples (max 50 words / example)* |  |
| Estimated costs for project delivery, *please indicate costs by category:* | TOTAL COST | £ |
|  | Of which Capital cost | £ |
|  | Of which revenue cost | £ |
|  | Of which M&E cost | £ |
| Overview of resource availability |  |
| Does your organisation pay staff the real living wage? | Yes / No |
| If you responded ‘No’ above, please provide detail as to why: |  |