



## **SUSTAINABLE AND ACTIVE TRAVEL GRANT SCHEME**

### **GUIDANCE FOR APPLICANTS**

The South East Scotland Transport Partnership (SEStran) operates a Sustainable and Active Travel Grant Scheme (SATGS) to support and encourage Travel Planning and Active Travel throughout the South East of Scotland by providing financial assistance to organisations investing in measures aimed at encouraging sustainable travel.

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

- Secure cycle parking and shower/changing facilities;
- Improving pedestrian access to a place of work;
- A travel to work survey to develop a Travel Plan;
- Employee training in travel planning, or;
- Any other scheme that encourages sustainable and active travel

Any business or organisation in the South East of Scotland may apply for funding towards measures aimed at encouraging sustainable travel. Applications may be made on behalf of:

- Any business or organisation, including charities, not for profit and public sector agencies, based in or operating in the SEStran Region\*;
- A specific workplace or section within such a business or other organisation or Commercial or public service premises (*not* a private residence).

Where an application is made on behalf of a wider grouping (e.g. a group of organisations working together), a single organisation must be nominated as the applicant.

Grants will range from £500 to £25,000 and will normally be up to a maximum of 50% of any proposal, although in exceptional circumstances higher awards may be made. 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 SEStran Region includes the following Local Authority boundaries: Scottish Borders, City of Edinburgh, Midlothian, Falkirk, Fife, West Lothian, Clackmannanshire and East Lothian.

SATGS applications are judged in the order they are received, on their own merits and on the extent to which they meet the objective of the SATGS. 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;
- A detailed travel survey has been carried out;
- 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.

Other factors taken into consideration include:

- The nature of the applicant;
- If there are any existing planning requirements, or;
- The application supports other SEStran targets;
- If there is other grants/assistance available;
- Number of potential beneficiaries, and;
- The availability of SATGS budget.

If you wish to apply simply fill out the Online Application Form on the SEStran website and you will be contacted by SEStran to discuss your application. If application meets the criteria of the scheme you may be offered a follow-up interview where you can provide more detailed information to support your application.

Bids are accepted year-round however, work must be completed before 31<sup>st</sup> March 2012. SEStran aims to offer SATGS awards to successful applicants within 2 months of receiving a completed application form, following a decision by an assessment panel consisting of representatives from SEStran.

Awards are made based on the understanding that each application is an accurate and honest reflection of circumstances. SATGS awards will be offered subject to certain conditions such as a commitment 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.

SEStran may use a successful applicant's scheme to promote the SATGS and wider SEStran objectives. Successful applicants will be expected to label all physical investments clearly identifying that they were partly funded through the SATGS. Grants will only be paid on the successful completion of projects before 31<sup>st</sup> March 2012.

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 south east 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 awarding panel. The earlier the application is received, the greater is the likelihood of a successful bid.
- f. Grants will be paid after the scheme is implemented, which must be completed before 31<sup>st</sup> of March 2012.
- g. The applicant must demonstrate funding commitment from other sources within their own organisation.
- h. The grant will normally be a maximum of 50% of the cost of the scheme.
- i. The maximum grant available for any individual application will be £25,000.
- j. Grants are not mandatory and will be offered solely at the discretion of the SESTRAN awarding panel.
- k. A response will normally be given to each application within two months. Applicants should not make financial commitments until they have received a written offer of a grant.
- l. The applicant will be solely responsible for payment to contractors and any overrun of costs - SESTRAN and its constituent bodies cannot be held responsible for such eventualities.
- m. SESTRAN retains the right to carry out a post-implementation review of the effectiveness of any scheme carried out with grant support.

If you have any questions or would like to discuss an application please contact the office using the following details:

SEStran  
Claremont House  
130 East Claremont Street  
Edinburgh  
EH7 4LB

Lisa Black, SEStran Travel Plan Officer - [lisa.black@sestran.gov.uk](mailto:lisa.black@sestran.gov.uk)