

Sustainable Travel Grant Scheme Guidance for Applicants

The North East Transport Partnership (Nestrans) operates a Sustainable Travel Grant Scheme (STGS) to support and encourage Travel Planning and increasing sustainable travel throughout the North East of Scotland. The scheme provides financial assistance to organisations investing in measures aimed at encouraging sustainable travel; such as increasing travel by to work by public transport, cycling and walking, low emission vehicles and reducing the need to travel.

STGS can be used to support measures and provide support for organisations developing or implementing a Travel Plan. Schemes funded by a STGS could include, but not limited to:

- Secure Cycle Parking
- Shower/Changing facilities
- Improving pedestrian access to a place of work
- A survey to develop a Travel Plan
- Applicable Employee Training
- Any other scheme that encourages sustainable travel

Any organisation or business based in Aberdeen or Aberdeenshire may apply for funding towards measures aimed at encouraging sustainable travel. Applications may be made on behalf of:

- Any Business or other organisation, such as charities, not for profit and public sector agencies based or operating in Aberdeen or Aberdeenshire
- A specific workplace or section within such as 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 normally range from £500 to £10,000 and will normally be 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% match funding, which should include a contribution directly from the applicant and may not come wholly from another grant scheme.

STGS 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 STGS. The key factors influencing a decision are the extent to which applications demonstrate;

- An effective travel plan is actively being developed
- An effective travel plan has been completed and being implemented
- The potential impact the scheme will have in helping to improve sustainable travel
- Innovation, environmental and health benefits are demonstrated by the organisation's policies towards travel.

Other factors taken into consideration include:

- The nature of the applicant
- The commitment shown by the applicant to support the proposal
- If there are any existing planning requirements (For example the grant would not be given for items that are required, as part of planning permission)
- The application supports the Regional Transport Strategy
- If there are other grants/assistance available
- Potential number of beneficiaries and
- The availability of the STGS budget.

If you wish to apply, simply complete the online application form on the Nestrans website and you will be contacted by Nestrans to discuss your application. If the application meets the criteria of the scheme, it will be considered by the Strategic Transport Officers Liaison Group, which has representatives from Nestrans, Aberdeen City Council and Aberdeenshire Council.

Grant monies should be spent within six months of the approval of the grant and applicants are limited to one application per year.

Awards are made based on the understanding that the application is accurate and honest reflection of circumstances. STGS awards will be offered subject to certain conditions such as a commitment to monitor use for a set period (usually one year after implementation) and guarantee that awarded grants are used solely for the purposes identified as part of the assessment process.

Award of the grant does not preclude further application in 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 schemes resources, previous awards to the applicant will be taken into account as part of the assessment process.

Nestrans may use a successful applicants scheme to promote the STGS and wider Nestrans objectives. Successful applicants will be expected to label all physical investments clearly identifying that they were partly funded through the STGS. Grants will only be paid on the successful completion of projects.

Conditions:

1. *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.***
2. *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 north east by achieving the objectives of the scheme.*

3. *Applications are particularly welcome from groups working together, but a nominated person must sign the application form on behalf of the lead organisation accepting the conditions of the Grant.*
4. *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.*
5. *Grants will be awarded on to the most worthy bids received by an advertised deadline date and assessed by the awarding panel.*
6. *Grants will be paid after the scheme is implemented, which must be within six months of the approval of the grant.*
7. *The applicant must demonstrate funding commitment from other sources within their own organisation.*
8. *The grant will normally be a maximum of 50% of the cost of the scheme*
9. *The maximum grant available for any individual application will be £10,000*
10. *Grants are not mandatory and will be offered solely at the discretion of the awarding panel.*
11. *A response will normally be given to each application within two months of the closing date for applications. Applicants should not make financial commitments until they have received a written offer of a grant.*
12. *The applicant will be solely responsible for payment to contractors and any overrun of costs. Nestrans and its constituent bodies cannot be held responsible for such eventualities.*
13. *Nestrans should receive a post-implementation review of the effectiveness of any scheme carried out with STGS support. This could include, benefits of scheme, level of use, lessons learnt etc.*

If you have any questions or would like to discuss an application. Please contact the Nestrans office.

Nestrans

Archibald Simpson House

27-29 King Street

Aberdeen

AB24 5AA

Tel: 01224 346680

Email: nestransinfo@nestrans.org.uk