

Community Sustainable Travel Grant Scheme

Guidance for Applicants

Background

The North East Transport Partnership (Nestrans) currently operates a Sustainable Travel Grant Scheme (STGS) to support and encourage Travel Planning and increasing sustainable travel throughout the North East of Scotland. By providing 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.

This grant has mainly been used by private or larger public or third sector organisations. In the past year or so there have been some unsuccessful applications, primarily from smaller community groups as they are unable to meet the match funding criteria.

As a result of this Nestrans has outlined a proposal for a Community Sustainable Travel Grant (CSTG) that was more suitable for community groups and smaller third sector organisations or social enterprises.

Community Sustainable Travel Grant

The CSTG can be used to support measures and provide support for organisations developing or implementing sustainable travel projects. Schemes funded by a CSTG could include, but not limited to:

- Secure Cycle Parking
- Shower/Changing facilities
- Improving pedestrian/cycling access to community facilities
- A survey or public consultation to develop sustainable travel in their community
- Applicable volunteer training
- Any other appropriate scheme that encourages sustainable travel

Please note that the CSTG cannot be used for improvements to private residences.

Any constituted Community Group, registered charity or social enterprise based in Aberdeen or Aberdeenshire may apply for funding towards measures aimed at encouraging sustainable travel.

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 are up to a maximum of £10,000.

CSTG 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 CSTG. The key factors influencing a decision are the extent to which applications demonstrate:

- The potential impact the scheme will help improve sustainable travel
- Innovation, environmental and health benefits are demonstrated by the organisations policies towards travel.

Other factors taken into consideration include:

- The nature of the applicant
- The commitment shown by the applicant to support the proposal - this could be in the form of volunteer hours or resources
- 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 CSTG 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 12 months of the approval of the grant and applicants are limited to one application per year.

NESTRANS would require sight of budget plan for a scheme application, copy of latest audited accounts and management accounts and a cash flow forecast if available.

Grants are made based on the understanding that the application is accurate and honest reflection of circumstances. CSTG 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 to extend the current project further into the community. 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 applicant's scheme to promote the CSTG and wider Nestrans objectives. Successful applicants will be expected to label all physical investments clearly identifying that they were funded through the CSTG.

Conditions:

1. Any Constituted Community Group, Registered Charity or social enterprise 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 to the most worthy bids received by the date of the meeting of the awarding panel. The earlier in the financial year the application is received, the greater the likelihood of a successful bid.
6. Grants will be paid after the scheme is implemented, **which must be within 12 months of the approval of the grant.**
7. The applicant **must demonstrate commitment from volunteers/staff or other resources within the community.**
8. **Grants are not mandatory and will be offered solely at the discretion of the awarding panel.**
9. 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.**
10. **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.**
11. Nestrans should receive a post-implementation review of the effectiveness of any scheme carried out with CSTG 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 Nestrans

Email: nestransinfo@nestrans.org.uk