



# Sustainable Travel Grant Scheme for schools and businesses

## Guidance for Applicants

Slough Borough Council (SBC) operates a Sustainable Travel Grant (STG) Scheme to support and encourage the development and implementation of travel plans. The scheme provides financial assistance to organisations investing in measures aimed at encouraging sustainable travel, such as increasing travel to school or work by public transport, cycling, walking and scooting.

Sustainable Travel Grants (STGs) could include, but are not limited to:

- secure cycle parking
- shower/changing facilities
- a survey to develop a travel plan
- cycle training, bikers' breakfasts, cycling promotion event
- walking initiative
- any other scheme that encourages sustainable travel eg. Car free day, Cycle training or Road Safety Shows.

Grants can range up to £2,000 and will normally be up to 50% of any proposal, although in exceptional circumstances higher awards may be made. The applicant would be required to secure the remaining 50% match funding amount.

STGs are assessed according to the following key factors.

- A travel action plan is actively being developed in partnership with SBC's Better by...sustainable transport team.
- An effective travel plan has been completed and is being implemented.
- The potential impact the scheme will have in improving sustainable travel to the site/reducing single occupancy car use.
- Innovation, environmental and health benefits are demonstrated by the organisation's internal policies relating to travel to/from the site, demonstrating commitment to promoting sustainable travel.

In addition, grant allocation will also be dependent on:

- the commitment of the applicant to support delivery of the proposal
- clear commitment to monitor the outputs/outcomes of the proposal with details of how this will be undertaken
- any existing planning requirements - a grant application for any initiatives relating to the planning condition will be rejected
- the grant allocation may be determined by the size of the organisation and the number of employees at the site where the grant funded activity will take place
- the availability of the total STG budget.

### Sustainable Travel Grant - terms and conditions

#### Pre-requisites

- Slough Borough Council (SBC) will contribute up to 50% towards the cost of the project, however in some instances, this could be higher. The contribution is based on the original estimate of the scheme and shall include any administration time but exclude VAT.
- Funding of more than 50% will depend upon the demonstration of suitable in-kind contributions.
- The facility or equipment will be located at the organisation site in Slough.
- Necessary quotes are received (as agreed by the council) prior to the grant being awarded, in order to demonstrate value for money to the council.
- The scheme must be completed within six months of the grant being awarded, and the facilities funded by the grant must be available for a period of three years from the date of the grant approval.
- Any organisation may apply but grants are not available to enable schools to comply with conditions of planning permission or legal agreements which require them to implement such measures.

- The grant may be used to pay for the cost of materials, implementation of schemes, consultation, research and surveys, training or any other initiative which demonstrates potential benefits in support of sustainable travel to the site.

#### **Changes to the agreed project/scheme**

- The council will be informed of any proposed changes or amendments to the project and reserve the right to withdraw support should these be considered unacceptable. If so, the council will require the grant to be either fully or partially refunded depending on the extent of the changes.
- If for any reason, the project does not take place, the funding will be returned in full to the council.

#### **Evidence of completion and final costs**

- Photographs of the completed scheme and evidence of the final costs (i.e. a copy of the final invoice for the work) will be provided to the council within six months of the grant being made.
- If the actual costs are less than anticipated, the balance must be repaid to the council within two months of completion.

#### **Monitoring of the impact and benefits**

- The organisation agrees to provide reasonable monitoring information on use or take up, as agreed with the council.
- The application must provide adequate information to justify the scheme. This should include the potential benefit of the scheme and how the actual benefit will be measured.
- 'Before' and 'After' surveys issued prior to the scheme being implemented and six months after implementation are both available from the 'Better by...' team.
- The organisation must become accredited to at least Bronze level Modeshift STARS accreditation and complete an annual survey.

#### **Publicity and promotions**

- The council's contribution will be acknowledged in any publicity generated by the organisation.
- The council's name/logo must not be used without permission.
- The organisation agrees that the council may use this project in future publicity/promotions.
- The organisation will fully cooperate with SBC's initiatives to promote sustainable travel, such as the promoting services available to their staff.

#### **Please note**

Any relevant permission (i.e. planning consent or landlord permission) must be sought by the organisation to install facilities as necessary. The grant funding cannot be used to pay for facilities that should be provided as part of any planning application or obligation.

### **How to apply**

If you would like to apply for a Sustainable Travel Grant please complete the application form using the link <https://forms.office.com/r/w509vF4sFD>

It is advised you speak to a member of SBC's 'Better by...' team to discuss your application, including some detail of your proposed scheme, when you plan to implement the scheme etc. If you are successful in your application, it is advised that you spend some time planning the best time to deliver your initiative, so you have enough time to make it a success.

#### **Approval of application**

If your grant meets the criteria set out above, SBC's 'Better by...' sustainable transport team will review your application. If your application is successful an award will be made.

#### **Conditions of allocation**

Awards are subject to certain conditions:

- The organisation's survey must be completed first to track progress prior to implementation.
- Grant monies should be spent within six months of receipt.
- Six months after implementation another survey must be completed to track progress.
- Any existing planning requirements, if applicable.
- Applicants are limited to one application per year.

**Please note the deadline for submissions is 18 November 2022. If you have any questions or if you would like a paper copy, please contact the 'Better by' team at [BetterBy@slough.gov.uk](mailto:BetterBy@slough.gov.uk)**