**Active Travel Grants Scheme for Sustainable Travel**

The Active Travel Grants Scheme will build on the experiences and strengths of previous sustainable travel investment in Lancashire. A package of sustainable travel measures will support the development of the strategic cycle network and its interaction with other forms of sustainable transport. This is intended to contribute to economic growth, reduced carbon emissions, health improvements and other wider social and environmental benefits.

Travel on and around the local transport network needs to be made more sustainable as it struggles to cope with increased demand. There are significant levels of congestion and delay which have a negative impact by compromising journey time reliability. Congestion can be a deterrent to economic growth by making travel difficult, compromising access and deteriorating the quality of the urban environment. Growth can be enabled and further investment encouraged through the implementation of a targeted package of sustainable travel measures.

Encouraging the active modes of walking, cycling, and wheeling will have positive effects by minimising congestion, offering an attractive environment to walk, cycle and wheel in. By giving people access to good quality information we can help people make transport decisions that are better for themselves and for the environment. To support this an element, the Active Travel Grant Scheme project is to engage with local businesses and organisations and, as well as publicise, promote, and encourage active travel options, make available small scale Active Travel Grants of up to five thousand pounds (£5,000) to help employers or voluntary sector organisations to develop, support or promote active travel at their sites.

**Who is eligible?**

Any businesses or organisation operating within Lancashire, subject to the constraints of individual funding streams. The Lancashire County Council project officer will advise.

**What can the Active Travel Grant be used for? What are our objectives?**

The Active Travel Grant has several objectives, and the grant can be used by employers or voluntary sector organisations for any purpose that would help to achieve one or more of these:

* Make walking, cycling, and wheeling safer, convenient and attractive
* Reduce traffic congestion/emissions
* Improve access to the site by active modes of travel
* Influence travel behaviour resulting in modal shift towards more active mode use
* Facilitate economic growth through improved access by active modes of travel
* Improve the safety, availability, or affordability of active modes.

All grants will be assessed/scored against these objectives. Only the applications with the highest scores, as determined by the Sustainable Travel Manager, will be funded.

Examples of some of the schemes which would be considered suitable are suggested below. The list is not exhaustive but merely aims to provide an indication of the sorts of schemes which the grant could be used for.

* Cycle parking/storage and/or shower/changing/drying or other facilities for those wishing to cycle
* Improving access for those who walk and cycle
* Improved access and links to public transport
* Delivery of sustainable travel roadshows/events
* Walking, cycling and/or wheeling promotion and awareness campaigns
* Measures to instigate, increase or promote car sharing.

**Application criteria - Active Travel Grants: terms and conditions**

1. Applications will only be accepted on the official "Active Travel Grant Scheme Application Form", which must be completed in full. Applicants should set out details of their proposed project which will seek to achieve one or more of the identified objectives.

2. The grant money can only be used for the project proposal described in the application form. Successful applicants will have their project progress monitored to measure whether the project outcomes (considering the wider identified objectives) have been achieved.

3. The applicant is responsible for obtaining quotes, issuing the work and ensuring work is completed to a satisfactory standard. The applicant is also responsible for applying for, receiving and complying with the conditions of any relevant permissions (i.e. planning permission) if applicable.

4. If the project necessitates works within the limits of the publicly maintained highway, the applicant will be required to enter into a section 278 agreement (under the Highways Act 1980) with the relevant highways authority which depending on road type and location may be Highways England, or Lancashire County Council. Such works may require the backing of a bond/financial deposit and will be subject to the relevant highways authority's approval and inspection process.

5. Copies of quotes for works or equipment to deliver the project proposal must be attached to the application form (screen grabs for some equipment, as agreed following discussion with the applicant prior to submitting the application, will suffice).

6. Grants are only available for projects which have not been completed prior to the application being approved. Grants are available for partially completed projects to help complete them and bring them into use where there are justifiable reasons for a further grant award and in addition identifying how the reasons for partial completion will now be overcome. However, an applicant seeking further grant funding for its partially completed project where it had previously been awarded a grant sum will be ineligible for any further grant funding on that project or for any other project proposal (as at points 12 and 13 below).

7. Grants are available for up to one hundred per cent (100%) of the total costs of a project up to a maximum grant of five thousand pounds (£5,000) in any financial year.

8. For all grants a contribution on behalf of the employer's business or voluntary sector organisation is required.

9. Contributions to projects can take the form of a financial input, a contribution in kind or a combination. The level of contribution required will vary depending on the size of the grant sought but should equate to a minimum of thirty per cent (30%) of the overall value of the grant. In kind contributions should be in the region of about thirty (30) hours of staff time for the maximum grant available.

10. Subject to points 11, 12 and 13 below, an organisation can apply for any number of grants but cannot in total receive in excess of the five thousand pounds (£5,000) maximum in any financial year.

11. Exceptions to point 10 above will be considered where an organisation has multiple sites within the Lancashire area and can produce a compelling project proposal offering value for a larger grant to meet or exceed the objectives.

12. Any additional grant must be for a different project to that of the original grant purpose.

13. The initial project for which grant funding has been awarded must have been completed or initiated before subsequent grant monies are released.

14. If the organisation is VAT registered any grant paid will be net (i.e. excluding VAT).

15. If the organisation is not VAT registered and is unable to recover VAT **and** can provide evidence of that status then the grant will be paid inclusive of VAT.

16. Successful applicants will be required to provide monitoring information in the format and at the frequency and duration committed to in the project proposal both during the project delivery and once the project has been completed. As a minimum, monitoring information should be recorded and shared for [two (2) years] after the end date of any project works or for [two (2) years] after the commencement of new active modes projects which do not require project works.

17. Copies of any promotional/marketing or press coverage in relation to the completed project should be provided with monitoring information.

18. Following the payment of a grant (unless otherwise agreed/profiled in the project proposal the grant shall be paid as a single lump sum payment within [thirty (30)] days of the application being approved) the applicant must deliver the project as specified and within the timescales identified. Failure to do so without the written consent of the Active Travel Grants team will require the grant to be returned in full within thirty (30) days of written request.

19. Grant recipients must be able to prove their project expenditure if requested and should retain any receipts for work undertaken for at least two (2) years following expenditure.

20. If the final expenditure is less than the grant awarded all unspent monies must be returned to the Active Travel Grants team by the applicant as soon as the underspend is identified.

21. By applying for a discretionary grant, applicants agree to accept the terms and conditions within which a grant may be awarded. Submission of a project proposal on the official application form is no guarantee that a grant shall be awarded in the sum applied for (or at all). The Active Travel Grants team shall retain absolute discretion as to how to apply the resources.

**Combined Applications**

Combined applications from employer businesses or voluntary sector organisations on a single site with the intention of pooling grant monies for the purpose of a common facility or other project proposal are eligible. In scenarios such as this a lead (the Principal Applicant) should be identified. Combined applications should clearly state on the official application form under the "Details of the Proposed Project" section that grant monies, if awarded, are to be pooled and must state the name of the Principal Applicant and the other combined applicants (and any nominal apportionment of the grant sum sought between each applicant which can then be used in any applicant calculation for the purposes of point 10 above).

In the case of combined applications there are the following supplementary terms and conditions:

* 22. Grant recipients who agree to pool their grant are required to provide the Principal Applicant with the amount of grant they receive when requested.
* 23. In the case of combined applications all applicants agree to details of their business or voluntary sector organisation and amount of grant awarded being shared with the Principal Applicant.

For the remainder of points 1 to 21 an applicant should be construed as the Principal Applicant acting on behalf of itself and its fellow combined application applicants (who all still have to make a contribution to the project). Please note using a combined application with a different Principal Applicant to an original applicant on a partially completed project will not be permitted.

**Pool bikes**

If the purpose of the grant (or part thereof) for a project proposal is to establish a "Pool Bike Scheme" then additional grant funding conditions will apply. The Active Travel Grant scheme will not fund beyond the following limitations unless a sound business case is presented and accepted in support:

* 24. Ratio of one (1) bike: ten (10) employees or volunteers/team members minimum
* 25. Hybrid or road bike only (electric versions are acceptable)
* 26. Max value five hundred pounds (£500) for conventional bikes (per each bike/equipment set) or fifteen hundred pounds (£1,500) for electric bikes (per each bike/equipment set).

Some equipment and clothing could be included but this should be outerwear only and would count towards the maximum value (but the starting assumption is that the bike expenditure and associated equipment/clothing expenditure should be in approximately the same proportions unless otherwise discussed and agreed in principle before the official application form is submitted).

**Application process and awarding of Active Travel Grants**

 Complete application form and return to activetravel@lancashire.gov.uk with *'grant application'* in the subject line

 Attach copies of quotes with application form.

 Acknowledgement of receipt of application form will be sent within five (5) working days.

 Applications will be assessed, decisions made, and applicants informed within 20 working days.

 Successful grant applications will then be passed for payment by BACS.

 In line with LCC's [Privacy Notice](https://www.lancashire.gov.uk/council/transparency/access-to-information/privacy-notice/), your bank/building society details will be deleted once payments have been processed. Other details will be held until 31st March 2026, after which, you will be contacted for permission to retain for a longer period (which will be stated) if required. We will store your details to enable monitoring and evaluation for the various funding streams involved. Once your information is no longer needed it will be securely and confidentially destroyed.

 Projects must be completed within the timescales specified on the application.

 Grants must only be used for the purposes detailed on the application.

 Confirmation of completion of projects will be requested following the deadline specified.

**Contact details**

Email: activetravel@lancashire.gov.uk

Address: Sustainable Travel Team

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 Lancashire

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