People and Place Grant Fund 25/26 – Application Guidance

Contents

Introduction

This guidance is designed to support you in submitting a grant application to deliver projects as part of SEStran's 25/26 People and Place Programme to deliver active and sustainable travel behaviour change.

Please read it carefully prior to submitting an application, as it contains key information on eligibility of projects, timescales, and how to submit.

Please note that funding is contingent on Transport Scotland funding being awarded to SEStran for the 25/26 financial year, and SEStran Board approval of the subsequent 25/26 Partnership budget.

Purpose of the Fund

In line with the [Regional Transport Strategy 2035](#), the SEStran People and Place Grant Fund is a key part of the regional delivery of active and sustainable travel behaviour change in South East Scotland under SEStran's [People and Place Delivery Plan](#). The Plan is designed to deliver behaviour change interventions to support people in the region to choose active and sustainable travel over private vehicles for utility journeys. The plan will:

- Increase the proportion of active and sustainable journeys in the region
- Increase awareness of the benefits of active and sustainable travel to encourage future behaviour change
- Increase the use of active and sustainable travel modes among underrepresented groups in the region who might face additional barriers
- Collaborate with local authorities and third-sector partners to strengthen capacity and capability in active and sustainable travel

Monitoring

It is expected that all projects funded will include appropriate monitoring in line with the agreed outcomes and the national [Active Travel Framework](#). Costs for monitoring should therefore be included within the budget for each project and should be proportionate to the scale and activity being proposed. Specific monitoring requirements will be discussed further with successful applicants.

Key Definitions

Active Travel

Active travel is walking, wheeling or cycling for a journey. Wheeling includes using a wheelchair or mobility aid as an alternative to walking.

Sustainable Travel

Sustainable travel can be defined as including active, public and shared transport modes. However, in the context of the People and Place programme, the focus is on projects that involve solutions that can specifically improve travel planning and encourage more joined-up journeys.

Revenue Funding

Costs incurred in the day-to-day operations of a business. These expenses are necessary for maintaining the operational efficiency and ensuring the smooth functioning of a business' core activities. The key characteristics of revenue expenditure is that spend occurs regularly and is necessary for ongoing operational activities.

Capital Funding

Involves investments in assets that typically yield benefits over a long period of time, and is generally expenditure that is meant to acquire or improve fixed assets.

Application Timeline

Key dates are as follows:

	Date
Pre-Application Support	9th December 2024 – 28th January 2025
Grant applications open	29th January 2025
Grant applications close	19th February 2025 (end of day)
Decisions in principle issued*	w/c 10th March 2025

*Decisions will be issued subject to confirmation of funding for the People and Place Plan from Transport Scotland and SEStran Board approval of the subsequent 25/26 Partnership budget

Subsidy Control

The Subsidy Control Act 2022 came into force on 4 January 2023, replacing previous EU State aid regulation for awarding subsidies. To ensure that all awards we make are legal, SEStran needs to undertake compliance work to minimise any negative effects on competition or investment.

It is SEStran's responsibility to comply with the requirements of the Act, though we may ask applicants or grant recipients to help us during the process. If we believe your award is a Subsidy as defined by the Subsidy Control Act, we will inform you of this. There may be additional conditions as part of your funding agreement to ensure we maintain compliance.

If your award is classed as a subsidy and is for £100,000 or above, we will need to publish its details on the UK Subsidies Transparency Database.

Project Eligibility

As part of SEStran's People and Place Delivery Plan, a list of project scopes has been developed for which grant funding is available for applications that support delivery of these. There will be an assumed **minimum grant per organisation of £50,000** to ensure projects are of a sufficient scale to deliver regional impact.

In addition to the criteria outlined below, we expect all of the projects we fund to be fully inclusive and accessible to all. As such, all projects should conform with the Public Sector Equality Duty and give due regard to the need to:

- put an end to unlawful behaviour that is banned by the Equality Act 2010, including discrimination, harassment and victimisation
- advance equal opportunities between people who have a protected characteristic and those who do not
- foster good relations between people who have a protected characteristic and those who do not

A project specific Integrated Impact Assessment (IIA) can be used to demonstrate the above. A programme wide IIA has been produced and all projects will be expected to implement the recommendations of this where appropriate.

Whilst funding can only be awarded for 25/26, applications are welcomed for projects that could continue into future financial years in line with the timescales provided in the project eligibility criteria. Where projects are proposed to run beyond 25/26, the application should focus primarily on 25/26 delivery as this is what will be assessed, with reference to anticipated funding and programme development in future years. Funding beyond 25/26 will be awarded at the sole discretion of SEStran in line with future year funding timescales, and dependant on available budget, 25/26 performance, and the regional Delivery Plan.

What is eligible for funding

Eligible applications must fit within one or more of the project scopes identified below, but please note the following:

- Budgets are subject to change, and not all projects listed below as eligible may be funded (in full or in part) depending on budget availability.
- Where you have a coherent application that would run across multiple project scopes, please **only submit one application**, and identify within your programme budget how much would be assigned to each project scope. For example, a coherent application could cover schools interventions in a number of LA areas, or cover a community focused project plus access to cycles.

Priority Intervention Location/project	Scope of eligible projects	Expected Outcomes	Budget	Timeframe
City of Edinburgh - Promotion of the use of the newly completed infrastructure, in particular the areas around the CCWEL corridor	**Intensive Schools Delivery** A project to provide a programme of intensive support, delivered using 1FTE of dedicated officer resource, for one secondary school and all of its associated feeder primary schools (school cluster to be agreed with City of Edinburgh Council). It will deliver tailored support packages depending on schools' needs and circumstances, and will include provision of bikes and associated equipment to pupils, improved cycle/scooter storage, as well as walking/wheeling/cycling training (depending on needs and across a wide range of age groups), campaigns, challenges and events, and support with travel planning to encourage and enable pupils and other members of the schools' communities to travel actively more often. They may also include measures to complement this cluster-based model. A specific focus of this project should be promotion of the use of the CCWEL infrastructure corridor, from Roseburn through the city centre and along Leith Walk.	• Increase the number of journeys made by young people by active and sustainable modes to school and for other commonly-made journeys • Increase the number of journeys made by parents/carers by active and sustainable modes to school and for other commonly-made journeys • Reduce the number of journeys made by car to school and for other commonly-made journeys • Improve perceptions of accessibility to school by non-car modes • Enable people that were previously excluded from using active or sustainable modes for some journeys to do so • Increase the use of the new infrastructure or services	Exact value to be determined based on balance of other projects, mixture of revenue and capital	25/26 with potential to extend to 26/27
	School Community Engagement A project that focuses on providing a range of cycling behaviour change measures to school pupils and their families, with a specific focus on school catchments in the bottom 20% of the SIMD in proximity to the CCWEL infrastructure corridor, from Roseburn through the city centre and along Leith Walk, and including connections such as quiet routes and NCN in south west Edinburgh and the North Edinburgh path network. Interventions would be expected to include cycle training for children and adults, provision of cycles (either directly or in partnership with other local projects), family cycle rides, Dr Bike sessions and bike buses. A specific focus of this project should be the school holidays when to keep children and their families cycling outwith the school term.	• Increase the number of journeys made by young people by active and sustainable modes to school and for other commonly-made journeys • Increase the number of journeys made by parents/carers by active and sustainable modes to school and for other commonly-made journeys • Reduce the number of journeys made by car to school and for other commonly-made journeys • Improve perceptions of accessibility to school by non-car modes • Enable people that were previously excluded from using active or sustainable modes for some journeys to do so • Increase the use of the new infrastructure or services	Exact value to be determined based on balance of other projects, mixture of revenue and capital	25/26 with potential to extend to 26/27
Clackmannanshire - An engagement programme with school catchment communities	**Intensive Schools Delivery** A project to provide a programme of intensive support for Alloa, Alva and Lornshill Academy's and all of their associated feeder primary schools. It will deliver tailored support packages depending on schools' needs and circumstances and will include provision of bikes and associated equipment to pupils, improved cycle/scooter storage, as well as walking/wheeling/cycling training (depending on needs and across a wide range of age groups), campaigns, challenges and events, and support with travel planning to encourage and enable pupils and other members of the schools' communities to travel actively more often. They may also include measures to complement this cluster-based model. A specific focus of this project should be reaching out into the entire school community, including teachers and pupils' families, and building connections with local workplaces, community organisations etc. There will be a focus and expectation to concentrate on four primary schools (to be identified by Clackmannanshire Council) where enhanced behaviour change engagement with staff and parents is required.	• Increase the number of journeys made by young people by active and sustainable modes to school and for other commonly-made journeys • Increase the number of journeys made by parents/carers by active and sustainable modes to school and for other commonly-made journeys • Reduce the number of journeys made by car to school and for other commonly-made journeys • Improve perceptions of accessibility to school by non-car modes • Enable people that were previously excluded from using active or sustainable modes for some journeys to do so	Exact value to be determined based on balance of other projects, mixture of revenue and capital	25/26 with potential to extend to 26/27

	Community Project Support & Delivery A project to provide support for local organisations within Clackmannanshire to deliver, and build local capacity to deliver, projects to encourage people to walk, wheel and cycle, including as part of multi-modal journeys. Whilst initially this will likely include direct delivery of project activities, a key focus of this project should include building local community capacity to delivery such projects to allow them to be run locally in future years. Specific activities to be delivered should be agreed locally to ensure that they address local barriers to active travel. Projects are expected to connect in with wider school communities by developing connections with the projects based in schools identified above.	• Increase the number of journeys by active and sustainable modes in and around the target community • Reduce number of short trips being made by car • Improve perceptions of accessibility to local goods/services, education and employment by non-car modes • Increase the amount of walking, wheeling and cycling for physical activity • Enable people that were previously excluded from using active or sustainable modes for some journeys to do so • Local partner organisations have increased willingness, capacity and skills to establish and implement effective behavioural change projects	Exact value to be determined based on balance of other projects, but likely to be around £50,000 per project, mixture of revenue and capital	25/26 with potential to extend to 26/27
East Lothian - A programme to improve and promote multi-modal journeys at specific hubs	**Intensive Schools Delivery** A project to provide a programme of intensive support, delivered using 0.5FTE of dedicated officer resource, for one secondary school and all of its associated feeder primary schools (school cluster to be agreed with East Lothian Council). The project will deliver tailored support packages depending on each school's needs and circumstances, and will include provision of bikes and associated equipment to pupils, as well as walking/wheeling/cycling training (depending on needs and across a wide range of age groups), campaigns, challenges and events. The project officer will support East Lothian Council with travel planning to encourage and enable pupils and other members of the schools' communities to travel actively more often, with a view to increasing the model share of active travel reported in each participating school's HUSS results. A specific focus of this project should be promotion of multi modal journeys, including East Lothian's developing network of journey hubs and/or 'park and stride' sites identified as part of the school travel planning process.	• Increase the number of journeys made by young people by active and sustainable modes to school and for other commonly-made journeys • Increase the number of journeys made by parents/carers by active and sustainable modes to school and for other commonly-made journeys • Reduce the number of journeys made by car to school and for other commonly-made journeys • Improve perceptions of accessibility to school by non-car modes ▪ Enable people that were previously excluded from using active or sustainable modes for some journeys to do so • Increase the use of the new infrastructure or services	Expected to be up to £50,000, exact value be determined based on balance of other projects, mixture of revenue and capital (note that application for under £50,000 will be accepted for this project)	25/26 with potential to extend to 26/27
	Community Project Support & Delivery A community-based project to provide direct delivery of behaviour change interventions, as well as working with other local organisations to support and build local capacity to deliver more community-led active travel initiatives. Projects supported and/or delivered should encourage people to walk, wheel and/or cycle for everyday journeys, including multi-modal journeys undertaken using East Lothian Council's network of Journey Hubs. Ultimately, the project should support interventions that seek to reduce journeys by private car and increase more sustainable choices for everyday travel (walking, wheeling, cycling, public transport). Whilst initially this will likely include direct delivery of project activities, a key focus of this project should include building local community capacity to deliver projects that can be run locally in future years. Projects should provide 1FTE of staff resource to be based in the community. Specific activities to be delivered should be agreed locally in partnership with East Lothian Council and community partners to ensure that they address local barriers to active travel. A key aspect of this project is partnership working, and so it is expected that it will work with other projects in the area (including in schools and around access to cycles) to support a joined-up delivery model. The focus of delivery should be in Musselburgh/Wallyford and Haddington.	• Increase the number of journeys by active and sustainable modes in and around the target community • Reduce number of short trips being made by car • Improve perceptions of accessibility to local goods/services, education and employment by non-car modes • Increase the amount of walking, wheeling and cycling for physical activity • Enable people that were previously excluded from using active or sustainable modes for some journeys to do so • Local partner organisations have increased willingness, capacity and skills to establish and implement effective behavioural change projects	Expected to be up to £120,000, exact value be determined based on balance of other projects, largely capital	25/26 with potential to extend to 26/27

Falkirk - A broad-ranging behavioural change programme with a focus in more deprived communities, in schools, and providing continuity with existing activities	**Intensive Schools Delivery** A project to provide a programme of intensive support, delivered using up to 1FTE per school cluster of dedicated officer resource, for Larbert, Falkirk and Grangemouth High schools and associated cluster schools and expand the work with Denny High School and its catchment. It will deliver tailored support packages depending on schools' needs and circumstances, and will include provision of bikes and associated equipment to pupils, improved cycle/scooter storage, as well as walking/wheeling/cycling training (depending on needs and across a wide range of age groups), campaigns, challenges and events, and support with travel planning to encourage and enable pupils and other members of the schools' communities to travel actively more often. They may also include measures to complement this cluster-based model. A specific focus of this project should be reaching out into the entire school community, including teachers and pupils' families, and building connections with local workplaces, community organisations etc.	• Increase the number of journeys made by young people by active and sustainable modes to school and for other commonly-made journeys • Increase the number of journeys made by parents/carers by active and sustainable modes to school and for other commonly-made journeys • Reduce the number of journeys made by car to school and for other commonly-made journeys • Improve perceptions of accessibility to school by non-car modes • Enable people that were previously excluded from using active or sustainable modes for some journeys to do so	Exact value to be determined based on balance of other projects, mixture of revenue and capital	25/26 with potential to extend to 26/27
	Community Project Support & Delivery A project for local organisations within Falkirk to deliver and support local organisations to build local capacity to deliver projects to encourage people to walk, wheel and cycle, including as part of multi-modal journeys. Whilst initially this will likely include direct delivery of project activities, a key focus of this project should include building local community capacity to delivery such projects to allow them to be run locally in future years. Specific activities to be delivered should be agreed locally to ensure that they address local barriers to active travel.	• Increase the number of journeys by active and sustainable modes in and around the target community • Reduce number of short trips being made by car • Improve perceptions of accessibility to local goods/services, education and employment by non-car modes • Increase the amount of walking, wheeling and cycling for physical activity • Enable people that were previously excluded from using active or sustainable modes for some journeys to do so • Local partner organisations have increased willingness, capacity and skills to establish and implement effective behavioural change projects	Exact value to be determined based on balance of other projects, but likely to be around £50,000 per project, mixture of revenue and capital	25/26 with potential to extend to 26/27
Fife - A broad-ranging behavioural change programme in and around Levenmouth	**Community Project Support & Delivery** A project to provide support for local organisations within the wider Levenmouth area to deliver, and build local capacity to deliver, projects to encourage people to walk, wheel and cycle, including as part of multi-modal journeys. Whilst initially this will likely include direct delivery of project activities, a key focus of this project should include building local community capacity to delivery such projects to allow them to be run locally in future years. Specific activities to be delivered should be agreed locally to ensure that they address local barriers to active travel. Where cycle training is provided, this should follow the national Bikeability standard.	• Increase the number of journeys by active and sustainable modes in and around the target community • Reduce number of short trips being made by car • Improve perceptions of accessibility to local goods/services, education and employment by non-car modes • Increase the amount of walking, wheeling and cycling for physical activity • Enable people that were previously excluded from using active or sustainable modes for some journeys to do so • Local partner organisations have increased willingness, capacity and skills to establish and implement effective behavioural change projects	Exact value to be determined based on balance of other projects, but likely to be around £50,000 per project, mixture of revenue and capital	25/26 with potential to extend to 26/27
	Further projects may become available for this intervention while the grant fund is open – an updated version of this guidance will be issued if this does occur, and consideration will be given to extending the deadline for these specific projects only.			

Fife - A programme of investment focused on children and young people's journeys to and from schools and higher education	**Higher Education Delivery** A project to engage with young people attending higher education site(s) with the aim of encouraging them to travel there sustainably (whether by active travel or public transport). Support should be tailored to the specific setting (therefore could cover a variety of areas) and must have the support of those who manage the site (this support should be demonstrated in any application). A key theme of this project should be tackling transport poverty and therefore increasing access to education, which could include elements such as provision of cycles and relevant support, training, route planning etc. Where cycle training is provided, this should follow the National Standard for Cycle Training. Whilst students are the main target for this project, a secondary audience could be staff members, so consideration of specific project elements to support them to travel sustainably could also be included.	• Increase the number of journeys by active and sustainable modes in and around the target community • Reduce number of short trips being made by car • Improve perceptions of accessibility to local goods/services, education and employment by non-car modes • Increase the amount of walking, wheeling and cycling for physical activity • Enable people that were previously excluded from using active or sustainable modes for some journeys to do so	Exact value to be determined based on balance of other projects, but likely to be around £50,000 per project, mixture of revenue and capital	25/26 with potential to extend to 26/27
Midlothian - A programme to improve and promote sustainable travel to new developments	**Community Project Support & Delivery** A community-based project(s) to work in partnership with Midlothian Council to engage with new and existing residents to promote and encourage sustainable transport usage as part of the emerging Shawfair development area. The project should provide direct delivery of behaviour change interventions and also work with other partner organisations in Shawfair to support and build local capacity to deliver. Whilst initially this will likely include direct delivery of project activities, a focus of this project should include building local community capacity to support them to deliver locally in future years. Projects should provide 1FTE of staff resource to be based in the community. Specific activities to be delivered should be agreed locally to align with the growth of new developments and associated access to active and sustainable transport. A key aspect of this project is partnership working, and so it is expected that it will work with other projects in the area (including in schools and around access to cycles) to support a joined-up delivery model. Shawfair is a substantial area of development in Midlothian which will eventually comprise 3,000 new homes with the rail station and a new town centre at its heart. There are existing residents who have moved in as well as significant new housing completions over the next few years (25/26 >134 26/27>296 27/28>318). Significant new developments are being built out and occupied in Midlothian. Development at Auchendinny has also been identified as a potential focus area either in addition to or as a follow-on from project delivery at Shawfair. **Supporting information:** Midlothian Active Travel Strategy - https://midlothiancouncil.citizenspace.com/communications/active-travel-and-transport-surveys/supporting_documents/On%20the%20Move.%20Active%20travel%20strategy%20202434.pdf Shawfair Sustainable Growth Agreement - https://www.sepa.org.uk/media/490766/shawfair_sga.pdf Shawfair LLP website - https://www.shawfair.co.uk/ Midlothian Council Housing Land Audit 2024 (interactive map) - https://midlothian.maps.arcgis.com/apps/webappviewer/index.html?id=0b4cbc1f44364150bc4e82314231d1c1	• Reduce the number of journeys made by car from or to major trip generators • Increase the number of journeys made by active and sustainable modes from or to major trip generators • Improve perceptions of accessibility from or to major trip generators by non-car modes • Enable people that were previously excluded from using active or sustainable modes for some journeys to do so	Expected to be up to £120,000, exact value be determined based on balance of other projects, largely capital	25/26 with potential to extend to 26/27

	Intensive Schools Delivery			
	Intensive Schools Delivery A project to provide a programme of intensive support, delivered using 1FTE of dedicated officer resource, in Lasswade Secondary School and all of its associated feeder primary schools. It will deliver tailored support packages depending on schools' needs and circumstances. This should include, training, campaigns, challenges and events, and support with travel planning to encourage and enable pupils and other members of the schools' communities to travel actively more often.	• Increase the number of journeys made by young people by active and sustainable modes to school and for other commonly-made journeys • Increase the number of journeys made by parents/carers by active and sustainable modes to school and for other commonly-made journeys • Reduce the number of journeys made by car to school and for other commonly-made journeys • Improve perceptions of accessibility to school by non-car modes • Enable people that were previously excluded from using active or sustainable modes for some journeys to do so	Exact value to be determined based on balance of other projects, mixture of revenue and capital	25/26 only
Scottish Borders - A broad-ranging behavioural change programme in and around Hawick	**Intensive Schools Delivery** A project to provide a programme of intensive support, delivered using 1FTE of dedicated officer resource, in Earlston Secondary School and all of its associated feeder primary schools. It will deliver tailored support packages depending on schools' needs and circumstances and will include provision of bikes and associated equipment to pupils, improved cycle/scooter storage, as well as walking/wheeling/cycling training (depending on needs and across a wide range of age groups), campaigns, challenges and events, and support with travel planning to encourage and enable pupils and other members of the schools' communities to travel actively more often. Note that while the priority intervention location for the Scottish Borders has been identified as Hawick, this project in Earlston is available for funding applications to provide continuity of delivery from 24/25.	• Increase the number of journeys made by young people by active and sustainable modes to school and for other commonly-made journeys • Increase the number of journeys made by parents/carers by active and sustainable modes to school and for other commonly-made journeys • Reduce the number of journeys made by car to school and for other commonly-made journeys • Improve perceptions of accessibility to school by non-car modes • Enable people that were previously excluded from using active or sustainable modes for some journeys to do so	Exact value to be determined based on balance of other projects, mixture of revenue and capital	25/26 only
West Lothian - A broad-ranging behavioural change programme with a focus in more deprived communities and schools	**Intensive Schools Delivery** A project to provide a programme of intensive support, delivered using 1FTE of dedicated officer resource per school/school cluster, to include: • West Calder High and St Margaret's Academy • One additional secondary school and all of its associated feeder primary schools (schools cluster to be agreed with West Lothian Council) It will deliver tailored support packages depending on schools' needs and circumstances, and will include provision of bikes and associated equipment to pupils, improved cycle/scooter storage, as well as walking/wheeling/cycling training (depending on needs and across a wide range of age groups), campaigns, challenges and events, and support with travel planning to encourage and enable pupils and other members of the schools' communities to travel actively more often. They may also include measures to complement this cluster-based model.	• Increase the number of journeys made by young people by active and sustainable modes to school and for other commonly-made journeys • Increase the number of journeys made by parents/carers by active and sustainable modes to school and for other commonly-made journeys • Reduce the number of journeys made by car to school and for other commonly-made journeys • Improve perceptions of accessibility to school by non-car modes • Enable people that were previously excluded from using active or sustainable modes for some journeys to do so	Exact value to be determined based on balance of other projects, mixture of revenue and capital	25/26 with potential to extend to 26/27

	Intensive Schools Delivery & Support A project to provide a programme of intensive support, with dedicated officer resource, for Linlithgow Academy and all of its associated primary schools. It will deliver tailored support packages depending on schools' needs and circumstances, and will include provision of bikes and associated equipment to pupils, as well as walking/wheeling/cycling training (depending on needs and across a wide range of age groups), campaigns, challenges and events, and support with travel planning to encourage and enable pupils and other members of the schools' communities to travel actively more often. A specific focus of this project should be reaching out into the entire school community, including teachers and pupils' families, and building connections with local workplaces, community organisations etc. To ensure long term success and local capacity building, local organisation(s) should be involved in the management and delivery of this project, with support from an experienced delivery organisation. The medium-term aim should be for the delivery partner to step away and the project to continue not run successfully, managed and delivered at a local level.	• Increase the number of journeys made by young people by active and sustainable modes to school and for other commonly-made journeys • Increase the number of journeys made by parents/carers by active and sustainable modes to school and for other commonly-made journeys • Reduce the number of journeys made by car to school and for other commonly-made journeys • Improve perceptions of accessibility to school by non-car modes • Enable people that were previously excluded from using active or sustainable modes for some journeys to do so • Local partner organisations have increased willingness, capacity and skills to establish and implement effective behavioural change projects	Exact value to be determined based on balance of other projects, mixture of revenue and capital	25/26 with potential to extend to 26/27
Promotion of active and sustainable travel to NHS sites	NHS Sites Delivery & Support Projects in this area can cover a range of areas, as long as they focus on promotion of active and sustainable travel to NHS sites. The primary audience for these projects should be those working or studying on NHS sites, but secondary audiences could include patients or other visitors. Funds in this area can be applied for directly by the NHS, or by organisations who would support these projects – where other organisations are applying, we would expect an existing relationship with the NHS/the wider site to exist. NHS site can include any area of a wider site and all users of that site – as an example, this would include the entire Edinburgh Bioquarter campus.	• Reduce the number of journeys made by car from or to major trip generators • Increase the number of journeys made by active and sustainable modes from or to major trip generators • Improve perceptions of accessibility from or to major trip generators by non-car modes • Enable people that were previously excluded from using active or sustainable modes for some journeys to do so	A total of approximately £280,000 is available in this across all projects, mixture of revenue and capital	25/26 only
A programme to build Local Authority capacity to deliver change	Local Authority capacity building A project to provide 1 FTE embedded behaviour change strategy officer to support behaviour change strategy and action plan development. The officer will initially work to complete work carried out in 24/25 with Falkirk Council, and will then move onto work with West Lothian Council. Their work should support delivery of behaviour change from 26/27 onwards, but direct delivery will not be a focus of the role.	• Local Authorities are better able to establish and manage effective behavioural change projects	Approximately £65,000, revenue only	25/26 only
Access to Cycles and Cycle Storage	Access to Cycles Grant Management Management of a grant fund to distribute funding to organisations across the region to increase access to cycles. This should include elements such as recycling and refurbishing cycles and purchase of new cycles as appropriate (including adaptive cycles), and funds should be targeted at groups or individuals who would otherwise not be able to access a cycle. Grant funds should be used to support purchase/refurbishment of cycles and additional items required to use the cycle (such as light, helmet etc), and could also cover cycle training (or referrals to local cycle training).	• Proportion of short everyday journeys by cycling • Attitudes towards/propensity cycling • Proportion of journeys to school by cycling • Frequency of cycling for pleasure/ exercise • Proportion of people identifying barriers to cycling	Approximately £500,000, capital only	25/26 with potential to extend to 26/27
	Access to Cycles Direct Delivery Projects that provide access to cycles at scale can apply on an individual basis for cycle refurbishment or purchase – such projects could include bike libraries, other loan models, or gifting that are targeted at groups or individuals who would otherwise not be able to access a cycle. Grant funds should be used to support purchase/refurbishment of cycles and additional items required to use the cycle (such as light, helmet etc), and could also cover cycle training (or referrals to local cycle training). Projects funded directly by SEStran will have to be already established and have a proven record of delivery. Projects which will operate at a smaller scale or are newer/require further support will be referred to the grant funding programme noted above.	• Proportion of short everyday journeys by cycling • Attitudes towards/propensity cycling • Proportion of journeys to school by cycling • Frequency of cycling for pleasure/ exercise • Proportion of people identifying barriers to cycling	Exact value to be determined based on balance of other projects, capital only	25/26 with potential to extend to 26/27

		Cycle Storage Support & Delivery A project to work with social housing providers to either directly delivery, or support delivery of, cycle storage for social housing residents. Social housing providers should be targeted specifically based on the regional priority interventions listed in the Delivery Plan, and to align with other projects funded through People and Place (it is not expected that specific focuses based on this will be identified in an application, but a process for working with SEStran and Local Authorities post funding award to identify these focuses would support an application). Dependant on the outcomes of local consultation, the scope of storage could be extended to include storage for buggies and mobility aids alongside cycles. Specific consideration should also be given to the installation of storage for adapted cycles where potential demand is identified.	• Proportion of short everyday journeys by cycling • Attitudes towards/propensity cycling • Proportion of journeys to school by cycling • Frequency of cycling for pleasure/ exercise • Proportion of people identifying barriers to cycling	Approximately £100,000, capital only	25/26 only
Regional Projects		Schools Incentivisation A project to incentivise walking and wheeling in schools across the SEStran region. Whilst this project will work across the region, a specific focus should be on supporting schools where they align with the regional priority interventions listed in the Delivery Plan, and to align with other projects funded through People and Place (it is not expected that specific focus areas based on this will be identified in an application, but a process for working with SEStran and Local Authorities to identify the focus areas would support an application).	• Increase the number of journeys made by young people by active and sustainable modes to school and for other commonly-made journeys • Increase the number of journeys made by parents/carers by active and sustainable modes to school and for other commonly-made journeys • Reduce the number of journeys made by car to school and for other commonly-made journeys ▪ Improve perceptions of accessibility to school by non-car modes ▪ Enable people that were previously excluded from using active or sustainable modes for some journeys to do so	Exact value to be determined based on balance of other projects, but likely to be up to £100,000 mixture of revenue and capital	25/26 with potential to extend to 26/27

What is not eligible for funding

- Any project that does not fit within the eligible project scopes listed above
- Any project that provides for the construction of active or sustainable travel infrastructure
- Any project that does not focus on increasing participation in active or sustainable travel

Eligible expenditure

This is a project-based grant fund that will operate on the basis of full cost recovery, so all costs related to the delivery of the projects funded will be eligible to be claimed. This will include relevant staff costs as well as proportional overheads, premise costs etc. Costs that do not relate to the specific project being funded (for example, whole organisation overheads or entire premises costs) cannot be funded.

Organisation Eligibility

The fund will be open to any public body, charity or community organisation (note that local authorities are not eligible for this fund).

All applicants must be able to demonstrate a certain level of capability to deliver behaviour change projects, and have a baseline level of understanding, organisation and team set-up, finances, and insurance. We may ask for evidence of this when you submit your application.

If part of your application involves passing on funding to other groups, they will also need to comply with all of the eligibility criteria within this section.

Community Organisations

To be eligible, community organisations must:

- Have a signed constitution.
- Have the required number of board members, including a minimum of three unrelated board members.
- Have an up-to-date Public Liability Insurance certificate.
- Be financially solvent, and be able to provide evidence of such, such as recent accounts.
- Have a project team of at least two people committed to lead and manage the project for its duration, including finance and administration.

Fair Work First

All grants awarded with Scottish Government funds from 1 July 2023 (which includes this fund) must comply with the Fair Work First conditionality requiring grant recipients to pay at least the real Living Wage, and provide appropriate channels for effective workers' voice, such as trade union recognition.

All principal grant recipients (in the case of People and Place, this is SEStran) are required to meet the real Living Wage and effective voice conditions. Where the grant recipient issues funding to third-party organisations to support the delivery of the funded activity, the conditionality applies as follows:

- The real Living Wage condition applies to workers directly engaged in the delivery of the funded activity who are aged 16 and over, including apprentices and based anywhere in the UK.
- The effective voice condition does not apply.

Real Living Wage

- In general, a grant recipient must demonstrate it is paying the Real Living Wage (rLW) before it can access a grant.
- For the purposes of this grant fund, this condition only applies to workers directly engaged in the delivery of the funded activity who are aged 16 and over, including apprentices and based anywhere in the UK.

Evidence required will depend on the size of the grant as per Scottish Government guidance.

Work with vulnerable people

It is important we have assurances relating to the safeguarding of vulnerable groups. If your programme involves working with vulnerable groups, we will ask you to confirm that you have:

- Robust safeguarding policies and procedures in place to protect vulnerable adults and children (these may include things such as a specific safeguarding policy, training, support and supervision of staff, a Code of Conduct)
- Whistleblowing and monitoring and complaints processes.
- A clear procedure which must be followed if you become aware of any specific safeguarding incident

How to apply

Applications can be completed on the Grant Application Form which should be submitted by email to PeopleAndPlace@sestran.gov.uk by end of day Wednesday 19th February 2025. Applications should also include a Project Delivery Plan, for which a template has been provided

For any questions on the application, please email PeopleAndPlace@sestran.gov.uk.

As set out above, where you have a coherent application that would run across multiple project scopes, please only submit one application and identify within your budget how much funding would be required for each project scope.

We welcome joint applications from more than one organisation. In such circumstances, please nominate one organisation to be the lead partner, who will submit the application and sign the funding terms if successful.

Please note that, subject to SEStran's discretion, there is a minimum grant per organisation of £50,000.

Assessment Process

Once submitted, in line with SEStran's Grant Standing Orders and to ensure best value, applications will be scored by 3 members of SEStran staff in line with the scoring criteria below. The average score under each criterion will then be taken and compiled into an overall score for each project.

A recommendation will then be made on a project-by-project basis based on the score, but also taking due account of ensuring a geographical spread of projects and transport modes across the region, and how the projects fit within the overall programme budget. This recommendation will then be reviewed by a funding panel, who will make a final recommendation on which projects are successful in line with the set criteria. The Panel will be made up of a minimum of 3 members of staff from SEStran (not including those who have marked the applications). Decisions of the Panel are final and are not subject to appeal. Where projects are proposed to run beyond 25/26, the assessment will focus only on proposals submitted for 25/26 delivery.

Organisation Financial Assessment

Alongside the assessment, a financial sustainability assessment will be undertaken on organisations in line with City of Edinburgh Council's processes. If an organisation fails this assessment, they may be ineligible to receive grant funding and their application may be rejected.

Eligibility Assessment

Prior to the scoring being carried out, an eligibility assessment will be undertaken to ensure the applicant organisation and the project being applied for meet the eligibility criteria above. Where an application is found to be ineligible, it will not be scored and will be deemed to be unsuccessful.

Scoring Criteria

The scoring criteria that has been developed has been designed to assess projects on their overall quality, fit within the Delivery Plan, experience of the organisation delivering them, and value for money. A total score will be given out to 100 in line with the following criteria.

Project outcomes

This section will be assessed based on how the project will deliver against the relevant outcomes of the specific project scope(s) you have applied for. The following scores will be assigned:

0	Project is unclear or unrelated to any of the project scopes. No reference to how the project will deliver against relevant outcomes.
6	Project has some relevance to a project scope(s) but lacks detail and/or specificity. Project has some reference to relevant outcomes but does not demonstrate how it will deliver against these.
12	Project partly demonstrates how it will deliver on some or all outcomes, and has some alignment with the delivery of a project scope(s).
18	Project demonstrates how it will deliver on some relevant outcomes, and is specific to relevant project scope(s).
24	Project demonstrates how it will deliver on some or all relevant outcomes, and aligns with delivery of the relevant project scope(s).
30	Project clearly and comprehensively demonstrates how it will deliver on the outcomes of the relevant project scope. Project is specific and tailored to the relevant priority scope(s).

Value for Money

This section will be assessed based on the project budget provided within the Project Delivery Plan, along with the project delivery plan and outcomes. Consideration will also be taken of the overall People and Place budget, the affordability for specific projects within that, and the comparative costs of other proposals (including costs of projects delivered in 2024/25). The following scores will be assigned:

0	Project cost is disproportionately high or low respective to the submitted project delivery plan and outcomes and the overall People and Place budget
10	Project cost is disproportionately high or low respective to the submitted project delivery plan and outcomes, but fits within the overall People and Place budget. Project budget and/or submitted delivery plan and/or outcomes will need adjusted to demonstrate value for money.
20	Project cost is proportionate to the submitted project delivery plan and outcomes, but not the overall People and Place budget. Project budget will need adjusted to fit within the programme.
30	Project cost is proportionate to the submitted project delivery plan and outcomes and the overall People and Place budget

Delivery Programme

This section will be assessed based on the project delivery plan provided. Consideration will be taken on use of resources, project timescales, project milestones and risk management. The following scores will be assigned:

0	No evidence of delivery programme or planning in relation to the proposed project
4	Partial details are provided relating to a project delivery plan but these are very limited in detail or missing key information, or the delivery approach is unrealistic with insufficient capacity to successfully deliver the project.
8	Project delivery plan has been provided but lacks detail or specificity to the project and may be missing some information.
12	Project delivery plan demonstrates some understanding of how the project will be delivered. The timescales and/or resourcing are in part appropriate to the delivery of the project and a basic risk management plan is in place.
16	Project delivery plan demonstrates a good understanding of how the project will be delivered. Timescales and resourcing are appropriate to the delivery of the project and a good risk management plan is in place.
20	Detailed and comprehensive project delivery plan that demonstrates a well planned and appropriately resourced project. Project has a realistic timescale with clear milestones, demonstrating a comprehensive understanding of project delivery, along with a thorough risk management plan.

Organisation Experience

This section will score the evidence that has been provided on an organisations previous success at delivering active and/or sustainable travel behaviour change projects. The following scores will be assigned:

0	No experience provided, or experience is not relevant to behaviour change for the chosen transport mode(s)
3	Relevant experience of delivering behaviour change projects for the chosen transport mode(s), but little or no of evidence of successful delivery of relevant outcomes in previous projects provided
6	Relevant experience of delivering behaviour change projects for the chosen transport mode(s), with some evidence of successful delivery of relevant outcomes in previous projects provided
10	Relevant experience of delivering behaviour change projects for the chosen transport mode(s), with high quality evidence of successful delivery of relevant outcomes in previous projects provided

Partnership Work

This section will score the evidence that has been provided on an organisation's experience and ability to deliver successful projects in partnership with other organisations and its relevance for the project. The following scores will be assigned:

0	No evidence of partnership working is provided
2	Partnership working is referenced but no evidence is provided
4	Partnership working is referenced and some partial evidence is provided
6	Some evidence of partnership working is provided and there is some relation to how this will contribute to the delivery of the project.
8	Evidence of partnership working is provided, and a demonstration of how this will contribute to the effective delivery of the project.
10	Relevant and clear evidence of partnership working is provided. Evidence outlines the approach and effectiveness of past experiences of partnership working and how this will contribute to the effective delivery of the project.

Grant Fund Additional Requirements

All successful applications will be expected to sign the grant funding terms prior to any projects commencing. Full copies of these can be provided in due course, but will include the following requirements:

- There is an assumed minimum grant per organisation of £50,000.
- All funding must be spent, and project close documentation submitted, by 31st March 2026. Any funding not spent and claimed by this date will not be claimable from SEStran.
- Projects are funded for the scope and amount given on the full application. Any deviation from this requires prior approval from SEStran.
- Monitoring is a key component of the programme, and it is expected that this is carried out as part of the project, and all results from this are provided to SEStran in a timely manner.
- Grant funds must be claimed in arrears at the end of each quarter, and payment will only be made on production of satisfactory evidence of expenditure and project progress (unless by prior agreement).
- SEStran will require quarterly project progress meetings and reports over the duration of the project.