

SEStran People and Place Plan Grant Fund – Application Guidance

Introduction

This guidance is designed to support you in submitting a grant application to deliver projects as part of South East of Scotland Transport Partnership’s (SEStran’s) People and Place Plan to deliver active 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 24/25 financial year, and SEStran Board approval of the subsequent 24/25 partnership budget.

Purpose of the Fund

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

- Deliver increases in walking, wheeling and cycling, by both enabling and encouraging people that don’t make these choices to start to do so, and for those that do so already to do more
- Raise awareness of the benefits of active travel to many other people, making them more likely to change in future
- Work in many of the region’s communities, schools, and residential settings, plus build capacity and capability for further change

Application Timeline

Key dates are as follows:

	Date
Grant applications open	19 th March 2024
Grant applications close	5 th April 2024
Grant application outcomes shared	w/c 15 th April 2024*

*Subject to confirmation of funding for the People and Place Plan from Transport Scotland and SEStran Board approval of the subsequent 24/25 Partnership budget

Monitoring and Evaluation

It is expected that all projects funded will include appropriate monitoring and evaluation 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 and evaluation requirements will be discussed further with successful applicants.

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 Plan, a list of programmes has been developed for which grant funding is available for projects that support delivery of these. To ensure that SEStran retains a strategic role regionally, there will be a 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 Equality Impact Assessment (EqIA) can be used to demonstrate the above. A programme wide EqIA has been produced and will be shared, and all projects will be expected to implement the recommendation of this where appropriate.

What is eligible for funding

Eligible projects must fit within one or more of the programmes identified below as part of the wider Plan. Note that budgets are subject to change:

Programme Name	Programme Description	Location(s)	Revenue Budget	Capital Budget
Active Ways to School (walking, wheeling & cycling)	Projects under this programme will provide a programme of intensive support, delivered using embedded officers (assumed at 1 FTE per project), for a limited number of secondary schools 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 and signage/information, 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.	To be confirmed	£500,000	£250,000
Active Ways to School (walking and wheeling)	The project under this programme will provide a programme of intensive support, delivered using embedded officers (assumed at 1 FTE per project), for a limited number of secondary school and all of their associated feeder primary schools. It will deliver tailored support packages depending on schools' needs and circumstances, with a specific focus on encouraging walking and wheeling to compliment Bikeability training, and could include 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.	To be confirmed	Included in the above	Included in the above
Access to Bikes: Young People	Projects under this programme will enable continued delivery of the Access to Bikes for Young People Programme, to increase affordable access to bikes for young people who need a bike and wish to access one. Funding could support community groups and third sector organisations who work with young people. There will be a focus in this work package on provision of adapted bikes.	To be proposed by the applicant		£500,000

Active Ways to Work: Large Employers	Projects under this programme will deliver a pilot projects to support the promotion of active travel to work now that employers in the region are starting to understand the post-Covid "new normal" travel patterns of their staff. They will support a limited number of large employers that currently have high rates of unsustainable travel to increase rates of walking, wheeling and cycling. It will deliver tailored support packages which are likely to include provision of bikes and associated equipment to staff, improved cycle storage, changing areas/lockers and signage/information, as well as training, campaigns and events, and support with travel planning.	To be proposed by the applicant	£30,000	£80,000
Active Travel Hubs	Projects under this programme will provide a limited number of new active travel hubs, located in communities in which significant potential for increased active travel is identified and where there is an existing lack of provision of support. As a capital only programme, these hubs may be fixed locations that are unstaffed, but provide information and some services.	East Lothian and/or Scottish Borders		£150,000
Existing Active Travel Communities support	Projects under this programme will provide support to existing larger organisations with existing active travel hubs and a track record of delivering effective active travel interventions in their local communities. This will specifically support these organisations to expand their support further. This could include setting up satellite locations to increase reach, 'consultancy style' support to other organisations to deliver their own interventions or add capacity, and shared learning/training opportunities.	To be proposed by the applicant	£117,700	£184,762
Access to Bikes	Projects under this programme will enable continued delivery of the Access to Bikes Programme, to increase affordable access to bikes for people who need a bike and wish to access one. Funding could support community groups and third sector organisations who work with young people. There will be a focus in this work package on provision of adapted bikes.	To be proposed by the applicant		£250,000
Behaviour Change Project Officers	This proposal will provide 1 FTE project officer to support behaviour change strategy development in a limited number local authorities. Their work will support delivery of behaviour change from 25/26 onwards, but direct delivery will not be a focus of their roles.	West Lothian & Falkirk (subject to confirmation)	£120,000	

What is not eligible for funding

- Any project that does not fit within the programmes listed
- Any project that provides for the construction of active travel infrastructure
- Any project that does not focus on increasing rates of walking, wheeling and/or cycling

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. This conditionality applies to:

- all directly employed staff of the grant recipient
- any workers who are not directly employed but are directly engaged in delivering the grant-funded activity, whether they be sub-contractors or agency staff

Real Living Wage

- In general, a grant recipient must demonstrate it is paying the Real Living Wage (rLW) before it can access a grant
- All directly employed staff of the grant recipient must be paid at least the rLW and any workers who are not [directly employed but are directly engaged in delivering the grant-funded activity](#), whether they be sub-contractors or agency staff, must also be paid at least the rLW (including Apprentices)

Evidence required will depend on the size of the grant as per [Scottish Government guidance](#).

Effective workers' voice

- All organisations with a workforce must be able to demonstrate before they can access a grant that all workers employed within that organisation have an effective voice
- voice exists at both collective and individual levels and organisations will be expected to show how genuine and effective voice is evidenced

The collective element of voice does not have to be evidenced by organisations with fewer than 21 workers. Examples of the types of evidence you can provide are found in the [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 5pm on Friday 5th April 2024.

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

For organisations that wish to submit proposals for more than one project, please submit one form per project. Please note that there is a minimum grant per organisation of £50,000.

We would advise completing writing application answers separate to the form and then copying them into the form to minimise the risk of any issues. To assist in this, we have produced an [outline version of the key form questions for reference](#).

Assessment Process

Once submitted, to ensure best value, applications will be scored by a minimum of 2 members of SEStran staff in line with the scoring criteria below. The average score under each criteria 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 across the region, and how the projects fit within each programme's 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 to be approved in line with the Grant Standing Orders. The Panel will be made up of 4 members of staff from SEStran (not including those who have marked the applications) and be chaired by the Partnership Director.

Organisation Financial Assessment

Alongside the assessment, a financial sustainability assessment will be undertaken on organisations in line with City of Edinburgh Council's processes.

Scoring Criteria

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

Organisation Experience

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

0	No experience provided, or experience is not relevant to active travel behaviour change
3	Relevant experience of active travel delivery shown, but lack of evidence of outcomes provided
6	Relevant experience of active travel delivery shown, with limited evidence of outcomes provided which partially aligns with the objectives of the People and Place Plan
10	Relevant experience of active travel delivery shown, with evidence provided that shows success of this delivery in line with the objectives of the People and Place Plan

Project fit to eligibility criteria

This section will be scored based on the project summary and objectives provided, to ensure that they align with the specific programme. Note that a score of 0 in this section will result in an ineligible application, and no further scoring will be undertaken. The following scores will be assigned:

0	Project does not align with the programme's eligibility criteria
3	Project shows some alignment with the programme's eligibility criteria, but will require changes to make it fully eligible
10	Project fully aligns with the programme's eligibility criteria

Value for Money

This section will be assessed based on the project budget provided, along with the project objectives and outcomes. Consideration will also be taken of the overall plan budget, the affordability for specific programmes within that, and the comparative costs of other proposals (including costs of projects delivered in 2023/24). The following scores will be assigned:

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

Project History

This section will be assessed based on the evidence provided for the previous success of an existing project and how this aligns with the national [Active Travel Framework](#). If the project has not been run in previous financial years, the score for the 'organisational experience' section will be used here again. The following scores will be assigned:

0	Project has run previously and no, or inadequate, evidence of previous success provided
3	Project has run previously and limited evidence of previous success provided
6	Project has run previously and some evidence of previous success provided
10	Project has run previously and good evidence of previous success provided

Project location

This section will be assessed based on the project location(s) provided, and how this ties in with the existing active travel network in that location for the modes being targeted (for example, for a project focused on walking and wheeling, we will consider the local walking and wheeling network). This section will be scored as follows:

0	Project location proposed does not connect with an existing active travel network relevant to the mode(s) targeted
5	Project location proposed either: <ul style="list-style-type: none"> Partially ties into an existing active travel network relevant to the mode(s) targeted Fully ties into an existing active travel network relevant to only some of the mode(s) targeted
10	Project location proposed fully ties into an existing active travel network for the mode(s) targeted; or the location is to be specified by SEStran/a local authority rather than the applicant

Project objectives

This section will be assessed based on the objectives provided, and how these will support the overall plan. This section will be scored as follows:

0	Project objectives are basic, lack relevance to the project, and do not align with delivery of the relevant programme objectives
2	Project objectives do not align with delivery of the relevant programme objectives, irrespective of their quality
4	Project objectives show minimal alignment with delivery of the relevant programme objectives, irrespective of their quality
6	Project objectives show partial alignment with delivery of the relevant programme objectives, irrespective of their quality
8	Project objectives are clear and have some relevance to the project, and show clear alignment with delivery of the relevant programme objectives.
10	Project objectives are clear and are specific to the project, and show clear alignment with delivery of the relevant programme objectives.

Project outcomes

This section will be assessed based on the outcomes provided, how these will support the overall plan, and how these will align with the national [Active Travel Framework](#). This section will be scored as follows:

0	Project outcomes are basic, lack relevance to the project, and do not align with delivery of the relevant programme outcomes and Active Travel Framework
4	Project outcomes do not align with delivery of the relevant programme objectives and Active Travel Framework, irrespective of their quality
8	Project outcomes show minimal alignment with delivery of the relevant programme objectives and Active Travel Framework, irrespective of their quality
12	Project outcomes show partial alignment with delivery of the relevant programme objectives and Active Travel Framework, irrespective of their quality
16	Project outcomes are clear and have some relevance to the project, and show clear alignment with delivery of the relevant programme objectives.
20	Project outcomes are clear and specific to the project, and show clear alignment with delivery of the relevant programme outcomes and Active Travel Framework

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 a minimum grant per organisation of £50,000.
- All funding must be spent, and project close documentation submitted, by 31st March 2025. 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 and evaluation 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
- SEStran will require regular project progress meetings and reports over the duration of the project at a duration to be agreed at project commencement, but always in line with Transport Scotland requirements as a minimum