SEStran People and Place Plan Grant Scheme – DRAFT Eligibility Criteria and Assessment Process

Purpose of the Fund

In line with the [Regional Transport Strategy 2035](#), this 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

As part of this overall plan, we are inviting applications from organisations to deliver against specific areas of the plan – the SEStran People and Places Grant Scheme.

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's retains a strategic role regionally, there will a minimum grant per organisation of £50,000 to ensure projects are of a sufficient scale to deliver regional impact.

What is eligible for funding

Eligible projects must fit within the programmes identified as being open for third party delivery as identified in the wider Plan as follows:

Programme Name	Programme Description	Location	Revenue Budget	Capital Budget	M&E Budget
Active Ways to School (walking, wheeling and cycling)	Projects under this programme will provide a programme of intensive support, delivered using embedded officers (assumed at 1 FTE per project), for seven 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.	7 locations to be determined with each local authority. 1 each in: • City of Edinburgh • Clackmannanshire • East Lothian • Falkirk • Midlothian • Scottish Borders • West Lothian	£717,500	£253,750	£68,000
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 one secondary school and all of its 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.	1 location in Fife to be determined with Fife Council	£102,500	£36,250	£9,700

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.	Locations to be suggested as part of the EoI, which should take into account: • Potential to generate modal shift • Proximity to existing infrastructure	£0	£243,000	£17,000
Active Ways to Work: Large Employers	Projects under this programme will deliver a pilot project 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 two 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.	Locations to be suggested as part of the EoI, which should take into account: • Potential to generate modal shift • Proximity to existing infrastructure	£60,000	£110,000	£11,900
Active Travel Hubs	Projects under this programme will provide two 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. Each will deliver a tailored range of services for local people to encourage and enable walking, wheeling and cycling as modes of transportation including access to bikes and associated equipment, cycle training, events and challenges.	Exact locations to be determine with each local authority. 2 hubs will be provided, 1 of each in: • East Lothian • Scottish Borders	£100,000	£210,000	£21,700

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.	Locations to be suggested as part of the EoI, which should take into account: • Potential to generate modal shift • Proximity to existing infrastructure	£110,000	£115,000	£15,700
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.	Locations to be suggested as part of the EoI, which should take into account: • Potential to generate modal shift • Proximity to existing infrastructure	£0	£145,000	£10,000
Behaviour Change Project Officers	This proposal will provide 1 FTE project officers to support behaviour change strategy development in two local authorities (i.e. 1 FTE per local authority). Their work will support delivery of behaviour change from 25/26 onwards, but direct delivery will not be a focus of their roles.	Work will be in 2 local authorities, to be determined by SEStran	£120,000	£0	£0

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

[To be developed]

Assessment Process

Once submitted, 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 decision on which projects are successful in line with the set criteria. The Panel will be made up of:

- SEStran Partnership Director (Panel Chair)
- SEStran Senior Partnership Manager
- SEStran Business Manager
- 2x external representatives, potentially invited from other RTPs

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 objective 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

This section will be assessed based on the project location that 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: • 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 to 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 to 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