

Your

TRAVELCHOICE

in Peterborough

public transport

walking

cycling

innovation

information

Guidance notes for business grant scheme application form

The Travelchoice Business Grant Scheme provides organisations with 50% funding up to £3,000 per organisation towards the cost and installation of infrastructural measures to aid sustainable travel. Measures may include;

- Cycle parking
- Cycle shelter/cage
- Showers
- Lockers
- Signage for cyclists and pedestrians
- Car share signs and marking car share only bays
- Drying room

The aim is to help and encourage local businesses to provide the infrastructure necessary to facilitate sustainable travel. The grant scheme is aimed at organisations which have an existing workplace travel plan or wish to develop one on a voluntary basis with Travelchoice.

Applications to the Travelchoice business grant scheme must comply with these guidelines in order to be considered for a grant.

The application process involves 2 steps (application forms 1 and 2). Please complete and submit application form 1 first. **The deadline for application form 1 submissions is 17 June 2010.** Travelchoice will shortlist the applications based on the information submitted. If your application is successful, Travelchoice will contact you and send application form 2. This requires more detail, such as site drawings and proof of planning permission.

Eligibility for the Business Grant Scheme

Demonstrate demand

Organisations applying for a grant towards the cost and installation of hard infrastructure will need to prove there is demand for it. This can be done through submitting;

- Staff survey results (within the last 12 months) which show poor facilities are a barrier to sustainable travel or there is sufficient demand for more facilities
- Cycle parking counts
- Assessment of shower facilities
- Evidence to show a significant number of staff that would consider car sharing if there were dedicated bays
- Additional anecdotal evidence

Organisations will **not** be considered for the grant if:

- The infrastructure is required as part of a planning obligation or a larger planning permission for the site
- Planning permission for the site/building is required but has not been granted because of a lack of facilities for sustainable transport

- Permission from the landlord and planning permission from Peterborough City Council's planning department for the infrastructure has been applied for but not been granted in the past.

Organisations which apply and have the grant approved must commit to implementing a robust travel plan and have senior management support, this includes the following:

- Becoming a member of the Travelchoice Travel Plan Network
- Working with Travelchoice to develop, write and implement a full travel plan
- Enter the Annual Cambridgeshire and Peterborough Travel Plan Awards at least two consecutive years after receiving a grant
- Take part annually in the Travelchoice staff travel to work survey or conduct own survey and submit the results to Travelchoice annually
- Committing to running a number of promotional events throughout the year, such as Bike Week and Walk to Work Week
- Complete the relevant processes if planning permission or permission from the landlord is required.

Organisations applying for the grant can only apply for 50% of the total cost of infrastructure, the other 50% must be match funded by the organisation.

Details of the cost (including quotes and a breakdown) need to be submitted with application form 2.

Carrying out the works is the responsibility of the organisation applying for the grant; Peterborough City Council can take no responsibility for completing the works, liaising with the landlord or applying for planning permission.

Cycle parking standards

If the proposal is to install cycle parking the cycle parking must comply with the Peterborough Cycle Parking Guidelines and be in line with local plan standards. Any bids for cycle parking that are not in line with local plan standards will not be accepted.

Cycle parking must be;

- Covered and secure in a cycle shelter that is lockable
- Sheffield stands (*for organisations with restricted space it may be possible to install different type stands, please discuss this with Travelchoice before completing the application form*).
- Be easily accessible located near to the entrance of your organisation

Guidance on the type, location and spacing of cycle stands is available online at www.travelchoice.org.uk. Please check with Travelchoice if you have any questions.

Applications 1 and 2 Criteria

All applications for step 1 must be received within the specified time frame (as above). To be considered for the grant all questions must be completed for both applications and the essential criteria included and agreed to. Travelchoice holds the final decision in allocating the grant. Decisions will be based on whether applications meet the essential criteria and a scoring system.