# Business Travel Grant Application 2021/22

The Department for Transport’s **Sustainable Travel Access Fund** aims to increase the amount of journeys made using active and/or sustainable travel modes.

The aim of the Business Travel Grants is to provide **financial support** to help organisations invest in capital projects which make active travel more appealing for their staff and/or visitors. These grants can be used for the implementation of **physical measures** or **initiative start-up.**

Examples of these include:

* new or improved cycle parking or storage facilities
* parking management facilities
* signage of cycling or walking routes
* provision of (electric) pool bikes
* provision of bike trailers
* improvement of pedestrian access to and within the site
* provision of car sharing bays in staff car parks
* promotional events which support any physical measures

## About the grant:

* Amounts can be awarded up to a maximum of **£3.000**.
* The grant will fund no more than 50% of the total cost of the proposed scheme and match-funding by the business is required (contribution can be made partly in kind).
* Before awarding funding, the merit of applications will be compared and assessed on their likelihood to achieve a significant modal shift.
* Quote(s) need to be provided with applications for the works/ expenditure/ items.
* Grants are offered subject to our standard Terms and Conditions (pp. 4-5).
* Grants will be paid in advance and cannot fund existing schemes.
* Monitoring information will be required upon completion of the proposed scheme.
* Businesses receiving a grant must participate in annual Travel to Work surveys (March) and online active travel challenges as organised by North Somerset Council, i.e. Love to Ride’s Cycle September and Winter Wheelers challenge and the Travelwest Challenge (dates TBC for 2021/2022). <https://travelwest.info/businesses/travelwest-challenge>

## How to apply:

Please submit the completed grant application form and quote(s) to [sustainable.travel@n-somerset.gov.uk](mailto:sustainable.travel@n-somerset.gov.uk)

The application should demonstrate:

* A brief description of the proposed scheme
* How the proposed scheme will offer long-term (min. three years) benefit
* How many employees/visitors are expected to benefit
* How the impact of the scheme will be monitored and evaluated
* How the proposed scheme will support or integrate with the organisation’s approach to encourage sustainable travel

For further advice or information, contact your local Business Engagement Officer, Kerry O’Neill, [Kerry.oneill@n-somerset.gov.uk](mailto:Kerry.oneill@n-somerset.gov.uk) or 01275884605.

## Business and applicant information:

|  |  |
| --- | --- |
| Name of organisation |  |
| Address |  |
| Address line 2 |  |

|  |  |
| --- | --- |
| Applicant’s name |  |
| Job title |  |
| Phone number |  |
| E-mail address |  |
| Where did you hear about the grants? |  |
| Are you VAT registered? |  |
| VAT No. (if relevant) |  |

## Details about the proposed scheme:

(Feel free to expand the boxes to include more detail)

|  |  |
| --- | --- |
| Site address (if different from above) |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Number of staff based at this site |  |
| Estimated number of people expected to benefit from the proposed scheme |  |
| Brief description of the scheme or proposal *(e.g. Installation of cycle parking)* |  |
| How will the proposed scheme encourage sustainable travel? What are the anticipated (long-term) benefits of the proposed scheme? |  |
|  |  |
| Brief description of activities the business will be undertaking to promote the proposed scheme *(e.g. promotional events, newsletter, intranet)* |  |
| Your permission for us to contact you | Yes, I would like to book a free travelwest roadshow to promote the new scheme to staff.  Yes, I would like to receive information about upcoming events, initiatives and offers through the Business Engagement Newsletter.  Yes, I would like to meet and discuss available support to further promote sustainable travel  Yes, I understand that there is a commitment to get involved in other Sustainable Travel initiatives (surveys and challenges) as mentioned above if I am successful in this application |
| How will the impact/use of the proposed scheme be monitored and evaluated? |  |
| What contribution - financial and/ or in kind - will the business be making? (please estimate in-kind value) |  |

|  |  |
| --- | --- |
| **Value of the grant funding applied for:** | £ |
| **Value of the business’s contribution:** | £ |
| **Total value of the proposed scheme:** | £ |

As per EC Regulation 1407/2013 please tick to confirm that the amount you are applying for will not contribute to more than a total of €200,000 in state aid over three consecutive financial years.

I have read, and agree to, the Business Travel Grant Terms and Conditions below and wish to apply for a grant on this basis.

Signed:

Dated:

Print name:

On behalf of (name of business):

## Business Travel Grant - Terms and Conditions

### Main conditions:

* 1. All grant payments must be at least match funded by the organisation.
  2. The facility or equipment must be located within the North Somerset region.
  3. Applications will not be accepted without the necessary quotes.
  4. The scheme must be completed within six months of the grant being awarded, and the facilities funded by the grant must be available for a period of three years from the date of grant approval.
  5. Grants will not be awarded retrospectively.
  6. It is favourable that provision of goods or services should be sought from the North Somerset or West of England locality where possible and when offering best value
  7. The grant funding cannot be used to pay for facilities that should be provided as part of any planning application or planning obligation.

### Evidence of completion and final costs:

* 1. Photographs of the scheme and evidence of the final costs (i.e. a copy of the final invoice for the work) must be provided to the council within six months of the grant being awarded.
  2. If the actual final costs are less than anticipated, the balance must be repaid to the council within two months of completion.
  3. Original or copies of receipts must be provided to the council within two months of completion, failure to do so could result in grant payments having to be repaid to the council.

### Monitoring of impact and benefits:

* 1. The organisation agrees to provide reasonable monitoring information on usage or take up, as detailed on the application form.
  2. The council or University of the West of England monitoring and evaluation team must be supplied with any information reasonably required in addition to that detailed above.
  3. The organisation will participate in the West of England annual Travel to Work surveys (March) and the Travelwest Challenge (June) or other online Active Travel Challenge (such as Love to Ride North Somerset, with its quarterly campaigns).

### Publicity and promotions:

* + 1. The council's contribution will be acknowledged in any publicity generated by the organisation.
    2. The **travelwest+** logo and the council’s name and / or logo must not be used without permission.
    3. The organisation agrees that the council may use this scheme or proposal in future publicity.
    4. The organisation will fully cooperate with North Somerst and the West of England’s initiatives to promote sustainable travel, such as hosting roadshows and promoting support services available to their staff.

### Changes to the agreed scheme or proposal:

* 1. The council must be informed of any proposed changes or amendments to the scheme or proposal and reserve the right to withdraw support should these be considered unacceptable. If so, the council will require the grant to be either fully or partially refunded depending on the extent of the changes
  2. If, for any reason, the scheme or proposal does not take place, the funding will be returned in full to the council.
  3. Should the scheme or proposal be aborted prior to completion then the council will assess the work completed so far, and determine the amount of funding to be returned to the council.

**Please note:** Any relevant permission (including planning consent or landlord permission) must be sought to install facilities.

## For office use only

Approved: Y / N

Signed by:

Print name:

Date: