

## **Appendix 1**

# **Policy for the Allocation of Business Travel Planning grants**

## **CONTENTS**

- 1.0 Introduction
- 2.0 Legal & Budgetary Framework
- 3.0 Application Process
  - Who can apply – eligibility criteria
  - How to apply
  - What can be funded
  - Assessment criteria
  - What cannot be funded
  - General Conditions
- 4.0 Decision-Making Process
- 5.0 Monitoring & Record Keeping

## 1. Introduction

- 1.1. Cheshire East Council has been successful in securing a grant from the Department of Transport, 'Sustainable Travel Transition Year' (STTY) which aims to support economic growth through sustainable travel and transport. Cheshire East Council also has recently applied for a similar DfT grant entitled Access Fund. The application for both DfT grants outline the intention to offer Business Travel Grants to local businesses which are located in the funding bid areas.
- 1.2. As part of the STTY programme, the Council has a formal Partnership Agreement with the South Cheshire Chamber of Commerce & Industry (SCCCI). The aim of the partnership is to encourage businesses and employers to adopt travel initiatives which enable their staff to travel to and from work sustainably. If successful, with the Access Fund bid, it is proposed that a similar partnership will be formed either with the SCCCI or similar organisation.
- 1.3. Increasing the levels of walking, cycling, public transport and car sharing at key employment sites has a range of positive benefits for the employer, employee and wider community, including:
  - Reduced car park problems on employment sites
  - Reduced traffic congestion in and around the urban area
  - Improved health and wellbeing through increased physical activity
- 1.4. To achieve these aims and objectives, Cheshire East Council, operates a Business Travel Planning Grant Scheme for organisations located within the area defined by the Cheshire East Council funding bid.
- 1.5. The aim of the Grants Scheme is to support businesses and employers to implement measures that will encourage their staff to travel more sustainably. This may include improved facilities, such as cycle parking, signage and lighting, as well as promotional campaigns and incentives.
- 1.6. The grant allocation scheme will end at the same date as the grants which are awarded under grant allocation from the Department of Transport. So for grants awarded under STTY, the end date will be March 2017 and Access Fund it will be March 2020.
- 1.7. When using the term "grants", in this policy, it refers to the giving of a fixed amount of funds to organisations through an application and assessment process. This policy sets out the criteria applicants must meet to be eligible to apply, as well as the criteria for assessing grant applications, the process

for decision-making, governance arrangements and the monitoring requirements of the Grant Scheme.

## **2. Legal and Budgetary Framework**

- 2.1. In accordance with the Constitution and paragraph 1.20 of the Scheme of Delegation to Officers the making of grants to voluntary and community organisations is not delegated to Officers. Grants up to £50,000 shall be for the decision of the relevant Portfolio Holder and grants over £50,000 shall be approved by Cabinet.
- 2.2. There will be one bidding window for the STTY which ends on 31 March 2017. It is proposed that the Access Fund has three bidding opportunities. The budget available for each bidding round is fixed prior to the inviting applications so that there is clarity on the limited amount of capital and revenue funding available for each round. The maximum amount that can be bid for is £4,999.
- 2.3. Given the fixed budget and the Council's aim to benefit a wide range of organisations as possible, the Council cannot guarantee to fund the maximum amount applied for; therefore organisations must ensure that they have procedures in place to cover the balance of funding required.
- 2.4. The decisions on award of grants will be based on the assessment criteria set out in section 3.4 of this policy, which provide a fair and equitable way to assess applications and award the grants.
- 2.5. As part of the launch of each funding round, a proportion of the budget will be set aside to advertise the Grant Scheme and ensure that potential / eligible applicants are aware of the scheme through appropriate communications.

## **3. Application Process**

### **3.1. Who can apply**

- Be a business or employer located within an area defined by the Cheshire East Council funding application;
- Complete the application form in full, providing all required information
- Have not already received a similar Business Travel Planning grant for the same purpose with the current financial year,
- Agree to engage with the SCCCI, or other similar organisation, on the business travel planning project.

### 3.2. How to apply

- All applications must be made using the Council's "Business Travel Planning Grant Application form", which is available on the Council's website or as a paper version on request.
- The application form must be completed in full – incomplete application forms will be rejected
- The closing dates for each funding round will be set out on the application form;
- All successful applicants will be required to complete a post grant monitoring in line with section 6 of this policy

### 3.3. What can be funded

Under this policy grants of up to £4,999 can be awarded to support businesses and employers that are looking to address transport issues faced by their business and / or employees by implementing measures that will facilitate the uptake of more sustainable travel modes. Examples of possible measures and initiatives which may be supported through the Grant Scheme are listed below

<b>Capital funding - Examples</b>	<b>Revenue Funding - Examples</b>
Provision of covered, secure cycle racks	Marketing, publicity and promotional material for sustainable travel options
Improved footpath / cycle access	Establishing a car share scheme
Improved signage	Launch of sustainable travel initiatives
	Incentives to encourage staff to travel sustainably ( e.g. pedometers)
	Subsidised bus tickets

### 3.4. Assessment criteria – as set out below

<b>Criteria</b>	<b>Description</b>
Modal Shift	The measure / scheme / initiative must promote and encourage employees to walk, cycle, use public transport or car share for their journey to and from work, as well as business travel
Evidence & Monitoring	Applications should include a process for monitoring the effectiveness of the initiative in addressing the transport issues and achieving the desired outcome.
Match Funding	Have funding contributions (financial or time resources) from the organisation's own funds and / or funding support from other bodies in place or allocated
Financial Sustainability	Applications should consider the sustainability of any measures (particularly revenue funded) beyond the grant

	funding and demonstrate the potential to sustain measures in the future
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### 3.5 What cannot be funded

- Work which has already taken place before receipt of offer letter;
- Repair costs where deterioration is due to neglect;
- Loan against loss or debt;
- Vehicle purchase;
- Disabled facilities where there is no proven need for the work to be carried out or where upgrading is required for an existing facility to meet the statutory requirements of the Equality Act 2010.

### 3.6 Grant Conditions

Grants will be subject to conditions. In addition to the following general conditions, specific conditions may be attached to individual grants.

- Grants are classed as one-off and should not be seen as repeat funding;
- Organisations will be required to sign a Grant Offer Acceptance Form confirming that the grant will be spent in line with the application and terms and conditions of funding;
- Grants are awarded specifically for the purpose stated in the application. Should it be spent in any other way, without written approval from the Council, the organisation may become liable to return the monies paid;
- Repeat applications from the same organisation for the same purpose in one financial year will not be considered;
- Grants will be paid in advance. Invoices or receipts must be forwarded to Cheshire East Transport Policy and Strategy Team within 6 months of the date of offer letter. Failure to provide this information within the timescale will result in the Council recovering the grant paid;
- Organisations who are in receipt of other funding from the Council may apply to this grant scheme if the grant is required for a one-off project which is considered additional to that already funded;
- If planning permission is required, this must be in place before the grant application is made. The Council may ask for confirmation that planning permission is not required, or that it is required and has been granted;
- Organisations must be committed to Equal Opportunities and the Equal Opportunities Policy should be provided;
- Organisations must be able to participate in a monitoring process and provide monitoring information to evidence the implementation and uptake of the sustainable travel measures and adherence to the conditions of the grant. This must include receipts or invoices and a written report of the project, activity or event, plus photographs if possible, on completion;
- Organisations must acknowledge the support of Cheshire East Council and partner organisation in press releases, publicity and advertising etc;

- The organisation will allow Cheshire East Council and partner organisation to use details of the grant award, together with any relevant photographs supplied, in newsletters and on their respective websites;
- Expenditure must not be incurred on the project, activity or event prior to the grant decision being given. In these circumstances the Council will withdraw the grant offer/rescind the grant decision;
- If the project, event or activity is cancelled or only partially achieved, or if the organisation is wound up, any unused grant money must be returned to the Council;
- All conditions under which the grant has been awarded, including any additional conditions stipulated at the time of the award, must be met. Failure to do so could result in the organisation being asked to repay the grant award to the Council;
- The Council cannot guarantee to fund the full amount requested. In the event that the Business Travel Planning grant fund is over-subscribed, grants may be awarded on a pro-rata basis. Procedures must be in place to cover the balance of funding required, as it is necessary to provide receipts for the full amount of your project. A financial contribution from your own organisation, or match funding from another organisation, will generally be considered to be evidence of commitment to the project and its longer term viability.

#### **4.0 DECISION MAKING PROCESS**

- 4.1 Following the closure of the bidding window for each funding round, a detailed assessment of each application will be undertaken in line with the assessment criteria outlined above. The Transport Policy and Strategy Team in partnership with SCCCI ( or other organisation )will prepare a recommendations report to be considered by the Portfolio Holder.
- 4.2 A Portfolio Holder Decision Meeting will then be held to decide on the grant awards. Following this meeting, a Portfolio Holders report is circulated to all elected members by Democratic Services, allowing for a 5 day call in period. Should any objections be made during the 5 day call in period a further Portfolio Holder meeting is held to discuss the objection(s) and adjust as is necessary.
- 4.3 There may be a need to add special conditions to the award of some applications to ensure that the purpose of the funding is achieved. For example, if a project is dependent on other sources of funding being secured then a conditional offer may be made. These special conditions may be recommended by officers, by the Portfolio Holder or following call-in of the decision.
- 4.4 If there are no objections (or after the follow up meeting), the applicants are notified to inform them of whether they have been successful or not as soon as possible after the call in period has ended and generally within 6 weeks after the closing date for applications.
- 4.5 All decisions are final subject to the call-in process described above.

- 4.6 Complaints about any aspect of the Business Travel Planning Grant Scheme process will be dealt with under the Council's Corporate Complaints Procedure. A copy of the Council's Corporate Complaints, Compliments and Suggestions Policy is available on the Council's website<sup>1</sup>.

## **5.0 MONITORING AND RECORD KEEPING**

- 5.1 Following a successful application and in order to ensure that monies are used in an appropriate manner, as set out in the conditions for funding, a monitoring process will take place throughout the duration of the project.
- 5.2 The Council reserves the right to monitor the use of the grant and ask for evidence to support an application.
- 5.3 Invoices or receipts must be forwarded to the Transport Strategy and Policy Team within 6 months of the date of offer letter. Failure to provide this information within the timescale will result in the Council recovering the grant paid.
- 5.4 The organisation will allow reasonable access to premises/accounts upon request from the Council.
- 5.5 Organisations need to retain records relating to the grant for an appropriate period (to be advised depending on the grant).
- 5.6 A monitoring report will be required on completion of the project, or within 12 months of the date of offer letter, which shall include (but shall not be limited to):
- A description of the project and how the grant money was used;
  - Modal shift as a result of the intervention;
  - How many people benefitted from the project;
  - Photographs of the project or initiative in action;
  - Plans for continuing the project or initiative in future; and
  - What difference the project made to employees, the employer and the wider community.
- 5.7 If organisations do not supply the required monitoring reports, in full and within the set time scale they will not be eligible to apply to the scheme again and may be asked to repay the grant funding to the Council.

**Transport Policy and Strategy Team**

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<sup>1</sup>

[www.cheshireeast.gov.uk/council\\_and\\_democracy/customer\\_services/complaints\\_and\\_feedback.aspx](http://www.cheshireeast.gov.uk/council_and_democracy/customer_services/complaints_and_feedback.aspx)

**Appendix 1  
Application Form**

**Grant Application Form**

This application form should be completed in conjunction with the Guidance Notes

Please tick the type of grant you are applying for (one per application)	Max.Grant	Tick

**1. Contact Details**

Organisation name:	
Address:	
	Postcode:
Main contact for this application (name):	
Position in organisation:	
Contact address (if different from above):	
	Postcode:
Telephone No:	
Email:	
Website:	
Senior contact for this application (name):	
This must be your chair, secretary, treasurer or a senior member of your management committee.	
Contact address	
	Postcode:
Telephone No:	
Email:	
Position in organisation:	

**2. Organisation Profile**

How would you describe your organisation? Please tick all boxes that apply

Registered Charity ☐ Voluntary Organisation ☐ Community Group ☐

Please supply your Registration Number

Company Limited by Guarantee ☐ Not-for-Profit Organisation ☐ Social Enterprise ☐

Other ☐ Please describe:



How long has your organisation been in existence?

What does your organisation do? (This information will be used on our website if your application is successful)

Does your organisation:

Own its own land/premises/facilities

☐

Hire private land/premises/facilities

☐

Hire Local Authority land/premises/facilities

☐

Lease the land/premises/facilities

☐

(please give details of lease expiry date/length of lease below)

How many staff, paid or otherwise, are involved with your organisation?

Number of paid staff

Full Time

Part Time

Casual

Number of unpaid staff/volunteers

Full Time

Part Time

Casual

### 3. Previous Funding

Has your organisation received a Grant or other funding from Cheshire East Council before?

Yes ☐

No ☐

If yes, please state when and how much was awarded.

Grant £

Awarded in:

How did you hear about the Grant Scheme?

### 4. Your Project/Activity/Event

Date of activity/event or anticipated start  
date of project:

Briefly describe what the grant you are requesting is required for and why it is needed:

If you receive a grant, describe what your project/activity/event will achieve and what difference it will make to your organisation/area; how it meets one or more of the criteria listed in the guidance notes:

How will your project or service be sustained in the future? For example, charges to user, other sources of grants etc.

If your application is for an event and you make a profit, please state how this will be used:

## 5. Projected Expenditure

Please estimate your total project costs and provide brief details. Use a separate sheet if necessary and provide quotes.

New build/refurbishment	£	
Furniture, fixtures/ fittings ( <i>details</i> )	£	
Equipment purchase ( <i>details</i> )	£	
Equipment hire ( <i>details</i> )	£	
Premises/facility hire (please give breakdown by cost per week)	£	
Materials (please give details)	£	
Advertising/marketing/publicity	£	
Workshops/seminars/training	£	
Other ( <i>details</i> )	£	
	£	
<b>TOTAL COST:</b>	£	

## 6. Projected Income

Please specify match funding from other sources (external grants, own contribution etc). Cheshire East Council will take into account your ability to obtain funding from other sources and from your own existing funds when recommending an award. **We cannot guarantee to award the full amount requested.**

	Amount	Applied for (✓) and expected to hear (date)	Confirmed? (✓)
<b>Total Project Cost</b>			
Own existing funds/fundraising			
Projected income from ticket sales etc.			
Town / Parish Council			

Sponsorship (Please specify)			
Donations (please specify)			
Grants i.e. Lottery, WREN etc (Please specify)			
Non-Cash or In-Kind contributions			
<b>Amount requested from Cheshire East Council</b>			
<b>Total funding applied for/confirmed</b>			
<b>Balance Outstanding</b>			

If there is a balance outstanding or you are not awarded the full amount requested from Cheshire East Council please state how the shortfall will be covered or whether the project will be delayed:

Please provide a summary of your most recent accounts and whether the figures below are:

- ☐ A projection because the organisation has been running for less than 15 months
- ☐ Information from the organisation's latest accounts

Account Year Ending:	
Total Income for the year	£
Total expenditure for the year	£
Surplus or deficit	£
Total savings or reserves at bank at year end	£
Please state organisation's bank account name: (who the cheque should be made payable to)	If your organisation is VAT registered please supply your VAT number

## 7. Your Project Beneficiaries

This information is for data collection purposes only and will not be used to assess your application unless you unfairly restrict access to your organisation, event or activity.

Please tell us the total number of people you expect to access your event, activity or facility

Please tell us which groups will benefit from your project (i.e. age, disability, ethnicity, disadvantaged etc.)

Does your organisation restrict access on the grounds of race, creed, colour, gender, sexual orientation, age, disability, occupation, religion or political persuasion?

Yes ☐ No ☐

If yes, please give us more information about why you restrict access

Please tell us which geographical area will benefit most from your project, event or activity (town/village).

## 8. Supporting Documentation

Please tick if you have the following documents. You do not need to send these documents in with your application (apart from your Constitution, which must be supplied by email or post within 7 days of submitting this application) but we may request copies at a later date.

Up to date Annual accounts/income and expenditure	<input type="checkbox"/>	Safeguarding Policies*	<input type="checkbox"/>
Copy of your Constitution (signed)	<input type="checkbox"/>	Quotes/Estimates for equipment**	<input type="checkbox"/>
Planning Permission**	<input type="checkbox"/>	Affiliation to a Governing Body**	<input type="checkbox"/>
Relevant Insurances	<input type="checkbox"/>	Equalities and Inclusion Policy	<input type="checkbox"/>

\* If your project involves work with children, young people under the age of 18 or vulnerable adults, you must have safeguarding policies in place relevant to your organisation's work and the project you are asking us to fund.

\*\* If your project requires planning permission you must have it before you apply. You may be required to send confirmation that planning permission is not required, or that it is required and has been granted.

Does your organisation restrict access on the grounds of race, creed, colour, gender, sexual orientation, age, disability, occupation, religion or political persuasion?

Yes ☐ No ☐

If yes, please give us more information about why you restrict access

Please tell us which geographical area will benefit most from your project, event or activity (town/village).

