

# TRANSFORMING CITIES FUND

## 2022/23 WORKPLACE TRAVEL GRANTS



### What are Transforming Cities Fund (TCF) Workplace Travel Grants?

Businesses across the city are being invited to bid for a share of £250,000 that is being made available by Plymouth City Council through the Department for Transport's Transforming Cities Fund.

Applications are sought for a match-funded grant of up to £25,000 to provide facilities to encourage employees to leave their car at home and travel to work sustainably. For example, by foot, by bike, by bus or by electric vehicle. The grants should make it easier for people to access employment, improve their health and increase the economic output of the Plymouth city region.

If a business has more than one site, and wants to provide facilities at each to maximise the opportunities for staff to travel more sustainably, applications for grants up to £25,000 per site can be made.

The grants can only be used to fund capital projects such as physical infrastructure and not revenue activities.

Examples of facilities that the match funding could be used for include:

- ❖ Site access improvements for walking and cycling
- ❖ Improved cycle parking
- ❖ Provision of shower / drying / changing facilities
- ❖ Electric vehicle (EV) charge points and associated signage

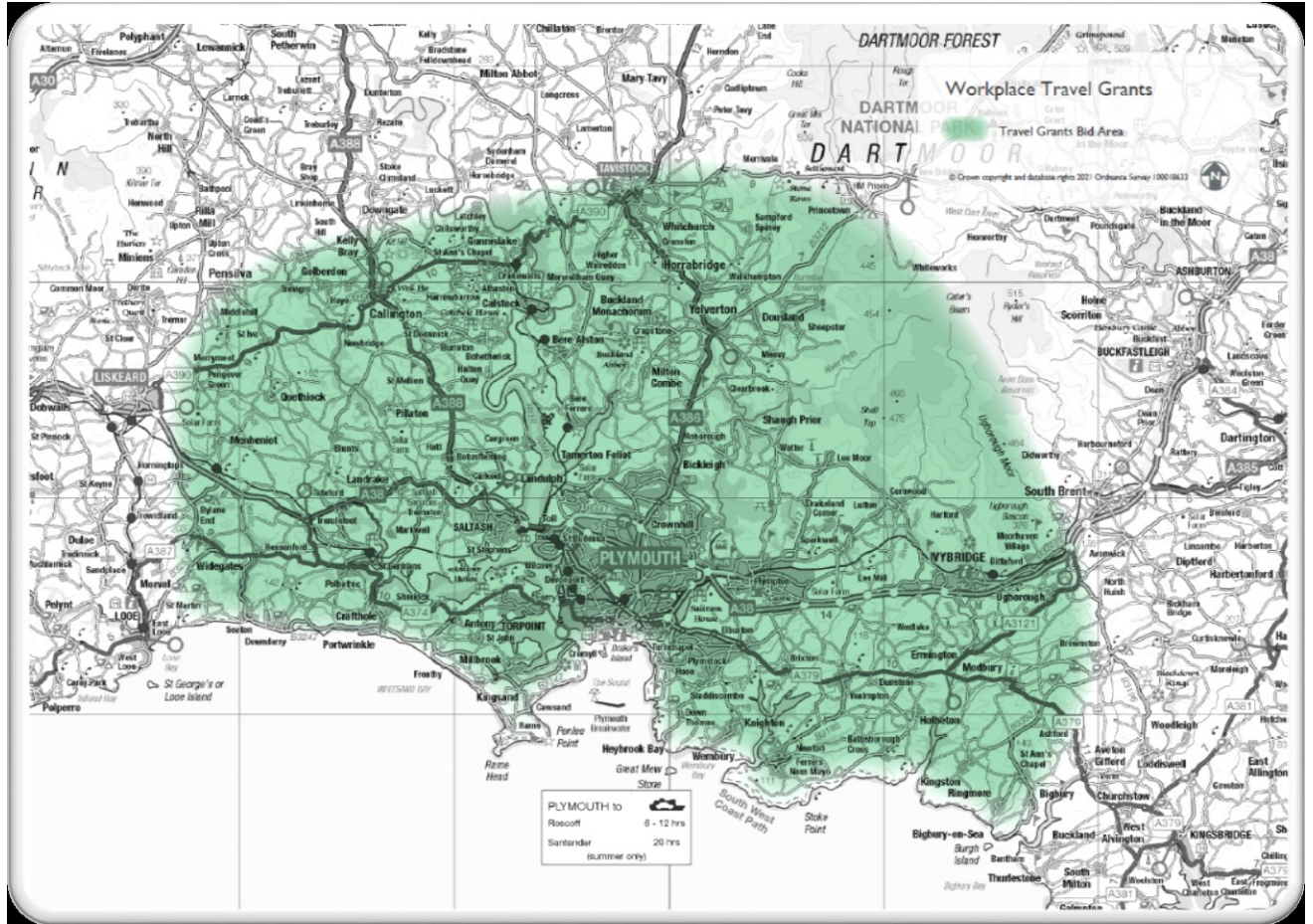
We are of course also interested to hear from organisations that have new, innovative, ideas to support sustainable travel choices.

If there is something that you want to provide your employees that you believe will encourage them to travel more sustainably then this scheme could help you to do so.

### Bid Values

Bids are welcomed from businesses within the Plymouth city region, as shown on the map in Figure One, for match funding up to a maximum of £25,000 per site to deliver initiatives to promote sustainable travel. The contribution required from applicants is a minimum of 25% of the pre-VAT cost of your proposed scheme.

**Figure One: Plymouth City Region Area Map**



## Essential Criteria

All bids will have to show that they will deliver an increase in the number of trips made to and from the workplace by sustainable modes of transport.

The essential criteria that all applications will be assessed against are as follows:

- ❖ The business applying for the funding is located within the Plymouth city region (Figure One).
- ❖ The scheme funded by the bid must be delivered and invoiced for, with proof of expenditure provided to Plymouth City Council, by 24 March 2023.
- ❖ The contribution requested from Plymouth City Council, in total, across all applications a business makes to the scheme, does not exceed £25,000 per site

- ❖ The bid represents good value for money. This is assessed as the calculated benefits that the scheme would provide exceeding the total cost of implementation by at least a ratio of 2:1, i.e. the scheme must have a Benefit Cost Ratio (BCR) of at least 2 to secure the full amount of grant funding sought. A worked example of how the BCR is calculated is included in the supporting TCF Workplace Travel Grant Guidance.
- ❖ The proposed scheme must be deliverable without the need for planning consent, or planning consent needs to have been secured, prior to funding award.
  - Applicants are required to check with the appropriate Local Authority Planning Department if they will need planning consent before submitting their bid. Should planning permission be required then an application to the Fund can still be made. If the bid is eligible Plymouth City Council will make a provisional award. The final award is subject to the relevant planning permissions being secured within three months of confirmation of the provisional funding award.
- ❖ The proposed scheme will deliver on the objectives of the Transforming Cities Fund by enabling staff to get to work, and / or to make business travel whilst at work, through sustainable travel modes (walking, cycling, public transport, EV).
- ❖ We would expect that applicants will be willing to work with the Plymotion at Your Workplace programme – giving you free advice, guidance and Personalised Travel Planning to your employees.
- ❖ Applicants agree to participate in publicity for the scheme, to include supplying feedback on the grant on request.
- ❖ Applicants agree to undertake a site wide workplace travel survey before the funded scheme is installed and a further survey 12 months following completion.
- ❖ Applicants agree to provide audit reports on usage of funded schemes.

The assessment will also consider if:-

- ❖ The bid supports one or more sustainable modes of transport, leading to reductions in the levels of carbon emissions and air quality improvements.
- ❖ The level of match funding sought is appropriate to the scale of the proposed facilities / initiative.

## **Bid Process**

Applications, will be accepted between **Tuesday 1 February** and **Friday 30 September 2022**

All successful bids need to be delivered and invoiced, with proof of expenditure provided to Plymouth City Council, by 24 March 2023 for the agreed funding to be paid.

Bids will need to be submitted using the application form below. Bids need to demonstrate how the proposal meets the essential criteria.

All successful bids will be published on the City Council's Transforming Cities Fund webpage ([www.plymouth.gov.uk/workplacetravelgrants](http://www.plymouth.gov.uk/workplacetravelgrants)) to allow other businesses to learn and benefit from the schemes that have been awarded funding.

## **Bid Conditions**

Plymouth City Council commit to pay the agreed Workplace Travel Grant awarded and successful applicants will be expected to:

- ❖ Deliver, and invoice, for the facilities or initiatives funded by 24 March 2023. Proof of expenditure is required before funds can be released, unless otherwise agreed between the applicant and Council.
- ❖ Agree for details of their bid to be included in the publicity for the scheme and to be mentioned on the Plymouth City Council website.
- ❖ Host a Plymotion at Your Workplace drop-in session between April 2022 and March 2023.
- ❖ Agree to provide before and after usage data.

### **PLEASE NOTE:**

Grants will be issued on a first come, first served basis, providing applications meet the criteria set out in this guidance. In some circumstances applications may be declined based on the funding available and the standard of applications received. Funding will be awarded at the Council's discretion based on the information provided in the application form.

The grant awarded is the maximum contribution that the Council will pay towards the approved scheme. Should the cost of the scheme increase then the additional costs would need to be paid by the applicant. If the costs reduced then the Council's contribution would also reduce.

**If you require any further information please contact Andrew Thomson either by email to [andrew.thomson@plymouth.gov.uk](mailto:andrew.thomson@plymouth.gov.uk) or by phone 01752 308914.**

**Advice and guidance is available by email or on the phone during the time the fund is open for applications.**

**1. Contact details**

Full Name of Company / Organisation:	
Full Postal Address (including Post Code):	
Applicant's Name:	
Job Title of Applicant:	
Tel No:	
Email address:	

**2. About your organisation\*:**

<b>Type of organisation</b>			
Limited Company	<input type="checkbox"/>	Charity	<input type="checkbox"/>
Unincorporated Group	<input type="checkbox"/>	Other (please state)	

Total number of staff on site, on average, per day (*) please provide information on pre-Covid working arrangements if you are currently working in a different way than pre March 2020 and this is expected to be a temporary situation:	Total number of full time staff:	Total number of part time staff:
Number of car parking spaces: On site: Off site:	Number of car parking spaces available for: Staff: Visitors:	Number of car share spaces available for: Staff: Visitors:
Number of cycle parking spaces (covered) on site:	Number of cycle parking spaces (uncovered) on site:	Number available for: Staff: Visitors:

Are showers available for staff?	<input type="checkbox"/> YES* <input type="checkbox"/> NO	If YES, how many?
Are lockers available for staff?	<input type="checkbox"/> YES* <input type="checkbox"/> NO	If YES, how many?
Please indicate which days of the week your business operates on:	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday	

\* If your company has **more than one site** please provide details of the site where the facilities / initiatives will be delivered. **PLEASE NOTE:** One application, per site, is required. However, multiple applications can be made.

### 3. Travel Facilities

Does your organisation (please tick all relevant boxes):

- Display travel options on your website?
- Have bus services nearby?
- Have cycle parking for staff?
- Have cycle parking for visitors?
- Offer mileage allowance for business cycling?
- Charge for car parking?
- Have pool cars for staff to use?
- Have pool bikes for staff to use?
- Have pool cars
- Other (please explain below):

### 4. Details of initiatives or facilities match funding is sought for

Total cost of initiative/facility at time of application	£
Total funding (excluding VAT) requested from PCC	£
Percentage funding sought from PCC (employer contribution must be a minimum of 25% of the cost excluding VAT)	%

Please give full details of the **FACILITIES** (including plans/drawings and quotes) you are seeking funding for, how they will deliver on the objectives of the Transforming Cities Fund by enabling staff to get to and from work, and/ or to make business travel whilst at work, by sustainable travel modes, and how you intend to continue supporting sustainable travel at your organisation.

*The box below will grow as you type so you are not restricted to the current size for details of your proposal.*

**5. How do your staff usually travel to work?**

Please provide quantitative information on how your staff usually travel to work. Where possible please provide the results of a recent staff travel survey. The survey data needs to be less than 5 years old.

If your proposal concerns business travel please also provide quantitative information on current business travel for your organisation.

If current travel behaviour is affected by the Covid-19 pandemic, and you expect this change to be temporary, please provide information from a representative period pre-March 2020. This data needs to be less than 5 years old.

**6. How will your proposed scheme, if awarded grant funding, change how your staffs travel behaviour?**

Please quantify the expected changes in staff travel behaviour, for the journey to and from work and / or business travel, as appropriate, resulting from the scheme.

**7. Modes of travel supported by the proposed facilities**

Please tick all that apply to indicate which modes of travel your proposal supports:

- |         |                          |                                 |                          |
|---------|--------------------------|---------------------------------|--------------------------|
| Walking | <input type="checkbox"/> | Car share / pool / electric car | <input type="checkbox"/> |
| Bus     | <input type="checkbox"/> | Cycling                         | <input type="checkbox"/> |
| Other   | <input type="checkbox"/> |                                 |                          |

**If 'Other' please explain briefly in the box below:**

**8. Sustainable Travel**

Does your organisation have a:

- Sustainable Travel Policy**    **Workplace Travel Plan**

Plymouth City Council is able to offer support in either writing or updating a Workplace Travel Plan. Would you be interested in accessing this support?

- YES**    **NO**

Does your organisation currently promote sustainable travel?

- YES**    **NO**

If **YES**, please explain how you do so:



**9. Economic impacts**

Can you estimate the likely financial impacts or benefits to your business from a successful funding application to the grant scheme?

Do you expect your business to see increased economic activity following the installation of your funded scheme?

- YES**                       **NO**

If yes, are you able to quantify this?

**10. Job creation**

Will this funding result in the expansion of your business, securing employment and / or creating new employment opportunities?

- YES**                       **NO**

If yes are you able to indicate how many existing jobs will be secured and how many new jobs will be created?

<b>Secured</b>	
<b>Created</b>	

**11. Availability**

Please tick all that apply to indicate who the new facilities or initiatives will be available to:

- |  |  |
|--|--|
| <input type="checkbox"/> All employees | <input type="checkbox"/> Customers                       |
| <input type="checkbox"/> Visitors      | <input type="checkbox"/> Community groups / wider public |

**THE FOLLOWING ARE ESSENTIAL CRITERIA FOR ALL BIDS AND ALL MUST BE ACCEPTED FOR A BID TO BE ASSESSED FOR FUNDING.**

**12. Delivery**

Successful bids will need to be delivered with proof of expenditure and invoiced for payment **by 24 March 2023**. Do you undertake to deliver your proposed facilities within this timescale?

**YES**

**13. Planning consent**

The proposed scheme is deliverable without the need for planning consent (applicants are required to check with the relevant Local Authority Planning Department if they will need planning consent before submitting their bid) - Should planning permission be required then an application to the Fund can still be made. However, if your bid is eligible Plymouth City Council will make a provisional award, which is subject to the relevant planning permissions being secured within three months of confirmation of the provisional funding award.

**YES**

**14. Appropriate permissions**

In submitting your application you confirm that you either own the property, where the scheme will be delivered, or have consent from the landlord for the scheme to be delivered.

**YES**

**15. Monitoring and surveys**

Successful organisations will be required to undertake a site wide workplace travel survey before the funded scheme is installed and a further survey 12 months following completion. The surveys will need to be agreed with the Council before being undertaken. They will also be required to provide audit reports on usage of funded schemes, the form of which will be agreed when funding is confirmed.

Do you agree to undertake the agreed surveys and monitoring of your scheme?

**YES**

## 16. Publicity

Successful organisations will be required to take part in reasonable publicity requests, acknowledging the funding from Plymouth City Council and the Department for Transport.

Do you agree to details of your proposal being used in publicity to promote the match funding scheme?

**YES**

## 17. Plymotion at Your Workplace

The Plymotion at Your Workplace programme includes, as a minimum, a personalised travel planning session. This involves a team of trained travel advisors meeting with employees to discuss their travel needs and investigating travel options for work and leisure, allowing people to consider all their available travel choices, and be better informed about the lowest cost, quickest or healthiest options. More information about what a Plymotion at Your Workplace travel planning session involves is available at <https://www.plymouth.gov.uk/yourworkplace> .

Remote sessions, via MS Teams or an alternative platform, are available during the pandemic. The Plymotion at Your Workplace team do not need to visit your business.

Do you agree to participate in the Plymotion at Your Workplace programme?

**YES**

## 18. Supporting Documents

You must submit the following documents with this completed application form:

Copies of quotes for your scheme providing either:

- For bids up to £5,000 an applicant is required to provide **ONE ( 1 )** quote with their application

Or:

- For bids over £5,000 an applicant is required to provide **THREE ( 3 )** quotes with their application
- Copies of any relevant diagrams (where you intend to install facilities)

**19. Sign off**

By signing this application form, you confirm that the information you have provided is correct to the best of your knowledge and you will comply with the terms and conditions attached to this application form.

<b>We wish to apply for match funding being made available through Plymouth's Transforming Cities Fund programme (details as above). We agree to the terms and conditions stated below</b>		
Application approved by: <b>(Must be Director or Authorised Signatory)</b>	Full Name:	
	Job Title:	
	Email:	
	Tel No:	
Signature <b>(Director/Authorised Signatory):</b>		

**Please return completed application forms to:**

**Email: [andrew.thomson@plymouth.gov.uk](mailto:andrew.thomson@plymouth.gov.uk)**

**TERMS AND CONDITIONS:**

1. Plymouth City Council is not obliged to accept any bid for funding and may reject any application at its reasonable discretion.
2. Plymouth City Council will contribute the agreed percentage of the cost of the works. This is the maximum contribution which the Council will make. Should the cost of the scheme increase then the additional cost would need to be met by the applicant. Should the cost of the scheme reduce then the contribution from the Council would also reduce.
3. The contribution from the Council is based on the cost of works excluding VAT (non-budgeted expenses will not be considered). The organisation will be responsible for payment of VAT and shall indemnify the council if HMRC makes any demand from the council for VAT in respect of the funding provided to the organisation or the works.
4. The organisation is required to arrange and pay for the works, then invoice PCC for the match funding agreed, unless otherwise agreed with the Council.
5. Payment will only be made on receipt of proof of payment and if the scheme is delivered by 24 March 2023. Payments will be made with the reference **TCF Project 164** which should be quoted if any enquiries need to be made about payment of any grant amount that has been awarded.
6. Plymouth City Council cannot provide funding for facilities required through the planning application process (outside applications specifically relating to measures being introduced funded by a Workplace Travel Grant), or which are required as part of a compulsory travel plan or transport statement; however, we can fund enhancements to required facilities. [It is your responsibility to check with the Local Planning Authority whether permission is required for your facilities.]
7. The organisation will be required to provide Plymouth City Council with pictures of facilities once in use and take part in reasonable publicity requests, acknowledging the funding from Plymouth City Council and the Department for Transport.
8. The organisation retains full ownership of any equipment, and will
  - 8.1. Maintain all goods purchased with the Grant for at least five (5) years from the date goods were purchased, and;
  - 8.2. Not sell or dispose of any equipment or other assets purchased with funding from the Grant within five (5) years from receiving the Grant.
9. Cycle parking guidance must be adhered to in order to ensure an appropriate location and design (Plymouth City Council can be contacted for advice/guidance. Email: [cycling@plymouth.gov.uk](mailto:cycling@plymouth.gov.uk) ).
10. A Director or Authorised Signatory is required to authorise this application form, and it will act as a contract to commit to your support to promote sustainable transport.
11. With Plymouth City Council's support, this commitment should include promoting sustainable transport through your own travel information, disseminating information provided by PCC, carrying out surveys to assess changes in the way people are travelling (and share this information with Plymouth City Council) and taking part in events (e.g. Car Free Day).

12. The applicant agrees to host a Plymotion at Your Workplace drop-in session between April 2022 and March 2023.

13. The applicant shall:

13.1. Keep all financial records and accounts including receipts for items purchased with the Grant for at least five (5) years from the end of the financial year in which the transaction took place, and;

13.2. Cooperate with the Council in the evaluation and / or monitoring the project.