

## **LB Havering Smarter Travel Business Grant Scheme**

### **Guidance Document**

#### **What is the Smarter Travel Business Grant Scheme?**

The London Borough of Havering (LBH) Smarter Travel Programme is a behaviour change programme, funded by Transport for London, which aims to encourage residents, commuters and visitors to the borough to travel sustainably whenever possible.

Research shows that nearly 80 per cent of car trips are less than five miles and could be replaced by walking, cycling or using public transport.

Walking or cycling instead of using the car could save your business money by reducing parking issues, reducing sick absence, by having healthier and fitter staff, as well as helping to reduce local air pollution and traffic congestion.

#### **Terms and Conditions**

##### **What funding is available?**

Maximum allocations are £5,000 Net (excluding VAT). There is no minimum allocation. All funding is from Transport for London.

##### **Important - Please Note:**

**Funding must be used by and invoiced by 31 March 2023, please purchase the items once your grant has been approved and then your business will be refunded the amount of the grant award on supply of the relevant receipts and or invoices - up to the £5000 limit.**

##### **Who can apply?**

We welcome applications from any local business, as long as projects deliver genuine 'added value' and do not replace services that should be provided through mainstream budgets.

##### **What can we use the money for?**

Your organisation's project must aim to increase levels of walking or cycling in the borough. This could include cycle parking facilities, cycle pumps, shower facilities for cyclists to use, or walking route maps to show employees the benefits of walking to and from work. These are just a few examples, and please do not limit yourself to these. The Council will consider any project put forward for grant funding that aims to increase walking and/or cycling.

##### **Cycle Training**

Cycle training to National Bikeability Standard is available **free** in Havering, please contact [martin.day@haverling.gov.uk](mailto:martin.day@haverling.gov.uk) for more details.

## Funding Criteria

- The project must aim to increase levels of walking or cycling in the borough.
- The project must make it easier or more appealing for staff to travel sustainably (e.g. by providing cycle parking / shower facilities) or result in increased awareness of active travel options.
- The project must be based in the London Borough of Havering
- If funding is granted the project must be able to be completed by 31 March 2023 at the very latest.
- The grant cannot be used to pay for the time of the organisation's staff/members to deliver the project.
- The organisation must have a constitution and have its own bank account to be able to apply.

The project will score more highly if:

- The project has secured (or is in the process of securing) match funding.
- The project represents long term value for money (proportionate to funds requested).
- The project will benefit a large number of people.

Please be as thorough as possible in your application and provide any information you feel is relevant. The above criteria will be used to assess all the applications.

## When can we apply?

The application process is open now. The application deadline is 5pm Friday 2nd December 2022.

You may be contacted up to seven days after this deadline if we have questions about your application.

## What happens if we are successful?

- An inception meeting will be held with each of the successful organisations to agree milestones, outputs, ongoing monitoring and finalise the project before it formally commences and funding is released.
- All of the spend must be accounted for via receipts and invoices.
- The Council requires photographic evidence of any physical infrastructure that results from the grant award.
- The project must be completed by **31 March 2023 at the very latest**, including receipt of the final report and final invoice (with evidence of spend).

## Monitoring and Reporting

- Successful organisations will be required to provide regular updates and monitoring reports as the Council may require on the grant scheme.

Email your signed completed application form (along with a copy of your constitution or other governance arrangements) to: [martin.day@havering.gov.uk](mailto:martin.day@havering.gov.uk)

We strongly recommend that you discuss your project once you have planned it with us, we can help you through the application process or provide guidance. Please contact us by email at [martin.day@havering.gov.uk](mailto:martin.day@havering.gov.uk) or call us on 01708 432869.

## Havering Smarter Travel Business Grant Funding Application Form 2022-23

Please refer to the guidance notes for help completing this application form

<b>Section 1 – About your business</b>	<b>Guidance Notes</b>
<p><b>Q1</b></p> <p>Name of your business:</p> <p>Formal address of business:</p> <p>Address where the project will take place (<i>if different from above</i>):</p> <p>Website (if applicable):</p> <p>Twitter/Facebook page (if applicable):</p> <p>Name of the project:</p> <p>Total amount you are applying for: £                      <b>Net (excluding VAT)</b></p>	
<p><b>Q2 Please tick the boxes to confirm that your project meets all the essential criteria in order to be eligible to apply for the grant</b></p> <p><input type="checkbox"/> Our project aims to increase levels of walking or cycling.</p> <p><input type="checkbox"/> Our project is based in the London Borough of Havering</p> <p><input type="checkbox"/> Our project will be completed by 31<sup>st</sup> March 2023</p> <p><input type="checkbox"/> Our project will not be used to pay for the time of the organisation's staff/members to deliver the project</p> <p><input type="checkbox"/> Our group has its own bank account in the organisation's name</p>	
<p><b>Q3 Contact details for person responsible for the delivery of the project:</b></p> <p>Title:</p> <p>First name:</p> <p>Surname:</p> <p>Position held in the business:</p> <p>Contact address:</p> <p>Post code:</p> <p>Contact mobile number:</p> <p>E-mail:</p>	<p><i>This is the person we will contact if we need to talk to you.</i></p>

<p><b>Q4</b></p> <p>Where did you hear about the smarter travel business grant?</p>	<p><i>Website (please name the site), word of mouth, local newspaper (please name which one), other etc.</i></p>
<p><b>Q5</b></p> <p>Please provide us with some background to your business. What are the current activities that your business carries out in the area?</p>	<p><i>Please list types of activities and events that your business carries out. What are your aims and objectives/what do you want to achieve?</i></p>
<p><b>Section 2 – About your project</b></p>	<p><b>Help Notes</b></p>
<p><b>Q6</b></p> <p>a) What is your project idea?</p> <p>b) Why is there a need for it in the area?</p> <p>c) What is the main audience for this project?</p> <p>d) How many people are expected to benefit from this project?</p> <p>e) What are the measurable outcomes of this project?</p> <p>f) What is the expected start date of the project?</p> <p>g) What is the expected end date of the project?</p>	<p><i>Please be as specific as possible about what you plan to carry out. Where appropriate use facts and figures.</i></p> <p><i>Please try and provide evidence to demonstrate there is a need for this in the area, e.g. survey results, interviews, anecdotal evidence, your own observations.</i></p>
<p><b>Q7</b></p> <p>How will the project result in an increase in walking or cycling?</p> <p>How will the project make it easier or more appealing for staff and visitors to travel sustainably, e.g. by providing cycle parking?</p> <p>How will the project result in increased awareness of active travel options, e.g. through promotion?</p>	<p><i>This information will be used to assess how well your project meets the criteria.</i></p> <p><i>Please provide as much information as possible.</i></p>

**Q8**

Will your project continue to run after the funding has been used? Will you apply for funding from elsewhere to continue? If so please describe in a few words how you will do this.

*You do not have to have long term plans to qualify for a grant from this programme. However, we would like to support projects that will carry on beyond any funding provided through the scheme.*

**Section 3 – About the funding****Help Notes****Q9**

- a) How much funding do you need in total for the whole project (please provide the Net amount, **excluding VAT**)?

£            Net (excluding VAT)

- b) If the project cost is more than the grant award you are seeking, where will the rest come from?

- c) Please outline any match funding that has been received and state whether it is cash or in-kind.

- d) Please give details of how this project will provide long-term value for money to the business and borough, if applicable.

- e) Are there any ongoing costs after this project is completed?    Yes  No

If yes please give details as to how this is going to be funded.

*Please try to provide as much information as possible as this will help with your application. Applications may be refused if cost breakdowns are incomplete or not provided. We understand the costs may be estimates but please try and include all anticipated costs. We will require receipts and any other proof of spend in the regular updates and monitoring reports.*

- f) Please include a breakdown of all the expected **Net costs (excluding VAT)** involved at each stage of the project.

	Approx. date (week/month)	Item	Equipment source	Net Cost (excluding VAT) per item/per hour £	No. of items/hours	Total Net Cost (excluding VAT) £	
<i>Example</i>	<i>W/C 2022</i>	<i>Jan</i>	<i>E.g. Bicycle</i>	<i>Halfords</i>	<i>£200</i>	<i>X6</i>	<i>£1200</i>

					<b>TOTAL</b>	

**Section 5 – Confirmation**

Completing this form does not guarantee success when applying for funding.

Please tick to confirm:

Yes I have attached our group’s constitution or other governance arrangements with this application form

I confirm that to the best of my knowledge the information contained within this application form is accurate. I have read the Guidance Document and agree to the Terms and Conditions.

Print Name:

Role in the business (Director/Treasurer):

Signature:

Date: