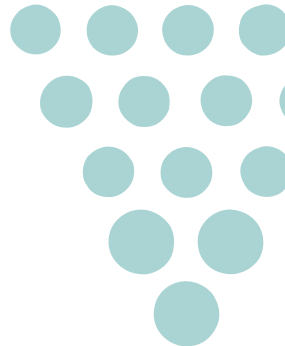




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Travel to Work Grant

Guidance notes for applicants



Contents

- 3** The Cycle Parking Grant
- 4** Who can apply
- 5** How the application process works
- 6** Specification
- 7** How we decide whether to offer you a grant
- 8** How you will find out if you've been successful
- 8** Promotion
- 9** Frequently asked questions
- 10** Notes on completing the application form

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The Cycle Parking Grant

The Cycle Parking Grant is a part of Cornwall Council's wider Travel to Work programme, aimed at supporting workplaces (including schools and college's) in expanding travel choices and reducing car use. It is funded by Cornwall Council's third local transport plan, Connecting Cornwall: 2030.

Grants will be awarded to businesses and organisations with employees, or, schools and college's who want to reduce the number of cars travelling to and from their sites.

This grant programme aims to:

- Reduce single occupancy car use to and from the workplace
- Remove real and perceived barriers to travelling to and from the workplace by bicycle
- Enable cycling to and from work, as well as to meetings, site visits and other business travel
- Facilitate a workplace culture whereby single occupancy car use is a last resort instead of a first choice

“ For most people, the easiest and most acceptable forms of physical activity are those that can be incorporated into everyday life. Examples include walking or cycling instead of driving. ”

Chief Medical Officer for England

Who can apply

To be awarded a Cycle Parking Grant your application must:

- Be aimed at employees based on site, but may have the additional benefit of being open to visitors, customers, other employers in the local area or the general public
- Include all of the completed documentation outlined in the section of this Guidance entitled 'Notes on completing the application form - Application checklist'
- Be for cycle parking

We welcome applications from:

- Individual workplaces (minimum of 10 employees)
- Workplaces within a Business Improvement District
- Groups of two or more workplaces
- Social Enterprises
- Charities
- Limited Companies
- Schools and College's (including Academies)

We can't award grants to:

- Cornwall Council workplaces (including schools) or arms-length organisations of Cornwall Council
- Individuals (including sole traders)
- Businesses requesting the grant to fulfil planning obligations, including workplaces operating a travel plan required as part of a planning condition

Funding will be awarded at the Council's discretion based on the information provided in the application form.

How the application process works

1. Read the terms and conditions of use, along with all accompanying guidance
2. Obtain the necessary permissions and information to support your application
3. Complete your application form and return it along with any supporting information (including cycle count form) by email to: traveltowork@cornwall.gov.uk
4. If you are successful, we will write to tell you in a notification letter.

Your letter will come with a grant claim form, to be completed once your cycle parking has been installed and paid for

If you are unsuccessful, we will provide you with feedback which may be helpful for future applications.
5. Send us a copy of your bank details on your business' headed paper. Doing this now will mean you receive the grant promptly later on
6. Make your purchase and proceed with installation
7. Send your final paperwork:
 - A copy of the claim form, completed in full. This is sent to you with your notification of success letter
 - A copy of the suppliers VAT invoice(s)
 - A photograph of the installed facilities to us by email at: traveltowork@cornwall.gov.uk
8. You will receive the grant into your nominated bank or building society account
9. As a minimum requirement, you should send at least one set of monitoring data (suggested one year after completion) by email to: traveltowork@cornwall.gov.uk

Specification

How much you can apply for

You can only apply for one grant of a minimum of £100 and a maximum of £5,000 per calendar year. (Unless agreed by exception).

A minimum of 25% of the total cost (exclusive of any reclaimable VAT) must be met by the applicant.

Applications will be considered on a case by case basis, and must demonstrate value for money based on the conditions in this Guidance.

What the grant can be spent on

Cycle parking facilities include individual cycle stands, shelters, cycle lockers and secure storage. If you're not sure if what you want to apply for can be described in this way please contact us to discuss your proposal. The total cost of your proposal should include the cost of the facilities as well as delivery and installation, exclusive of any VAT that can be reclaimed by you from HMRC.

Quality standards

When considering what kind of facilities are best suited to your workplace, you should refer to the cycle parking guidance available within DfT's Local Transport Note 1/20 [Cycle Infrastructure Design Section 11](#).

We will prioritise applications which clearly demonstrate best practice in identifying the type and location/s of the proposed cycle parking facilities.

What can't be funded

- Facilities for workplaces outside of Cornwall
- Facilities/measures required as part of a planning obligation
- Like-for-like replacement of existing facilities
- Maintenance and repairs

Funding will be awarded at the Council's discretion based on the information provided in the application form.

Monitoring

Successful applicants will be required to, as a minimum, send at least one set of monitoring data (suggested one year after completion) following receipt of the grant in order to provide evidence on the usage of the new facilities.

Using the [cycle count form](#) available, applicants must record the number of bikes parked at the workplace for a minimum of five consecutive working days. Completed copies of the form must be submitted to:

traveltowork@cornwall.gov.uk

When you can apply for a grant

Grants will be issued on a first come, first served basis, providing applications meet the criteria set out in this guidance booklet. Grants will be available until 28 February 2022 or until all funding has been awarded, whichever is sooner.

How we decide whether to offer you a grant

In order to be eligible for funding, applications must comply with all of the conditions of funding set out in this Guidance.

Applications will be reviewed by Cornwall Council's Transport Planning and Strategy Team against the conditions in this document.

The Council may also at its discretion take into account the following when assessing whether or not an application is successful:

- Greater number of employees (minimum of 10 employees)
- Greater number of businesses involved
- Community benefit
- Customer/visitor benefit
- Supports a workplace travel plan¹
- Engagement with other related initiatives
- Higher level of deprivation in your area
- Lower amount of match funding requested as a percentage of total costs²

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.

¹ A voluntary workplace travel plan - grant funding cannot be spent on measures required as part of a planning application, compulsory travel plan or transport statement

² Exclusive of any VAT that can be recovered by you from HMRC

How you will find out if you've been successful

We'll write to you to tell you the outcome of your application within four weeks.

If your application is successful we'll send you an award notification letter with information on what to do next.

If your application is unsuccessful we'll write to you explaining why and offer advice on how to resubmit your application or reapply at a later date.

Promotion

Raising awareness of new facilities/equipment is key to ensuring they are used properly and to their highest capacity. How you promote your new facilities/equipment will depend on what it is and what is best for your employees, but here are a few suggestions:

Emails - Send an email out to all staff once your purchase is ready to use

Press release - Shout about what you've achieved through your local media

Newsletters - Put an article with a photo in your staff and customer newsletters

Leaflets - Display in a communal area or send electronic versions via email or social media

Social Media - Send some Tweets, post on Facebook or create a YouTube video about your new facilities/equipment

Internet/Intranet pages - Make a feature of it as part of your initial promotion, and include it on your travel information pages in the longer term

Posters - Put up posters in communal areas such as a kitchenette or lunch room

Inductions for new staff - Allocate some time to talk about travel, including your new facilities or equipment during new staff inductions to ensure continued use

Incentives - Run a competition to get people interested. You could do a prize draw for the first users or a caption competition to come up with a promotional slogan

Team meetings - Introduce staff to where facilities are located and how they can be used during team meetings

Case studies - Write a case study and we'll put it on our web page for others to see

Frequently asked questions

Q. We applied for a grant but were unsuccessful, can we re-apply?

A. Yes, if you are unsuccessful in applying for a grant we will write to you with recommendations so that you can re-apply

Q. My employees frequently work from home; can I purchase cycle stands to be installed at their houses?

A. No, your purchase must be installed on business premises. If the proposal impacts the public highway, you must have prior approval from the Council

Q. I work for a charity, are there any concessions available?

A. Yes, allowances will be made for applications from the voluntary, community, social enterprise sector. However, applications must still meet all of the essential criteria to be considered for a grant

Q. We're a small business but have hundreds of visitors. Can we apply for the grant?

A. The grant is aimed at tackling issues created by commuter and business travel. Your application is more likely to be successful if you can show that what you are looking to purchase will have an impact on a greater number of employees (minimum of 10 employees). You can join up with other local businesses to increase the number of employees that will benefit. If you have a large number of customers and visitors and have included data about their travel patterns in your application, this will be considered favourably when your application is reviewed.

Notes on completing the application form

Please remember that the application form is the only information we can use to base our decision on. Please ensure that you complete the form in full and give us all the information you can to highlight the potential for your facilities.

If completing the application form by hand, please ensure that you do so clearly and in black or blue ink.

Application checklist

When submitting your application please ensure that you include the following

- Application form – completed in full

- A copy of the quote(s) from your supplier(s). This must be a written, itemised quote for your site; we cannot accept quotes directly from a catalogue. (requirement for 3 quotations – see application form)

- Cycle count form – completed for at least five consecutive working days

- Supporting letters from partner businesses (if applicable)

- Any other supporting evidence

Where to send the application form

Please send your completed application form by email to:

traveltowork@cornwall.gov.uk

If you would like this information in another format or language please contact:

Cornwall Council, County Hall,
Treyew Road, Truro, TR1 3AY

e: equality@cornwall.gov.uk

t: 0300 1234 100

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