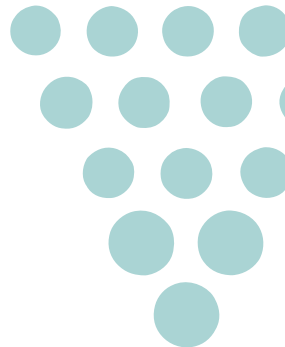




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Travel to Work Grant

Guidance notes for applicants



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The Travel to Work Grant

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

It complements the Cycle Parking Grant programme which is specifically for cycle parking provision.

The Travel to Work Grant is aimed at helping employers break down some of the barriers employees face in choosing sustainable modes of travel over taking the car to work.

Grants will be awarded to individual businesses or collectives 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 using sustainable means
- Incentivise car sharing
- Encourage alternatives to petrol or diesel fuelled vehicles for business use
- Enable walking and 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.

Who can apply

To be awarded a Travel to Work Grant your application must:

- Have an evidenced benefit to employees
- 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
- Meet the conditions set out in this Guidance
- Include all of the completed documentation outlined in the section of this Guidance entitled 'Notes on completing the application form - Application checklist'
- Support an evidenced shift towards one or more sustainable modes of travel

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 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 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 equipment/facilities have 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 if necessary
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 or equipment 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 £10,000 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

Here are some examples of what the grant can be spent on. This list isn't exhaustive so if you've thought of something that's not down here, it's best to check with us.

- Dedicated car share parking spaces
- Pool bikes or electric bikes
- Electric car charging points
- Showering or changing area facilities such as showers, lockers, cubicles or drying racks
- Remodelling car park layout such as marked parking spaces, pedestrian routes and signage

Applications for cycle parking only should be applied for through the Cycle Parking Grant programme which is available here:

www.cornwall.gov.uk/traveltowork

If you want to apply for a package of measures to support cycling which includes cycle parking, you can apply for the whole package through this Grant programme.

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

What can't be funded (list is not exhaustive)

- Employee salaries
- A repeat project or activity from the same workplace
- Ongoing maintenance and running costs of pre-existing activities i.e. rent, electricity etc
- Facilities for workplaces outside of Cornwall
- Video/audio conferencing facilities
- Office furniture
- Office equipment including computers
- Facilities/measures required as part of a planning obligation
- Revenue purchases

Quality standards

- Car park remodelling: Sustrans provide guidance called [Cycle and Pedestrian Routes within Car Parks](#).
- Dedicated car share spaces: These should be signed in a priority area such as, close to the front of a building, and monitored to ensure they are being used correctly. Many businesses use a permit system to manage usage.
- Electric car charging points: There are a variety of charging facilities available depending on your vehicle(s), site and speed of charge. Talk to your supplier to ensure you get what's best for you and your business. The Energy Saving Trust has a range of information on their website regarding [electric vehicles](#) including charging.
You can also find further information on charging point locations via the following link:
<https://www.zap-map.com/>
- Cycle parking and other equipment: There are a number of types of cycle parking available, from Sheffield stands to lockable shelters. DfT's Local Transport Note 1/20 [Cycle Infrastructure Design Section 11](#) contains information which can help you decide what's right for your business along with best practice for location and installation.

Evidence

Applications need to be supported by evidence that shows there is a need for the facilities/equipment you are looking to purchase. Here are some suggestions of ways you can provide evidence:

- **Carry out a staff survey:** a template staff survey can be found on the travel to work web page
- **Take some photographs:** for example, if you're experiencing parking problems and want to remodel your car park, include some pictures of the issues you're experiencing
- **Use your mileage data:** for example, if you're looking to purchase an electric bike for business journeys, say how many mileage claims have been made for trips of under 3 miles (or 6 for a return journey) in a year.

The more robust your evidence is, the better, so you may want to consider using more than one of these methods.

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 new facilities. Here are some suggestions of how this can be done:

- **Carry out a staff survey:** a template staff survey can be found on the travel to work web page. This can be particularly useful if you carried out a staff survey to evidence your application, as they can be compared to show how travel patterns have been influenced.
- **Photographs:** take some photos at regular intervals of the facilities/equipment in use. For example, a cycle shelter full of bikes, or, car sharer's vehicles parked in marked car share spaces.
- **Counts:** car park and cycle count sheets can be downloaded from the Travel to Work web pages. These can be used regularly to gauge uptake
- **Usage logs:** To help you manage the facilities/equipment you can keep relevant usage logs, i.e. number of locker keys issued, pool car bookings made, or, cycle shelter keys signed for.

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. The Grant programme 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, applicants 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 Optional Criteria 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
- Support for active travel (walking and cycling)
- Supports a workplace travel plan¹
- Engagement with other related initiatives
- Higher level of deprivation in your area
- Significant potential for a shift away from single occupancy car use
- Lower amount of match funding requested as a percentage of total costs²
- Investment value per head. This is based on the amount of grant funding applied for (£'s), divided by the number of people who would benefit from your proposed new facilities/equipment (as identified in your application).

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

A. No, your purchase must be installed (i.e. a cycle shelter) or kept on (i.e. an electric bike) 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 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. Can we purchase audio and video conferencing equipment so that our employees can avoid the need to travel for meetings?

A. No, one of the conditions of the funding is that it must support sustainable travel. Although video and audio conferencing is a valuable facility in avoiding unnecessary travel, because it isn't related to a mode of transport, the grant cannot be spent on it.

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.

Q. Can we buy a bicycle or electric vehicle to commute with?

A. No, because HMRC have specific rules around tax with purchases of this nature, and schemes such as the Cycle to Work scheme are available to organisations and their employees which are better suited to supporting a greater number of employees in this way.

[Further information on the Cycle to Work scheme can be found here](#)

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)

- Your VAT number on the application form, if your business is registered for VAT

- 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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