

TRAVEL PLAN INITIATIVES FUND 2009-10

What is the Travel Plan Initiatives Fund?

The Travel Plan Initiatives Fund (TPIF) was first introduced by PCC in 2007/08. It is based on similar successful Hampshire County Council and Department for Transport funding schemes. PCC offer to match fund up to £3,000 to Portsmouth organisations to provide travel plan initiatives in their workplace, such as secure cycle parking, workplace storage lockers and will consider other more innovative projects.

This is to encourage employees to reduce their single occupancy vehicle use in line with the objectives of the Local Transport Plan 2.

Successful bidders would be expected to ensure that works paid for by the fund be completed and invoiced for by the end of February 2010 and the facilities (where appropriate) must be available for the Council's inspection at any point after this time. The successful bidders are also responsible for ensuring that relevant planning permissions are sought and for ongoing maintenance.

Applicants will be expected to have travel plans, travel plan measures or be in the process of developing a travel plan. Priority will be given to SignPOST Travel Forum members.

Eligible projects:

What we may fund

- Examples of projects that **may be** funded are outlined below:
- Provision of **infrastructure to support cycling and walking** – including secure cycle parking, shelters, on site footway and cycleway improvements, changing facilities and lockers.
- Improvements to **site security and layout** – including on site lighting improvement / installation, signing and location maps.
- Improvements to **assist public transport use** - dropped/raised kerbs, on site bus stop facilities - seating, lighting, shelter and timetable holders
- Encouragement of **car sharing** - including marking out of car share parking bays and appropriate signing
- Facilities to promote the use of **motorcycles** - parking bays and covered, secure parking
- **Promotional materials** – leaflets, maps, display boards and stands
- **Pool bicycles, mopeds/scooters**

What we won't fund

- Examples of projects that will **not** be funded include:
- Any expansion of car parking provision or car park resurfacing
- Staff time or wages associated with the implementation of a travel plan, surveys or initiatives.
- Financial incentives or payments to staff to encourage changes in mode of travel

Not sure if we will fund it?

Contact us and discuss your idea, we will be able to advise you.

What we are looking for in a bid

Likely impact

- Where applicable, applications should be clear on how the project will meet the aims of reducing dependence on car travel
- Applications should identify the intended outcome of the project (e.g. encourage more cycle use)
- Evidence of demand for the project should be included in the bid (eg from surveys, cycle user group or other forum)
- Applications should include details of how the impact of the project will be monitored

Deliverability

- Where applicable, applications should demonstrate links to local partnerships
- Applications should demonstrate that the timetable for delivering the project is realistic and achievable (eg completed by the end of February 2010)
- Applications should provide a clear statement that the project is deliverable within the financial year, completion before February 2010

Value for money

Good value schemes that will make a difference, large or small.

Applications:

Who can apply

- Any business or organisation within the Portsmouth City Council area may apply
- Priority will go to organisations actively developing and implementing a travel plan, promoting green travel measures and that are members of the SignPOST Travel Forum
- The fund is not intended to be used for items directly related to new developments that are committed to a travel plan by a planning condition or a Section 106 Agreement. However:
 - Non-profit making organisations in this situation may put forward projects for consideration
 - Items over and above the agreed planning conditions may be considered if the original agreed works and travel plan have been implemented and are demonstrating success
- Only one application per organisation will be considered although the bid may contain a package of measures. Please only bid for what you can realistically deliver in this financial year
- Applications will not be accepted from organisations that have been successful three times over a five year period
- The funding provided by Portsmouth City Council must be matched by financial investment from the bidding organisation. 'In-kind' contributions will not be considered as part of the matched funding

- Applicants are responsible for undertaking the works and ensuring that the work is undertaken to the necessary design and safety standards, although the Council accepts that subcontractors may be used
- Portsmouth City Council accepts no liability for measures implemented
- The fund will pay up to 50% of the cost of the works or 50% of the receipted amount if this were less than the original application (up to a maximum of £3,000). NB The cost of the project should be at least twice that of the fund provided
- Additional costs, including future maintenance and non-budgeted expenses will not be considered
- Works paid for by the fund must be completed and invoiced for by the end of February 2010 and the facilities (where installed) must be available for the Council's inspection at any point after this time
- Grants will be paid on receipt of a VAT invoice and proof of purchase (eg receipts, copy of company invoices for items ordered)
- No grant payments will be made after 31 March 2010

How to apply

Complete the application form and submit by the deadline of 31 August 2009 to:

Amanda Morris
 Travel Plan Officer
 Portsmouth City Council
 Floor 4, Core 2, Civic Offices
 Guildhall Square
 Portsmouth
 PO1 2NE

Decision making

Bids will be awarded points against each item on the application form.

Where the project is particularly innovative, demonstrates particularly good value for money or has a wider benefit it will attract extra points.

Where applications have the same number of points consideration will be given to the number of successful TPIF bids in past years. Priority is likely to be given to bids from organisations that have not received funding in previous years (eg first time bidders, smaller organisations).

Where the TPIF is oversubscribed it may be decided to offer partial funding to all or some of the applicants.

We aim to notify successful applicants by the end of October 2009 at the latest.