



Strathclyde Partnership
for Transport

People and Place
Community Fund 2025/26
Application Guidance
March 2025

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Introduction

This guidance is designed to support you in submitting a grant application to deliver projects as part of SPT's 25/26 People and Place Programme Community Fund to deliver active and sustainable travel behaviour change.

Please read it carefully prior to submitting an application, as it contains key information on eligibility of projects, timescales, and how to submit.

Please note that funding is contingent on Transport Scotland funding being awarded to SPT for the 25/26 financial year, and SPT Board approval of the 25/26 Programme budget.

Purpose of the Fund

In line with the SPT's Regional Transport Strategy, the SPT People and Place Programme Community Fund is a key part of the regional delivery of active and sustainable travel behaviour change. It aims to fund small (£5,000-£50,000) projects that support people to increase their use of active and/or sustainable transport modes.

The purpose of the People and Place Programme is to deliver place-based sustainable and active travel behaviour change projects that will support people to make more of their daily journeys by walking, wheeling, and cycling, and to bridge the gaps that exist between those journeys and the public transport network with options that are more sustainable than the motor car.

Our intention is to maximise the opportunities for local communities to use existing and new infrastructure and increase modal shift towards sustainable and active modes.

Application Timeline

Key dates for the fund are as follows:

Grant applications open	24th March 2025
Grant applications close	14th April 2025 (end of day)
Decisions in principle	w/c 28th April 2025

*Decisions will be issued subject to confirmation of funding for the People and Place Programme from Transport Scotland and SPT Board approval of the 25/26 Programme budget.

Monitoring

All projects funded must include appropriate monitoring in line with the agreed outcomes and the national [Active Travel Framework](#). Costs for monitoring should therefore be included within the budget for each project and should be proportionate to the scale and activity being proposed. Specific monitoring requirements will be discussed further with successful applicants.

Financial monitoring will take place consistently throughout the programme duration to ensure efficient financial management of individual project grants, as well as the overall programme allocation. SPT are bound by our internal approvals processes which only allow reallocation of funding to take place subject to Board approval. As such, we are bound by the below board dates to make financial management decisions. These dates are noted below to ensure awareness that additional finance conversations may take place around these points:

Committee Meeting	Reports Due	Date of Meeting
Strategy & Programmes	w/c 19th May 2025	13th June 2025
Strategy & Programmes	w/c 11th August 2025	5th September 2025
Strategy & Programmes	w/c 3rd November 2025	28th November 2025
Strategy & Programmes	2026 dates tbc	2026 dates tbc

Subsidy Control

Both SPT and grant recipients are required to comply with the terms of the Subsidy Control Act 2022. SPT reserves the right to undertake audits in this regard.

Project Eligibility

The Community fund will focus on projects between £5,000 and £50,000 aiming at delivering key local interventions to encourage active and sustainable transport in the SPT region.

What is Eligible for Funding

Projects can focus solely on active travel or sustainable transport interventions or a combination of both elements. Projects must align with at least one of the five key People and Place themes outline below:

Schools and Young People

Interventions in Scottish schools that deliver holistic solutions for creating an environment where active and sustainable travel choices are not only an option, but the most effective ways to travel for young people and families.

Workplaces

Interventions that focus on places of work, that make active and sustainable travel choices a realistic solution for commuting for staff and volunteers. These could include investment in workplace cycle storage/parking or maintenance provision, or incentivisation schemes that make, walking, wheeling, cycling and public transport a more attractive choices to private car use.

Accessibility and Inclusion

Interventions that focus on inclusion of underrepresented groups in Scotland who might face additional barriers to active and sustainable travel, such as cost, social perception, culture, health, ability, and geographical location. Interventions should integrate a good engagement with groups who face such barriers and aim at significantly reducing them to increase opportunities to choose active and sustainable travel.

Capacity and Capability

Interventions and initiatives to facilitate knowledge and skills transfer, and improved joint working between delivery partners, and building capability for improved monitoring and evaluation of projects.

Supporting Sustainable Transport

Interventions that focus on supporting sustainable travel projects. It is our intention that sustainable travel projects supported under the People and Place Programme will be focused on:

- Shared transport (including car clubs, bike and car share)
- Supporting (Digital) Demand Responsive Transport
- Local Travel Points / Mobility Hubs
- Support for MaaS project roles

Additional projects will be considered and funding subject to further discussions on the Programme scope with Transport Scotland.

Location Criteria

Projects funded by SPT must be run within the SPT area (but organisations can be based out with that area).

Projects that cross Regional Transport Partnership (RTP) boundaries should get in touch with each RTP and a 'lead' RTP will be agreed who will assess the application and manage any successful project.

Eligible expenditure

This is a project-based grant fund that will operate on the basis of full cost recovery, so all costs related to the delivery of the projects funded will be eligible to be claimed. This will include relevant staff costs as well as proportional overheads, premise costs etc. Costs that do not relate to the specific project being funded (for example, whole organisation overheads or entire premises costs) cannot be funded.

Grant funds must be claimed in arrears at the end of each quarter. Payment will only be made on production of satisfactory evidence of expenditure and project progress.

Capital and Revenue Definition

Applications can be made for both capital and revenue funding. It is essential that the definitions and eligible expenditure of these are considered ahead of the application being submitted, as only eligible expenditure can be claimed.

All expenditure is treated as revenue unless it meets the criteria to be treated as capital.

Capital expenditure involves an identifiable asset which is used over a number of years.

Capital expenditure can relate to the purchase or construction of new assets or significant improvements to existing assets.

Capital expenditure generally comprises the purchase price plus any expenses directly attributable to bringing the asset to the location and condition necessary for it to be capable of being used in the manner intended.

Thereafter, the costs for using or maintaining the asset become revenue expenditure. So the costs of advertising or promoting schemes, operating the schemes, providing training, printing maps and leaflets, or maintaining assets are all revenue expenditure. The purchase of personal protective equipment (e.g. helmets, kneepads, gloves, reflective clothing) is also revenue expenditure since this relates to using the asset.

Examples of assets: bicycles; scooters; shelters; storage equipment; lockers; signage; and equipment used for maintaining these assets.

Examples of capital expenditure: the purchase price for a bike including accessories, delivery costs to your local hub, the staff costs for setting up and testing the bikes.

Examples of revenue expenditure: cycle training; led walks; promotion of schemes and projects; printing of maps; bike maintenance such as Dr Bike sessions.

The above lists are only examples and as such are not exhaustive. Applicants should contact SPT to discuss further ahead of submitting an application if further clarity is required.

Examples of Eligible Projects (non-exhaustive list)

Active travel projects

- Creation or development of a community bike or e-bike share scheme.
- Cycling facilities at key community destinations such as cycle parking and/or cycle storage.
- Provision of a variety of training sessions, such as confidence cycle sessions, bike maintenance sessions, health walks, etc.
- Support on route planning for walking, wheeling, and cycling journeys.
- Delivery of activities such as led cycle rides, led walks, bike maintenance sessions / Dr Bike sessions, etc.

Sustainable travel projects

- Shared-transport projects, including car clubs, car share, etc.
- Engagement initiatives to promote sustainable transport.

Multi Modal Projects

- Support for travel planning.
- Pop-up mobility hubs – integrating shared transport with public transport.
- Promotional campaigns.
- Delivery of activities in the community aiming at raising awareness of active and sustainable travel options.

Please note that this is a non-exhaustive list of projects, and we acknowledge that other project proposals could meet the eligibility criteria of this fund; if you wish to discuss your project further, please get in touch at contact [**peopleandplaceprogramme@spt.co.uk**](mailto:peopleandplaceprogramme@spt.co.uk)

What is Not Eligible for Funding

- Any project that does not focus on increasing rates of walking, wheeling, cycling and/or sustainable travel.
- Any project that provides for the construction of major active or sustainable travel infrastructure.

Organisation Eligibility

The fund is open to:

- community groups
- voluntary organisations
- registered charities
- social enterprises
- community benefit societies
- community interest companies (CICs)

Note that this fund is not open to Local Authorities, other public bodies, or businesses.

To be eligible, organisations must:

- Have a constitution.
- Have up-to-date Public Liability Insurance.
- Be financially solvent, and be able to provide evidence of such.
- Have a project team of at least one suitable person committed to lead and manage the project for its duration, including finance and administration.
- Comply with the Fair Work First conditionality where applicable – see more detail below.
- Have robust safeguarding policies and procedures to protect vulnerable adults and children (if applicable to the project) – see more detail below.

All applicants must be able to demonstrate an ability to deliver behaviour change projects, and have a baseline level of understanding, organisation and team set-up, finances, and insurance. We may ask for evidence of this when you submit your application.

Organisations funded either directly or indirectly through the wider SPT People and Place Programme are also ineligible to apply.

How to Apply

Applications can be completed on the [Grant Application Form](#) which should be downloaded from the [SPT website](#) submitted by email to **peopleandplaceprogramme@spt.co.uk** by end of day **Monday 14 April 2025**. Applications must also include a [Project Delivery Plan](#), for which a template is provided.

For any questions on the application, please email peopleandplaceprogramme@spt.co.uk

We welcome joint applications from more than one organisation. In such circumstances, please nominate one organisation to be the lead partner, who will submit the application and sign the funding terms if successful.

Assessment Process

Once submitted, applications will be scored by two representatives of SPT following the scoring criteria below. The average score under each criterion will then be taken and compiled into an overall score for each project.

An internal recommendation will then be made on a project-by-project basis, based on the score, but also taking due account of ensuring a geographical spread of projects and transport modes across the region, how the projects fit within the People and Place budget, as well as any other relevant factors which require further consideration. Decisions are final and are not subject to appeal.

Organisation Financial Assessment

Alongside the assessment, a financial sustainability assessment will be undertaken. If an organisation fails this assessment, they may be ineligible to receive grant funding and their application may be rejected.

Eligibility Assessment

Prior to the scoring being carried out, an eligibility assessment will be undertaken to ensure the applicant organisation and the project being applied for meet the eligibility criteria above. Where an application is found to be ineligible, it will not be scored and will be deemed to be unsuccessful.

Scoring Criteria

The scoring criteria that have been developed have been designed to assess projects on their overall quality, fit within the People and Place programme's objectives, experience of the organisation delivering them, and value for money. A total score will be given out of 100 in line with the following criteria.

Community engagement and barrier identification

This section will be assessed based on the work and engagement that the organisation has undertaken with their community to identify the current needs and barriers to access active and/or sustainable travel. The following scores will be assigned:

0	No evidence of community consultation or engagement and no identification of the current community needs and barriers to access active and/or sustainable transport.
6	Insufficient community consultation or engagement and/or limited understanding of the current community needs and barriers to access active and/or sustainable transport.
12	Partial demonstration of community consultation or engagement and/or partial identification of current community needs and barriers to access active and/or sustainable transport.
18	Relevant community engagement work and/or partial identification of current community needs and barriers to access active and/or sustainable transport.
	Demonstration of a good community engagement work and/or identification of current community needs and barriers to access active and/or sustainable transport.
30	Demonstration of a strong community engagement and clear identification of current community needs and barriers to access active and/or sustainable transport.

Project outcomes

This section will be assessed based on how the project will deliver on the relevant outcomes related to the People and Place programme objectives and the three identified People and Place themes. The following scores will be assigned:

0	Project is unclear or unrelated to any of the programme objectives and/or the three identified People and Place themes. No reference to how the project will deliver against relevant outcomes.
4	Project has some relevance to the programme objectives and/or any of the three identified People and Place themes but lacks detail and/or specificity. Project has some reference to relevant outcomes but does not demonstrate how it will deliver against these.
8	Project partly demonstrates how it will deliver on some or all outcomes and has some alignment with the programme objectives and/or any of the three identified People and Place themes.
12	Project demonstrates how it will deliver on some relevant outcomes and is specific to relevant programme objectives and any of the three identified People and Place themes.
16	Project demonstrates how it will deliver on some or all relevant outcomes, and aligns with delivery of relevant programme objectives and any of the three identified People and Place themes
20	Project clearly and comprehensively demonstrates how it will deliver on relevant outcomes and fully aligns with delivery of relevant programme objectives and any of the three identified People and Place themes. Project is specific and tailored to the programme objectives and respective location(s).

Value for Money

This section will be assessed based on the project budget provided within the Project Delivery Plan and the stated outcomes. Consideration will also be taken of the overall People and Place budget, the affordability for specific projects within that, and the comparative costs of other proposals (including costs of projects delivered in 2024/25). The following scores will be assigned:

0	Project cost is disproportionately high or low respective to the submitted delivery plan and outcomes and the available budget.
6	Project cost is disproportionately high or low respective to the submitted delivery plan and outcomes but fits within the available budget. Project budget and/or submitted delivery plan and/or outcomes will need adjusted to demonstrate value for money.
14	Project cost is proportionate to the submitted delivery plan and outcomes but does not fit within the available budget. Project budget will need adjusted to fit within the programme.
20	Project cost is proportionate to the submitted delivery plan and outcomes and the available budget.

Delivery Programme

This section will be assessed based on the Project Delivery Plan provided for completion. Consideration will be taken on use of resources, project timescales, project milestones and risk management. The following scores will be assigned:

0	No evidence of delivery plan or planning in relation to the proposed project.
3	Partial details are provided relating to a project delivery plan, but these are very limited in detail or missing key information, or the delivery approach is unrealistic with insufficient capacity to successfully deliver the project.
6	Delivery plan has been provided but lacks detail or specificity to the project and may be missing some information.
9	Delivery plan demonstrates some understanding of how the project will be delivered. The timescales and/or resourcing are in part appropriate to the delivery of the project and a basic risk management plan is in place.
12	Project delivery plan demonstrates a good understanding of how the project will be delivered. Timescales and resourcing are appropriate to the delivery of the project and a good risk management plan is in place.
15	Detailed and comprehensive delivery plan that demonstrates a well-planned and appropriately resourced project. Project has a realistic timescale with clear milestones, demonstrating a comprehensive understanding of project delivery, along with a thorough risk management plan.

Organisation Experience

This section will score the evidence that has been provided on an organisations previous success at delivering relevant projects, including active and/or sustainable travel behaviour change projects. The following scores will be assigned:

0	No experience provided, or experience is not relevant to project delivery.
5	Relevant experience of delivering projects, but little or no of evidence of successful delivery of relevant outcomes in previous projects provided.
10	Relevant experience of delivering projects, with some evidence of successful delivery of relevant outcomes in previous projects provided.
15	Relevant experience of delivering projects with high quality evidence of successful delivery of relevant outcomes in previous projects provided.

Grant Fund Additional Requirements

All successful applications will be required to agree to SPT's grant funding terms prior to any projects commencing. Full copies of these can be provided in due course, but will include the following requirements:

- Grants under this fund will be in the range of £5,000 - £50,000.
- All funding must be spent, and project close documentation submitted, by 31st March 2026. Any funding not spent and claimed by this date will not be claimable from SPT.
- Projects are funded for the scope and amount given on the full application, and noted within the project Grant Offer Letter issued by SPT. Any deviation from this requires prior approval from SPT.
- Monitoring is a key component of the programme, and it is required that this is carried out as part of the project, and all results from this are provided to SPT in a timely manner.
- Grant funds must be claimed in arrears at the end of each quarter. Payment will only be made on production of satisfactory evidence of expenditure and project progress.
- SPT will require quarterly project progress meetings and reports over the duration of the project.

Key Definitions

Active Travel

Active travel is walking, wheeling, or cycling for a journey. Wheeling includes using a wheelchair or mobility aid as an alternative to walking.

Sustainable Travel

Sustainable travel can be defined as including active, public, and shared transport modes. However, in the context of the People and Place programme, the focus is on projects that involve solutions that can specifically improve travel planning and encourage more joined-up journeys.

Eligible sustainable travel projects should include at least one of the following elements:

- Shared transport (such as introduction or expansion of car clubs, bike and e-bike share schemes, as well as car share/lift-share)
- (Digital) Demand Responsive Transport schemes
- Mobility Hubs (full and pop-up)
- Support for MaaS project roles

Additional Information on Eligibility Criteria

Fair Work First

All grant recipients must comply with the Fair Work First conditions where applicable requiring grant recipients to pay at least the real Living Wage, and provide appropriate channels for effective workers' voice, such as trade union recognition.

Evidence required will depend on the size of the grant as per Scottish Government guidance.

Work with Young or Vulnerable People

It is important we have assurances relating to the safeguarding of vulnerable groups. If your project involves working with young or vulnerable people, we will ask you to confirm that you will comply with the terms of the Disclosure (Scotland) Act 2020 and have:

- Robust safeguarding policies and procedures in place to protect vulnerable adults and children (these may include things such as a specific safeguarding policy, training, support and supervision of staff, a Code of Conduct).
- Whistleblowing and monitoring and complaints processes.
- A clear procedure which must be followed if you become aware of any specific safeguarding incident.



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