

# GUIDANCE & TIMETABLE FOR COMPLETION OF BUS INVESTMENT FUND (BIF) PROCESS

## Bus Investment Fund

**Important:** As you will be aware this is the second year of the fund and as such the following changes have been implemented. Please take these into account when putting together an application.

- The Expression of Interest round has been removed
- A fully fleshed out application is expected and projects will be sifted on this
- The fund runs for 2 years, down from 3
- Individual bids will be capped to £500,000 of funding over the two years

The fund aims to enable the development of projects which have the potential to deliver improvements in bus services and infrastructure through partnership working between local transport authorities, bus operators and others. The fund is expected to run for two years, providing a maximum of £500,000 per project over two years. The project should not take more than two years to deliver.

## Time Line of Application Process

The application process will consist of three main stages:

### Application Stage:

#### July – 29th August

A full application providing full details & business case of the proposed project should be submitted by the 29<sup>th</sup> of August. This should include all relevant information regarding the project to allow our panel to mark and assess them against the baseline criteria.

### Project Assessment Panel:

#### August - September

Applications will be assessed and marked accordingly by the panel and results hoped to be announced by October.

### Announcement:

#### October- November

Winning bids will be announced and draft grants shared and taken forward under the Bus Investment Fund

## General Guidance

This is a one stage process with submissions expected to include the completed cover sheet and accompanying business plan comprising a high level description of the project and what it is aiming to achieve

### ***Who can apply, what sort of projects can be supported and what criteria will be used for assessment?***

Applications are welcome from transport authorities, bus operators working with transport authorities and community transport organisations.

The fund aims to encourage partnership working and should have the support of local transport authorities.

Funding decisions will be made on the basis of the following criteria. Projects need not necessarily address every criterion, but will be expected to have the potential to make a significant contribution under one or more headings.

- **Partnership working**, eg involving other partners, maximising opportunities for a shared approach with greater rationalisation of transport provision across organisations, contributing towards a statutory Quality Partnership.
- **Quality**, eg innovative approaches to increasing patronage, maximising integration with other modes, encouraging modal shift from private car use leading to reduced carbon emissions, getting more use out of underutilised resources.
- **Addressing need**, eg improving access to services in areas where existing services are insufficient or too expensive, or in rural areas or areas within the 15% most deprived according to the Scottish Index of Multiple Deprivation (SIMD). Strategic alignment, eg supporting the objectives of the National Transport Strategy and/or relevant Regional Transport Strategies should also be given consideration.
- **Financial**, eg securing match funding or demonstrating commitments to deliver and continue after funding has ceased, exploring other opportunities for funding, including European funds, reducing ongoing (revenue) impact on the public purse
- **Key Performance Indicators**, are included to ensure thought has been put in with regards to what the project is delivering and how this will be delivered and how this will be measured. For further information regarding KPIs please see the Application Form Guidance below.

## **Application Completion**

This guidance is designed to help with the completion of your application which includes both the coversheet and business plan. You may also wish to view the 'example' which we have drawn up for reference. These can be found on the Transport Scotland Website

Please remember when completing your application the Bus Investment Fund is a challenge fund and as such you should include all relevant information to strengthen your chance of progressing past the sift.

### **Cover Sheet**

The main contact details should be for the organisation which would manage the project. Contact details should also be provided for partners.

### **Business Case**

Your final business case should be submitted with the cover sheet and should include a full index of content. Any additional information supplied such as letters of support/designs etc should be listed and annexed appropriately.

**All business cases should address the following issues:**

#### **General Project details**

A description of the project and what outcomes will be delivered by the project including how it fits in with relevant national, regional and local transport strategies.

This should include barriers to overcome and key outcomes in relation to the criteria.

A project timeline with allotted key milestones and payments should be included.

#### **Benefits**

An assessment of the benefits both financial and non-financial, particularly to bus users from the delivery of desired outcomes.

This should include how these would be monitored and evaluated

#### **Partnership Working**

An outline of the respective responsibilities of the partners in the project.

#### **Funding**

Project costs setting out totals and if lasting several years some breakdown over the financial years.

The amount of Transport Scotland funding the application is for, what the TS contribution is paying for and the breakdown over financial years.

Match funding from other sources

To provide information regarding match funding from any project partners and the % contribution or agreed amounts.

#### **Key Performance Indicators**

Key Performance Indicators are quantifiable measurements, agreed to beforehand, that reflect the critical success factors of specific projects. They will differ depending on the project.

In relation to the Bus Investment Fund these could include:

- % increase in patronage
- Reduction in emissions
- A more sustainable service
- Reduced journey times
- Increase reliability

The format of KPIs should be structured as below:

- Title of KPI: Descriptive Title
- Defined: Further detail of what this entails
- Measured: How will this be measured. What is the starting baseline from which you are working from? Will this change year to year?
- Target: What is the overall target i.e. what % increase or reduction are you aiming for