[a](http://www.transportscotland.gov.uk/)

**Accessible Travel Funding Criteria Guide and Application**

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| 1. **Background and Process** |
| The Scottish Government’s commitment to equality and inclusiveness extends to our entire transport network.  The Accessible Travel Framework for Scotland[[1]](#footnote-1) is a national vision which outlines outcomes for accessible travel. It is both an ambition and a commitment on our part to go beyond what the law says we must do, to help ensure we do all we can to make travel more accessible for disabled people. This ambition can only be realised with the involvement of disabled people themselves.   * 1. The Accessible Travel Framework refers throughout, mainly to travel rather than transport, because the issues disabled people told us about include more than just getting access to transport - it is about travel information, getting to transport, facilities around transport, people's attitudes and going between different modes of transport.   The Accessible Travel Framework is a major step towards realising the vision that "All disabled people can travel with the same freedom, choice, dignity and opportunity as other citizens".  **What can the fund be used for?**  The Fund is an initial one year fund covering financial year 2018-19. The purpose of the Fund is to improve the accessibility of door to door journeys across all modes of transport to enhance the travelling experience of disabled people and others facing mobility or access challenges. This includes individuals that have hidden impairments.  The Fund is there to support projects that go **beyond** regulatory requirements.    In terms of eligibility, we want this to be as open as possible to include ‘technical’ improvements but also staff training and possibly practical studies (of the type that would lead directly to practical implementation projects**). There must be a clear link into active and sustainable travel.** Particularly in areas such as sustainable communities, the built environment and encouraging multi-modal travel. For example, making areas more accessible through clear pathways and improved accessible signage, improved infrastructure facilities that are beneficial to all members of the community and fully accessible and safe for all, and therefore encourage the public to make more active travel choices.  Travel Training[[2]](#footnote-2) is a publication in conjunction with Department for Transport and provides tailored and practical help in travelling by public transport, on foot or by bicycle. Travel training aims to help people travel independently.  The Fund can also cover proposals developed in partnership with other transport and infrastructure providers to facilitate integration with other modes and a seamless journey for disabled people.  **What is not included:**   * Any applications for retrospective projects. * It is not intended to fund repairs or maintenance.   **How can you make an application to the Fund?**  The aim is to have simple but effective procedures for the application and award of grants whilst ensuring value for money and propriety in use of public money.  We are keen to ensure that applications reflect the actual needs of disabled users.  We therefore expect evidence of engagement/participation with Local Access panels, disabled persons organisations, user organisations and/or other relevant groups representative of disabled people. This may highlight areas otherwise overlooked that could enhance the service or overall experience by disabled and other customers or visitors with reduced mobility.   1. **How will the Fund be managed?**    1. The finances of the Fund will be administered by Transport Scotland’s Accessibility Team.    2. Decisions on applications will be conducted by a specialist panel, which will comprise of representative from the Accessibility Team, Active Travel Team, the Mobility and Access Committee for Scotland (MACS), Transport Finance (TS) and a member of TS analytical Services. Applications will also have input from other TS areas such as Ferry, Rail, Aviation and relevant Scottish Government policy officials where there is an element relating to their work and policy interests. |
| **Project** |
| **What are the main aims and activities of your organisation**  **What are the main objectives of the project**  Outline what your project is seeking to achieve (in relation to improving accessible travel). |
| **Description and delivery**  Provide a detailed description of your project, including how and where it will run. Offer a rough timeline including as much of the following as possible:   * A start and end date. * Potential dates for significant events/actions. * Potential dates for the quarterly reporting stages and claims. * Potential dates for the evaluation.   Please provide a clear outline of the work to be undertaken including the:  **Project outcomes**; describe specific project outcomes as they contribute to the development of the accessible travel plan and how this encourages active travel choices, etc.  **Project activities** – describe actions or tasks to be taken to achieve the project outcomes. Please also include timescales and costs.  **Outcome indicator – describe** how you will measure how well the project outcomes are being achieved.  **Monitoring and Evaluation -** gauge the overall success of the project, please detail the way in which your outcome indicators will be measured and tracked, and whether the outcome is being achieved or to show progress towards achieving your outcome.  **Any project which does not connect to the outcomes and commitments will be rejected.** |
| **Stakeholder and/or key delivery partner involvement**  Illustrate how stakeholders / delivery partners will be involved in your project.  Transport Scotland works alongside transport providers disabled people’s organisations and other partners ensuring all Accessible Travel Framework activity is evidence based and collaborative. All projects are required to meet these conditions.  A list of all other funding received from Scottish Government grants should be submitted with application. |

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| **Sustainability** |
| All projects must remain fully sustainable once Transport Scotland funding has concluded, unless it is for a specific agreed time limited piece of work which will benefit the lives of disabled people or others with accessibility needs. |

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| **Financial Capability** |
| The evaluation procedure needs to confirm that the application is supported by suitable governance and control structures. Please provide the most recent set of published accounts, or where applicable, a copy of your management statement/ constitution, and financial statements.  Where any bid exceeds annual turnover further supporting information may be requested. |

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| **Evaluation** |
| Your project must be **evaluated against the progress of the accessible travel framework with regular progress updates given to the strategic board.**  **You will therefore be expected to:**   * Outline **what**, specifically, will be evaluated. * Clarify **how** the project will be evaluated. * Identify the **independent** evaluator (if known).   For your information, the following evaluation time line is recommended to approved projects:   |  |  |  | | --- | --- | --- | | **Action** | **Responsibility** | **Date** | | Initial planning meeting with Evaluator |  |  | | Evaluation programme  meeting |  |  | | Develop evaluation tools |  |  | | Establish baseline assessment methods |  |  | | Agree monitoring and evaluation timetables |  |  | |

**ANNEX A**

**Focus and outcomes**

* The Framework presents a co-produced vision and four national accessibility outcomes. It lists 48 issues which form the basis of a high-level action plan. None of these were issues which politicians or government officials or transport providers have come up with. They are simply things disabled people told us needed to be considered to help make travel easier.
* The vision is that “All disabled people can travel with the same freedom, choice and dignity and opportunity as other citizens.”

**Implementation of projects**

Some important principles must be adhered to in implementing projects:

* The work must address the needs and wishes of people with a wide range of impairments.
* The work must take account of, and be applicable to all modes of travel, except where the work package is focused just on one mode.
* The work must take account of the needs and wishes of people living in different areas of Scotland – urban, suburban, rural and remote.
* The work must happen on the basis of co-production.
* This means that disabled people’s organisations and transport providers should come together to share their assets and expertise.
* There needs to be a clear link into **active and sustainable travel**. Particularly in areas such as sustainable communities, the built environment and encouraging multi-modal travel.

**ANNEX A**

**Accessible Travel Framework Commitments**

As outlined above all projects must have measurable outcomes and should be linked to the Accessible active and sustainable travel, as well as considering the priorities of the objectives of the Scottish Government across all portfolios, to improve accessible travel for all. A link to the accessible travel framework is also attached to assist: <https://www.transport.gov.scot/publication/going-further-scotland-s-accessible-travel-framework/>

ANNEX B

ACCESSIBILITY FUND APPLICATION FORM - please complete all sections

| **Accessibility Fund Application** | |
| --- | --- |
| 1.1  Company name and registered address |  |
| 1.2  Named contact for this application,  phone number  e-mail address |  |
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| 1.3  Position or role in organisation |  |
| 1.4  Please confirm that you are authorised to make this application and to commit match-funding to this project if applicable |  |
| 1.5  Address for correspondence, if different to above |  |
| 1.6  Signature |  |
| 1.7  Date |  |
|  |  |
| 2.1  What is the project? |  |
| 2.2  Location(s) |  |
| 2.3  How will this project improve accessibility and assist in meeting the key outcomes/delivery of the accessible Travel framework and wider SG objectives ? |  |
| 2.4  Is this part of a larger Project | Yes / No |
| 2.5  If above (2.4) YES –  give brief details |  |
| 2.6  What User Organisations or other relevant groups have you consulted |  |
| 2.7  Please include evidence from consultation with Local Access panels, disabled persons organisations, User Organisations and other relevant groups representative of disabled people |  |
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| 3.1  **Breakdown of project cost:** |  |
| Framework Funding Requested amount = | £ |
| Capital/Resource = | £ |
| Total = | £ |
| 3.2  Accessibility Funding applied for |  |
| 3.3  What is the source(s) of the remaining funding? |  |
| 3.4  What is the proposed start date? |  |
| 3.5  What is the proposed completion date? |  |
|  |  |
| 4.1  What are your proposals for undertaking post project validation? |  |
| 4.2  How and when will the validation be undertaken |  |
| 4.3  Who will conduct the validation |  |
| 4.4  What risks have been identified to the delivery of the project and how will these be mitigated against? |  |
| 4.5  Website profile – all Travel Accessibility Delivery Partners have been asked to ensure that websites are customer focussed and that all information, guidance and advice related to projects is fully accessible, with appropriate signposting to relevant partner pages *e.g.* access to cycle parking grants, cycle training *etc.* |  |
| **Please attach separately any further details which would assist in the consideration of your bid.** | |

1. [Scotland’s Accessible Travel Framework](https://www.transport.gov.scot/publication/going-further-scotland-s-accessible-travel-framework/),2016 National vision and outcomes for accessible travel [↑](#footnote-ref-1)
2. [Travel Training, Good Practise Guidance](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/4482/guidance.pdf) [↑](#footnote-ref-2)