Bus Partnership Fund

Application Form

Phase 1 – Capacity Funding

# Applicant Details

|  |  |
| --- | --- |
| Lead local authority  |  |
| Partners to the proposal |  |
| Contact name and job title |  |
| Contact email |  |
| Contact telephone number |  |

# Geography and Demographics

***Max 1000 words, excluding maps***

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| --- |
| Describe the geography of the partnership and specifically that which will be impacted by the proposal, using maps to specify the area. Provide basic population information, to indicate the likely travel habits and therefore how people will be affected by the proposed development. |
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# Analysis of Problems and Opportunities

***Max 3000 words, excluding diagrams and charts[[1]](#endnote-1)***

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| --- |
| Outline the problems (to the extent you are able at this stage), evidencing areas where road congestion is particularly problematic for bus. The opportunities should relate to bus priority developments, which are the focus of the Bus Partnership Fund[[2]](#endnote-2), as part of a multi-modal approach to sustainable future mobility provision.  |
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# Desired Outcomes

***Max 1000 words***

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| Describe the desired outcomes from the proposed bus priority developments. How do you plan to evaluate the achievement of these outcomes? |
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# Potential Options

***Max 3000 words***

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| Outline the ideas the partnership has for developing bus priority measures and an outline timescale for their delivery. Describe any quick wins i.e. developments which could be implemented within the financial year 2021/22[[3]](#endnote-3). Outline how you plan to work in partnership, if that has been established. Describe what consultation has taken place to arrive at these high-level options[[4]](#endnote-4).  |
|  |

# Resources Required

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| --- | --- |
| What resources is the partnership requesting from Transport Scotland to develop the proposals[[5]](#endnote-5)? |  |
| What is the estimated total cost of the proposed infrastructure developments? |  |
| What – if any - is the nature and extent of investment to be made by partners[[6]](#endnote-6)? |  |
| What – if any – other sources of investment will be available for the proposed developments[[7]](#endnote-7)? |  |

# Commitment of Partners

The proposal should be signed by the Chair and CEO of the local authority leading the proposal. Partners (including RTPs and bus operators, as appropriate) may indicate their support to the proposal through appended letters of intent or additional signatures below.

|  |  |  |  |
| --- | --- | --- | --- |
| Organisation | Name | Job title | Signature |
| [Lead local authority] |  | Lead Councillor |  |
| [Lead local authority] |  | CEO |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Submission of Proposals

Proposals should be submitted to buspartnershipfund@transport.gov.scot by 12 noon on Friday 16th April 2021.

# Guidance Notes

1. Relevant appendices or links to documents may be added, in addition to the word limits. For example, the partnership may wish to include links to community plans, transport strategies, STAG reports etc. [↑](#endnote-ref-1)
2. Partnerships should look to the STAG pre-appraisal phase, as a guide on the level of information required. It is recognised that you may not have all of the data at this stage but you should outline how you are going to produce the more detailed data – including forecast data - through the Outline Business Case (OBC) stage. If you require resources to carry out even a pre-appraisal level of analysis, please state that here and estimate the requirements in section 6. [↑](#endnote-ref-2)
3. Quick wins should be sustainable and fit with the longer-term, transformational developments proposed. [↑](#endnote-ref-3)
4. Full details of the long-listing process are not required at his stage, as successful partnerships will have the opportunity to develop, evaluate and refine the options through the OBC stage. Where appraisals have already been carried out (for example, through city deals) partnerships should consider how these fit the future and the changes they will need to make to transport. [↑](#endnote-ref-4)
5. Support from Transport Scotland will be to fund the specialist resources required to develop an appraisal, as defined by the Scottish Transport Appraisal Guide (STAG). This will be required to access further infrastructure funding from the Bus Partnership Fund.

We recognise that some partnerships may have already conducted an appraisal and may be at Outline Business Case stage or even further with proposals. We also uphold the STAG principle that the level of appraisal required should be proportionate. Capacity funding will therefore take into account the stage the partnership is at and will be based on a proportionate view of what further appraisals and business cases are required to justify the infrastructure funding.

We also recognise that some options may have been appraised and are ready to implement as quick wins: if so, that should be stated here and relevant evidence attached.

Partnerships are reminded that staff costs may be capitalised in considering the request for funding. All justifiable bids will be considered, including funding for early quick wins, which may already have been appraised. [↑](#endnote-ref-5)
6. This may include investment in other measures, which will contribute to the holistic transformation of the bus service e.g. ultra-low or zero emission buses. [↑](#endnote-ref-6)
7. Include sources and amounts of investment already secured or expected to be secured before the development projects commence. This may include in-kind investment, as well as finance, and should take account of contributions from bus operators and other partners, as well as local authorities. [↑](#endnote-ref-7)