

Workplace Sustainable Travel Fund 2020

Application Form

Thank you for your interest in the Workplace Sustainable Travel Fund (WSTF). Please complete this application form following its guidance, which will provide us with information about the scheme you will install if your business is successful in securing funding through this project. Applications must be received by email to cleanerair@portsmouthcc.gov.uk no later than midnight on Friday 4 December 2020.

Applications will be reviewed, and if successful, applicants will be notified by Friday 11 December 2020. Successful applicants will sign the grant agreement, committing to the agreed works by 30 April 2021. On completion of the work, evidence (to include copies of invoices and photos) must be submitted so that we can authorise the release of funds.

Please find the scoring criteria outlined in the table below. These criteria should be considered when constructing your application.

	Criteria	Requirement	Points Available	For admin. only
1	Workplaces must be in the Portsmouth postcode area (PO1 - PO6)	Essential	1	
2	Deliverable within the timescales: all physical works and grant claims must be fully completed, including installation, by 30/04/2021	Essential	1	
3	Provide full details of what the grant will be spent on (including cost, quality, relevant standards, installation)	Essential	Up to 3 points available	
4	Include quote(s) for physical measures	Essential	1	
5	Provide evidence for demand / potential beneficiaries through the staff travel survey	Essential	1	
6	Ability to contribute match funding towards your chosen project	Desirable	1	
7	Provide a copy of your travel plan if you have one. Visit myjourneyportsmouth.com/workplaces for more information about developing a travel plan	Desirable	1	
8	Demonstrate how the WSTF measures will be promoted to your employees	Desirable	1	
9	Agreement to complete a short monitoring form to help assess the impact of the WSTF	Desirable	1	
10	Working with local partners or suppliers	Desirable	1	

Please complete the form and submit by email to cleanerair@portsmouthcc.gov.uk by midnight on 4 December 2020.		For admin. only
Name and address of organisation		
Nature of business		
Company/charity number		
Number of employees		
Number of employees undertaking travel for business purposes (not including commuting)		
Usual mode of business travel, e.g. car, bus, train, cycling		
Please complete the brief employee travel survey below, the answers will help us to measure the success of your scheme and the number of potential beneficiaries.		

In an average week, how do your employees travel to and from work?					
	1 day per week	2 days per week	3 days per week	4 days per week	5 days per week
Drive					
Number of employees:					
Cycle					
Number of employees:					
Walk					
Number of employees:					
Train					
Number of employees:					
Bus					
Number of employees:					
Ferry					
Number of employees:					
Do employees feel that the workplace is accessible by sustainable travel modes already? e.g. cycling, e-scooter, EV					
Yes (number)			No (number)		
Would employees be likely to switch to sustainable/active alternatives if the chosen scheme were to be successfully installed?					
Very likely (number)					
Likely (number)					
Indifferent (number)					
Unlikely (number)					
Very Unlikely (number)					

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Contact name		
Contact email		
Contact phone		
Funding amount requested for physical measures (£):		
Amount of money your business will contribute to funding the physical measures (£):		
Overall cost of the scheme (£) This may be different from the amount requested, where workplaces are making a contribution.		
Details of the scheme Please tell us exactly what you intend to spend the grant on to help us assess the quality and suitability of the product. For example, with cycle parking we would expect to see information such as supplier details, numbers of spaces, make/model, security, weatherproof, proximity to entrance.		
Please submit copies of quote(s) that support your application.	I have included copies of quote(s) YES NO	
Please let us know if you will be working with local suppliers or other local partners and include their details.		
Demonstrate how you will promote the physical and supporting measures if you are successful. For example, promoting any new facilities, or the supporting resources to employees at drop-ins or team meetings		
Workplace Travel Plans Do you have a Travel Plan? If you have one please submit it with your application. Visit myjourneyportsmouth.com/workplaces for more information about developing a Travel Plan.	(Please circle/delete) YES NO Include a copy of your travel plan with your application.	

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Monitoring Please indicate whether you agree to complete a short monitoring form to help assess the impact of your scheme and the Workplace Sustainable Travel Fund.	(Please circle/delete) YES NO	
<p>I understand that if we are successful we will be expected to sign a grant agreement to confirm our full commitment to proceed with, and complete, the agreed work by the 30 April 2021.</p> <p>We will need to submit a claim for the grant to be released once all works have been completed.</p> <p>Name: _____ Signature: _____</p> <p>Date: _____</p>		
Once you have completed the application form, send it and any attachments by email to cleanerair@portsmouthcc.gov.uk by midnight on 4 December 2020.		