**The Travel Actively Fund Application Guidance**

**Purpose of this document**

This document provides support to those who are wanting to apply to the Travel Actively Fund.

Applicants should consult this document before completing their application form. For any queries and additional information please contact [TravelActively@cumberland.gov.uk](mailto:TravelActively@cumberland.gov.uk).

**Introduction to Travel Actively**

‘Travel Actively’ is a three-year programme to support, encourage and enable people to be more active by cycling, walking and wheeling (for example scooters, wheelchairs) for everyday journeys. ‘Travel Actively’ has been supported by Active Travel England (ATE) Active Travel Social Prescribing Pilot Delivery fund.

The programme is based in the localities of Barrow-In-Furness and Carlisle, as these areas have lower than national average participation levels for physical activity, and will focus on the following targeted audiences:

* Older adults (60 years old and older)
* People with a disability or with a long-term health condition(s)
* People from poorest communities
* People from ethnically diverse backgrounds
* Children and young people
* People socially prescribed or signposted

Through a range of interventions, Travel Actively will support people to overcome barriers, develop relevant skills and increase confidence. This will result in a positive behaviour change and modal shift towards travelling actively and people adopting a more active lifestyle.

**Application Criteria**

**Who can apply?**

Organisations who are delivering or proposing to deliver projects specifically in Carlisle or Barrow.

Organisations who work with, or intend to work with, the following targeted audiences:

* Older adults (60 years old and older)
* People with a disability or with a long-term health condition(s)
* People from poorest communities
* People from ethnically diverse backgrounds
* Children and young people
* People socially prescribed or signposted

During the application form you will be required to estimate the total number of people you will work with. Beneath this will also be a table requiring this total number to be broken down by the type of audience. The total expected number should equal the sum of the audiences you have listed in the table.

Please note, that if successful, you will be required to provide evidence of sufficient certification, liabilities and insurances as required for your proposed activities, such as a DBS check as appropriate. You will also be required to have a recognised constitution in place or relevant registered status, as well as policies covering Health and Safety, Safeguarding, Diversity and Inclusion.

**Social Value**

The Travel Actively Fund also supports the ambition of both the new Councils in Cumbria, to maximise the Social Value delivered in the Carlisle and Barrow areas through the grant awards made, and across a number of key economic, environmental and social priorities. This could be by creating community amenity, improving local employment opportunities, supporting local supply chains and reducing carbon emissions. The application form will ask providers about how their project will deliver such outcomes. Evidence that you could provide can range hugely and examples are quotations, invoices, receipts, recruitment policy or staff development policy. These are examples only and you could provide other evidence.

**What can the fund be used for?**

Primarily the projects should be focused on:

* Encouraging travelling by active means, principally by cycling, walking and wheeling
* Reducing the barriers individuals face to travel actively, such as providing safe storage for bikes to enable cycling or improving self-confidence
* Enabling walking, cycling and wheeling for the target audience(s), for example loaning suitable bikes to users
* Supporting individuals who have been socially prescribed physical activity to engage in cycling, walking and wheeling activities
* Projects must support one or more of the targeted audiences

The fund can be used to cover the following expenditure(s) associated to the project delivery:

* Equipment hire/purchase
* Hire of facilities
* Promotion/Publicity
* Staff salary
* Other staff costs (e.g. training)
* Transport/travel
* IT Costs
* Other costs.

Ideally, organisations will use local suppliers or partners to enable the projects. This approach will help increase local social value and support local organisations. However, it is not an essential requirement.

**Application Process**

1. Applicants will submit their application form to [TravelActively@cumberland.gov.uk](mailto:TravelActively@cumbria.gov.uk)
2. Applications received will be reviewed monthly by a Travel Actively Internal Grant Panel.
3. A Grant Letter will be drawn up and sent out to the successful applicants. Once signed and returned, along with necessary documentation, funds will be released.
4. Grants will be awarded up until six months before the end of the pilot, approximately August 2026.
5. All grants will be required to be spent by late August 2026.

The Travel Actively Internal Grant Panel will consist of the following people:

* All reviews:
* Bruce Lawson (Active Cumbria Senior Manager – Development)
* Optional – Richard Johnston (Active Cumbria Senior Manager – Operations)
* Carlisle specific projects:
* Christopher Tolley (Development Officer – Travel Actively)
* Lynsey Dawson (Project Officer – Travel Actively)
* Aileen Grant (Development Officer – Carlisle locality)
* Anne Larden (Project Officer – Carlisle and Allerdale locality)
* Barrow specific projects:
* Siona Hartley (Development Officer – Travel Actively)
* Post vacant (Project Officer – Travel Actively)
* Oliver Carswell (Development Officer – Barrow locality)
* Post vacant (Project Officer – Furness locality).

**Monitoring and evaluation**

Department for Transport and Active Travel England requires participating pilots to collect and manage data to evaluate the effectiveness and impact. Travel Actively therefore requires participating organisations to contribute to our evaluation requirements.

Organisations will be required to complete the following:

* User surveys at start, six monthly points and at the end of the project
* Interviews conducted with sample users
* Interview of the organisation
* End of report on the project, including, as a minimum: organisational impact; community impact; challenges; successes and learning and next steps to deepen connections with the users.
* Midpoint review meeting(s) between Travel Actively and organisation to support you with your project and any queries you may have
* Monthly attendance data every month you will receive an email requesting numbers of participants for that month. An example is below:

|  |  |
| --- | --- |
|  | **Monthly number of participants** |
| **Total number** (breakdown details below, one person can be counted multiple times for example older adult with long term health condition) |  |
| * Older adults (60+) |  |
| * People with a disability or with a long-term health condition(s) |  |
| * People from poorest communities |  |
| * People from ethnically diverse backgrounds |  |
| * Children and young people |  |
| * People socially prescribed or signposted |  |
| **Activity, support or event you offered**?  I.e. lead walk/ride or named project of a Travel Actively fund |  |
| **Key outcomes** achieved/witnessed.  I.e. behaviour change, personal development, instances of people adopting active travel. |  |
| Any further info you would like to provide: |  |

Please note: Travel Actively will provide organisations with the data collection methods to assist in the monitoring of their respective project.

During the application process, you will be required to provide details of the expected number of participants, targeted audiences and their demographics.

Please understand that, if projects are approved, applicants will be invited to join the Travel Actively Local Partner Network group.

If you have any additional queries not answered here please check the Frequently Asked Questions document available or contact [TravelActively@cumberland.gov.uk](mailto:TravelActively@cumberland.gov.uk)

**Status**

The Travel Actively Fund is a limited resource. Once all funding has been allocated, no further applications will be accepted.

Active Cumbria reserves the right to review, amend and re-publish the application criteria for the Travel Actively Fund at any time.

In the event of the project not proceeding within a reasonable time frame, or otherwise not proceeding in accordance with the application or grant conditions, Active Cumbria reserves the right to clawback funding.

October 2024