

Application Form

Name of Business/Organisation:

Address of Business/Organisation:

Contact Name:

Telephone:

Email:

Proposed Initiative or Facilities and Cost:

How will this encourage sustainable travel:

Signed on behalf of the organisation

Signature:

Print:

Position:

Date:



How to make a bid

Simply fill in the attached form with your ideas and return to:

Travel Plan Team, Suffolk County Council

Endeavour House

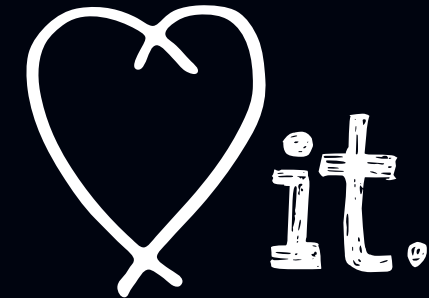
Russell Road

Ipswich

IP1 2BX

Email: travelplans@suffolk.gov.uk

Bike it.
Bus it.
Walk it.



Travel Plan Grant Scheme

Your guide to getting financial help to introduce green travel initiatives.

Traffic congestion has a major effect on your business' time, money and efficiency

as well as having an impact on the environment and health of local people. Congestion is everyone's problem and all of us have a part to play in finding a solution.

Businesses are being encouraged to introduce travel plans to promote different ways employees can travel to work and at work other than by driver only car journeys.

What is the Travel Plan Grant Scheme?

The grant scheme aims to provide local organisations with 50% match funding of up to £1,000 towards the cost and installation of measures to help facilitate green or sustainable travel.

The idea is to make environmentally friendly methods of travel more attractive for employees and promote more efficient ways of using the car.

By applying for funds your organisation has already shown it's commitment by developing a travel action plan, looking at how staff and visitors travel to your site and putting in place or developing measures to make it easier for everyone to use alternatives to the car such as car sharing, cycling, walking and using public transport.



How can I spend the grant?

All suggestions will be considered and scored on their own merit. Examples of initiatives you could use the money for include:

- Signage for cyclists and pedestrians on site
- Car share signs and marking out car share parking bays
- Drying room
- Lockers
- Buying pool bikes for staff to use.
- Installing cycle storage for staff and visitors.
- Putting in shower and changing facilities.
- Staff cycling confidence courses.

Grant conditions

- Your scheme must encourage the use of different methods of travelling other than single occupancy car use.
- You must be committed to delivering your travel action plan and annual monitoring of it.
- Your application must have the support of senior management in your company.
- You must be able to provide the remaining 50% match funding, grants will not be awarded without this.
- Grants will be paid upon receipt of your paid invoice for the completed works. For audit purposes evidence of defrayal (eg bank statement) may be required.
- State aid rules may apply.

What happens next?

Applications will be considered by a panel evaluation. You will then be notified of the decision within 28 days. If your bid is successful you can begin the work at once.

What is a travel plan?

A travel plan is a package of policies and measures specifically designed to the needs of your individual business aimed at increasing travel choices for employees and reducing reliance on the car. It can address different types of travel including commuter journeys, business trips and visitor travel.

What are the benefits?

Having a workplace travel plan and introducing sustainable travel measures at your business can bring you many benefits including:

- Reducing congestion and improving site access.
- Improving your corporate image and competitive edge.
- Cost savings due to lower business mileage.
- Improving recruitment and staff retention.
- Helping lower your impact on the environment.

