Welsh Government Transport Grants

Guidance to Applicants 2019-20

Introduction

1. The purpose of the Guidance is to confirm the priorities that Welsh Government will support through the Local Transport Fund, Local Transport Network Fund, Active Travel Fund, Road Safety and Safe Routes in Communities Grants to local authorities in Wales in 2019-20.

2. It also sets out the process by which local authorities should submit applications in line with these priorities, for consideration by the Welsh Government, and how they will be assessed.

3. In your applications you must demonstrate that you have followed the Welsh Government Transport Appraisal Guidance (WelTAG). The application forms have been amended to reflect the WelTAG approach.


Outcomes

4. The Well-being of Future Generations (Wales) Act 2015 requires public bodies to think more about the long-term, to work better with people, communities and each other, look to prevent problems and take a more joined-up approach.

5. The 2015 Act, places a duty on public bodies to seek to achieve the well-being goals and objectives in everything they do.

6. In your applications you must demonstrate that you have developed your proposal using the five ways of working and that your proposal maximises your contribution to the well-being goals and objectives.


7. Prosperity for All: the national strategy sets out the Welsh Government’s vision for Taking Wales Forward, and sets out the well-being objectives under four key themes. In your applications you must demonstrate how your proposal will meet these national objectives.

<table>
<thead>
<tr>
<th>Prosperity for All</th>
<th>Well-being Objectives</th>
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| Prosperous & Secure| • Support People and businesses to drive prosperity  
                     • Tackle regional inequality and promote fair work  
                     • Drive sustainable growth and combat climate change |
| Healthy & Active    | • Deliver quality health and care services fit for the future  
                     • Promote good health and well-being for everyone  
                     • Build healthier communities and better environments |
| Ambitious &         | • Support young people to make the most of their potential |
8. There are five capital grants and one revenue grant available to local authorities in FY2019-20 to deliver these objectives. Each grant has its own set of objectives. In your applications you must demonstrate how your proposals will meet these grant objectives.

<table>
<thead>
<tr>
<th>Grant name</th>
<th>Grant objectives</th>
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| Local Transport Fund                   | • Support WG economic priorities for jobs and growth, in particular for City Regions, Enterprise Zones, North Wales Economic Ambition Board, local growth zones and regeneration areas  
• Reduce economic inactivity by delivering safe and affordable access to employment sites  
• Encourage active and sustainable travel  
• Improve quality of life particularly those living in disadvantaged and rural communities by delivering safe and easy to use transport to key facilities and services  
• Connect communities and enable access to key services |
| Local Transport Network Fund           | • Improve public transport journey time reliability  
• Reduce public transport journey times  
• Connect communities and enable access to employment, education and key services |
| Active Travel Fund                     | • Increase levels of active travel  
• Connect communities  
• Improve active travel access to employment, education and key services, destinations and public transport |
| Safe Routes in Communities             | • increase levels of active travel among children travelling to school  
• increase levels of active travel in the wider community |
| Road Safety Capital                    | • Reduce the number of people killed and seriously injured in Wales  
• Targets high risk and vulnerable casualty groups as defined in the Road Safety Framework for Wales  
• Improve active travel |
| Road Safety Revenue                    | • Education and Training for vulnerable road users  
• Reduce the number of people killed and seriously injured in Wales in line with the targets defined in the Road Safety Framework for Wales  
• Improve active travel |
Eligibility for Capital Funding

Local Transport Fund and Local Transport Network Fund

9. The total available for Local Transport Fund (LTF) and Local Transport Network Fund (LTNF) schemes across Wales for FY2019-20 is £31m.

10. **Local Transport Fund** – local authorities are invited to submit up to two new applications in addition to existing scheme applications. Local authorities should identify the priority order for these applications. Applications to the Local Transport Fund should be drawn from priorities identified within the Local Transport Plans.

11. **Local Transport Network Fund** – local authorities are invited to submit up to one new application in addition to existing scheme applications. Local authorities should identify the priority order of these applications.

Active Travel Fund

12. The total available to deliver Active Travel schemes across Wales for 2019-20 is **£20m**. This comprises at least £12m for strategic schemes and up to £8m for local schemes.

13. **Strategic schemes** – Local authorities are invited to apply for up to one new strategic active travel scheme in addition to existing scheme applications. A strategic scheme is one that is regionally or nationally important and makes a significant contribution to promoting active travel.

14. **Local schemes** – Local authorities are invited to apply for up to two new local active travel schemes in addition to existing scheme applications. Local schemes may comprise a single project or a package of associated projects.

15. Only schemes that have been identified on the relevant Integrated Network Map, approved by Welsh Ministers, will be considered for funding.

Safe Routes in Communities

16. Local authorities are invited to submit up to one new application in addition to existing scheme applications. Schemes should be on or linked to routes that have been identified within the approved Existing Routes Map or Integrated Network Map. We also invite applications for schools that are not in designated localities under the Active Travel Act, but which were identified by local authorities in the list submitted in 2014 as requiring action.

17. Where a proposed scheme is outside a locality to which the mapping duties under the Active Travel Act apply, and not on the list submitted in 2014, then applications will be considered in exceptional circumstances.

Road Safety

18. Up to three applications per local authority will be accepted. All schemes receiving funding must contribute to the achievement of the targets contained in the Road Safety Framework for Wales by 2020 against the 2004-08 baseline as follows:
• A 40% reduction in the number of people killed or seriously injured;
• A 25% reduction in the number of motorcyclists killed and seriously injured;
• A 40% reduction in the number of young people (aged 16-24) killed and seriously injured.

19. Priority for capital funding will be given to applications targeted at sites, routes or areas where there is evidence of road traffic collisions resulting in KSI casualties. Route based guidance has been provided to local authorities for use during this process.

20. Applications for sites, routes or areas where significant numbers of slight injury collisions or damage only incidents have occurred will also be considered.

21. Local Authorities should consult relevant stakeholders and ensure that schemes improve the safety of vulnerable road user groups. In developing schemes consideration should be given to the design guidance for active travel and to the design guidance for motorcyclists produced by the Institute of Highway Engineers and Transport for London.

http://www.motorcycleguidelines.org.uk/the-guidelines/introduction/


22. You are required to seek the approval of the Wales Road Casualty Reduction Partnership (GoSafe) for any schemes that include the purchase, replacement or movement of safety cameras. Police approval is required for all schemes and needs to be sought before application submission.

Eligibility for Capital Funding – relating to all grant schemes

23. All schemes must comply with the Active Travel (Wales) Act 2013 and its supporting Guidance. Schemes that include highway improvement, construction, or traffic management must show how they comply in particular with Section 9 of the Act (Provision for walkers and cyclists in the exercise of certain functions). Funding for Active Travel schemes will only be granted, where scheme design reflects the Active Travel Design Guidance. You will also need to indicate if a scheme is part of an existing or future designated active travel route.


24. When designing schemes, local authorities must also consider their responsibilities under Section 6 – The Biodiversity and Resilience of Ecosystems Duty under the Environment (Wales) Act 2016. The duty requires that public authorities must seek to maintain and enhance biodiversity so far as consistent with the proper exercise of their functions, and in so doing, promote the resilience of ecosystems. This is for example highly relevant to the treatment of verges and planting schemes as part of transport projects. Guidance on the Duty can be found here:


25. The Welsh Government will consider schemes that will take up to three financial years to complete. Total scheme costs must be outlined at the beginning of the
project and funding will be subject to year-to-year agreement. Schemes taking several years to complete, if successful, will be prioritised for funding in subsequent years for the duration of the scheme, subject to grant funding being available and satisfactory progress being made.

26. Local authorities can work together on their applications. The lead local authority must be identified for each scheme. Funding would be allocated to the lead local authority.

27. Local authorities should consult with the communities and stakeholders affected by the scheme and report on the process followed and feedback obtained, or, if the scheme is in its earliest stages, how they will do so, within their application.

28. We will fund works and pre-works for capital schemes and the cost of scheme monitoring and evaluation can be included. Schemes where only pre-works will take place will also be eligible for consideration for funding.

29. Applications for new schemes can be made for single projects or for a package of related projects. Applications for a package of projects should contain a costed list of the associated projects in priority order.

30. Funding will be allocated up to the amount awarded for actual eligible expenditure incurred on an accepted scheme. Funding will be capped at the level of the award and the local authority will be required to carry the risk of any overspend that may occur. Where increased costs arise due to exceptional circumstances, outside the local authority’s control, Welsh Government may consider making additional funding available.

31. Local Authorities will be expected to deliver the schemes accepted in accordance with their applications. Reports on progress will be required at intervals throughout the 2019-20 financial year and further information will be included in the award letter. You are also required to monitor road safety schemes for 3 years after implementation to monitor the effect on collision and casualty figures.

32. Relevant Welsh Government officials may request meetings or site visits to discuss scheme progress as considered appropriate. Failure to demonstrate appropriate progress with delivery may result in funding offers being withdrawn and funding claimed up to that point being recovered from a local authority.

33. Schemes that include match funding will attract additional scores in the appraisal process, with schemes that demonstrate greater levels of match funding scoring higher.

34. Applications must clearly identify the levels and sources of available match funding and confirm this will be in place to ensure the completion of the works within the 2019-20 financial year. Match funding may be from internal or external sources.

35. For grants where multiple applications are invited, all schemes, within each grant, should be ranked in number order of priority.

36. For grants where multi-year schemes were given indicative approval in 2017-18 or 2018-19, an application form will be required to update the information provided.
previously. This should highlight changes to scheme design, timeframes and the amount of grant required. Should the application vary considerably, this will be appraised as if it was a new scheme and will not automatically attract funding.

**Eligibility for Revenue Funding – Road Safety Only**

37. Applications for road safety revenue funding will be considered within the calculated allocation for each local authority.

38. Revenue funding will be allocated by use of a formula based on latest available population numbers (60%) and casualty numbers of those killed or seriously injured (40%).

39. There is no restriction on the number of initiatives you can seek funding for. Priority should be given to the high risk groups of young people and motorcyclists, and for child pedestrian and cycling training.

40. Applications for motorcycle training and education schemes need to be submitted as single, separate applications. We will not accept applications that cover a suite of measures.

41. We recommend that applications for National Cycle Training are guided by the new National Standard for Cycle Training, published by the Department for Transport.

42. Applications for innovative new approaches are welcomed where these are supported by a clear evidence base. Specific plans for evaluation will be required, as will be a commitment to share lessons learnt with partners.

43. Applications for motorcycling assessment and training schemes will only be accepted for Enhanced Rider Schemes (ERS) or where a specific evaluation has been completed. First responder schemes are exempt from this requirement.

44. A maximum that may be claimed per trainee will be applied for the approved initiatives. When submitting your application you will need to specify how many people will be trained and payment of grant will be subject to training delivery across the financial year.

<table>
<thead>
<tr>
<th>Ceiling costs per trainee</th>
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<tbody>
<tr>
<td>PassPlus Cymru</td>
<td>£138</td>
</tr>
<tr>
<td>Megadrive</td>
<td>£26</td>
</tr>
<tr>
<td>Motorcyclist: Assessment, Training</td>
<td>Assessment - £60</td>
</tr>
<tr>
<td>First responder</td>
<td>Training £135</td>
</tr>
<tr>
<td></td>
<td>First Responder £55</td>
</tr>
<tr>
<td>Kerbcraft</td>
<td>£62</td>
</tr>
<tr>
<td>National Cycle Training (can include levels 1,2 and 3 for</td>
<td>£48</td>
</tr>
<tr>
<td>children and adults)</td>
<td></td>
</tr>
</tbody>
</table>

45. For these priority areas, there is no requirement to submit supporting evidence, or key benefits to support intervention, but local monitoring procedures will be required.
Applications for schemes outside of the priority areas will need to be supported by appropriate evidence (see the revenue grant assessment criteria for details).

46. Staff costs will only be funded if they are delivering a specific approved project, for instance to coordinate child pedestrian training. We will not fund general road safety officer posts.

47. Applications will not be accepted for general advertising and media campaigns. Local Authorities may use a proportion of their grant for specific promotional work to ensure take up of courses - this will form part of the maximum costs per trainee. Reusable equipment required to deliver training will be funded, but not promotional items given for attending courses.

48. Local authorities are encouraged to collaborate on revenue projects, particularly where this will result in efficiencies, the sharing of good practice or where cross county or border funding benefits road safety in Wales. The lead local authority must be identified for each scheme. Funding will be allocated to the lead local authority.

49. Where revenue projects are delivered by other partners, we can arrange to pay the grant direct on request. The grant recipient will be responsible for the submission of claims and supporting information.

Grant terms and conditions

50. Funding will be made direct to local authorities and will be available for 2019-20 only. Local authorities should note that Welsh Government is unable to give a commitment for grant support after 2019-20.

51. Other than in exceptional circumstances by prior agreement, schemes submitted for works funding in 2019-20 should demonstrate that all land issues will be resolved and orders or required permissions are in place to allow works to progress.

52. Whilst Welsh Government is prepared to fund the cost of land purchase, funding will not be provided in respect of compensation claims arising from the land purchase or from the project itself.

53. The provision of capital support to schemes is conditional upon local authorities’ commitment to meet future revenue and maintenance costs.

Monitoring and Evaluation

54. All schemes and educational initiatives must be monitored and evaluated. Local authorities are able to include the costs of monitoring for up to three years within their funding applications but these must be clearly identified.

55. Schemes must be monitored for three years post completion and reported to the Welsh Government annually. For Road Safety Revenue, quarterly monitoring returns are required and national schemes will require annual reports. Further guidance will be provided on reporting processes.
Promotion

56. Applications may include costs associated with the promotion of schemes, including signage, materials and events, for up to three years after scheme completion. These must be clearly identified.

Application Process Documentation

57. Local authorities should submit their applications using the relevant template application forms. All schemes will be assessed through an appraisal process.

58. Local authorities will be responsible for ensuring that delivery remains on schedule and reporting any change to the works programme and/or spend profile.

59. For road safety funding, you must apply for revenue and capital on separate forms.

60. Applications for capital schemes must include a plan showing the scheme in as much detail as possible at application stage and a map showing the scheme context. An OS GB grid reference must also be included.

61. Supporting documentation will be considered as follows:
   - Maps and plans in respect of capital applications (these maps and plans must clearly show the proposed measures)
   - Evaluation reports in support of applications for revenue funding that fall outside of the priority areas. All reports must be accompanied by an Executive Summary
   - Other supporting information, which you feel is essential to the bid, must be kept to a minimum and be anonymised, where applicable.

Appraisal Process

62. Applications will be considered by a panel of Welsh Government Transport officials and relevant external stakeholders as appropriate.

63. Final decisions on funding will be made by the Cabinet Secretary for Economy & Transport.

64. The assessment criteria for the grants are available separately – see Grant Assessment Criteria 2019-20
Deadline for submissions

**Applications must be submitted by 18 January 2019.**

Three hardcopies of all application forms are to be sent to the below address;

Transport Grants  
Pillar A09  
South Core - 2nd Floor  
CP2  
Cathays Park  
Cardiff  
CF10 3NQ

Electronic copies must be submitted to the relevant Welsh Government contact listed below via transportplanning@gov.wales

No additional or revised information will be accepted after the above date, unless requested by the Welsh Government.

**Welsh Government Contacts:**

**Local Transport Fund and Local Transport Network Fund**

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