**WELSH GOVERNMENT ACTIVE TRAVEL FUND FY2020-21**

**SCHEME APPLICATION FORM**

*Local Authorities shall complete one form per scheme. A scheme may comprise a single project or package of associated projects*

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| **Local Authority** |  |
| **Scheme Name** |  |
| **Scheme Priority Rank Number** |  |
| **Existing or New Scheme** |  |
| **Date of Scheme** | Start Estimated Completion |
| **Funding required for 2020-21** | *£’000s* |
| **Total funding required to complete scheme from 2021-22 onwards** | *£’000s* |
| **What is the funding required for: (**select one**)** | *Scheme Development / Construction* |
| **Current scheme Stage Gate:** |  |
| **Proposed Stage Gate if funding is awarded:** |  |
| **Suggested Scheme Category (1-4):** |  |
| **Project Manager Contact Name** |  |
| **Contact Telephone** |  |
| **Contact email** |  |
| **Authorised by (e.g. Head of Finance or Transport Services)** | Name:  Job Title:  Signature: |

1. **Scheme description**

Please provide the INM reference number of the routes to be delivered as part of your scheme together with a brief description of the scheme, including details of the key outputs (e.g. what is the scheme going to look like, will it be a shared-use route, new footway or area-wide measures to create filtered permeability)?

If your application is for a scheme, or package of schemes, that will take longer than a financial year to complete, we require a description of the whole scheme/package of schemes and confirmation of which elements are to be delivered in each financial year. Applications for a package of schemes should contain a costed list of the associated projects in priority order.

Attach A4 location maps showing the scheme in context with the surrounding area and how it fits into the wider active travel network, project(s) drawing(s) and any other supporting information separately.

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| **INM Reference Number(s):** |  |
| **OS GB grid reference:** |  |
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1. **Strategic Case – The Case for Change**

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| **What are the objectives of the scheme?** The objective(s) must be SMART (Specific, Measurable, Achievable, Realistic, Time-bound) | | |
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| **Will the scheme contribute to modal shift?** | | Yes/No |
| If yes, please provide details including the key origin and destination points served by the route | | |
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|  | **Current and Future Issues**  What are the local and wider issues that this scheme will address in the short and long term? Include baseline data where available. What will happen if no action is taken? e.g. Lack of physical activity, climate change, obesity and poverty.  *Attach any evidence you have that may illustrate your points e.g. photographs, baseline monitoring* | |
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| **Does this scheme fit with existing local and national policies and plans?** e.g. Local Transport Plan and other related policies and plans. Refer to your local PSB Well-being Plan and Assessment and your own local authority Well-being Plan. Does the scheme contribute to wider policy or strategy areas? *e.g. de-carbonisation, air quality, health, green infrastructure, biodiversity, play sufficiency?* | | Yes/No |
| Please provide further details: | | |
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| **Supporting measures**  Did you consider any supporting measures to help achieve the objectives? *Including non-infrastructure measures such as cycle training, travel plans etc.* | | Yes/No |
| Please provide further details: | | |
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|  | **Option Assessment**  *Did you consider any alternative options or arrangements? e.g. whether provision should include off-road on on-road options, segregated or shared-use, provision of light segregation or speed reduction measures? How did you decide on your preferred option?* | Yes/No |
| Please provide details of any appraisal undertaken that demonstrates this stage or attach relevant documents to this application. ***This should include an assessment of how each option performs against the scheme objective(s), taken from your WelTAG assessment.*** | | |
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| **Does the scheme provide for communities with an identified social need/ranked in the bottom 15% of the WIMD?** | | Yes/No |
| If yes, please provide further details (max. 250 words): | | |
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1. **Strategic Case – Fit with Grant Objectives**

Please outline below how your scheme fits with the relevant grant objectives.

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| **Grant objectives** | **Scheme Contribution**  *(maximum of 400 words per response for each objective)* |
| * Encourage modal shift from car to active travel |  |
| * Improve active travel access to employment, education, key services, other key traffic generating destinations and public transport |  |
| * Increase levels of active travel |  |
| * Connect communities |  |

1. **Transport Case – Impact Assessment**

Transport schemes must seek to maximise their contribution to the well-being goals. Please provide a summary of the impacts of the scheme to the well-being goals.

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|  | How does your scheme fit with the national well-being goals? *Refer to your local PSB Well-being Plan and Assessment, and the Future Generations Framework* [*https://futuregenerations.wales/wp-content/uploads/2017/12/FGCW-Framework.pdf*](https://futuregenerations.wales/wp-content/uploads/2017/12/FGCW-Framework.pdf) *for further information.* *Provide key qualitative/ quantitative supporting evidence where relevant.* | |
| **Well-being Goal** | | **Scheme Contribution** *(maximum of 400 words for each goal)* |
| **A prosperous Wales**  Please consider transport costs, accident costs, productivity, local economy, land, capital costs, and revenue costs. Include evidence where available. | |  |
| **A resilient Wales**  Please consider journey time and journey time reliability, opportunities for green infrastructure and SME businesses e.g. bike repair/cafes. | |  |
| **A healthier Wales**  Please consider physical activity, air quality, number and severity of accidents and security | |  |
| **A more equal Wales**  Please consider journey quality, access to employment, access to services, affordability. | |  |
| **A Wales of cohesive communities**  Please consider community severance. | |  |
| **A Wales of vibrant culture and thriving Welsh language**  Please consider cultural impacts including welsh and other languages, artwork, cultural diversity e.g. BAME communities. | |  |
| **A globally responsible Wales**  Please consider noise, greenhouse gases, landscape, townscape, historic environment, biodiversity, water environment | |  |

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|  | The Well-Being of Future Generations (Wales) Act 2015, places a duty on public bodies to seek to achieve the well-being goals and objectives in everything they do. How does your scheme fit with your local well-being goals/objectives? *Refer to your local PSB Well-being Plan and Assessment and your own local authority Well-being plan.* | |
| **Local Well-Being Objectives** | | **Scheme Contribution (max. 400 words for each objective)** |
| *Identify your local well-being objectives and insert here* | | *How does your scheme contribute to each of your local well-being objectives?* |
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|  | How will your project minimise its own negative impacts? (max. 400 words) |
| *e.g. minimising waste, construction and transport emissions* | |

1. **Infrastructure Quality**

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| **Current condition:**  What are the existing walking and cycling audit scores (using the Active Travel Act Design Guidance Audit Tools) for the route to be improved?  *Where multiple INM routes are likely to be affected by the proposals (e.g. for a package of schemes) please provide the existing audit score for all INM routes affected. Where a new route is proposed in an area where active travel journeys do not currently take place, and where no reasonable alternative routes exist nearby, then this should be noted.* | | | |
| **Walking Audit Score:** |  | **Cycling Audit Score:** |  |
| **Proposed condition:**  What are the projected walking and cycling audit scores (using the Active Travel Act Design Guidance Audit Tools) for the proposed route following completion of the scheme? This score is likely to be indicative based on suggested enhancements for schemes in the early stages of development but should be more accurate for schemes in later stages.  *Where multiple INM routes are likely to be affected (e.g. for a package of schemes) please provide a projected audit score for all INM routes affected.* | | | |
| **Walking Audit Score:** |  | **Cycling Audit Score:** |  |
| **Has a feasibility study or concept design been completed?** | | | Yes/No |
| If yes, please provide details below and attach any relevant documents (e.g. feasibility study/concept drawing) to this application as evidence | | | |
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| If no, are you applying to carry out early scheme development work as part of this application? | | | Yes/No |
| Please provide the rationale if this stage is not required: | | | |
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| **Has a preliminary design of the preferred option been completed?** | | | Yes/No |
| If yes, please provide details below and attach relevant documents (e.g. a preliminary design drawing) to this application as evidence | | | |
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| If no, are you applying to carry out this stage as part of this application? | | | Yes/No |
| **Has a detailed design of the preferred option been completed?** | | | Yes/No |
| If yes, please provide details below and attach any relevant documents (e.g. a general arrangement design drawing) to this application as evidence | | | |
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| If no, are you applying to carry out this stage as part of this application? | | | Yes/No |

1. **Monitoring and Evaluation**

What monitoring and evaluation is planned as part of the project? How and when will you measure if the scheme has been successful?

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| **Has a monitoring and evaluation plan been prepared?** | Yes/No |
| If yes, please provide details below or attach relevant documents as evidence. If no, a template is provided in the guidance. | |
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| **Has any monitoring or evaluation work already taken place?** | Yes/No |
| If yes, please provide details below and attach any relevant documents to this application as evidence. | |
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1. **Community and Engagement**

What stakeholders have you involved in the development of your project, and how have you involved residents in identifying the need for, and design of, this project?

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|  | **Has a stakeholder engagement plan been prepared?** | Yes/No |
| If yes, please provide details below or attach any relevant documents as evidence. If no, a template is provided in the guidance. | |
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|  | **Has any stakeholder engagement work taken place?** | Yes/No |
| If yes, please provide details below and attach any relevant documents to this application as evidence | |
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|  | **Are any promotional activities included as part of your project?** | Yes/No |
| If yes, please provide details below and attach any relevant documents to this application as evidence | |
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1. **Deliverability – Management Case**

Can the scheme be delivered? What are the risks? A project plan that identifies timelines for activities and key milestones must be provided for each scheme appropriate to the scale, complexity and risks associated with the scheme.

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| **How will the scheme be delivered?** |  | |
| **What are the key activities and milestones identified?**  Include actual/anticipated dates for completion of Stages (see guidance) and other milestones. This should include, as a minimum design, timing of approvals, procurement, construction and completion where applicable.  *Attach a copy of your project plan if appropriate* | | |
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| **Have the key risks been identified?** | | Yes/No |
| If yes, please provide details of the key risks or attach relevant evidence e.g. a risk register | | |
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| **Have all the necessary permissions been identified?** *(e.g. TROs, flood-risk permits)* | | Yes/No |
| If Yes, what permissions are required? | | |
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| **Have all the necessary permissions been secured?** | | Yes/No |
| If yes, please attach evidence to provide confirmation (e.g. email or other correspondence). If no, what permissions have been secured and which remain outstanding? | | |
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| **Have all land ownership requirements been identified or resolved?** | | Yes/No |
| Please provide further information, including details of known land ownership issues and evidence of any that have been resolved. | | |
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| **Has an EQIA been completed?** | | Yes/No |
| If Yes, please provide evidence and information of whether it resulted in any changes to the proposals. If No, please provide details of when one is to be carried out**.** | | |
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| **Have any other survey requirements been identified or undertaken?** *E.g. utilities, SUDS engagement, ecological, archaeological* | | Yes/No |
| Please provide further information | | |
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1. **Commercial Case**

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| **Has a procurement strategy been identified?** | Yes/No |
| If yes, please provide details of how the scheme will be procured or attach relevant evidence e.g. a procurement strategy.  *Include details of the likely timescales for the procurement process and the number and experience of the likely suppliers. What are the key contractual arrangements, what is the contract length?* | |
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| **Have tender documents been prepared?** | Yes/No |
| **Do the tender documents include a Bill of Quantities?** | Yes/No |
| **Has a tender process been undertaken?** | Yes/No |
| If yes, please provide further information e.g. tender summary | |
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1. **Financial expenditure profile**

£000s, Outturn prices (gross of grant / contributions shown separately below)

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| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Pre 2020/21** | **2020/21** | **2021/22** | **2022/23** | **2023/24** | **Later** | **Total** |
| Surveys |  |  |  |  |  |  |  |
| Design |  |  |  |  |  |  |  |
| Land Purchase |  |  |  |  |  |  |  |
| Accommodation Works |  |  |  |  |  |  |  |
| Construction |  |  |  |  |  |  |  |
| Project Management |  |  |  |  |  |  |  |
| Monitoring and Evaluation |  |  |  |  |  |  |  |
| Promotion |  |  |  |  |  |  |  |
| **GROSS TOTAL** |  |  |  |  |  |  |  |
| Match funding amount, percentage contribution and funding source(s)  *(insert name of organisation*) |  |  |  |  |  |  |  |
| **NET TOTAL** |  |  |  |  |  |  |  |

**Quarterly Expenditure Profile**

*(Expenditure should be planned as early as possible in the financial year to ensure confidence in a full spend. Expenditure planned for Quarter 4 should be limited to minimise the risk of underspend)*

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|  | **Forecast FY2020-21 Expenditure (in £000s)** | | | |
| **Quarter 1** | **Quarter 2** | **Quarter 3** | **Quarter 4** |
| Surveys |  |  |  |  |
| Design |  |  |  |  |
| Land Purchase |  |  |  |  |
| Accommodation Works |  |  |  |  |
| Construction |  |  |  |  |
| Project Management |  |  |  |  |
| Monitoring and Evaluation |  |  |  |  |
| Promotion & Engagement |  |  |  |  |
| **GROSS TOTAL** |  |  |  |  |
| Match funding amount, percentage contribution and source(s) *(insert name of organisation*) |  |  |  |  |
| **NET TOTAL** |  |  |  |  |