

# Southampton City Council Workplace Travel Grant 2020-21



Department  
for Transport

Round one

Application form

[myjourneysouthampton.com](https://myjourneysouthampton.com)

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## Freedom of Information Act

The Freedom of Information Act 2000 gives members of the public the right to request any information that we hold. This includes information received from third parties, such as, although not limited to, grant applicants, grant holders, contractors and people making a complaint.

If information is requested under the Freedom of Information Act we will release it, subject to exemptions; although we may consult with you first. If you think that information you are providing may be exempt from release if requested, you should let us know when you apply.

# Workplace Travel Grant application form

\*Please complete this application in **full**.

Leaving any areas blank will result in your application being void for consideration.

## A. Business contact details

Name of organisation applying for the grant:	
Organisation full site address:	
Organisation postcode:	
Company registration no. (at Companies House)	
Company web address:	www.
Company Twitter account (if applicable)	@
Name of lead contact for grant application:	
Job title of lead contact:	
Lead contact's email:	
Lead contact's telephone no.	

## B. Your organisation

Total number of employees?	
Total number of staff on site grant used for?	
How many full-time staff?	
How many part-time staff?	
What are the staff working hours?	

## C. Site audit – Part one

Number of floors in the building?						
Are there other companies on the same site?	<table border="1"> <tr> <td>Yes</td> <td></td> <td></td> <td>No</td> <td></td> </tr> </table>	Yes			No	
Yes			No			
No. of car park spaces available to disabled users?						
No. of car parking spaces available to staff?						
No. of car parking spaces available to visitors?						
No. of Motorcycle parking spaces?						

### D. Site audit – Part two

Is cycle parking available? If so, how many?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Is there CCTV covering all types of parking?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are there shower and changing facilities?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are there lockers to store cycle/walking equipment?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are there drying cupboards for clothing and towels?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

### E. Company Policy/Strategy and Working practices

Is there a home working/flexible working policy?*	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Is there a shared hot desk/open space policy?*	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

\*If yes, please submit a copy of your flexible working and hot desking policies with this grant application form.

Is there meeting and video conferencing facilities at work?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Does your company use, video conferencing platforms such as: Zoom, Teams, Skype, etc.?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Has your company enabled staff to work from home during the COVID-19 Lockdown?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Are company (pool) cars available?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, how many & how many are electric?	<input type="checkbox"/>				
Does the company have a travel expenses policy?*	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
What is the mileage allowance?	<input type="checkbox"/>	£			

\*If yes, please submit a copy of your travel expense policy with this grant application form.

### F. Staff Travel Survey

Travel mode	How do your staff most commonly travel to & from work (Percentage %)?	How do your staff most commonly travel to & from work (Actual staff no)?
Walk		
Cycle		
Bus		
Park & Ride		
Park & Walk		
Train		
Car (Single occupancy) Driver		
Car share – driver		
Car share – passenger		
Ferry		
Taxi		
Motorcycle/Motor scooter		

Total				
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How many staff participated in the staff travel survey?				
What % of your entire workforce was this?				
When was the staff travel survey undertaken?				(DD/MM/YY)
How many weeks was the staff travel survey open?				wks
Do you agree to complete a follow up survey in 12mths	Yes		No	

\*Our funders require Staff Travel data in order to measure success of programme delivery.

### G. Cycle at work audit

Does your company offer a 'Bike Doctor' service?	Yes		No	
If NO, would you like us to provide a FREE Bike Dr service?	Yes		No	
Has your company hosted a SCC Cycle Savvy Pit Stop event?	Yes		No	
If NO, would you like us to provide a FREE CSPA event?	Yes		No	
Does your company encourage staff to cycle to work?	Yes		No	
Do you promote SCCs FREE cycle training to your staff?	Yes		No	
Would you like us to arrange some FREE cycle training for Your staff?	Yes		No	

### H. Love to Ride

Do you currently have an 'Organisation profile' with Love to Ride?	Yes		No	
If so, who is your Love to Ride Champion:				
Champion's name:				
Champion's email address:	@			

<https://www.lovetoride.net/southampton>

### I. Travel Plan Network Meetings

Does your company currently attend SCCs Travel Plan Network	Yes		No	
Does your company commit to attend a minimum of 2 Travel Plan Network meetings a year?	Yes		No	
Please confirm that you have followed the URL link below and signed up to receive notifications of future Travel Plan Network events.	Yes		No	

Register for [Travel Plan Network Bulletins here](#)

### J. Other travel initiatives

Does your company provide all new staff with travel to work info?	Yes		No	
Does your staff receive regular travel communications & promotions?	Yes		No	
Walking – Does your company provide maps for staff?	Yes		No	
Walking – Does your company promote the 'Go Jauntly' app?	Yes		No	

Walking – Does your company provide drying areas & lockers?	Yes			No	
Walking – Does your company offer a 'Walking Buddy' scheme?	Yes			No	
Walking – Does your company provide organised led walks?	Yes			No	
Walking – Do they provide pedometers?	Yes			No	
Walking – Do they organise walking challenges?	Yes			No	
Motorcycles- Does your company provide secure covered parking?	Yes			No	
Motorcycles- Do they provide lockers for helmets and clothing?	Yes			No	
Motorcycles- Do they provide Road Safety training for staff?	Yes			No	
Buses – Do they provide online access to real time bus info?	Yes			No	
Buses – Do they encourage use of journey planning websites?	Yes			No	
Buses – Do they provide interest FREE loans for season tickets?	Yes			No	
Buses – Do they provide discounted tickets?	Yes			No	
Train – Does your company provide online information?	Yes			No	
Train – Do they provide interest FREE loans for season tickets?	Yes			No	
Train – Do they provide discounted tickets?	Yes			No	
Car Share – Does your company advocate the use of car sharing?	Yes			No	
Car share – Does your company provide a guaranteed ride home?	Yes			No	
Car share – Does your company prioritise allocating car spaces for car sharers?	Yes			No	
Car share – Do they coordinate and promote the scheme?	Yes			No	
Car share – Does your company have links with local businesses?	Yes			No	
Car Club – Does your company use car clubs for business travel?	Yes			No	

## K. Your companies business travel

Does your company have a clear 'Business Travel' policy?	Yes			No	
Does your company make 'Car Mileage' payments?	Yes			No	
Does your company make 'Cycle Mileage' payments?	Yes			No	
Does your company provide a Pool Bike scheme for staff use?	Yes			No	
Does your company pay Rail travel costs for business use?	Yes			No	
Does your company pay Bus travel costs for business use?	Yes			No	

## L. Transport Issues

What are the main transport issues that your organisation faces at this site (e.g. parking capacity problems, access to the site, cost of business travel, lack of cycling facilities, lack of local bus service)?

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## M. Objectives

Objectives are the general aims of your grant and travel plan, which relate to why you want to apply for the grant and why a travel plan is being implemented and what it is expected to achieve at a broad level. You should define your objectives for the grant and travel plan and these must be described in this section.

Example:

1. To reduce the number of single car occupancy trips to and from the workplace
2. To maximise the use of sustainable modes of travel by staff and visitors on their journey to and from work, including public transport, walking and cycling

Complete the table below with your objectives targets:

1.	
2.	
3.	
4.	
5.	
6.	

## N. Aim targets & action plan

Your company's targets should be based on the results of your staff travel survey and must include indicative timescales and responsibilities.

Targets are the specific goals that your grant award and travel plan aims to meet; these should be linked to the objectives and must be aligned with a timescale (e.g. five years). There are two types of targets: aim and action.

- Aim targets are measurable targets to be achieved within a specified timescale
- Action targets are specific actions to be completed within a given timescale

Your targets must be SMART: **S**pecific, **M**easurable, **A**chievable, **R**ealistic, **T**imebound

### Aim targets

Your aim targets should be based on the initial staff travel survey and may be amended throughout the timeframe established.

Example....

Target	Baseline	Year 1 target	Year 3 target	Year 5 target
<b>Staff</b>				
<i>E.g. Achieve a 2% reduction in car (as a driver alone) mode share</i>	8%	8%	7%	6%
<b>Visitors</b>				
<i>E.g. Achieve a 2% reduction in car driver alone mode share</i>	10%	10%	9%	8%
<b>Business Travel</b>				
<i>E.g. Achieve a 2% reduction in car (as a driver alone) mode share</i>	16%	16%	15%	14%

Complete the table below with your aim targets:

Target	Baseline	Year 1 target	Year 3 target	Year 5 target



### Action Plan & action targets

No.	Action target	Action	Timeframe	Responsibility
1	E.g. Provide employees with detailed transport information (e.g. local walking and cycling routes, public transport facilities)	Within first year following drafting of travel plan	Travel plan co-ordinator office manager	
2				
3				
4				
5				
6				
7				
8				

## O. Monitoring strategy

You will need a monitoring strategy to measure the effectiveness of the Workplace Travel Grant and any linked Travel Plan policy.

Describe what you're going to do.

Complete the monitoring strategy table below:

Monitoring action	Timeframe	Responsibility
<i>E.g. Implementation of hard and soft measures</i>	<i>Year 1</i>	<i>Travel plan coordinator</i>

## P. Quote to evidence grant spend

Please complete the following table with detailed costing for the proposed schemes. We require **3 quotes** for all physical schemes of work to be submitted with your application.

Quote 1			
Itemised list and total cost of each scheme (£)	Amount of grant applied for (£)	Amount of match funding secured (£)	Timescales

Quote 2			
Itemised list and total cost of each scheme (£)	Amount of grant applied for (£)	Amount of match funding secured (£)	Timescales

Quote 3			
Itemised list and total cost of each scheme (£)	Amount of grant applied for (£)	Amount of match funding secured (£)	Timescales

\*Note: A signed statement that confirms match funding must also be attached.

#### Q. Grant award summary

Total amount of Workplace Travel Grant required? £

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Total contribution to be paid by your company? £

## R. Grant Application Form Sign off

I understand the criteria for this application and confirm that the information supplied in this application is accurate.

Grant application

author full name:

Job Title:

Author's signature:

### Checklist before submitting application:

1.		Have you completed <b>all</b> sections of this grant application (A-R).
2.		If you have a home working/flexible working policy, please attach a copy.
3.		If you have a hot desk/open space policy, please attach a copy.
4.		If the company has a travel expense policy, please attach a copy.
5.		If your company has a Business Travel Policy, please attach a copy.
6.		Have you completed a staff travel survey in the last 6 months?
7.		Have you provided 3 individual quotes from suppliers?
8.		Have you stated how much grant funding you require from Southampton City Council?
9.		Have you stated how much funding your company will match fund?
10.		Have you signed the grant application form?

**Please return your completed grant application form by email to:**

**Email:** [leon.girling@southampton.gov.uk](mailto:leon.girling@southampton.gov.uk)

Closing date for grant application in **Friday 11<sup>th</sup> September 2020**.

Note: Successful applicants will be encouraged to share their progress at future Travel Plan Network meetings.