



SUSTAINABLE TRAVEL GRANT FOR WORKPLACES

Application Form

The sustainable travel grant is made available to assist workplaces to implement measures that help achieve an increase in active and sustainable travel choices, i.e. walking, wheeling, cycling, and taking public transport, and a consequent reduction of single-occupancy car journeys. Workplaces can apply for a grant of up to £5,000. They are expected to match fund the project from their own sources or give in-kind matched funding.

We welcome your pre-application enquiries. Please contact:
email: hannah.may@leicester.gov.uk or tel: 0116 454 2817

Closing date for the receipt of completed applications: Friday 1 Feb 2027

1.1 Name of Organisation:

1.2 Address:

1.3 Senior Responsible Owner:

Person in your organisation responsible for oversight of the delivery of the project.

Name:

Position in your organisation:

1.4 Bid Manager

Person in your organisation with day-to-day responsibility for delivering the proposed project.

Name:

Position in your organisation:

Telephone:

E-mail:

2.1 The reason why the project is needed:

Please provide brief details of why the project is needed, e.g. 'our workplace wants to encourage employees to make fewer single-occupancy car journeys, so facilities to change after walking and cycling to work are needed'.

2.2 The evidence to support the project:

Please specify how you know this project is needed, e.g. a staff survey highlighted the need for additional cycle parking and facilities.

2.3 What percentage of staff travel to work by:

Walking	Cycling	Train	Bus	Motorbike	Car
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2.4 How many employees do you employ?

3.1 Please give brief details of your proposed project and what it aims to achieve:

3.2 Average number of people travelling to the site per day:

Employees	Visitors
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3.3 Is this proposal required to comply with a condition of planning approval?

Yes

No

If yes, please give details.

4.1 Please detail your project costs:

Capital elements Funding for fixed assets	£
Revenue elements Funding for day-to day operations	£
Total	£

4.2 How much funding are you requesting from the Sustainable Travel Grant?

You can request up to 50% of your project costs to a maximum of £5,000.

5 Outputs and Outcomes:

Please outline what you hope to achieve. An output is a countable result of the project. For example, the installation of 1 cycle shelter, with 20 more employees cycling to work at least 8 times a month. The outcome is the impact of the project. For example, there are fewer single-occupancy car journeys being made by employees or employees are more active.

6 Project evaluation

Note for SMEs: we give you a staff travel survey for you to circulate to employees before and after the intervention takes place. A high completion rate for both surveys covers the requirement for project evaluation.

How do you intend to monitor your project?

How do you intend to evaluate the outcomes of your project?

- 7** Please sign to confirm that, should your application be successful, you agree to the terms and conditions below.

Signed:

Date:

Print name:

Position in organisation:

Please submit your application, together with any supporting documents to:

Post: Sustainable Travel Grant for Workplaces
Active Travel Neighbourhoods Team
Transport Strategy
Leicester City Council
2nd Floor, Rutland Wing
City Hall
Charles Street
Leicester. LE1 1FZ

Email: hannah.may@leicester.gov.uk

Terms and Conditions

1. Grant funding must be used solely for the project agreed. Leicester City Council reserves the right to reclaim unspent monies or monies spent on projects not within the agreed grant.
2. The contribution of Leicester City Council is to be recognised in any publicity or promotion of the project.
3. All press releases in connection with the project must be agreed with Leicester City Council.
4. The Choose How You Move logo should be incorporated, as agreed.
5. Leicester City Council will require 'before and after' photographs, if appropriate.
6. Leicester City Council will require submission of monitoring information, as agreed.
7. Ownership and future maintenance of the project to be the responsibility of your workplace unless specifically agreed exceptions in the award correspondence.

Privacy Statement

DATA PROTECTION ACT 2018/GENERAL DATA PROTECTION REGULATION 2016 & FREEDOM of INFORMATION ACT 2000

Personal data supplied on the Sustainable Travel Grant Application Form will be held on computer and will be used in accordance with the Data Protection Act 2018 for statistical analysis, management, planning and in the provision of services by the City Council and its partners. The information will be held in accordance with the Council's records management and retention policy. For more information about how the Council uses your personal data, please look at our privacy notice at: <https://www.leicester.gov.uk/your-council/how-we-work/our-website/privacy/>

Information contained in the Sustainable Travel Grant Application Form may be subject to disclosure in response to requests received under the Freedom of Information Act 2000 although certain exemptions (lawful reasons not to disclose) from release do exist including where the information provided is protected by the Data Protection Act 2018.

This application form and other information about travel in Leicester and Leicestershire can be found at www.choosehowyoumove.co.uk