

# Welsh Government Active Travel Fund Grant

## Guidance to Applicants 2021-22

### Introduction

1. The purpose of this Guidance is to confirm the priorities that Welsh Government will support through the Active Travel Fund grant to local authorities in Wales in 2021-22.
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 \(WeITAG\)](#).**

### Eligibility for Capital Funding

4. The funding available to deliver Active Travel schemes across Wales for 2021-22 will be £50m. It will comprise of a proportion available to local authorities through the main scheme application process, a proportion to provide local authorities with core allocation funding and a small proportion to support Welsh Government to enhance the implementation of the Active Travel Act. The core allocation available to local authorities is as shown in Annex 1.
5. 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 Guidance. You will also need to confirm that a scheme is part of an existing or future designated active travel route. Though not yet finalised, please use the draft revised guidance for this purpose.  
[Active Travel guidance | GOV.WALES](#)
6. 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:  
[Environment \(Wales\) Act 2016: factsheets | GOV.WALES](#)
7. 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.
8. We will fund works and pre-works for main capital schemes and the cost of scheme monitoring and evaluation, engagement and promotion can be included.

9. 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.
10. 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 2021/22 financial year and further information will be included in the award letter.
11. Relevant Welsh Government officials, Transport for Wales officers or their representatives 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.
12. Where multiple applications are submitted, all schemes or packages of schemes should be ranked in number order of priority.
13. Where multi-year schemes were given approval in 2019-20 or 2020-21, an application 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 from that previously submitted, this will be appraised as if it was a new scheme and will not automatically attract funding.

## **Application Process**

14. This year, local authorities will be expected to submit their applications via the new online portal developed by Transport for Wales. Further information and training on how to use the portal will be made available to local authority officers and will be communicated separately. All schemes will be assessed through an appraisal process as set out later in this guidance.
15. Local authorities will be responsible for ensuring that delivery remains on schedule and reporting any change to the works programme and/or spend profile.
16. Applications, including schemes seeking core allocation funding, **must include a plan showing the scheme in as much detail as possible at application stage and a map showing how the scheme fits within the wider active travel network to provide context.** An OS GB grid reference must also be included.
17. Supporting documentation will be considered as follows:
  - Maps and plans in respect of all applications (these maps and plans must clearly show the proposed measures)
  - Other supporting information, which you feel is essential to the bid, must be kept to a minimum and be anonymised, where applicable.
  - Evidence in support of completed stage gates for main schemes.
18. The application requirements vary depending on whether a local authority is making applications for funding relating to main schemes or core allocations. These

requirements are explained further in the following sections and summarised in Annex 7.

19. Local authorities are invited to apply for up to three main schemes, or packages of schemes. These will generally be bids for construction works taking schemes through project stages E/F. Only schemes that have been identified on the relevant Integrated Network Map, approved by Welsh Ministers, will be considered for funding.
20. It should however be noted, that being an approved route on the Active Travel Network Map (formerly Integrated Network Map) is not a guarantee that the scheme will be funded for development and it must be demonstrated that a strong case for change, particularly in relation to encouraging modal shift, still exists at the time of application.
21. For scheme development proposals that are being submitted to advance main schemes ahead of future funding bids for construction, whilst this work is incorporated within the core funding allocation it is anticipated that even in the early stages of development the Case for Change should be well understood.
22. Local authorities are therefore required to complete the following information on the main scheme application which will be considered in line with the assessment criteria laid out in Annex 2:
  - Strategic Case – The Case for Change
  - The Strategic Case – Fit with Grant Objectives
  - Transport Case – Impact Assessment
  - Financial Expenditure Profile; and any other appropriate sections relevant to the stage of development of the scheme.
23. Due to their relative simplicity other core allocation projects, including minor works schemes or packages, will only require submission of a small amount of information via the core allocation application. These core allocation submissions are in addition to your up to three main schemes and further details are included later in this guidance.
24. As part of the enhanced role in administering the Active Travel Fund programme on behalf of Welsh Government, Transport for Wales is able to offer support and advice to aid and inform the development of schemes and the completion of applications by local authorities. Please email: [activetravel@tfw.wales](mailto:activetravel@tfw.wales).

## **MAIN SCHEME APPLICATIONS**

### **Project Scale and Scheme Categories**

25. Welsh Government will continue to support a range of schemes that vary in size, scale and scope and local authorities are encouraged to develop schemes that are ambitious yet deliverable when seeking to meet the identified design principles.
26. To assist in determining the level of support, oversight and risk management required for a project, or package of projects, local authorities should identify a scheme category for each project based on the table below:

Category	Description	Indicative threshold	WelTAG Risk Category
1	Projects are likely to be smaller in scale, low risk, with less technical complexity, and require less support. Principle focus will be minor works schemes including area-wide initiatives such as enhanced signing, barrier replacement/removal, upgrade of crossing points and work to create filtered permeability.	<£100K	Low
2	Small to medium scale proposals that can be delivered within a single financial year with little difficulty. Likelihood of significant outputs in terms of usage or local impact.	£100-£250K	Low/Medium
3	Medium size schemes. Largest that can be completed in year, but could be split over two years.	£250K - £1m	Medium/High
4	Multi-year. Large, complex projects with complex competing demands, requiring greater levels of support to deliver the project.	£1m+	High

## Stage Gate System

27. To ensure that schemes are being developed in line with the WelTAG process, a stage gate system is being introduced for the Active Travel Fund programme. An explanation of how the stage gates align to WelTAG and what is required for each stage to enable schemes to progress through the stage gates has been set out in Annex 4. Local authorities are required to indicate on their application (in Section 8 Deliverability – Management Case) when they anticipate progressing through the various stage gates.

28. Local authorities will be required to provide evidence to demonstrate satisfactory progression through stage gates as part of their quarterly claims and reporting process. This evidence will be reviewed by Welsh Government or their representatives to ensure that local authorities are taking sufficient account of the WelTAG process [Active Travel guidance | GOV.WALES](#) during the development of their schemes. This review will form part of the assessment of local authority claims.

## Scheme Packages

29. Applications for new schemes can be made for single projects or for a package of related projects with a common case for change, as set out below. Applications for a package of projects should contain a costed list of the associated projects in priority order.

30. The Welsh Government wants local authorities to take a holistic, place-based approach to the development of package schemes rather than, for example, combining standalone schemes in each of their designated settlements or a number of individual locations.

31. Larger packages could include schemes which share a common origin point or destination, for example a number of routes that connect to an education facility, town

centre or transport interchange. They could also include more complex area-wide interventions that are likely to require a greater emphasis on stakeholder engagement and involvement, such as the introduction of filtered permeability or area-wide traffic calming to reduce traffic speeds. This starts to address the need to enable whole end-to-end journeys, increases the visibility and reach of the scheme and also enables deeper consultation and engagement in that locality than is otherwise achievable. By incorporating promotion activities as an integral part of capital schemes, their impact can be significantly boosted.

32. The Welsh Government is aware that this may mean that some designated localities under the Active Travel Act may not see large scale new investment in the short term. However, the core allocation, which enables local authorities to make small scale continuous improvements as well as undertake in pre-work for main schemes, is available to tackle issues in those areas in the interim.
33. Minor works packages could include schemes that are of a similar nature but which tackle network gaps and deficiencies across a settlement or local authority area, such as signage enhancements, barrier removal or replacement and the implementation of related facilities, such as cycle parking. Such smaller packages of schemes are well understood by local authorities and can be classified as Category 1 proposals and delivered through the Core Allocation funding.

### Strategic Case - Fit with Grant Objectives

34. Your applications must demonstrate how your proposals will contribute to meeting the Active Travel Fund grant objectives as set out below.

Grant name	Grant objectives
<b>Active Travel Fund</b>	<ul style="list-style-type: none"> <li>• Encourage modal shift from car to active travel_in isolation or in combination with public transport</li> <li>• Improve active travel access to employment, education, key services and other key traffic generating destinations</li> <li>• Increase levels of active travel</li> <li>• Connect communities</li> </ul>

### Transport Case - Impact Assessments

35. 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.
36. The 2015 Act, places a duty on public bodies to seek to achieve the well-being goals and objectives in everything they do.
37. 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 application you must demonstrate how your proposal will meet your local well-being objectives that will contribute to these national objectives.**

Prosperity for All	Well-being Objectives
<b>Prosperous &amp; Secure</b>	<ul style="list-style-type: none"> <li>• Support People and businesses to drive prosperity</li> <li>• Tackle regional inequality and promote fair work</li> <li>• Drive sustainable growth and combat climate change</li> </ul>
<b>Healthy &amp; Active</b>	<ul style="list-style-type: none"> <li>• Deliver quality health and care services fit for the future</li> <li>• Promote good health and well-being for everyone</li> <li>• Build healthier communities and better environments</li> </ul>
<b>Ambitious &amp; Learning</b>	<ul style="list-style-type: none"> <li>• Support young people to make the most of their potential</li> <li>• Build ambition and encourage learning for life</li> <li>• Equip everyone with the right skills for a changing world</li> </ul>
<b>United &amp; Connected</b>	<ul style="list-style-type: none"> <li>• Build resilient communities, culture and language</li> <li>• Deliver modern and connected infrastructure</li> <li>• Promote and protect Wales' place in the world</li> </ul>

### Infrastructure Quality

38. To assist local authorities to develop schemes that are ambitious and ensure all projects receiving funding make the largest possible impact, the draft Active Travel Act Guidance has identified the following design principles:

- Develop your proposals using the five ways of working, collaborating with key stakeholders and involving communities.
- Facilitate independent walking, cycling and wheeling for everyone, including an unaccompanied child of secondary school age or a less-experienced cyclist;
- Design infrastructure that seeks to exceed, rather than just meet, minimum design standards;
- Ensure access for all and equality of opportunity in public space;
- Ensure all proposals are developed in a way that is evidence-led;
- Schemes should prioritise people walking, cycling and wheeling over private motor vehicles by considering the following hierarchy during scheme design:
  - Separation of pedestrians from cyclists and motor traffic through provision of segregated off-carriageway infrastructure; if necessary through reallocation of road space
  - Separation of pedestrians and cyclists from motor traffic through the provision of shared-use off-carriageway infrastructure;
  - Improve on-road conditions to encourage an increase in cycle use within existing highway, for example by reducing traffic volumes and speeds.

39. All schemes will be assessed against how well they achieve the above design principles with a particular emphasis on how well the schemes meet or exceed the minimum quality infrastructure standards, as determined by the audit tools within the Active Travel Act Guidance: [Active Travel guidance | GOV.WALES](#).

### Monitoring and Evaluation

40. All schemes must capture baseline information prior to completion and be monitored and evaluated for a period of three years post-completion. The level of monitoring and evaluation should be proportionate to the scale of the project, however there is an

expectation that this should include both quantitative and qualitative data collection, including the use of automatic counters or a suitable equivalent.

41. 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.
42. Further guidance on the approach that local authorities are expected to take in respect of monitoring and evaluation, including templates for the development of a Monitoring and Evaluation Plan, is included in Annex 5 of this guidance.

### **Consultation and Engagement**

43. Local authorities will be expected to involve relevant stakeholders in the development of their projects, including engaging with residents and communities affected by the scheme. The more opportunity people have to influence and shape walking and cycling schemes for their local area, the more likely they will be to use them.
44. For schemes that are in the early stages of development or where no engagement has currently been planned, a template stakeholder engagement plan is included at Annex 6 to assist local authorities.
45. Local authorities should keep a record of the engagement or consultation undertaken, including a summary of the process followed, the feedback obtained and how this has influenced the development or design of the scheme. This information should form the basis of the evidence to satisfy the collaboration and involvement requirements of the 5 Ways of Working in the Well-being of Future Generations (Wales) Act 2015.

### **Promotion**

46. Promotion is an integral part of scheme development and should be incorporated within project plans. Applications may include costs associated with the promotion of schemes for up to three years after scheme completion. These must be clearly identified and can include promotional initiatives such as the development and production of promotional materials (e.g. maps of local active travel networks of which the scheme will form a part), enhanced signage to raise awareness of the scheme, and the planning and co-ordination of events (e.g. a launch event to celebrate completion of the scheme).
47. Any promotional material associated with schemes funded, whether partially or in full, through the Active Travel Fund should recognise the contribution of Welsh Government and Transport for Wales to the delivery of that scheme. All material should be published in line with the Welsh Language Standards.

### **Deliverability – Management Case**

48. Completion of an EqlA for new policies, procedures and activities is a legal duty placed on all local authorities in Wales through the Welsh Public Sector Equality Duties 2011. As a result, all projects should be subject to an Equality Impact Assessment in line with the approach adopted by your authority and any predicted negative equalities impacts should be mitigated.

### **Financial Expenditure Profile**

49. Local authorities are required to submit a baseline expenditure profile as part of their application and will be responsible for ensuring that scheme expenditure remains on schedule. Any change to the expenditure profile should be reported at the earliest opportunity.
50. Schemes that include match funding will attract additional scores in the appraisal process, with schemes that demonstrate greater levels of match funding scoring higher.
51. Applications must clearly identify the levels and sources of contributions available via match funding and confirm this will be in place to ensure the completion of the works within the 2021/22 financial year. Match funding may be from internal or external sources and may include professional fees associated with the delivery of the schemes, as well as funding from other sources such as capital funding provided directly by the local authority or secured via the planning process.

### **Active Travel Fund - Core Allocation**

52. All local authorities will be allocated a share of the Active Travel Fund, as shown on Annex 1. The pro-rata allocation is based on a formula which relates to population size (50%) and the area covered by designated settlements (50%), with a minimum allocation for each local authority of £325,000.
53. This funding is available for the following purposes:
- Further development of Active Travel Network Maps (formerly Integrated Network Maps) in preparation of re-submission
  - Pre-work (design, feasibility, land negotiation and purchase, consultation & engagement, baseline monitoring, etc) for ATNM schemes in their designated localities that have the highest active travel potential;
  - Pre-work (design, feasibility, land negotiation and purchase, consultation & engagement, baseline monitoring, etc) for schemes that will be on the future ATNM. This can include schemes between designated localities and surrounding settlements, including schemes that cross local authority boundaries, where there is demonstrable active travel potential. However, as the priority remains the enhancement of active travel networks within designated settlements, the funding allocated to the development of such schemes should make up no more than 20% of the total amount allocated for scheme development;
  - Continuous improvement (minor works on existing / proposed routes as listed below) to bring routes up to design standards;
  - Promotion of schemes, routes and networks; and monitoring and evaluation, including establishing base line data for routes and networks.
  - Costs associated with the co-ordination and management of core allocation works can be included within the overall cost of the core allocation schemes.
54. Minor works improvements can be packaged together and can include a broad range of measures, such as:
- Smaller sections of new routes
  - Path widening
  - Dropped kerbs / tactile paving

- New crossings and upgrades
- Junction improvements
- Barrier removal / alteration, ramps
- Signage
- Cycle parking and shelters
- Seating
- Cycle repair and e-bike charging stations
- Installation of build outs / modal filters
- Installation of lighting
- Installation of cycle counters / cameras

55. You may be able to adjust cost estimates for elements within the overall core allocation envelope in-year, subject to approval. You may also be able to remove or add core allocation schemes in year, subject to approval.

### **Grant terms and conditions**

56. Funding will be made direct to local authorities and will be available for 2021/22 only. Local authorities should note that Welsh Government is unable to give a commitment for grant support after 2021/22.

57. Other than in exceptional circumstances by prior agreement, schemes submitted for works funding in 2021/22 should demonstrate that all land issues have been, or will be, resolved and orders or required permissions are in place to allow works to progress.

58. 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.

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

### **Appraisal Process**

60. Applications will be considered by a panel of Welsh Government Transport officials, Transport for Wales officers and relevant representatives as appropriate.

61. Final decisions on funding will be made by the Deputy Minister, or the Minister for Economy & Transport where it affects the Deputy Minister's constituency.

**62. Submitted main scheme applications will be expected to score a minimum of 1 point in each category, with the exception of the match-funding category, to be eligible for consideration of funding.**

63. The assessment criteria for the grants are included in Annex 2 (Main Scheme applications) and Annex 3 (Core Allocation applications) below. A weighting will be applied to the assessment criteria for main schemes as set out in the table below, which will be multiplied by the assessment values and added together to provide a final score for each scheme submitted through the competitive bidding process.

Main Scheme Assessment Criteria Category	Initial Score (max.)	Weighting	Weighted Score (max.)
Strategic Case - Case for Change	5	5	25
Strategic Case – Fit with Grant Objectives	5	3	15
Transport Case – Impact Assessment	5	2	10
Infrastructure Quality	10	5	50
Monitoring and Evaluation	5	3	15
Community and Engagement	5	3	15
Deliverability	5	2	10
Match-funding	5	2	10
<b>Total Weighted Score (max.)</b>			<b>150</b>

## How to Apply

All applications must be submitted via the Transport for Wales online grant management system portal which can be accessed via the link below:

<https://trcsrq.powerappsportals.com/SignIn>

Guidance on the use of the portal will be made available to local authority officers but for further information and assistance please contact TfW using the following details;

Email: [activetravel@tfw.wales](mailto:activetravel@tfw.wales)

## Deadline for submissions

The deadline for submissions is 29 January 2021..

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

## ANNEX 1 – 21/22 LOCAL AUTHORITY CORE ALLOCATIONS

Local Authority	Core Allocation Amount
Blaenau Gwent	£364,000
Bridgend	£709,000
Caerphilly	£863,000
Cardiff	£1,643,000
Carmarthenshire	£740,000
Ceredigion	£325,000
Conwy	£559,000
Denbighshire	£400,000
Flintshire	£715,000
Gwynedd	£325,000
Isle of Anglesey	£325,000
Merthyr Tydfil	£325,000
Monmouthshire	£370,000
Neath Port Talbot	£721,000
Newport	£751,000
Pembrokeshire	£405,000
Powys	£355,000
Rhondda Cynon Taf	£1,123,000
Swansea	£1,197,000
The Vale of Glamorgan	£635,000
Torfaen	£510,000
Wrexham	£640,000
<b>Wales</b>	<b>£ 14,000,000</b>

## ANNEX 2 – MAIN SCHEME ASSESSMENT CRITERIA

To be eligible for consideration of funding, submitted schemes will be expected to score a minimum of 1 point in each category, with the exception of the match-funding category.

Strategic Case - Case for Change	Scoring
Scheme has a clearly defined SMART objective(s)	
Project outcomes make a positive contribution to achieving the aims of other programmes/strategies e.g. green infrastructure, decarbonisation, air quality, play sufficiency	
The project is able to provide strong evidence of development in partnership with other agencies/programmes e.g. Local Health Board, large employer or education facility	
The project links to supporting measures including non-infrastructure	
Clear evidence has been provided regarding how the scheme was appraised against other options	
<b>Total (out of 5)</b>	
Strategic Case – Fit with Grant Objectives	
The project will improve active travel access to public transport interchanges to encourage modal shift for longer distance car journeys	
The project connects local employment, education, key services and other major trip generators and attractors with potential for modal shift	
Project provides clear evidence in support of potential to increase levels of active travel	
The project seeks to reduce severance within and between communities by overcoming existing physical or social barriers that stop people walking, cycling, or wheeling	
The project provides good evidence in support of all of the grant objectives	
<b>Total (out of 5)</b>	
Transport Case – Impact Assessment	
Scheme seeks to provide for communities ranked in the bottom 15% of the WIMD and/or where there is an identified social need	
Project provides clear links to support relevant local well-being objectives	
Project provides good evidence of contributing to some of the well-being goals	
Project provides good evidence of contributing to all of the well-being goals	
The project provides clear evidence of seeking to minimise its own negative impacts	
<b>Total (out of 5)</b>	
Infrastructure Quality (scores for the audit criteria elements are cumulative)	
Proposal is part of a key strategic route that narrowly fails to meet the minimum audit requirements and cannot be improved (60%-69%)	
Proposed route audit score meets minimum WG Design Guidance audit requirements (70%-79%)	
Proposed route audit score meets desirable WG Design Guidance audit requirements (80%-89%)	
Proposed route audit score far exceeds WG Design Guidance audit requirements (90%+)	
Proposed scheme includes separation of pedestrians, cyclists and motor vehicles	
Is the proposed scheme direct and continuous, including provision of crossings on desire lines?	
Proposed scheme complies with Active Travel Act Guidance recommendations on width/gradient	
Proposed scheme prioritises active travel and minimises delay (e.g. at junctions, crossings or barriers)	
Proposed scheme includes use of "suggested" or "possible" details in the Active Travel Design Guidance	
The project designs integrate new green infrastructure and increase biodiversity	
<b>Total (out of 10)</b>	

<b>Monitoring and Evaluation</b>	
A monitoring and evaluation plan has been prepared	
Monitoring and evaluation plan is aligned to scheme/ATF objectives	
Baseline monitoring has been undertaken	
Monitoring plan includes both qualitative and quantitative data collection	
Monitoring and evaluation plan includes assessment of wider scheme impacts and benefits	
<b>Total (out of 5)</b>	
<b>Community and Engagement</b>	
A stakeholder plan has been prepared	
Scheme specific stakeholder engagement has taken place	
Evidence of engagement with groups with protected characteristics/children and young people	
Proposal links to behaviour change activities	
Promotional activities are included as part of the project	
<b>Total (out of 5)</b>	
<b>Deliverability</b>	
Programme is realistic and achievable within budget	
An EQIA has been completed for the scheme	
Project specific risks (including permissions) and mitigation measures have been identified	
Project risks have been identified and key risks have been mitigated (inc. necessary permissions)	
Tender documents have been prepared and the procurement process is ready to begin or has been completed	
<b>Total (out of 5)</b>	
<b>Match-funding (scores for this section are cumulative)</b>	
1% - 10% match-funding available	
11% - 20% match-funding available	
21% - 30% match-funding available	
31% - 40% match-funding available	
More than 40% match-funding available	
<b>Total (out of 5)</b>	

## ANNEX 3 – CORE ALLOCATION ASSESSMENT CRITERIA

Core Allocation Criteria	Tick all that apply
Is the scheme identified on, or directly linked to, proposals on the Council's INM?	
Is the cost of the proposal appropriate to its scale and within the indicative threshold identified for category 1 (<£100k) or category 2 (£100k - £250k) schemes?	
Does your scheme relate to one of the following:	
Active Travel Network Map development	
Core programme management	
Smaller sections of new routes	
Path widening	
Dropped kerbs / tactile paving	
New crossings and upgrades	
Junction improvements	
Barrier removal / alteration, ramps	
Signage	
Cycle parking and shelters	
Seating	
Cycle repair and e-bike charging stations	
Installation of build outs / modal filters	
Installation of lighting	
Installation of cycle counters / cameras	
Promotion	
Other (Please insert further details)	

## ANNEX 4 – PROJECT STAGES

WelTAG Stage	Stage 1 - Strategic Outline Case	Stage 2 - Outline Business Case	Stage 3 - Full Business Case			Stage 4 - Implementation	Stage 5 - Post Implementation
	<b>Stage A</b>	<b>Stage B</b>	<b>Stage C</b>	<b>Stage D</b>	<b>Stage E</b>	<b>Stage F</b>	<b>Stage G</b>
	<b>Strategic definition, project scope and outcomes</b>	<b>Options development and Selection</b>	<b>Preliminary design of single option</b>	<b>Statutory process</b>	<b>Detailed design of single option</b>	<b>Construction and handover</b>	<b>Closeout</b>
<b>Stage Aim</b>	Strategic vision - define overall vision and strategic aims. Understand the issues, develop scope of the project and identify intended outcomes.	Assess short-list of options (including assessment of each option to select preferred option to meet identified outcomes).  Risks and key evidence gathered inform selection of preferred option.	Preliminary design of single option prepared.  To include public engagement.	This is a parallel process and should be undertaken alongside the development of previous stages of the scheme.	Detailed design and appraisal work used to refine the design of the preferred option identify final price and set of deliverables.  Decision to proceed or not based on updated business case.	Construction is complete and end of works can be finalised.	Project in use and to be maintained.
<b>Basic Requirements</b>	Case for change  Shortlist of schemes identified that meet scheme objectives and will deliver intended outcomes  Options appraisals to identify short-list of projects  Key risks identified  High-level cost estimates  Stakeholder engagement plan  Monitoring and evaluation plan  Draft procurement strategy	Assessment of shortlisted options against scheme objectives  Preferred option meets minimum audit tool requirements  Evidence of public engagement in line with engagement plan to refine scope  EQIA completed  Updated procurement strategy  High-level risk register  Permissions/consent requirements identified  Additional surveys identified	Preferred option concept design meets minimum quality criteria  Public engagement to confirm concept design (including input from groups/representatives with protected characteristics);  Stage 2 RSA undertaken  Updated monitoring and evaluation plan  Updated business case (costs etc.)  Updated risk register	Confirmation of necessary permissions being secured	Detailed designs meet agreed quality criteria  Tender documents inc. BoQ prepared  Procurement strategy confirmed  Updated risk register  Updated business case acceptable & funding available  Monitoring and evaluation plan updated.	Ongoing dialogue and progress reports provided to capture any variance from intended outputs.	Outturn business case  Evidence of project outputs  Did project meet expected outcomes/outputs: Y/N  Lessons learned report

## ANNEX 5 – MONITORING AND EVALUATION PLAN

This template has been written to assist in the writing of monitoring and evaluation plans for submission to the Active Travel Fund. This template is intended as a guide and should be adapted to include any and all relevant information for each project submission.

- Italic text provides guidance on what information should be included in each section of the plan. In places, this guidance notes where information should be adapted so that it is proportional to the scheme being submitted.
- The examples below should be replaced for information relevant to the project.

Note that this monitoring plan assumes that any information about the monitoring budget (and breakdown of costs) is provided separately in a full project budget to be submitted to the Active Travel Fund.

### A 4.1 Logic Framework

*This section includes a logic framework to demonstrate alignment of the project deliverables and outcomes with the ATF objectives and any relevant Welsh Government policy objectives. This section is intended to show an internal logic of the project's activities i.e. relation between inputs/outputs and desired change as well as provide a useful tool for structuring the monitoring and evaluation approach.*

*Schemes that are less complex and/or of a lower scale and value may choose not to complete a full logic framework. Complex schemes with multiple elements, spanning several years of delivery and of a large scale/high value must complete a logic framework.*

*Please include any other scheme objectives or outcomes in the logic framework i.e. this should not be exclusive to the ATF objectives only.*

**Table A4.1: Logic framework**

Scheme/ATF Objective	Input	Output	Outcome	Impact	Method of Measurement	Frequency of data collection
e.g. Improve cycling safety	e.g. Infrastructure improvement resources	e.g. Physical route, signing	e.g. Increased usage, improved perceptions of safety	e.g. Reduction in incidence of accidents, congestion reduction	e.g. Route-user Intercept Surveys, automatic counts.	e.g. Annually, quarterly, monthly

### A4.2 Output Monitoring and Responsibilities

*An output is defined as anything that is delivered from a project activity. Examples include: Number of participants in project activities, number of activities delivered, number of champions recruited, etc.*

*Replace the table below with information on the outputs relevant to the project. This should include all relevant project outputs, and not just those relevant to the ATF objectives*

**Table A4.2: Output monitoring and responsibilities**

Output	Indicator	Evidence and data capture tool	Data captured
<i>List all project outputs Example text is below</i>	<i>Specify the indicators that are relevant to each project outcome  Example text is below</i>	<i>Indicate what evidence or data capture tool will be used to monitor progress against this project outcome Example text is below</i>	<i>Indicate when in the project's life span the data will be captured Example text is below</i>
Resurfacing / upgrading of the path towpath	[Number of] kilometres of path resurfaced/upgraded	Construction log	Post-construction
High quality infrastructure delivered that meets design standards	[Quantity of] infrastructure delivered  Evidence of design standards met	Construction log  Design process outputs	Post-construction

### A 4.3 Outcome Monitoring and Responsibilities

An outcome is defined as a short to medium term result that is generated through the delivery of outputs. This is the **change** that is brought about through the delivery of the project activities e.g. increased walking and cycling, improved wellbeing, etc.

Use the table below to illustrate the relevant project outcomes, and how they will be monitored and evaluated. This should include all relevant project outcomes, and not just those relevant to the ATF objectives.

**Table A1.3: Outcome monitoring and responsibilities**

Project/ATF Objective	Outcome	Indicator	Evidence and monitoring tool	Data captured
<i>List all ATF objectives Example text is below</i>	<i>List all relevant project outcomes, as linked to the relevant ATF objectives  Example text is below</i>	<i>Specify the indicators that are relevant to each project outcome  Example text is below</i>	<i>Indicate what evidence or data capture tool will be used to monitor progress against this project outcome  Example text is below</i>	<i>Indicate when in the project's life span the data will be captured Example text is below</i>
Increase levels of active travel	Increased levels of walking and cycling along towpath	Increased levels of walking and cycling along towpath	Manual count or user survey on towpath	Before and after construction (Pre and post)
Increase levels of active travel	Increase in number of trips made by walking and cycling on the target routes	Increase in walking and cycling usage of target routes for active travel purposes	Automatic cycle counter installed at key locations  Manual count  Route User Survey including postcode data to identify local residents and trip purpose	Before and after construction (pre and post)

## ANNEX 6 – STAKEHOLDER ENGAGEMENT PLAN

Stakeholder Engagement Plan				Evidence of engagement		
Stakeholder	Key Interest & Issues	Method of Engagement	Engagement Frequency	Planned Date of Event	Event Held (Y/N)	Impact of Engagement
e.g. Local Councillor	Impact on local residents	Email, telephone, briefings	Updates at key milestones			

# ANNEX 7 – APPLICATION REQUIREMENTS

