**ROAD SAFETY GRANT FY2023-24**

**ROAD SAFETY REVENUE APPLICATION FORM**

**Guidance Notes:**

*Local Authorities should complete one form per* **education/training intervention you require funding for.**

1. There is no limit of the number of applications an authority can make. Applications must be for one intervention. We will not accept applications for a package of training interventions.
2. Applications for the approved education and training interventions do not require an evidence base or key benefits to support applications but do require local monitoring procedures.
3. Applications for new interventions to be piloted in 2023-24 do not require an existing evaluation but must include specific proposals for monitoring and evaluation.
4. Applications for funding existing schemes outside of the approved areas must be supported by evaluations of scheme effectiveness.
5. The Welsh Government is keen to see an increase in the number of local authorities offering National Standards Cycle Training Level 3 for adults.
6. **For applications within the approved areas, the total grant applied for must not exceed the maximum cost per trainee multiplied by the number of people to receive the training/education. The maximum cost per trainee is intended to include all associated costs for delivering the intervention, including publicity. You are also reminded that you should claim the actual costs incurred up to the maximum cap.**

|  |  |
| --- | --- |
| PassPlus Cymru | £152 |
| Megadrive | £26 |
| Motorcyclist:  Assessment  Training  First responder | Assessment - £60  Training £135  First Responder £55 |
| Kerbcraft | £62 |
| National Cycle Training Levels 1 & 2 combined  National Cycle Training Level 3 (including adults)  National Cycle Training Level 1 (**only to be claimed when additional training is required to progress to Level 2 or in exceptional circumstances when only Level 1 has been completed).**  Instructor Training & Conversion Training to Bikability | £53  £60  £15  Costs incurred up to £800 |

|  |  |
| --- | --- |
| **Local Authority** |  |
| **Title** |  |
| **Funding requested for 2023-24** | *£’000s* |
| **Project Manager Contact Name**  **\****note this will be the name used on the grant offer letter and for future correspondence* |  |
| **Contact Telephone** |  |
| **Contact email** |  |
| **Bid authorised by (e.g. Head of Finance or Transport Services)**  **\**In authorising this application you are confirming that the information given is correct to the best of your knowledge.*** | Name:  Job Title:  Signature: |

1. **Scheme Description**

|  |
| --- |
| **Provide a brief description of the training or intervention, including purpose, target audience and how it meets the revenue grant objectives?** |
|  |

1. **Strategic Fit**

Does the project meet the Wales Transport Strategy priorities?

|  |  |
| --- | --- |
| **Current and Future Barriers and Opportunities**  What are the local and wider issues, both transport and non-transport that this scheme will address in the short and long term? Include baseline data where available. What will happen if no action is taken? |  |
| **Scheme objectives**  What are the objectives of the scheme? **(these should be Specific, Measureable, Achievable, Realistic and Time-limited)** |  |
| **Scheme outputs**  What are the specific outputs that the scheme will deliver? |  |
| **Fit with Policies and Plans**  Please indicate where this scheme fits with local policies and plans such as the Local Well-being Assessment, Local Transport Plan and any other related policies and plans. |  |
| **Community Engagement and Consultation**  Please summarise how you have engaged local communities and stakeholders |  |

1. **Well Being**

**Does the project maximise well-being benefits including targets on modal shift?**

**Impact Assessment**

Transport Road Safety initiatives schemes must seek to maximise their contribution to the WTS ambitions, which are linked to the well-being goals. Please provide a summary of the expected impacts of the scheme. This should be informed by the statutory and non-statutory impact assessments including who is affected, how, and key qualitative/ quantitative supporting evidence. The impact shown below should always be considered, but the list is not exhaustive and other impacts may be relevant. Impacts may be positive, negative or neutral, and should consider all users including those with protected characteristics.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **WTS Ambition** | **Impacts** | **Negative** | **Positive** | **Neutral** | **How does the scheme reduce negative impacts and maximise positive impacts?** |
| **Good for People & Communities**  Good for people and communities  A transport system that contributes to a more equal Wales, a healthier Wales and that everyone has the confidence to use | **Equality**   * Equality, diversity and human rights impact assessment * Affordability: is there any change to the cost of travel paid by users   **Health**   * Health impact assessment * Physical activity: the amount of walking, cycling and other physical exercise undertaken by people   **Confidence and Safety**   * Accidents: the number and severity of injuries * Security: how safe do people feel? * Journey quality: for example, the comfort of the vehicle and access to information |  |  |  |  |
| **Good for the Environment**  Good for the environment: A transport system that delivers a significant reduction in Greenhouse gas emissions, maintains biodiversity and ecosystem resilience and reduces waste | **Greenhouse Gas**   * Greenhouse gases: is there a change in the amount of greenhouse gases emitted   **Biodiversity and Ecosystem Resilience**   * Biodiversity: is there an impact on wildlife and the number of species * Water Environment: is there an impact on water courses   **Waste**   * Waste: is there an impact on waste? |  |  |  |  |
| **Good for the Economy & Places**  Good for the economy and places: a transport system that contributes to our wider economic ambitions, helps local communities, supports a more sustainable transport supply chain, uses the latest innovations and addresses transport affordability | **Cohesive Communities**   * Access to services: impact on journeys to key services such as health facilities, schools * Access to employment: how many jobs can people reach and what is the journey time * Severance: do any groups of people become separated from others or facilities * Rural impact assessment   **Innovation**   * Use of and support for innovation   **Distribution of Goods**   * Sustainable movement of goods   **Affordability**   * Transport costs: monetary costs paid by those travelling e.g. vehicle operating costs, tolls, and public transport fares. * Accidents: the cost of accidents. * Capital costs: to the public sector, to the private sector from the scheme itself and from the impacts * Revenue costs: to the public sector, to the private sector, and to end users from the scheme itself and from the impacts * Local economy: how does the scheme affect the sectors in the local economy? |  |  |  |  |
| **Good for Culture & the Welsh Language**  A transport system that supports the Welsh language, enables more people to use sustainable transport to get to arts, sport and cultural activities, and protects and enhances our historic environment | **Equality**   * Equality, diversity and human rights impact assessment * Affordability: is there any change to the cost of travel paid by users   **Health**   * Health impact assessment * Physical activity: the amount of walking, cycling and other physical exercise undertaken by people   **Confidence and Safety**   * Accidents: the number and severity of injuries * Security: how safe do people feel? * Journey quality: for example, the comfort of the vehicle and access to information |  |  |  |  |
| **Evidence base – Please explain why this intervention is required in your authority, with reference to casualty figures or other relevant data. This should include an explanation of the projected numbers of people to be trained.** | | | | | |
|  | | | | | |
| **Method - Please explain the method that will be used to deliver the intervention or training and your rationale for taking this approach.** | | | | | |
|  | | | | | |
| **Engagement – Please detail how you have engaged with relevant stakeholders, local community & target audience in the development of the scheme** | | | | | |
|  | | | | | |
| **Engagement – Please describe how you have worked with road safety and/or active travel partner organisations in the planning, development and delivery of this intervention.** | | | | | |
|  | | | | | |

1. **Management Case**

|  |
| --- |
| **Deliverability – Please describe the key staff, actions and activities, resources and processes that will be put in place to ensure the intervention can be delivered successfully. This should include measures you will take to promote the intervention to your target audience. You should also identify any current staff shortages that may impact on delivery** |
|  |

1. **Financial case**

|  |
| --- |
| **Number of people to receive the education/training intervention. Please provide a total figure and a quarterly breakdown** |
| **Road Safety Grant funded**   |  |  |  | | --- | --- | --- | |  | **No. to be trained** | **Projected grant claim** | | **Qtr 1** |  |  | | **Qtr 2** |  |  | | **Qtr 3** |  |  | | **Qtr 4** |  |  | | **Total** |  |  | |
| **Local authority funded**   |  |  |  | | --- | --- | --- | |  | **No. to be trained** | **Projected expenditure** | | **Qtr 1** |  |  | | **Qtr 2** |  |  | | **Qtr 3** |  |  | | **Qtr 4** |  |  | | **Total** |  |  | |
| **If your cost per person exceeds the ceiling cost please provide an explanation** |
|  |

|  |
| --- |
| **Please explain what steps have been taken to ensure that costs have been kept as low as possible and to quantify if the funding requested will represent value for money in terms of the contribution made to meet the revenue grant objectives** |
|  |

**7. Commercial Case**

|  |
| --- |
| **How will the scheme be procured? What are the key contractual arrangements, for example contract length, key milestones etc?** |
|  |

1. **Monitoring and Evaluation**

|  |
| --- |
| **Evaluation – Please provide a brief summary of the evaluation that has been undertaken on this intervention, referencing specific reports that have been produced and explaining how that evaluation has demonstrated the intervention contributes to the grant objectives and demonstrates value for money** |
|  |
| **Monitoring – Please advisewhat data will be collected/considered in evaluating the effectiveness of the scheme? What processes will be put in place to assess impact in terms of contributing towards the grant objectives and measuring success? Can you supply your post-delivery monitoring plan?**  **Please confirm that any data collected or stored will be in compliance with GDPR** |
|  |