

Active Travel Grant

Introduction

The Active Travel Grant scheme supports projects that encourage and enable more walking, wheeling and cycling across South Gloucestershire.

It provides funding for practical interventions that remove barriers to walking, wheeling and cycling, enabling businesses and community organisations to support lasting behaviour change and contribute to lowering transport-related carbon emissions.

This guidance sets out how the Active Travel Grant scheme will operate and how applications will be assessed. It does not guarantee funding, and all awards are subject to available budget and council approval.

Aims of the scheme

The scheme aims to:

- **Increase everyday active travel:** support more people to walk, wheel and cycle regularly for everyday journeys, improving health and wellbeing.
- **Promote lower carbon travel choices:** encourage a shift towards lower carbon travel options, helping to reduce transport-related emissions.
- **Remove barriers to active travel:** address and reduce practical barriers that prevent people from choosing active travel.
- **Improve inclusivity and access:** ensure that groups who currently face greater barriers or are underrepresented are better able to access and benefit from active travel opportunities.

Funding

The grants are funded through South Gloucestershire Council's [Climate and Nature Emergency Action Plan](#) budget and from the Consolidated Active Travel Fund, administered on behalf of Active Travel England by the West of England Mayoral Combined Authority (WECA).

There is no guarantee that the same (or any) budget provision will be available after this round of funding.

Grant allocations

The Active Travel Grant scheme will offer the following grants:

Grants for businesses

- Proposals costing up to £2,000 will be 100% funded.
- Proposals costing over £2,000 and up to £4,000 will receive a grant of £2,000. The applicant will fund the remaining cost.
- Proposals costing over £4,000 will be funded at 50% of the total proposal cost, up to a maximum grant of £10,000. The applicant will fund the remaining cost.

Examples below:

Proposal cost	Grant	Business contribution
£2,000	£2,000	£0
£2,500	£2,000	£500
£3,000	£2,000	£1,000
£4,000	£2,000	£2,000
£5,000	£2,500	£2,500
£10,000	£5,000	£5,000
£15,000	£7,500	£7,500
£20,000	£10,000 (maximum)	£10,000

Grants for charities, community interest companies (CICs), community and voluntary groups, schools, town and parish councils and other public sector organisations

- Proposals will be 100% funded up to a maximum grant of £10,000. Proposals costing more than this are welcome, but the applicant must fund the remaining costs.

The grant covers eligible costs on a net basis, except where VAT cannot be reclaimed. If your organisation is VAT-registered and can reclaim VAT, apply for the net amount only. If you cannot reclaim VAT, you can include it in your application as it represents a real cost to your organisation.

Each organisation may submit one application per funding round. Applications must cover a single, clearly defined proposal.

There is no fixed maximum number of awards. The total number of awards made will depend on the volume of eligible applications and the value of funding requested.

Organisations that have previously received funding through the Active Travel Grant scheme may apply again, provided they meet the eligibility criteria, submit a distinct proposal, and have fulfilled all monitoring and reporting obligations from any previous award. Applications from organisations with outstanding reporting or repayment obligations from a previous grant will not be considered.

Who can apply

The Active Travel Grant scheme is open to organisations based in, or delivering projects that primarily benefit, communities in South Gloucestershire. All funded equipment, facilities, or infrastructure must be physically located within South Gloucestershire.

Eligible organisations include businesses, charities and charitable incorporated organisations (CIOs), voluntary and community groups, community interest companies (CICs), public sector bodies (including schools, NHS organisations and other statutory bodies), and town and parish councils.

To be eligible, your business must have been actively trading for at least 12 months prior to the application date. This grant is intended to support established businesses and cannot be used to fund start-up costs. Evidence of trading may include filed accounts, VAT returns or business bank statements.

Community Interest Companies (CICs) are eligible to apply as community organisations. This means they are funded at the same rate as charities and community groups (see Grant allocations).

Schools must be Modeshift STARS accredited to apply. The grant is open to schools that have reached the highest level of accreditation available to them and received the maximum accreditation initiative funding they are eligible for and wish to deliver further projects.

It is also open to schools with a minimum accreditation level of Good, that have received accreditation initiative funding and wish to supplement it with Active Travel Grant funding to expand the scope or scale of their initiative.

If your school is not currently accredited with Modeshift and you would like to find out more, please contact the Sustainable Travel for Schools team at sustravel4schools@southglos.gov.uk

Who cannot apply

The following are not eligible to apply:

- Equipment bought for, or given to, individuals for their personal ownership. All funded items must remain owned by the organisation.
- Businesses that cannot demonstrate at least 12 months of trading.
- Organisations that are subject to insolvency proceedings, administration or have outstanding debts to South Gloucestershire Council.
- Political parties or organisations primarily engaged in political campaigning or lobbying.

How the grant can be used

The Active Travel Grant scheme supports projects that increase everyday walking, wheeling, or cycling, promote lower carbon travel choices, remove barriers to active travel, and improve inclusivity and access. Funding must directly contribute to enabling or supporting active travel. Eligible uses include (but are not limited to):

Bikes and cycling equipment

- Pedal bikes or electric bikes.
- Pool or loan bikes for staff, volunteers, or service users (all ages).
- Cargo bikes (electric or pedal) or bike trailers for deliveries or service activities.
- Adaptive or accessible cycles, including trikes, handcycles, or electric-assist options for individuals with limited mobility.

Cycle parking and storage

- Bike racks, cycle hangers, shelters or other secure storage, including for non-standard or adaptive cycles.
- Safe buggy or scooter parking areas.

Maintenance and repair facilities

- Bike repair stations/stands with integrated tools, fixed cycle pumps, or other repair equipment.

Workplace and service improvements

- Battery charging stations or cabinets for e-bikes or e-cargo bikes.
- Building adaptations that enable active travel use, such as widened doorways, accessible loading areas for cargo bikes, or other adjustments to support e-cargo bike deliveries.

Supporting facilities for active travel

- Showers, lockers, or changing facilities.
- Lighting or safety improvements linked to active travel routes or storage areas.
- Infrastructure or building adaptations that support and encourage active travel.

This list is not exhaustive. Please contact us at travel.planning@southglos.gov.uk if you're unsure whether your proposed item is eligible.

Second-hand or refurbished equipment may be funded provided it is fit for purpose and safe for use and comes with appropriate warranty or guarantee. It should represent good value for money compared to new alternatives and the supplier should be a reputable business (not private individual sales via eBay, Facebook Marketplace). Applicants proposing second-hand equipment should provide justification for this choice in their application.

Exclusions and restrictions

Ineligible costs

The following costs are not eligible for funding:

- Purchases or projects that have already taken place, or items bought before an application has been approved.
- Paid staff time (including project delivery or administration), ongoing staffing costs, or volunteer expenses.
- Ongoing running or maintenance costs.
- Costs that are already funded, or will be funded, through another grant or external source. Applicants may however combine funding from multiple sources, provided the same costs are not funded more than once.
- Items required solely to satisfy conditions attached to planning permission.

Legal compliance

Funding cannot be used for any activity that is unlawful, in breach of equality legislation or connected to any radical, extremist or proscribed organisation.

All funded items and activities must comply with UK law, both at the point of purchase and in their intended use. The council will not fund equipment that cannot currently be used legally on public roads, cycle lanes or shared paths. This includes privately owned e-scooters (use is only legal through government-approved rental schemes). It also includes electric bikes that do not

meet the Electrically Assisted Pedal Cycle (EAPC) regulations, for example any bike with a motor whose maximum continuous rated power exceeds 250W, that provides motor assistance above 15.5mph, or that can be powered by a throttle without pedalling above walking pace.

Cycle parking and storage funded through this scheme must be designed and installed in line with Department for Transport's [Local Transport Note 1/20: Cycle Infrastructure Design](#).

Organisations proposing to charge or store lithium-ion batteries (e.g. e-bike, e-cargo bike, or pool bike batteries) on their premises must ensure this is covered by a Fire Risk Assessment, in line with their existing duties under the Regulatory Reform (Fire Safety) Order 2005.

Permissions

Applicants are responsible for obtaining all necessary permissions before work begins, including planning consent, building regulations approval and landlord permission where relevant.

Evidence of permissions must be provided to the council on request. The council is not liable if a project cannot proceed because the necessary permissions have not been obtained.

All funded projects, equipment and facilities must comply with relevant health, safety and accessibility standards. Applicants are responsible for ensuring compliance and may be asked to provide evidence of this before or after an award is made.

Applying for a grant

Before you apply

Before completing your application, read this guidance in full to check that your organisation and proposed project are eligible.

Voluntary, community and social enterprise organisations, charities and town and parish councils must be registered on the South Gloucestershire Council community grants system before submitting an application. The system is currently being updated. If you are already registered email us with your organisation name and address (including the registered charity number, if applicable) and the name of the main contact.

We will review the information we hold and let you know if anything needs updating. This usually includes your:

- constitution or governing document
- most recent financial accounts
- safeguarding policy
- equalities and diversity policy

If you are not already registered, please contact travel.planning@southglos.gov.uk for further information.

Note: All funded projects must be completed and all grant money spent by 30 September 2027. Only apply if your organisation is confident it can procure, install or deploy the funded items within this timeframe.

Completing the application form

The application form will ask for the following information:

- Details of your organisation, including your legal structure and Companies House number or charity registration number where applicable.
- A description of the proposed project and the equipment or facilities you intend to fund.
- An explanation of how the project will encourage and support walking, wheeling or cycling.

- A brief explanation of why the proposed project represents value for money, including how costs have been established.
- A proposed delivery timeline demonstrating that the project can be completed by 30 September 2027.
- The total cost of the project and the amount of grant funding requested.
- At least one written quote from a reputable supplier (see below).
- Confirmation that all necessary permissions have been obtained or are in progress.

Quotes and value for money

Each application must include at least one quote from a reputable supplier. Applications submitted without a quote will not be assessed.

- For projects costing £2,000 or less, at least one written quote is required.
- For projects costing over £2,000, at least three written quotes are required.

Quotes must be addressed directly to the applicant organisation. Screenshots of online prices will not normally be accepted unless there is no alternative supplier. Where possible, applicants are encouraged to use suppliers based within the West of England.

Match funding

Where your organisation needs to contribute towards the cost of the project (see Grant allocations), your contribution can come from your own resources, other grants (provided the same costs are not funded twice), or third-party contributions.

Closing date

The application form can be found on the South Gloucestershire Council [Active Travel Grant page](#) or requested from the Travel Planning team at travel.planning@southglos.gov.uk.

Completed applications must be submitted by **midday on 4 December 2026**. If you are experiencing difficulties completing your application before the deadline, please contact us as early as possible.

Applications that are incomplete or missing required supporting documents will not be assessed.

Decision making

All applications will first be checked for eligibility. Applications that do not meet the eligibility criteria, are incomplete, or are submitted after the deadline will not be progressed to assessment.

Eligible applications will be assessed by a panel of South Gloucestershire Council officers against the following criteria:

- **Impact on active travel:** the extent to which the project will remove barriers and encourage more people to walk, wheel or cycle, and the number of people likely to benefit.
- **Carbon reduction:** the extent to which the project will replace vehicle journeys, for example commuting, business travel, deliveries or service trips.
- **Inclusivity and accessibility:** the extent to which the project will benefit underrepresented groups or people who currently face greater barriers to active travel.

- **Value for money:** whether the proposed costs are reasonable and well evidenced, and proportionate to the expected impact.
- **Deliverability:** whether the project can realistically be completed, and the final claim submitted, by 30 September 2027.

Each criterion will be scored and applications will be ranked by their total score. Where the budget is oversubscribed, funding will be awarded to the highest-scoring applications first until the available budget is exhausted.

Any panel member with a personal or professional interest in an application will declare that interest and will not participate in the assessment of that application.

The panel's decision is final. There is no appeals process, and the council cannot enter into correspondence about individual decisions.

We aim to notify applicants of the outcome by 18 December 2026. If your application is successful, you will be required to sign a grant agreement before any funding is released. The grant agreement sets out the conditions attached to your award, including your monitoring and reporting obligations. Grant agreements and first payments will follow in January 2027.

Payment

Payment will normally be made in two stages: 75% of the grant on signature of the grant agreement (along with the required quote(s) or order confirming the approved cost), and the remaining balance on completion, on receipt of final invoice(s), photographic evidence, and proof of payment. Applicants who prefer to claim the full amount in arrears may do so.

If you are a school, community or voluntary organisation, or charity and do not have the funds please contact us to discuss alternative payment arrangements.

All funded items must be purchased and installed, and your final claim submitted, by 30 September 2027.

The grant is based on the approved quote(s) and confirmed against your final invoice(s). If your final costs are lower than the approved amount, the grant may be reduced and you may need to repay part of any payment already made, as set out in the grant agreement

Monitoring and audit requirements

Monitoring is essential for the council to measure the impact of the funding and meet its obligations to funders. All successful applicants must engage with the monitoring and audit process. Requirements depend on the type of item funded.

For all grant recipients:

- All receipts and invoices must be kept and made available to the council on request.
- You must provide any information the council reasonably requests to demonstrate the grant has been used as agreed.
- The council may visit your site to inspect funded items and request additional evidence.
- Failure to meet monitoring requirements may result in ineligibility for future funding and repayment of the grant in full or in part.

If you receive funding for bikes (pedal, electric, cargo or pool bikes):

- A cyclometer must be fitted to each bike to record mileage.
- Mileage data must be submitted to the council by email at the start of each month, for a minimum of 12 months from the date the bike is first used.
- This data is used to calculate carbon savings from reduced vehicle journeys.

If you receive funding for infrastructure or facilities (e.g. cycle parking, changing facilities, repair stations):

- You must provide a brief update at six and twelve months after installation, describing how the facility is being used and any observed changes in travel behaviour.
- Where possible, provide usage data (e.g. number of bike parking spaces used).

The council will provide a monitoring form along with the grant agreement to help you meet these requirements.

Organisations with more than 30 staff must participate in the West of England Travel to Work Survey for three years following the grant award.

Businesses with more than 30 staff will be registered with Modeshift STARS Business. This is a national accreditation scheme with free tools and resources to help organisations manage staff and visitor travel. Registration is arranged on your behalf and comes at no extra administrative cost to you. Over time, it can help identify practical savings, for example, in parking provision, business mileage, or fleet costs and puts you in a stronger position for any future planning requirements, funding opportunities, or procurement processes that ask about your sustainability credentials.

Equipment lifespan requirement

All funded equipment must remain in use for its stated purpose for a minimum of 24 months from the date of purchase. If funded equipment is sold, scrapped or disposed of, relocated outside South Gloucestershire or no longer used for active travel purposes within 24 months, the council may require full or partial repayment of the grant.

Applicants must notify the council immediately if circumstances change that affect the continued use of funded equipment.

Subsidy Control Act 2022

South Gloucestershire Council is required to comply with the Subsidy Control Act 2022 when awarding grant funding. Applicants may be required to provide information about previous public financial assistance received by the organisation and any related organisations. Where funding constitutes a subsidy, the council may require additional declarations or information before a grant can be awarded. Successful applicants must retain records and provide information reasonably requested by the council to demonstrate ongoing compliance with subsidy control requirements.

Publicity

Grants are funded either through the Consolidated Active Travel Fund, made available by Active Travel England via the West of England Mayoral Combined Authority (WECA), or through South Gloucestershire Council's Climate and Nature Emergency budget. Your grant agreement will confirm which applies to your award.

If you produce any publicity about your project, such as a press release, website update or social media post, you must acknowledge the funding as follows:

- **Consolidated Active Travel Fund:** state that the project is "Funded by the West of England Mayoral Combined Authority" and include the "Funded by UK Government" logo.

- **South Gloucestershire Council Climate and Nature Emergency budget:**
acknowledge South Gloucestershire Council's support and include the council's logo.

Full publicity and branding requirements will be set out in your grant agreement.

We and WECA may use details of your project, such as its name, location, funded items and outcomes, and the photographs you provide with your claim, to promote the scheme and report on it. We will always ask before using quotes from you or photographs that show people

Case studies

Showcasing the impact of funded projects helps us demonstrate the value of the scheme and encourage others to apply. We may contact you after your project is complete to ask whether you would be willing to take part in a case study. Participation is entirely optional.

If you are happy to be involved, a case study may include:

- A short interview or written questions about your project
- Photographs of funded equipment or facilities in use
- Impact data such as mileage recorded or estimated carbon savings

We will share draft case study content with you for approval before it is published.

Data sharing and public record keeping

Any personal information you provide will be processed in accordance with the Data Protection Act 2018 and UK GDPR, and stored securely by the council. It will be used to process your application, administer your grant, and help us monitor and evaluate the scheme.

Anonymised data may be shared with the West of England Mayoral Combined Authority (WECA), Active Travel England or academic partners to help evaluate how well the scheme is working. WECA may also publish or acknowledge details of projects funded through the Consolidated Active Travel Fund.

As a condition of this funding, we may also need to share data with other enforcement agencies for the prevention and detection of crime.

Information on all allocated grants is published on the council's open data page, to meet the council's legal obligations under the Local Government Transparency Code.

Full details of how we use your data, including your rights, are set out in the grant agreement and our [privacy notice](#).

Contact information

Travel Planning team
travel.planning@southglos.gov.uk