

Active Travel Infrastructure Fund – General Q&A

How many projects can I submit applications for?

There is no limit to the number of projects a partner can submit. Each project will be assessed individually by an independent technical advisor and funding awarded to those projects meeting the criteria and scoring highest. However, Transport Scotland will always seek to realise best value for money and will expect to deliver a geographical distribution of projects. For construction, there may therefore be a maximum project value of between £5m and £10m per partner. This will be established following the number of assessed construction-ready applications submitted by all partners.

If it is expected that the full project cannot be delivered within the financial year (2025-26), partners should provide detailed and estimated costs for those elements of the project which can be delivered in subsequent financial year(s). If successful this will be prioritised for funding in future years, subject to future years' budget availability and Transport Scotland's internal governance/approval processes.

Is it necessary to submit a separate application for each project?

Yes, the application form is designed to be completed separately for each project and for RIBA stages 0-2 and 3-4. Area-wide schemes that have a number of components (e.g. modal filters, speed reduction measures, cycle parking, pavement widening, shared use paths) can be submitted as one application, as could a collection of minor works across a larger area (e.g. installation of cycle hangers). If you are unsure, please contact ATTFund@transport.gov.scot for advice prior to submission.

When will successful projects be confirmed for funding?

We appreciate the need for prompt approval. Transport Scotland will formally notify all applicants of the outcome of their applications as soon as is practicable. The timetable is difficult to define at this stage since the Scottish Government Draft Budget remains subject to approval by the Scottish Parliament (intended for late-February 2025), and with internal budget approval processes to follow. However, we are aware of the importance of early notification in order to develop work plans for the year.

How many projects will be funded by ATIF / what is the budget for ATIF 2025-26?

The final allocation for the ATIF 2025-26 is still to be confirmed, and it is not possible to set a maximum threshold for successful projects. The budget for ATIF construction-ready projects is anticipated to be around £20 million or more, however this will be subject to Scottish Government budget setting process and Transport Scotland's internal governance/approval processes.

Can I attach / send further information about my project or other supporting documents with my application?

To ensure fairness and a streamlined application process for delivery partners and Transport Scotland alike, we have designed our application form to include all the information that our independent technical advisors will need to assess the projects. In the event that they wish to seek any clarifications, they will contact you.

Is this funding open only once in a year? What happens if I miss the 14 February deadline for applications?

The ATIF receives an annual budget from the Scottish Government and so applications are invited within a window in advance of the financial year. As some projects that are awarded funding may experience delays, there is scope for projects further down the prioritisation list to be awarded funding later in the financial year.

If all the assessed projects deemed successful are awarded funding and there is still a budget available, further applications may be invited at a later date.

Will you consider funding projects which does not fall into any of the categories listed on the application portal?

Yes, as stated, the list of scheme types is intended to be illustrative rather than exhaustive. If you are unsure, you can contact ATTFund@transport.gov.scot for advice prior to submitting.

For awareness, please note that the ATIF cannot be used to fund bike hire/bike share schemes, bus shelters, bus stops etc.

What happens to projects that span across multiple years? Will multi-year projects be supported?

The Scottish Government's budget is determined on an annual basis and, as such, the ATIF 2025-26 can only provide funding for that specific financial year. However, projects which span multiple years may be prioritised in future years, subject to budget availability, suitable progress being made and internal Transport Scotland assurance/approval processes.

How will the new projects submitted this year be prioritised, alongside those submitted through ATIF 2024-25?

Projects submitted this year will be assessed, and those that score highly will be considered alongside the previous priority list for funding. This approach ensures that projects already assessed and deemed deliverable receive funding at the start of the year, subject to financial approvals and internal governance.

Will you provide funding for monitoring and evaluation?

Yes, funding for monitoring and evaluation can be provided as part of the grant award. This will be discussed with partners following the grant award.

Will you provide funding for maintenance?

No. The ATIF cannot be used to fund the maintenance of infrastructure.

Should ATIF projects include associated behaviour change initiatives as part of the new infrastructure project?

Yes. ATIF projects should include demand stimulation initiatives that will maximise impact of the new infrastructure.

Partners should capitalise costs when using the ATIF to deliver associated behaviour change interventions. Please note that ATIF is a Capital fund.

How will these behaviour change initiatives be funded?

Transport Scotland will provide funding to successful projects as part of the ATIF, however it is for delivery partners to submit proposals that include demand stimulation initiatives. We recommend that you discuss any behaviour change initiatives with your Regional Transport Partnership for their awareness and to ensure that there is synergy in behaviour change activity across your region.

What are the match funding requirements?

For construction, all projects will require some element of match (30%). The ATIF Team will engage during the assessment process to determine the requirements. Match Funding will be expected for non-core Active Travel aspects to projects to ensure maximum value for money from the ATIF. For example, for projects where placemaking is a major component, applicants would be expected to provide match funding to account for this. Similarly, use of expensive materials (such as in World Heritage Sites or similar) will be expected to be covered by match funding.

For design, match funding will not be required.

What consideration has been given to rural projects?

We understand that rural areas may have distinct requirements and we welcome applications for projects across Scotland.

Some concerns were raised previously by Delivery Partners that they had received pushback from funders on Shared Use; we would like to reassure delivery partners that, as per Cycling By Design, shared use provision can be justified in numerous contexts outwith built-up areas.

There are opportunities within our application form(s) to provide additional context on the design approach where Cycling By Design standards may not be able to be met without the need for departures. This will be helpful when assessing applications.

How does the 2023-24 Self-Assessment exercise impact on applications for funding in 2025-26?

Those partners who have not submitted their Self-assessment in 2023-24 would need to complete a self-assessment prior to receiving any funding in 2025-26. If an application is submitted, Transport Scotland will be in touch with those partners in due course.

Similar to the last financial year, it is *expected* that the ATIF will primarily fund Delivery Partners rated Level 2 or higher, particularly for construction. However, high quality projects from Level 1 Delivery Partners are of course welcomed.

Will our capability score be assessed again before the application process / when will our capability score be re-assessed?

A new round of self-assessment will take place in 2025-26.

What are the reporting arrangements for the ATIF?

The reporting requirements for the ATIF 2025-26 will be similar to those underway through the ATIF in 2024-25 for construction projects, adapted as needed to suit design projects.

This will be commensurate to the level of funding awarded and include a monthly progress report, financial information, programme, a risk register etc, again applied to reflect the level of funding awarded as appropriate. Meetings will be arranged with delivery partners on a monthly basis unless agreed otherwise. All reporting will be direct to Transport Scotland or our representatives.

Will I have access to Sustrans support for my ATIF projects?

No, not through ATIF. However, any support that you may require, including staffing and any specialist resources, that are directly attributable to projects can be funded through ATIF. Please ensure that these costs are included within your applications.

If my project has finished its project stage in Places for Everyone (PfE) can I continue within PfE or do I need to apply to ATIF Tier 2 (for Design or Construction)?

If your project has been funded by PfE to date and it has reached the end of the project stage for which you have been awarded PfE funding, then you will need to apply to ATIF for your next stage. If you are in any doubt speak to your Sustrans Grant Manager in the first instance.

What deliverables are required for ATIF Tier 2? Are they the same as those for Places for Everyone?

In terms of deliverables – what activities a project should complete at each stage before moving on to the next – RIBA represents best practice. Transport Scotland will not be prescriptive regarding requirements, however key factors that require to be at the heart of all projects are high-quality inclusive designs that are informed and developed through inclusive consultation, and delivering outcomes aligned to the Active Travel Framework that are best value for communities and the public purse. It will be expected that evidence relating to these factors is provided for funding to be offered.

The following is a guideline as to what is generally likely to be required.

Stage 0 – Project Outline and Purpose

This is a justification for a proposed project based on its expected benefits.

Key elements:

- Aims and objectives
- Programme and budget
- Risk register
- Links to wider strategies
- Evidence of support from public and authorities
- Identification of landownership
- Any other information that can demonstrate why a project is needed and should go ahead.

Stage 0 – Business Case (where applicable) - See 'ATIF Tier 2 Design Background and Guidance' for further information

Stage 0 – Stakeholder Engagement Plan - Updated at every later stage

Stage 1 - Feasibility Study – Elements of this are to be updated at every later stage

A feasibility study is an analysis that considers a variety of factors including economic, geographical, technical, and legal amongst other issues/opportunities. This helps to create a case, determine the likelihood of completing the project and what measures will be required to complete it successfully. This could be submitted as a report. Key elements include: Location Plan

- Project and Design Risk Register
- Statutory Impact assessments including Equality Impact Assessment (EqIA), Environmental Impact Assessment and others as required
- Options Appraisal
- Any other appraisals required e.g. preliminary ecological appraisal where applicable
- Budget and programme forecasts by year

Stage 0 - Statutory Permissions Plan – Updated at every later stage - Identification of all statutory permissions that are likely to be required for the project. Report outlining which permissions might be required (including but not limited to Planning Permission, Traffic Regulation Order, Redetermination Order, Roads Construction Consent or Land Ownership Permissions), timeframes for obtaining these and any costs associated with it (included in main budget). Any risks associated with these permissions should be added to the project risk register.

Stage 0 – Data Sharing Agreement – Updated at every later stage

Stage 1 - Monitoring and Evaluation Plan – Updated at every later stage - Costed plan including SMART objectives and how these will contribute to Active Travel Framework outcomes and associated KPIs, logic framework, tools to gather evidence and data at baseline, on opening and 2-5 years post construction (to be confirmed with Transport Scotland through scoping discussions and will depend on the project), ownership of tasks and commitment to a report on the status of monitoring at various stages and dissemination plan. Further guidance on M&E for ATIF will follow.

Stage 1 - Road Safety Audit – Updated at every later stage – *Audit relevant to the design stage and report on how findings have or will be addressed.*

End of Stage 2 – Concept Design Package

Package that includes concept design, that depicts and explains the design ideas being taken forward. The package should incorporate (as a minimum) the below items. This could take the form of a report summarising the development of the project.

Key elements:

- Map of location(s)
- More detailed options appraisal
- Clear general arrangement plans with a key showing all proposals and, where appropriate, overlaid on existing project area
- Cross sections
- Technical surveys
- Road Safety Audit – any issues raised and how these will be addressed
- Constraints Plan
- Maintenance Plan (commitment)
- Traffic Regulation Order details where required
- Lighting and/or signalling proposals where relevant

End of Stage 2 - Behaviour Change Plan prepared in conjunction with RTPs as appropriate - Updated at every later stage

End of Stage 4 – Design Development Documents

- At the end of Stage 4 we would expect the list of documents required to be submitted for ATIF Tier 2 Construction applications to be prepared, see below.

For Stage 5 – Requirements for submitting for ATIF Tier 2 Construction

Please note that the following will be required for construction funding applications to evidence a 'construction ready' state.

All projects submitted to the Active Travel Infrastructure Fund for construction funding will require to be supported by the following documents:

- Detailed Design and Technical Drawings, including designer's Risk Register and mitigation strategies;
- Completed Design Review (using template in Appendix A of Cycling by Design);
- Tender Documents, including site clearance documents, specifications and technical details;
- Bill of Quantities, accurately reflecting the scope of works;
- Cost Estimates finalised;
- Drainage Design;
- Utilities Surveys;
- Permissions/Obligations Report showing evidence of permissions and obligations obtained and required around land ownership issues, Traffic Regulation Orders (TROs), Redetermination Orders (ROs), etc;
- Planning approvals;
- Equalities Impact Assessment (EqIA);
- Environmental Impact Assessment (EIA);
- Any other statutory assessments as required;
- Road Safety Audit – Stage 2, with recommendations addressed and incorporated into the design;
- Street Trial Monitoring Reports;
- Monitoring and evaluation plan;
- Project Programme, detailing construction phases, dependencies and timelines;
- Behaviour Change Strategy Note showing evidence that behaviour change measures are being planned in tandem with the scheme, which are proportionate to the scale and nature of the scheme; and
- Communication Strategy, including press releases and social media content.

Part of the transition from Places for Everyone to Transport Scotland directly funding public bodies is to empower Local Authorities, Regional Transport Partnerships and National Park Authorities to deliver projects effectively, in a way which takes account of local circumstances and the project's delivery context. Therefore this is not prescriptive, nor exhaustive, Project Managers and promoters may be required or wish to do more or less of these activities depending on the scale of the projects and best practice. All costs associated with these, and other necessary tasks, will be eligible for ATIF funding at design stages and should be appropriately costed within applications.

Transport Scotland's role will not be the same as that Sustrans undertook for Places for Everyone, therefore should you require support to deliver your projects e.g. from external advisors/consultants, please factor this into your application process.

Tier 2 Design specific Q&A

What if I was successful in applying for Places for Everyone Design funding in 2024-25, subject to budget being available?

Sustrans will write out to those that applied for Places for Everyone Design funding in 2024 and provide feedback during week commencing 13 January 2025. Transport Scotland will then follow up with those that do not need to reapply by 5pm on Friday 17 January. If you have not heard from Transport Scotland by that date then you will need to reapply for funding, taking into consideration any comments from Sustrans as appropriate. Please note that if you are not a Local Authority, Regional Transport Partnership or a National Park Authority then one of these organisations will need to submit an application for funding on your behalf regardless of whether your project may have been successful in gaining Places for Everyone funding or otherwise.

Tier 2 Construction specific Q&A

Are there any key changes in what Transport Scotland require in the application compared to last year?

In addition to last year's requirements we are seeking Bill Of Quantities (or equivalent), Project Programme (specific to the submission), Equalities Impact Assessment checklist, and Design Review (using template in Appendix A in Cycling by Design)

Is there a maximum amount of funding for construction-ready projects to which we can apply for?

There is no maximum amount per partner, however Transport Scotland will always seek to realise best value for money and will expect to deliver a geographical distribution of projects. There may therefore be a maximum project value of between £5m and £10m. This will be established following the number of assessed construction-ready applications submitted by all partners.

I have projects which are not currently construction-ready but will be at some point later in 2025-26. What should I do?

Only projects that can be credibly completed within 2025-26 are eligible for funding from the ATIF. This provides the best possible chance for funding to be spent in full within the reporting year.

However, if all the assessed projects deemed successful are awarded funding and there is still budget available, further applications will be invited at a later date. These applications could be submitted during that stage.

I submitted my project last year (ATIF 2024-25), but I haven't received a decision on it. Do I need to submit the project again this financial year?

For projects on the priority list, Transport Scotland will have already been in contact. If not, you will receive an email by Friday 17 January. Transport Scotland will also notify applicants by Friday 17 January if their 2024-25 application will not be considered for funding. However, if you have not received feedback from Transport Scotland regarding your 2024-25 application, please re-submit your application. Please contact ATTFund@transport.gov.scot if you like feedback on your application.

I withdrew my project last year (ATIF 2024-25) following the assessment due to deliverability issues. Do I need to submit the project again this financial year?

Yes, you will need to resubmit your application.

Can I submit construction-ready projects whose designs were funded by Places for Everyone to the ATIF?

Projects that have finished design (Stage 4) but not yet begun construction (Stage 5) can be submitted to the ATIF for construction funding.

Can I apply to move existing construction projects from Places for Everyone to the ATIF?

No. Any projects that have already been awarded construction funding through Places for Everyone will continue to be funded through Places for Everyone in 2025-26 unless otherwise agreed with Transport Scotland as part of the Sustrans Places for Everyone programme wind down.

Construction-ready project assessment

How will construction-ready projects be assessed?

A multicriteria assessment will be undertaken and will be based on deliverability and impact, considering the following:

- Mode Shift;
- Safety and Security;
- Value for Money;

- High Quality (accessible, attractive and easy to use);
- Integration;
- Deprivation;
- Community Severance;
- Access to Employment
- Access to Schools; and
- Access to other destinations.

How has the assessment methodology evolved from last year?

Like last year, submissions will be assessed by an independent technical advisor. One of the lessons learned from 2024-25 was that the level of detail provided at the application submission time was insufficient in some cases and led to additional clarifications being sought.