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| ***Department for Transport***  ***Active Travel England*** |
| *Active Travel Innovation Fund* |

**Application Form – Word Template**

**Please note, this template has been provided solely to assist applicants with collating their responses prior to** **submitting an application via Find and Apply for a Grant.**

**Applications using the word document will not be accepted and only submissions made via the Find and Apply a Grant platform will be considered by the GGMS team.**

# Due Diligence Checks

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| All applicants are asked for certain information.    This information will allow you to carry out compliance and due-diligence checks, and prevent fraud.    These are the questions required to complete a due-diligence check. You will have the chance to add additional questions to the application form later.    The information we ask for includes:    - organisation legal name  - organisation type (e.g. limited company)  - registered address  - Charity Commission number (if applicable)  - Companies House number (if applicable)  - amount of funding required  - where the funding will be spent |
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# Applicant Details

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| **Application Lead Contact Name**  This should be the nominated contact who the Department can liaise with in terms of this application submitted. |
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| **Lead Contact contact number**  Please provide the contact telephone number of the Lead Contact for this application. |
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| **Lead Contact contact email**  Please provide the contact email address of the Lead Contact for this application. |
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# Organisation Details

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| **Lead Organisation Name**  This should be the name you are publicly known by. |
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| **Legal Organisation Name**  If different from public facing organisation name, please input the legal name of the organisation. |
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| **Lead Organisation: Organisational Type**  Please specify your organisation type using the drop-down options below. |
| * Sole Trader * Partnership * Limited Company * Limited Liability Partnership * Community Interest Company * Charity |

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| **Number of staff within your organisation.**  Please provide details of the number of staff within your organisation. Please include salaried and unsalaried staff. If you have none, please enter ‘0’. |
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| **What are your main sources of income?**  Please note, responses will be capped at 300 words. |
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| **Organisation website**  Please provide your organisation's website. |
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| **Social media sites / URLs**  Please provide the URLs / handles for all social media accounts for your organisation (e.g. LinkedIn, 'X', Instagram etc). |
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| **Please provide your organisation’s mission statement?**  Please provide details of what you are set up to achieve - including your main aims and objectives. Responses will be capped at 300 words. |
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| **Please provide examples of relevant and/or similar projects you have delivered to date** **(specifically how any projects encouraged and/or enabled increased levels of walking, wheeling, or cycling).**  Responses will be capped at 500 words. |
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| **Please provide details of any partner organisations you plan to deliver your intervention with?**  Please declare if you are partnering or working in consortia with any other organisations and if so include names, organisational type/structure, and any agreements you have in place to deliver e.g. verbal agreement, MOU, contract, relationship based partnership including if long standing or for the purposes of this application / any other agreements to this end as relevant. Responses will be capped at 500 words. |
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| **Partner organisation due diligence**  Please confirm that as the lead organisation for this application you have conducted due diligence on all partner organisations / consortia who will support you in delivering the grant to your organisation's satisfaction and that all partner organisations are based within the UK. If you do not require any partner organisations in order to deliver on your proposal, please input "Not Applicable". |
| * We confirm as the lead organisation that we have conducted due diligence on our planned partner organisations / consortia partners * We have not conducted due diligence on our planned partner organisations / consortia partners * Not Applicable - we are not applying in partnership or as part of a consortia |

# Intervention Details

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| **Intervention summary – please outline what you are you proposing to do**  Please include details of what you are proposing to do as part of your intervention including how you intend to develop the proposed intervention / product / solution / campaign. Responses will be capped at 500 words. |
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| **Who is the intervention targeting – who will benefit?**  Please provide details of who is the intervention targeting – who will benefit from the intervention and which modes will its impact be felt in (walking, wheeling and/or cycling)? Please ensure your intervention target summary also references any under represented groups who will be impacted. Under represented groups could include (but are not be limited to) women and girls, ethnic minority groups, children and young adults, those less physically active, disabled people older adults, low-income households, LGBTQ+ individuals, people with learning disabilities, refugees and asylum seekers, homeless individuals, carers and parents with young children, people living in rural or deprived urban areas. Please also cite any case studies / previous project findings / papers / theory / logic illustrating this within your answer as appropriate. Responses will be capped at 500 words. |
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| **Where could/will the intervention take place?**  In addition to possible / proposed locations for intervention deployment, please include details of which potential collaborative partnerships / local stakeholders (especially new ones) you propose working with - and the level of engagement / agreement - including any new platforms, partnerships or similar. ATE reserve the right to request any supporting information. Responses will be capped at 300 words. |
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| **Intervention suitability – please outline why this intervention is needed**  Please outline why this intervention is needed, what Need, Gap, or Opportunity in the active travel market it addresses (NGOO). Please also cite any case studies / previous project findings / papers / theoretical logic illustrating this within your answer as appropriate. Responses will be capped at 500 words. |
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| **What makes the proposed intervention an innovative solution/service in addressing this need?**  Please outline how it meets the fund definition of innovation in your answer (Note - Innovative interventions are defined in this context as 'new or significantly improved ideas, processes, products, or services that deliver value to ATE's mission.'). You must state how it meets the Need, Gap, or Opportunity (NGOO) that you have identified. Responses will be capped at 500 words. |
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| **How will the intervention encourage and/or enable increased levels of walking, wheeling, and cycling?**  Please give details/include evidence where available of any estimated behaviour change impact if funded and deployed as proposed. Ideally your anticipated orders of magnitude for the impacts above should be included within this answer (i.e. number of people engaged / number of additional journeys by walking, wheeling or cycling), or similar as appropriate. Responses will be capped at 500 words. |
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| **How will the proposed intervention impact perceptions of safety around walking, wheeling, and cycling?**  Please provide details / evidence and also cite any case studies / previous project findings / papers / theoretical logic illustrated within your answer as appropriate. Responses will be capped at 500 words. |
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| **How could the intervention be scaled after successful delivery of the grant proposal?**  Please provide details on how you propose to scale this intervention to reach new users, localities, or markets, and your proposed platforms / strategy to do so. Please cite any evidence / case studies / previous project findings / papers / theoretical logic illustrated within your answer, as appropriate. Responses will be capped at 500 words. |
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| **Please provide details of the experience/capabilities of the team who will be delivering the intervention?**  Please also include experience and capabilities brought by any external partners referenced in the previous section of your application and describe how the overall team's experience and/or capabilities will enable the intervention's successful delivery. Please include any track record of delivering similar projects. Responses will be capped at 500 words. |
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| **Please provide details of the delivery plan including timeline, key milestones, and outputs. If available, please also include details of your anticipated critical path/any key dependencies.**  Whilst not expecting fully fledged/mature project plans at this stage of application, this should be detailed enough to provide confidence in your ability to deliver within grant timescales. Please ensure that you include your proposed monitoring and evaluation activities and how you plan to deliver ATE outputs in your timeline plans. ATE mandatory outputs include: a case study trialling applicant's proposed intervention as part of this grant funded project; a final intervention report; a theory of change (logic model); your intervention-level plan. Responses will be capped at 500 words. |
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| **Please provide a summary breakdown of the anticipated costs/spend in your proposal for how the funding will be assigned (please ensure that you include provision for monitoring and evaluation).**  Whilst not expecting fully fledged / mature cost plans at this stage of application, the budget submission should be detailed enough to provide confidence in your ability to deliver within grant costs. ATE recognises that costs may need to be revised upon a successful application, to optimise intervention deliverability (in agreement with ATE and within the agreed funding amount, if successful). Please provide details of your cost plan, including any text comments, within the EXCEL template which can be found in the 'Supporting Information' section of the grant advertisement. Please note, only the template provided on the grant advertisement should be submitted. Each applicant can apply for up to a maximum of £100,000. |
| Please download and populate the Budget Template within the Supporting Information section of the grant advertisement. |

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| **Are you intending to secure / have you secured any match funding?**  Match funding is additional funding secured from sources other than ATE. It is typically up to the value of the main grant. |
| * Yes - we are intending to secure match funding * Yes - we have secured match funding * No - we do not intend / need to secure any match funding for our proposal |

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| **If you have secured or you intend to secure match funding, please provide the following information:**  **(1) What is the value of the match funding?**  **(2) Who is providing the match funding?**  **(3) How will the funding add value to the proposal?**  **(4) Please confirm that any match funding is not being used for the purposes of duplicating this work elsewhere - i.e. two separate projects delivering the same/similar work, but is supporting the main ATE grant**  Please note, if you are intending to apply for, or will be in receipt of, match funding - you must be prepared to provide a letter of intent/confirmation from the individual/organisation providing match funding confirming that any funding provided will be made available for the duration of the proposed intervention delivery period. Additionally, ATE reserves the right to undertake any necessary due diligence on nominated match funding individuals/organisations. Responses will be capped at 100 words. If you are not receiving any matched funding, please state 'N/A'. |
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| **How would you prefer to receive the funding?**  Please note ATE will use this information to inform its overall payment approach, but will not be designing individual bespoke payment methods/timings around/on individual responses. |
| * Single payment upon confirmation of the grant award * Staged payments on a quarterly basis * Staged payments on a monthly basis |

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| **Please outline briefly why this option is preferable**  Please note responses will be capped at 100 words. |
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# Declaration

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| Do you confirm that the information you have provided is, to the best of your knowledge, accurate and complete? |
| * Yes * No |