**Road Safety and**

**Safe Routes in Communities Grants**

 **Guidance to Applicants 2018-19**

**Introduction**

1. The purpose of the Guidance is to confirm the priorities that Welsh Government will support through the Road Safety and Safe Routes in Communities Grants to local authorities in 2018-19.
2. It also sets out the process by which local authorities should submit applications in line with these priorities and how they will be assessed.
3. In submitting your application for funding you should demonstrate that you have followed the Welsh Government Transport Appraisal Guidance (WelTAG) The application forms have been amended to reflect the WelTAG model.

<https://beta.gov.wales/welsh-transport-appraisal-guidance-weltag>

1. Please note that guidance on the Local Transport Fund and the Local Transport Network Fund will be provided separately.

**Outcomes**

1. 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.

The 2015 Act, places a duty on public bodies to seek to achieve the well-being goals and objectives in everything they do.

<http://gov.wales/docs/dsjlg/publications/150623-guide-to-the-fg-act-en.pdf>

Please set out how this intervention will contribute to the wellbeing ways of working.

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| **The Five Ways of Working** |
| **Long Term** – please describe how you have considered long term needs. What are the impacts of your proposal on future generations? |
| **Prevention** – please describe how you considered options to prevent the problem from getting worse or occurring in the first place. |
| **Integration** – please describe how you have considered the well-being objectives of other public bodies.  |
| **Collaboration** – please describe who you collaborated with and how, in the development and appraisal your proposal. |
| **Involvement** – please describe who you have involved and how, in the development and appraisal of your proposal |

**Eligibility for Capital Funding**

**Road Safety**

1. All schemes receiving funding must contribute to the achievement of the targets contained in the Road Safety Framework for Wales by 2020 against the 2004-8 baseline as follows:
* A 40% reduction in the number of people killed or seriously injured;
* A 25% reduction in the number of motorcyclists killed and seriously injured;
* A 40% reduction in the number of young people (aged 16-24) killed and seriously injured.
1. Priority for capital funding will be given to applications targeted at sites, routes or areas where there is evidence of road traffic collisions resulting in KSI casualties. Route based guidance has been provided to local authorities for use during this process.

Applications for sites, routes or areas where significant numbers of slight injury collisions or damage only incidents have occurred will also be considered. .

1. Local Authorities should consult relevant stakeholders and ensure that schemes improve the safety of vulnerable road user groups. In developing schemes consideration should be given to the design guidance for active travel and to the design guidance for motorcyclists produced by the Institute of Highway Engineers and Transport for London.

<http://www.motorcycleguidelines.org.uk/the-guidelines/introduction/>

<http://content.tfl.gov.uk/tfl-urban-motorcycle-design-handbook.pdf>

1. You are required to seek the approval of the Wales Road Casualty Reduction Partnership (GoSafe) for any schemes that include the purchase, replacement or movement of safety cameras. Police approval is required for all schemes.

**Safe Routes in Communities**

1. For Safe Routes in Communities, schemes should be on or linked to routes that have been identified within the Existing Routes Map or Integrated Network Map submitted to Ministers for approval. We also invite applications for schools that are not in designated localities under the Active Travel Act, but which were identified by local authorities in the list submitted in 2014 as requiring action.
2. In the event that further work is required before the Integrated Network Map of an authority can be approved, then funding will be awarded in principle for successful schemes, and released once the map has been approved.

**Eligibility for Capital Funding – relating to all grant schemes**

1. 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 Design Guidance. You will also need to indicate if a scheme is part of an existing or future designated active travel route.

[http://gov.wales/docs det/publications/141209-active-travel-design-guidance.pdf](http://gov.wales/docs%20det/publications/141209-active-travel-design-guidance.pdf)

1. The Welsh Government will consider schemes that will take up to three financial years to complete up to a total cost of £1.5m. Total scheme costs must be outlined at the beginning of the project and funding will be subject to year-to-year agreement. Schemes taking several years to complete, if successful, will be prioritised for funding in subsequent years for the duration of the scheme, subject to grant funding being available and satisfactory progress being made.
2. 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.

Local authorities should consult with the communities and stakeholders affected by the scheme and report on the process followed and feedback obtained within their application.

1. We will fund works and pre-works for capital schemes and the cost of scheme monitoring and evaluation can be included. Schemes where only pre works will take place will also be eligible for consideration for funding.

Applications for new schemes can be made for single projects or for a package of related projects.

1. 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.
2. 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 2018-19 financial year and further information will be included in the award letter. You are also required to monitor road safety schemes for 3 years after implementation to monitor the effect on collision and casualty figures.
3. Relevant Welsh Government officials 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.
4. Schemes that include match funding will attract additional scores in the appraisal process, with schemes that demonstrate greater levels of match funding scoring higher.
5. Applications must clearly identify the levels and sources of available match funding and confirm this will be in place to ensure the completion of the works within the 2018-19 financial year. Match funding may be from internal or external sources.
6. For Road Safety and Safe Routes in Communities Grants three applications per local authority will be accepted for each grant for new capital schemes. Safe Routes schemes should be ranked in number order of priority.
7. For Road Safety and Safe Routes in Communities Grants where multi year schemes were given indicative approval in 2016-17 or 2017-18, an application form 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, this will be appraised as if it was a new scheme and will not automatically attract funding.

**Eligibility for Revenue Funding – Road Safety Only**

1. Applications for road safety revenue funding will be considered within the calculated allocation for each local authority
2. Revenue funding will be allocated by use of a formula based on latest available population numbers (60%) and casualty numbers of those killed or seriously injured (40%).
3. There is no restriction on the number of initiatives you can seek funding, but priority should be given to our high risk groups of young people and motorcyclists, are for child pedestrian and cycling training.
4. In line with feedback from partners that a standardised approach was required for the delivery of motorcycle training and assessment in Wales, applications will now be invited for each motorcycle intervention delivered. This will provide a clear understanding of the cost breakdown for each initiative. Ceiling costs have been set in accordance with national charging structures and are detailed below.
5. Applications for innovative new approaches are welcomed where these are supported by a clear evidence base. Specific plans for evaluation will be required, as will be a commitment to share lessons learnt with partners
6. Applications for motorcycling assessment and training schemes will only be accepted for Enhanced Rider Schemes (ERS) or where a specific evaluation has been completed. First responder schemes are exempt from this requirement
7. A maximum that may be claimed per trainee will be applied for the approved initiatives. When submitting your application you will need to specify how many people will be trained and payment of grant will be subject to training delivery across the financial year.

Ceiling costs per trainee

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| PassPlus Cymru | £138 |
| Megadrive | £26 |
| Motorcyclist:Assessment, Training First responder  | Assessment - £60 Training £135First Responder £55 |
| Kerbcraft | £62 |
| National Cycle Training (can include levels 1,2 and 3 for children and adults) | £42 |

1. For these priority areas, there is no requirement to submit supporting evidence, or key benefits to support intervention, but local monitoring procedures will be required. Applications for schemes outside of the priority areas will need to be supported by appropriate evidence (see the revenue grant assessment criteria for details).
2. Staff costs will only be funded if they are delivering a specific approved project, for instance to coordinate child pedestrian training. We will not fund general road safety officer posts.
3. Applications will not be accepted for general advertising and media campaigns. Local Authorities may use a proportion of their grant for specific promotional work to ensure take up of courses - this will form part of the maximum costs per trainee. Reusable equipment required to deliver training will be funded, but not promotional items given for attending courses.
4. Local authorities are encouraged to collaborate on revenue projects, particularly where this will result in efficiencies, the sharing of good practice or where cross county or border funding benefits road safety in Wales. The lead local authority must be identified for each scheme. Funding will be allocated to the lead local authority.
5. Where revenue projects are delivered by other partners, we can arrange to pay the grant direct on request. The grant recipient will be responsible for the submission of claims and supporting information.

**Monitoring and Evaluation**

1. All schemes and educational initiatives must be monitored and evaluated. 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.
2. Schemes must be monitored for three years post completion and reported to the Welsh Government annually. For Road Safety Revenue, quarterly monitoring returns are required and national schemes will require annual reports. Further guidance will be provided on reporting processes.

**Application Process Documentation**

1. Local authorities should submit their applications using the relevant template application forms. All schemes will be assessed through an appraisal process.
2. Local authorities will be responsible for ensuring that delivery remains on schedule and reporting any change to the works programme and/or spend profile.
3. For road safety funding, you must apply for revenue and capital on separate forms.
4. Applications for capital schemes must include a plan showing the scheme in as much detail as possible at application stage and a map showing the scheme context. An OS GB grid reference must also be included.
5. Supporting documentation will be considered as follows:
* Maps and plans in respect of capital applications (these maps and plans must clearly show the proposed measures)
* Evaluation reports in support of applications for revenue funding that fall outside of the priority areas. All reports must be accompanied by an Executive Summary
* Other supporting information, which you feel is essential to the bid, must be kept to a minimum and be anonymised, where applicable.

**Appraisal Process**

1. Applications will be considered by a panel of Welsh Government Transport officials and relevant external stakeholders as appropriate.
2. Final decisions on funding will be made by the Cabinet Secretary for Economy & Transport.
3. The assessment criteria for the grants are available .separately – see Grant Assessment Criteria - 2018-19

**Deadline for submissions**

Bids must be submitted via transportplanning@gov.wales by **Friday 2 February** **2018.** No additional or revised information will be accepted after that date, unless requested by the Welsh Government

**Welsh Government Contacts for Further Information:**

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| **Road Safety**Nicola CummingsTransport Policy Advisortransportplanning@gov.wales03000 253150 | **Safe Routes in Communities**Deb ButlerActive Travel Delivery Managertransportplanning@gov.wales03000 256098 |