

Welsh Government Active Travel Fund Grant

Guidance to Applicants 2024-25

Introduction

1. The purpose of this Guidance is to confirm the priorities that Welsh Government will support through the Active Travel Fund grant to local authorities in Wales in 2024-25.
2. It also sets out the process by which local authorities should submit applications and how they will be assessed. Advice and support to assist local authorities in confirming their proposed schemes and completing their applications is available from the nominated active travel advisor and from Transport for Wales. Local authorities are encouraged to engage with the relevant contact at the earliest opportunity.
3. Funding will be made direct to local authorities for delivery of projects in 2024-25. Applications can also be made for large, complex projects that can take up to three years to complete, but those must be programmed to start construction in 2024-25 and be complete by the end of 2026-27. Estimated total scheme costs must be set out in the application with a breakdown of spend in each financial year. 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.
4. **In your applications you must demonstrate that you have followed the Welsh Government Transport Appraisal Guidance (WelTAG). WelTAG is currently being updated and at this stage you should use the 2022 consultation version.**
5. [Welsh transport appraisal guidance \(WelTAG\) 2022 \[HTML\] | GOV.WALES](#)

Key Changes

Section	Change
Deadline for Applications	Clarification on additional information after the submission date (Para. 29)
Prioritisation	Clarification around how application has been prioritised (Para. 34, Main and Scheme Development applications)
M&E	Pre-requisite information for future years (Para. 59)
Consultation	Separation of children and young people and groups with protected characteristics in assessment; pre-requisite information for future years (Para. 60-63)
Scheme Development	Maximum of eight scheme development bids (Para. 75), additional dates required (Scheme Development application)
Road Safety Audits	Clarification around RSA's where appropriate (Annex 4 and Scheme Development application)
Annexes	Annex 9 – inclusion of active travel network plan example

Eligibility for Capital Funding

6. The majority of the total funding available to deliver Active Travel schemes across Wales for 2024-25 will be available through the Active Travel Fund Grant Programme. This will comprise of a proportion available to local authorities through the main scheme application process, a proportion to provide local authorities with core allocation funding and a proportion to manage the fund and support Welsh Government to enhance the implementation of the Active Travel Act. The core allocations available to local authorities are as shown in Annex 1.
7. All schemes must comply with the Active Travel (Wales) Act 2013 and its supporting [Guidance](#), updated in 2021. Funding for active travel schemes will only be granted where scheme design reflects the [Active Travel Act Guidance](#).
8. 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). This includes giving due consideration to the procedures for managing street works, road works and associated maintenance activities wherever they may impact on walkers and cyclists, as set out in [114/20 Supplementary Guidance for the Safety at Street Works and Road Works a Code of Practice 2013 published by the Welsh Government](#).
9. You will also need to confirm that a scheme is part of an existing or future designated active travel route. Identified Active Travel Network Map (ATNM) reference numbers should be indicated on the relevant application forms.
10. When designing schemes, local authorities must also consider their responsibilities under Section 6 –The Biodiversity and Resilience of Ecosystems Duty under the Environment (Wales) Act 2016. The duty requires that public authorities must seek to maintain and enhance biodiversity so far as consistent with the proper exercise of their functions, and in so doing, promote the resilience of ecosystems. This is, for example, highly relevant to the treatment of verges and planting schemes as part of transport projects. Guidance on the Duty can be found here: [Environment \(Wales\) Act 2016: factsheets | GOV.WALES](#)
11. 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.
12. We will fund works and pre-works/scheme development for main capital schemes and the cost of scheme monitoring and evaluation, engagement and promotion should be included. Local authorities should ensure that adequate consideration is given to each of these elements and further information is included later in this guidance note.
13. 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.

14. 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 2024-25 financial year and end of project information should be provided, either through the existing annual reports or project specific reports, following completion of construction projects to identify the impact of the schemes as well as to capture any lessons learned. Further information will be included in the award letter.
15. The final funding recommendations will also take into consideration the extent to which the local authority has delivered against its forecasts in relation to the Active Travel Fund grant in recent years.
16. Welsh Government officials, Transport for Wales officers or their representatives 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.
17. Where multiple applications are submitted, all schemes or packages of schemes should be ranked in number order of priority.
18. Where multi-year schemes were given approval in 2022-23 or 2023-24, an application will be required to update the information provided previously. Please provide Transport for Wales officials with the scheme names of any continuation schemes as soon as possible, as they can assist this process with the pre-population of the online portal. This should highlight changes to scheme scope and design, timeframes and the amount of grant required. Should the application vary considerably from that previously submitted, this will be appraised as if it was a new scheme and will not automatically attract funding.

Application Process

19. Local authorities will be expected to submit their applications via the Transport for Wales online portal, which can be accessed via the link below:

<https://trcsrg.powerappsportals.com/SignIn>

20. Further guidance and training on how to use the portal is available to local authority officers, for further information and assistance please contact TfW via email at:

grants@tfw.wales

21. Applications, including schemes seeking core allocation funding, **must include a plan showing the scheme in as much detail as possible at application stage and a map showing how the scheme fits within the wider active travel network to provide context.** A grid reference to identify the location of the scheme must also be included on the application form.
22. For all main scheme and scheme development applications, and for relevant core funding applications (e.g. where proposals will enhance or upgrade an existing route), local authorities must provide evidence to support their existing and future route audit scores in the form of completed assessments using the walking and cycling audit tools contained in the Active Travel Act Guidance. If no evidence is provided, this

element of the scoring criteria will only be assessed at a maximum as meeting the minimum audit requirements (70%-79%).

23. Supporting documentation must be provided as follows:

- Maps and plans in respect of all applications (these maps and plans must clearly show the proposed measures). Core applications – plan showing indicative locations and outline designs will be sufficient, a good practice example is included at Annex 8. An example of how the scheme fits in with the wider network and other projects is included in Annex 9.
- Design drawings (preferably detailed design) including general arrangement drawings for all main construction schemes, and for scheme development and core applications where relevant and available.
- Evidence in support of stage gate progress for main schemes and scheme development proposals.
- Other supporting information, which you feel is essential to the bid, must be kept to a minimum and be anonymised, where applicable.

24. The application requirements vary depending on whether a local authority is making applications for funding relating to main schemes, scheme development proposals or other core allocation activities. These requirements are explained further in the following sections and summarised in Annex 7.

Appraisal Process

25. Applications will be appraised by Transport for Wales officers and relevant representatives as appropriate and their recommendations then considered by a panel which includes Welsh Government officials.

26. Final decisions on funding will be made by the Deputy Minister and the Minister for Climate Change.

27. The assessment criteria for the grants are included in Annex 2 (Main Scheme applications) and Annex 3 (Core Allocation applications) below.

28. A weighting will be applied to the assessment criteria for main schemes as set out in the table below, which will be multiplied by the assessment values and added together to provide a final score for each scheme submitted through the competitive bidding process.

Main Scheme Assessment Criteria Category	Initial Score (max.)	Weighting	Weighted Score (max.)
Strategic Fit - Case for Change	5	5	25
Strategic Fit – Fit with Grant Objectives	5	5	25
Transport Case – Impact Assessment	5	5	25
Infrastructure Quality	10	5	50
Monitoring and Evaluation	5	3	15
Community and Engagement	5	3	15
Deliverability	5	5	25
Match-funding	5	1	5
Total Weighted Score (max.)			185

Deadline for submissions

29. The deadline for submissions is 23:59 on 1st February 2024.
30. Additional or revised information cannot be accepted after the above date unless agreed with, or requested by TfW. Information relating to delayed approvals, such as planning or SAB's, can be submitted after the application submission date but details **MUST** be included in the original application (including expected approval dates), this information must be provided before the end of March 2024.

Main Schemes

31. Local authorities are invited to **apply for up to four main schemes, or packages of schemes**, for routes within or linked to designated localities. These applications should be submitted using the main scheme application form on the online portal. These should be bids for construction works taking schemes (usually in Category 2, 3 or 4 as shown below) from project Stage E (detailed design of a single option) to completion of Stage F (completion and handover). As such, all major delivery risks (e.g. land ownership, consents, legal orders) should have been resolved **prior to submission of the funding application**. Main scheme applications should not therefore include bids for scheme development proposals which should be funded from within your core allocation and submitted via the core application forms.
32. Local authorities are also able to **submit a maximum of one bid, included within their up to four main schemes, that supports the rural offer**. These bids should seek to deliver improvements to routes outside designated localities that support the Wales Transport Strategy priority of working towards 'Safe Cycling from Village to Town', connecting market towns and other significant local centres to surrounding villages and outlying developments through safe active travel access. This could also include routes that are captured on the ATNM's and Right of Way Improvements Plans (RoWIP's), but evidence of how the schemes have been prioritised must be included.
33. Only schemes that have been identified on the Active Travel Network Map, as approved by, or submitted to, Welsh Ministers, will be considered eligible for funding.
34. Being an approved route on the Active Travel Network Map is not a guarantee that the scheme will be funded for delivery. Local authorities must be able to demonstrate that a strong case for change, particularly in relation to meeting the grant objectives, exists at the time of application. Local authorities must also confirm how the scheme has been prioritised across their wider ATNM.
35. Local authorities will be responsible for ensuring that delivery remains on schedule and reporting any change to the works programme and/or spend profile at the earliest opportunity. 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.

Project Scale and Scheme Categories

36. Welsh Government will continue to support a range of schemes that vary in size, scale and scope and local authorities are encouraged to develop schemes that are

ambitious yet deliverable and that seek to meet the highest quality identified design principles contained within the Active Travel Act Guidance.

37. To assist in determining the level of support, oversight and risk management required for a project, or package of projects, local authorities should identify a scheme category for each project based on the table below:

Category	Description	Indicative threshold	WelTAG Risk Category
1	Projects are likely to be smaller in scale, low risk, with less technical complexity, and require less support. Principal focus will be minor works schemes including area-wide initiatives such as enhanced signing, barrier replacement/removal, upgrade of crossing points and work to create filtered permeability.	<£250K	Low
2	Small to medium scale proposals that can be delivered within a single financial year with little difficulty. Likelihood of significant outputs in terms of usage or local impact.	£250-£500K	Low/Medium
3	Medium size schemes. Largest that can be completed in year but could be split over two years.	£500K - £1.5m	Medium/High
4	Multi-year. Large, complex projects with complex competing demands, requiring greater levels of support to deliver the project.	£1.5m+	High

Stage Gate System

38. To ensure that schemes are being developed in line with the WelTAG process, a stage gate system was introduced for the Active Travel Fund programme. A process map showing how the current stage gates align to WelTAG and what is required for each stage to enable schemes to progress through the stage gates has been set out in Annex 4. Local authorities are required to indicate on their application for main schemes when they anticipate progressing through the various stage gates in their delivery programme.

39. Local authorities will be asked to provide evidence to demonstrate progression through stage gates as part of their quarterly claims and reporting process, or at other times, when requested. As a minimum, selection of a preferred option and design stages should be discussed and agreed with the nominated advisor prior to proceeding to the next development stage.

40. This stage gate process is currently being reviewed and further guidance on changes to the process will follow. Once introduced, all new schemes brought forward for scheme development will need to follow the updated process.

41. **Local authorities will need to agree scheme designs for their proposals with TfW or its representatives prior to undertaking any activities relating to construction.** Please do this at the earliest opportunity to minimise delays to project delivery.

Scheme Packages

42. Local Authorities can submit applications for single projects or for a package of related projects with a **common case for change**, as set out below, as their (up to) four main schemes. Applications for a package of projects should contain no more than three individual schemes being brought forward for construction and include a costed list of the associated projects in priority order. Scheme package applications should therefore **not** include scheme development proposals as these should be funded from within your core allocation, with bids for such activities being submitted via the core application forms.
43. Where they support the common case for change of a package or enhance the network, local authorities can include a Category 1 scheme, such as a route enhancement, or minor works improvement proposals (such as additional improved crossings, lighting installation and signing) as one of the schemes within the package. This will assist in releasing funding within the Core allocation to cover any additional scheme development costs.
44. The Welsh Government wants local authorities to take a holistic, place-based approach to the development of package schemes rather than, for example, simply combining a number of standalone schemes in each of their designated settlements or a number of individual locations. Welsh Government will review whether this approach has been successfully implemented when considering whether to continue with package applications in future years.
45. Main scheme packages could include schemes which share a common origin point or destination, for example a number of routes that connect to a single education facility, town centre or transport interchange. They could also include more complex area-wide interventions that are likely to require a greater emphasis on stakeholder engagement and involvement, such as the introduction of filtered permeability or area-wide traffic calming to reduce traffic speeds. This starts to address the need to enable whole end-to-end journeys, increases the visibility and reach of schemes and also enables deeper consultation and engagement in that locality than is otherwise achievable.
46. Depending on local prioritisation and application success, some designated localities may not see large scale new investment in the short term. However, the core allocation, which enables local authorities to make small scale continuous improvements as well as undertake pre-work for main schemes, is available to tackle issues in those areas in the interim.
47. Minor works packages could include proposals that are of a similar nature but which tackle network gaps and deficiencies across a settlement or local authority area, such as signage enhancements, barrier removal or replacement and the implementation of related facilities, such as cycle parking. Such smaller packages of schemes are well understood by local authorities and can be classified as Category 1 proposals and delivered through the Core Allocation funding or as part of a main scheme package as described in para 42.

Strategic Fit - Fit with Grant Objectives

48. Your applications must demonstrate how your proposals will contribute to meeting the Active Travel Fund grant objectives as set out below:

Grant name	Grant objectives
Active Travel Fund	<ul style="list-style-type: none">• Encourage modal shift from car to active travel in isolation or in combination with public transport• Improve active travel access to employment, education, key services and other key traffic generating destinations• Increase levels of active travel• Connect communities

49. Where active travel schemes support integration with other sustainable transport modes then they may be deemed suitable for identification as part of wider Metro programmes and may be considered for other funding routes.

Transport Case - Impact Assessments

50. 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.

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

52. **Llwybr Newydd – A New Wales Transport Strategy** (WTS) is our strategy for the future of transport in Wales. It sets out our ambitions for the next 20 years and our priorities for the next 5 years. This forms the basis of the grant objectives.

[Llwybr Newydd A New Wales Transport Strategy 2021: full strategy \(gov.wales\)](#)

53. **In your application you must demonstrate concisely how your proposal contributes to the WTS ambitions and your authority's local well-being objectives. The Impact Assessment section of the application form provides a specific opportunity for this.**

<https://gov.wales/sites/default/files/publications/2019-08/well-being-of-future-generations-wales-act-2015-the-essentials.pdf>

Infrastructure Quality

54. To assist local authorities to develop schemes that are ambitious and ensure all projects receiving funding make the largest possible impact, the Active Travel Act Guidance has identified the following principles for user needs:

- Develop ideas collaboratively and in partnership with communities

- Facilitate independent walking, cycling and wheeling for everyone, accommodating the needs of an unaccompanied child of secondary school age, someone pushing a double-buggy, an adapted cycle, or a less-experienced cyclist
- Design places that provide enjoyment, comfort and protection
- Ensure access for all and equality of opportunity in public space
- Ensure all proposals are developed in a way that is context-specific and evidence-led
- Schemes should separate people walking, cycling and wheeling from motor vehicles or prioritise active travel using the following hierarchy:
 - Separation of pedestrians from cyclists and motor traffic through provision of segregated off-carriageway infrastructure, if necessary through reallocation of road space
 - Separation of pedestrians and cyclists from motor traffic through the provision of shared-use off-carriageway infrastructure
 - Improve on-road conditions to encourage an increase in cycle use within existing highway, for example by reducing traffic volumes and speeds.

55. All schemes will be assessed against how well they achieve the above design principles with a particular emphasis on how well the schemes meet or exceed the minimum quality infrastructure standards, as determined by the audit tools within the Active Travel Act Guidance: [Active Travel guidance | GOV.WALES](#).

Monitoring and Evaluation

56. All schemes must capture baseline information prior to the commencement of works and be monitored and evaluated for a period of three years post-completion. The level of monitoring and evaluation should be proportionate to the scale of the project, however there is an expectation that this should include both quantitative and qualitative data collection, including the use of automatic counters or a suitable equivalent.

57. Local authorities are able to include the costs of monitoring for up to three years post-completion within their funding applications but these must be clearly identified.

58. Further guidance on the approach that local authorities are expected to take in respect of monitoring and evaluation can be obtained from the Tfw Regional Leads and a template for the development of a Monitoring and Evaluation Plan, is included in Annex 5 of this guidance.

59. In future years the satisfactory provision of baseline information and suitable M&E requirements will be a pre-requisite to receiving funding for the appropriate stage.

Consultation and Engagement

60. Local authorities will be expected to involve relevant stakeholders in the development of their projects, including engaging with residents and communities affected by the scheme. The more opportunity people have to influence and shape walking and cycling schemes for their local area, the more likely they will be to use them.

Engagement with groups with protected characteristics must be included in the development of projects.

61. For schemes that are in the early stages of development or where no engagement has currently been planned, a template stakeholder engagement plan is included at Annex 6 to assist local authorities.
62. Local authorities should keep a record of the engagement or consultation undertaken, including a summary of the process followed, the feedback obtained and how this has influenced the development or design of the scheme. This information should form the basis of the evidence to satisfy the collaboration and involvement requirements of the 5 Ways of Working in the Well-being of Future Generations (Wales) Act 2015.
63. In future years the satisfactory provision of suitable engagement requirements will be a pre-requisite to receiving funding for the appropriate stage.

Promotion

64. Promotion is an integral part of scheme development and delivery and should be incorporated within project plans as the impact of the schemes can be significantly boosted.
65. **Applications may include costs associated with the promotion of schemes for up to three years after scheme completion.** These must be clearly identified and can include promotional initiatives such as the development and production of promotional materials (e.g. maps of local active travel networks of which the scheme will form a part), enhanced signage to raise awareness of the scheme, the planning and co-ordination of events (e.g. a launch event to celebrate completion of the scheme), cycle training and bicycle repair sessions to increase use of the scheme.
66. Any promotional material associated with schemes funded, whether partially or in full, through the Active Travel Fund should recognise the contribution of Welsh Government and Transport for Wales to the delivery of that scheme. All published material and signage must be in line with the Welsh Language Standards.

Deliverability – Management Case

67. Completion of an EqlA for new policies, procedures and activities is a legal duty placed on all local authorities in Wales through the Welsh Public Sector Equality Duties 2011. As a result, all projects submitted for funding through the ATF programme should be subject to an Equality Impact Assessment in line with the approach adopted by your authority and any predicted negative equalities impacts should be mitigated.
68. If main scheme applications are considered to not be sufficiently well advanced through the stage gates, key approvals have not been obtained, or risks have not been mitigated then they will not be considered for construction phase funding, but may receive a partial award to complete the development process.

Financial Expenditure Profile

69. Local authorities are required to submit a baseline expenditure profile as part of their application and will be responsible for ensuring that scheme expenditure remains on schedule. The expenditure profile should be realistic and align to the delivery programme for the project. Any change to the expenditure profile should be reported at the earliest opportunity.
70. Schemes that include match funding will attract additional scores in the appraisal process, with schemes that demonstrate greater levels of match funding scoring higher.
71. Applications must clearly identify the levels and sources of contributions available via match funding and confirm this will be in place to ensure the completion of the works within the proposed project timescales. Match funding may be from internal or external sources and may include professional fees associated with the delivery of the schemes, as well as funding from other sources such as capital funding provided directly by the local authority or secured via the planning process.

Active Travel Fund - Core Allocation

72. All local authorities will be allocated a share of the Active Travel Fund, as shown in Annex 1. The pro-rata allocation is based on a formula which relates to population size (50%) and the area covered by designated settlements (50%), with a minimum allocation for each local authority of £500,000.
73. This funding is available for the following purposes:
- Scheme development/Pre-work (design, land negotiation and purchase, consultation & engagement, baseline monitoring, etc.) for schemes identified on approved or submitted ATNMs that have the highest active travel potential, usually those within designated localities;
 - Core activities to demonstrate continuous improvement, including minor works on existing / proposed routes, to bring routes up to design standards and monitoring and evaluation of existing schemes. Baseline monitoring of future projects should be included as part of scheme development/pre-works. Promotional activities that encourage use of the improved networks.
74. Transport for Wales is able to offer support and advice to aid and inform the development of schemes and the completion of applications by local authorities. Please contact activetravel@tfw.wales.

Scheme Development

75. Local authorities can submit **up to eight** applications for scheme development and pre-works to advance main schemes ahead of future bids for construction. In keeping with the approach to main scheme applications, scheme development proposals should focus primarily on routes that have the highest active travel potential, usually those within designated localities.
76. Where scheme development projects are entering a follow-on year in 2024-25, an application will be required to update the information provided previously. Please

provide Transport for Wales officials with the names of any continuation schemes as soon as possible as they can assist this process with the pre-population of the online portal. This should highlight changes to scheme scope, design, timeframes and the amount of grant required. Should the application vary considerably from that previously submitted, this will be appraised as if it was a new scheme and will not automatically attract funding.

77. Local authorities are strongly encouraged to bring forward proposals for scheme development or pre-works funding that closely align with the grant objectives, and in particular should focus on schemes likely to encourage modal shift. The provision of evidence must be provided to clarify how the schemes have been prioritised for submission and will assist in demonstrating the rationale for the proposals.
78. Local authorities are only required to submit bids for scheme development proposals on the core allocation application form. To accurately capture the stage of development of a scheme at the time of submission, local authorities are required to complete the stage gate checklist as part of the application and should upload relevant evidence.
79. Even in the early stages of development the Case for Change should be well understood and you should be able to identify a clear scheme objective to guide future development of the proposals through the WeITAG process and enable appropriate monitoring and evaluation.
80. For development proposals, it should be noted that being a route on the ATNM is not a guarantee that the scheme will be funded for delivery in future and it must be demonstrated that a strong case for change, particularly in relation to encouraging modal shift, exists at the time of application.

Core Activities

81. Due to their relative simplicity, core allocation projects, including minor works schemes or packages of minor works schemes, will require submission of less information via the core allocation application form. These will generally be Category 1, or in appropriate circumstances Category 2, schemes. These core allocation submissions are in addition to your up to four main schemes.
82. Core activity bids can include proposals that include works on and linked to routes identified on your ATNMs. Relevant minor works activities that are located within your designated localities but not specifically identified on your ATNM will also be considered.
83. Core activities can be packaged together where it is logical to do so. Circumstances where this may be appropriate include where an application is being made for a single activity (e.g. cycle parking) across a local authority area, or where an application is being made for a combination of several types of activity within a defined and specific geographical area (e.g. barrier removal, lighting, junction improvements and cycle parking within a single designated locality). An indication of the number and location of interventions should be included within the application (E.g. Provision for 60 cycles at 10 locations, or Installation of 10 sets of dropped kerbs in 'location'.)
84. Minor works improvements can include a broad range of measures, such as:

- Upgrading of routes, including:
 - a. Dropped kerbs and tactile paving
 - b. Widening and surface enhancements
 - c. Junction improvements.
 - d. Installation of lighting
 - e. New or upgraded crossings
 - f. Installation of build-outs
 - g. Modal filters/filtered permeability
 - h. Signage improvements
- Barrier & clutter removal.
- Cycle parking (particularly secure parking for accessible and cargo-bikes).
- Seating.
- Installation of cycle counters/monitoring equipment.
- Cycle repair and e-bikes charging stations.
- Cycle hire proposals.
- School street measures.
- Enrichment of active travel schemes through the implementation of artwork and space for play.
- Biodiversity enhancements on existing or new routes.
- Appropriate improvements identified during ATNM engagement, such as via Commonplace or similar.
- Further ATNM development (including additional work to support ongoing ATNM development such as auditing, prioritisation or publication)
- Promotion:
 - a. This can include the costs associated with promotional activities linked to funded projects such as the development and production of promotional materials (e.g. maps of local active travel networks of which a scheme will form a part), enhanced signage to raise awareness of the scheme, the planning and co-ordination of events (e.g. a launch event to celebrate and announce completion of the scheme) and cycle training and bicycle repair sessions to increase use of the scheme.
 - b. Any promotional material associated with schemes funded, whether partially or in full, through the Active Travel Fund should recognise the contribution of Welsh Government and Transport for Wales to the delivery of that scheme. All material should be published in line with the Welsh Language Standards.
- Other E.g. School cycle fleets, shelters (provide details of the proposed activity which should align to the grant programme objectives).

85. Local authorities are able to adjust cost estimates for elements within the overall core allocation envelope in-year, subject to approval. Local authorities are able to remove

or add core allocation schemes in year, subject to the variations process and any subsequent approval.

Grant conditions

86. Other than in exceptional circumstances by prior agreement, schemes submitted for works funding in 2024-25 should demonstrate that all land issues have been, or will be, resolved and orders or required permissions are in place to allow works to progress.
87. Whilst Welsh Government is prepared to fund the cost of land purchase, funding will not be provided in respect of compensation claims arising from the land purchase or from the project itself.
88. The provision of capital support to schemes is conditional upon local authorities' commitment to meet future revenue and maintenance costs.

ANNEX 1 – 24-25 LOCAL AUTHORITY CORE ALLOCATIONS

Local Authority	Core Allocation Amount
Blaenau Gwent	£ 500,000
Bridgend	£ 707,000
Caerphilly	£ 834,000
Cardiff	£ 1,481,000
Carmarthenshire	£ 732,000
Ceredigion	£ 500,000
Conwy	£ 582,000
Denbighshire	£ 500,000
Flintshire	£ 712,000
Gwynedd	£ 500,000
Isle of Anglesey	£ 500,000
Merthyr Tydfil	£ 500,000
Monmouthshire	£ 500,000
Neath Port Talbot	£ 716,000
Newport	£ 740,000
Pembrokeshire	£ 500,000
Powys	£ 500,000
Rhondda Cynon Taf	£ 1,050,000
Swansea	£ 1,110,000
The Vale of Glamorgan	£ 645,000
Torfaen	£ 542,000
Wrexham	£ 649,000
Wales Total	£ 15,000,000

ANNEX 2 – MAIN SCHEME ASSESSMENT CRITERIA

Strategic Fit - Case for Change.	Scoring
Scheme has a clearly defined SMART objective(s)	
Project outcomes make a positive contribution to achieving the aims of other programmes/strategies e.g. green infrastructure, decarbonisation, air quality, play sufficiency	
The project is able to provide strong evidence of development in partnership with other agencies/programmes e.g. Local Health Board, large employer or education facility	
The project links to supporting measures including non-infrastructure e.g. training/behaviour change projects	
Clear evidence has been provided regarding how the scheme was appraised against other options	
Total (out of 5)	

Strategic Fit– Fit with Grant Objectives.	Scoring
The project will improve active travel access to public transport interchanges to encourage modal shift for longer distance car journeys	
The project connects local employment, education, key services and other major trip generators and attractors with potential for modal shift	
Project provides clear evidence in support of potential to increase levels of active travel	
The project seeks to reduce severance within and between communities by overcoming existing physical or social barriers that stop people walking, cycling, or wheeling	
The project provides good evidence in support of all of the grant objectives	
Total (out of 5)	

Transport Case – Impact Assessment.	Scoring
Project provides clear links to support relevant local well-being objectives	
Does the scheme improve access for communities ranked in the bottom 20% of the WIMD in overall terms or access to services, or with an identified social need?	
Does the scheme seek to protect or enhance ecology, biodiversity and green infrastructure?	
The project provides clear evidence of seeking to minimise its own negative impacts	
Will the scheme promote or provide a positive cultural impact (including Welsh and other languages, artwork, cultural diversity e.g. BAME communities)?	
Total (out of 5)	

Infrastructure Quality (scores for the audit criteria elements are cumulative).	Scoring
Proposal is part of a key strategic route that narrowly fails to meet the minimum audit requirements and cannot be improved (60%-69%)	
Proposed route audit score meets minimum WG Design Guidance audit requirements (70%-79%)	
Proposed route audit score meets desirable WG Design Guidance audit requirements (80%-89%)	
Proposed route audit score far exceeds WG Design Guidance audit requirements (90%+)	
Scheme designs (outline or design) submitted as part of application	
Proposed scheme includes separation of pedestrians, cyclists and motor vehicles	
Is the proposed scheme direct and continuous, including provision of crossings on desire lines?	
Proposed scheme complies with Active Travel Act Guidance recommendations on width/gradient throughout	

Proposed scheme prioritises active travel and minimises delay (E.g. at junctions, crossings or barriers)	
Proposed scheme enables use by all users promoting access and inclusion (E.g. separated infrastructure, suitable crossings, seating & signing)	
Total (out of 10)	

Monitoring and Evaluation.	Scoring
A monitoring and evaluation plan has been prepared	
Monitoring and evaluation plan is aligned to scheme/ATF objectives	
Baseline monitoring has been undertaken	
Monitoring plan includes both qualitative and quantitative data collection	
Monitoring and evaluation plan includes assessment of wider scheme impacts and benefits	
Total (out of 5)	

Consultation and Engagement.	Scoring
A stakeholder plan has been prepared	
Scheme specific stakeholder engagement has taken place	
Evidence of engagement with groups with protected characteristics	
Evidence of engagement with children and young people	
Promotional activities are included as part of the project	
Total (out of 5)	

Deliverability.	Scoring
Programme realistic and in line within expenditure profile	
Has a Regulatory Impact Assessment including an EQIA has been completed for the scheme	
Project specific risks (including permissions) and mitigation measures have been identified	
All major project risks (e.g. land ownership, consents and permissions) have been mitigated	
Tender documents have been prepared and the procurement process is ready to begin or has been completed	
Total (out of 5)	

Match-funding (scores for this section are cumulative).	Scoring
1% - 10% match-funding available	
11% - 20% match-funding available	
21% - 30% match-funding available	
31% - 40% match-funding available	
More than 40% match-funding available	
Total (out of 5)	

ANNEX 3 – CORE ALLOCATION ASSESSMENT CRITERIA

Core allocation proposals should align to the criteria set out below and should meet at least three of the four criteria. Where core allocation proposals are not related to one of the activities on the pre-defined list they should be aligned to the overall grant objectives.

All core allocation proposals should be realistic and deliverable within a single financial year.

Core Allocation Criteria	Tick all that apply
Does the scheme relate to one of the pre-defined core activities or in keeping with the grant objectives?	
Is the scheme identified on, or directly linked to, proposals on the Council's ATNM or within a designated locality?	
Is the cost of the proposal appropriate to its scale and within the indicative threshold identified for Category 1 (<£250k) or Category 2 (£250k - £500k) schemes?	
Is the scheme realistic and deliverable?	

Does your scheme relate to one of the following pre-defined activities:	Tick all that apply
Dropped kerbs and tactile paving	
Widening and surface enhancements	
Junction improvements.	
Installation of lighting	
New or upgraded crossings	
Installation of build-outs	
Modal filters/filtered permeability	
Signage improvements	
Barrier & clutter removal.	
Cycle parking (particularly secure parking for accessible and cargo-bikes).	
Seating.	
Installation of cycle counters/monitoring equipment.	
Cycle repair and e-bikes charging stations.	
Cycle hire proposals.	
School street measures	
Enrichment of active travel schemes through the implementation of artwork and space for play	
Biodiversity enhancements on existing or new routes.	
Appropriate improvements identified during ATNM engagement such as via Commonplace or similar.	
Further ATNM development (including additional work to support ongoing ATNM development such as auditing, prioritisation or publication)	
Promotion	
Other (E.g. school cycle fleets, shelters)	

ANNEX 4 – PROJECT STAGES

WelTAG Stage	Stage 1 - Strategic Outline Case	Stage 2 - Outline Business Case	Stage 3 - Full Business Case			Stage 4 - Implementation	Stage 5 - Post Implementation
	Stage A	Stage B	Stage C	Stage D	Stage E	Stage F	Stage G
	Strategic definition, project scope and outcomes	Options development and Selection	Preliminary design of single option	Statutory process	Detailed design of single option	Construction and handover	Closeout
Stage Aim	Strategic vision - define overall vision and strategic aims. Understand the issues, develop scope of the project and identify intended outcomes.	Assess short-list of options (including assessment of each option to select preferred option to meet identified outcomes). Risks and key evidence gathered inform selection of preferred option.	Preliminary design of single option prepared. To include public engagement.	This is a parallel process and should be undertaken alongside the development of previous stages of the scheme.	Detailed design and appraisal work used to refine the design of the preferred option identify final price and set of deliverables. Decision to proceed or not based on updated business case.	Construction is complete and end of works can be finalised.	Project in use and to be maintained.
Basic Requirements	Case for change Shortlist of schemes identified that meet scheme objectives and will deliver intended outcomes Options appraisals to identify short-list of projects Key risks identified High-level cost estimates Stakeholder engagement plan Monitoring and evaluation plan Draft procurement strategy	Assessment of shortlisted options against scheme objectives Preferred option meets minimum audit tool requirements Evidence of public engagement in line with engagement plan to refine scope EQIA completed Updated procurement strategy High-level risk register Permissions/consent requirements identified Additional surveys identified	Preferred option preliminary design meets minimum quality criteria Public engagement to confirm concept design (including input from groups/representatives with protected characteristics); RSA undertaken (where appropriate) Updated monitoring and evaluation plan Updated business case (costs etc.) Updated risk register	Confirmation of necessary permissions being secured	Detailed designs meet agreed quality criteria RSA undertaken (where appropriate) Tender documents inc. BoQ prepared Procurement strategy confirmed Updated risk register Updated business case acceptable & funding available Monitoring and evaluation plan updated.	Ongoing dialogue and progress reports provided to capture any variance from intended outputs.	Outturn business case Evidence of project outputs Did project meet expected outcomes/outputs: Y/N Lessons learned report

ANNEX 5 – MONITORING AND EVALUATION PLAN

Monitoring and evaluation of active travel routes and schemes is essential to help understand their impact and provide an evidence base for future investment. A monitoring and evaluation plan should be developed for all new active travel routes and schemes. For full guidance, including details of the recommended minimum levels of monitoring and evaluation for project development, please refer to Chapter 16 of the [Active Travel Act Guidance](#). Further advice on monitoring and evaluation is available via your TfW Regional Lead.

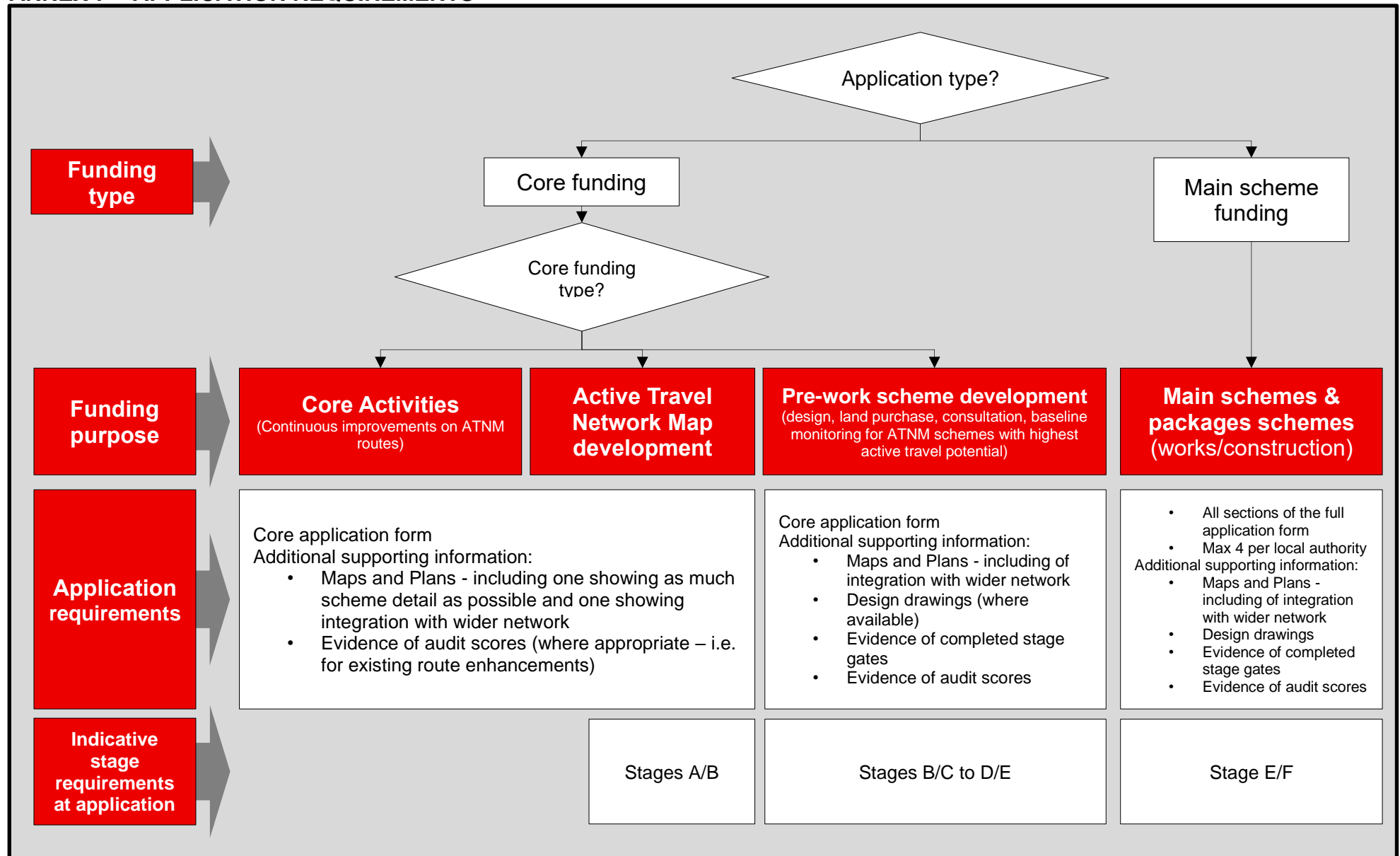
The template below provides an example guide and should be adapted to individual scheme aims.

What does the project aim to deliver?		What is the change you expect to see?				How do you plane to measure this change?	
Objective	Input	Output	Outcome	Impact	Indicator	Method	Frequency
<i>Enhanced accessibility</i>	<i>Infrastructure improvements, barrier removal</i>	<i>Number of dropped kerbs delivered, barriers removed</i>	<i>Improved accessibility for users on network</i>	<i>Improved access for users</i>	<i>Number of accessibility upgrades delivered</i>	<i>Construction log, EQIA</i>	<i>Captured continuously, reported quarterly</i>
				<i>Increased access for all users, particularly disabled users</i>	<i>Positive feedback from disabled users about changes</i>	<i>User survey, perception survey or community survey</i>	<i>E.g. Captured before and after</i>

ANNEX 6 – STAKEHOLDER ENGAGEMENT PLAN

Stakeholder Engagement Plan				Evidence of engagement		
Stakeholder	Key Interest & Issues	Method of Engagement	Engagement Frequency	Planned Date of Event	Event Held (Y/N)	Impact of Engagement
e.g. Local Councillor	Impact on local residents	Email, telephone, briefings	Updates at key milestones			

ANNEX 7 – APPLICATION REQUIREMENTS



ANNEX 8 –SCHEME PLAN EXAMPLE





 Cyngor sir ddinbych denbighshire County Council

 Pennaeth Cynllunio a Gwarochod y Cyhoedd Head of Planning and Public Protection

 Traffig, Parcio a Diogelwch Ffyrdd Traffic, Parking and Road Safety

DRAWING NUMBER ??????

JOB NUMBER P-DW/ATR	AMENDMENTS A Original Drawing	SCHEMATIC 28.01.21
DRAWING SCALE NTS		
NATIONAL GRID REFERENCE SJ08,80		
DRAWN BY DEP		
APPROVED BY BWJ	DRAWING STATUS DRAFT	LAST REVISION DATE 28.01.21

SCHEMATIC Prestatyn - Dyserth Way Active Travel Route
DRAWING TITLE Proposed Route Improvements Location Plan
DRAWING NUMBER P-DW/ATR/100

