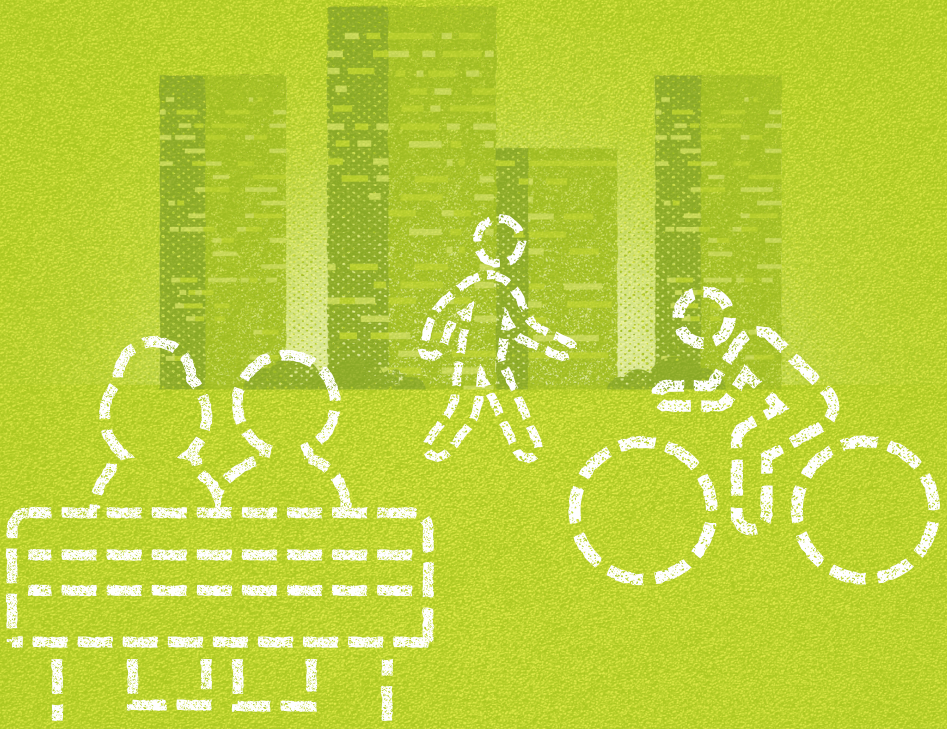

Places for Everyone

Application Guide
2020–2021

www.sustrans.org

Places for Everyone

sustrans
JOIN THE MOVEMENT

Version 2.0
January 2020
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This guide has been created by Sustrans Scotland, and is valid from 23 January 2020. In case of enquiries, please contact us.

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Design: www.monumentum.co.uk

Sustrans Scotland are pleased to be seeking projects for the next financial year **2020-21.**

The new round is open from **27 January 2020**.

We welcome all projects that **meet the aim** of Places for Everyone, including:

- feasibility studies;
- concept designs;
- planning guidance and policy;
- protected cycleways;
- public realm improvements;
- improved junctions/crossings;
- 20 mph schemes with physical speed restrictions;
- filtered permeability;
- bridges; and
- strategy development which prioritises walking, cycling and wheeling.

Through Places for Everyone, Sustrans Scotland aims to make it more straightforward for partners to make applications, whilst tailoring the nature of support and oversight to the nature of the project.
An indication of how different types of projects will be treated is outlined on **page 11**.

While all applications will be made through the same process, there will be additional submission requirements expected of projects of a larger size or scale. More in-depth guidance will be offered to projects after initial submission.

01

Welcome to Places for Everyone

Places for Everyone provides **advice, support and funding** for the creation of infrastructure.

Design Expectations and Eligibility

We encourage applications from public and third sector organisations that have a passion for creating high quality infrastructure. Eligible organisations include constituted community groups, development trusts, schools, colleges and universities and housing associations.

If you have any questions about your organisation's eligibility, please get in touch.

To aid partners in understanding the quality of infrastructure expected by Places for Everyone, a set of **Design Principles** have been developed and are outlined on **page 5**.

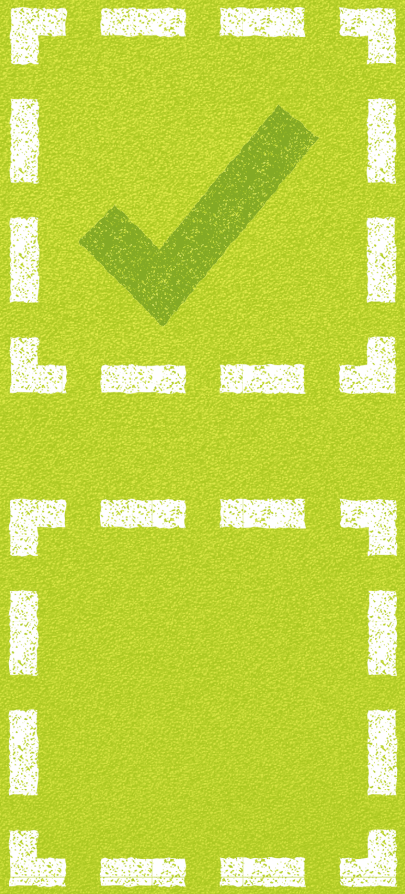
Projects which **significantly reallocate road space in favour of protected foot and cycle ways, or otherwise restrict motor traffic**, will be given priority over those projects which do not.

Projects should benefit people who are cycling, walking and wheeling. Projects that benefit one active mode to the detriment of another will not be supported.

In addition, Sustrans Scotland recommends as a default position that people on foot and those on bike do not share footways (pavements beside a carriageway) in urban settings. **This does not apply to parks, rural paths or settings other than urban footways**. This reflects best practice design and accessibility for all considerations. Please discuss this with the Places for Everyone team if you think that this affects your project.

02

Purpose of Places for Everyone



The aim of Places for Everyone is to create safer, more attractive, healthier places by increasing the number of trips made by **walking, cycling and wheeling**[1] for everyday journeys.

Design Principles

In order to ensure all projects receiving funding make the largest possible impact, Sustrans has developed the following **design principles** to guide development:

- Develop ideas collaboratively and **in partnership with communities**
- Facilitate independent walking, cycling and wheeling **for everyone**, including an unaccompanied 12 year old
- 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**
- Reallocate road space, and restrict motor traffic permeability **to prioritise people walking, cycling and wheeling** over private motor vehicles[2]

All projects will be assessed against how well they achieve the above design principles.

Design of infrastructure must be of a specification that will remain of high functional quality for at least 15 years and will accommodate both current and future needs.

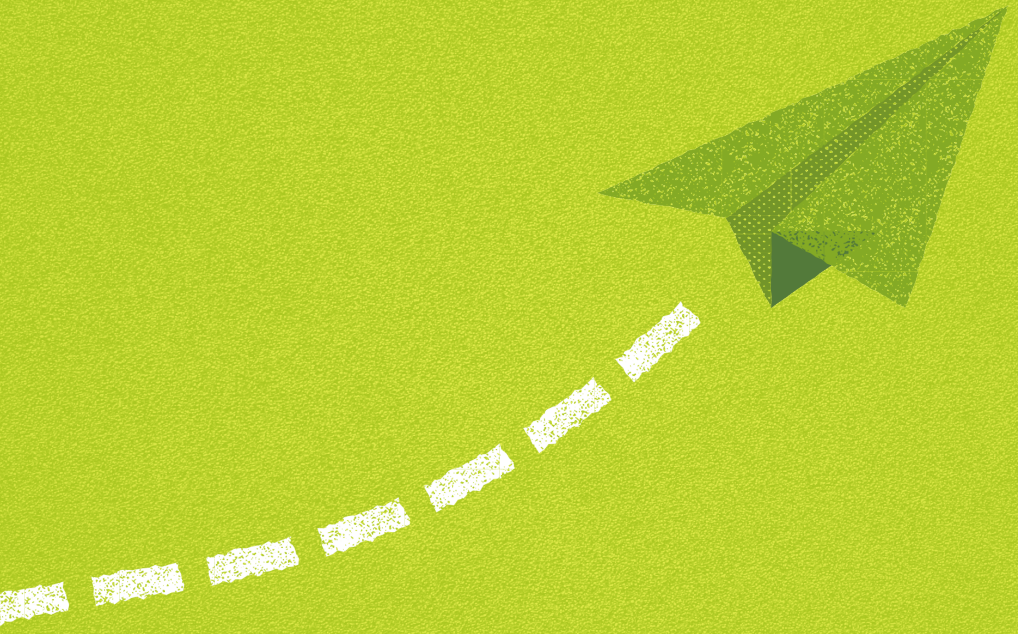
All projects must be subject to Equality Impact Assessments and ecological appraisal. Any predicted negative equalities or ecological impacts of the development must be mitigated and biodiversity enhancement should be delivered wherever possible.

[1] Wheeling refers to any mode of wheeled transport, including, but not limited to, wheelchairs, mobility scooters, adapted bikes, handcycles and scooters.

[2] In exceptional circumstances, Places for Everyone may consider projects where it is not technically feasible to achieve this specific criterion if all others are met and the impact of the proposal is deemed significant by Sustrans.

03

Applying



New applications are invited from
23 January 2020

2020-21 Applications Open	27 January 2020
Steering Group Cutoff	14 February
Steering Group Meets	12 March 2020
Updated 19-20 Project Programmes Due	13 March 2020
Awards Issued	April 2020[1]
Steering Group Cutoff	8 May 2020
2019-20 Grant Claim Deadline	15 May 2020
Category 4 Panel Meets	Summer 2020 (date TBC)
Steering Group Meets	18 June 2020
Awards Issued	Late June 2020
Steering Group Cutoff	14 August 2020
Steering Group Meets	17 September 2020

Full dates will be published and confirmed at https://www.sustrans.org.uk/our-blog/projects/2019/scotland/places-for-everyone

Project Delivery Timeline

All funded projects must be delivered and grants drawn down by 14 May 2021, unless a multi-year agreement has been signed with Sustrans.

Multi-year agreements are reserved for larger, strategic projects and are agreed on a case-by-case basis.

[1]Subject to confirmation of funding from Transport Scotland

Match Funding

Projects that identify match funding for construction will score higher than those projects without confirmed match funding.

For all projects, **a minimum of 50% match funding for construction can be provided**. Junctions currently deemed as having real or perceived safety issues for non-vehicular users and/or strategically important to the success of the project are **eligible for 70% funding from Sustrans towards construction costs**. These junctions, and the extent of works defined as being covered, will be determined by Sustrans, in discussion with the partner.

Sustrans can provide 100% funding for design (pre-construction) work up to 10% of the global project cost. Where design costs have exceeded 10% of the global cost, we can offer 50% funding for the additional design costs.

This requirement supports projects while ensuring design costs are proportional to the overall scale, helping to ensure best value for partners. If design costs increase and the global project cost does not, both partners must share the cost of this increase.

If you are a local authority, you must secure match funding for construction before progressing to Stage 3, Developed Design. All other organisations must secure construction match funding before progressing to Stage 4, Technical Design.

This requirement has been introduced to ensure all projects being supported through the design process are deliverable and will be constructed.

There are two ways in which match funding can be accepted:

1) Project Specific Match Funding

This is funding that has been secured for the direct purpose of constructing the Places for Everyone project. This is the preferred method of match funding and will provide more certainty than using a match funding pool. Some examples of funding sources which you may be able to source match from include: Big Lottery Fund; Section 75; Scottish Land Fund; Landfill Grant; Cycling Walking and Safer Streets (CWSS); or Local Government Settlement.

The Places for Everyone Team will be able to provide guidance and support in identifying spend for the match funding pool and a fuller list of sources for funding.

It is not possible to match against funding which has originated from Transport Scotland, apart from CWSS. This includes but may not be limited to:

- The Low Carbon Transport Innovation Fund
- Cycling Scotland Development Grants
- Cycling Scotland's Cycle Friendly and Sustainable Communities (CFSC) Fund
- Smarter Choices Smarter Places
- Other Sustrans funding

2) Match Funding Pool

Local authority partners can pool their entire spend on development and construction of quality active travel infrastructure across the authority area and use this as match for the delivery of Places for Everyone construction projects.

To be eligible as match this spend must meet the quality standards of Places for Everyone projects and improve facilities for walking, cycling and wheeling, rather than maintaining existing infrastructure.

It is possible for local authorities to provide 'match in kind' funding for community organisation partners within their local areas from their match funding pool.

Match funding can only be accepted from within the same financial year which the project is being constructed unless otherwise agreed by Sustrans.

04

How to apply

Expressions of Interest are invited as the first step in your application process. Expressions of Interest should be made by email to **PlacesforEveryone@sustrans.org.uk** or by phone on 0131 346 1384.

Applications to Places for Everyone are progressed and monitored on the Sustrans Scotland Portal: **https://scotlandportal.sustrans.org.uk/**

New users of the portal can register: **scotlandportal.sustrans.org.uk/register** or select “Not yet registered? click here” on the portal login screen. Please contact the Places for Everyone team if you require assistance.

New Projects

All new projects must complete a brief Expression of Interest form. This has been designed to be simple to complete and to give us an understanding of the stage of development that your project is at.

For projects at an early stage this may be sufficient for us to award funding. If your project is more developed, you may be asked to fill out a full application and provide evidence that you have met deliverables for stages that you may have completed without Sustrans support.

We encourage all new projects to apply at their earliest possible stage, allowing us to provide 100% funding to develop feasibility work informed by community engagement.

Current Projects

Projects which are currently receiving funding from Places for Everyone in 2019-20 **do not have to submit a new application.** Existing partners will be asked to provide an updated project programme for each of their projects including information on further grant requested and which project stages will be completed during 2020-21.

Further information on how this information will be collected will be circulated in the near future. The deadline for submission of this information will be 13 March 2020.

Category 4 projects working towards presenting at the Panel in June will not have to provide this update.

Partners working on Category 4 projects which have already received multi-year funding do not have to provide an additional financial update. Instead, they should include financial updates as part of the change control process, as laid out in the Category 4 Project Pack.

Previously Funded Projects

Projects which Sustrans have funded or worked on previously but which have not received funding during 2019-20 should submit a full application.

05

Scale of Projects

Places for Everyone will fund and support a wide range of projects in terms of **size, scale and scope**.

All projects, across all scales, should be ambitious and have a strategic impact.

In order to provide the appropriate level of support, each project will be placed into one of four Categories. These Categories relate to the level of additional support a project is considered to require and will be determined by Sustrans. This may also overlap with the project budget and/or scale of the project, but not always.

Category 1 projects are likely to be smaller in scale, with less technical complexity, and require less Sustrans support, whereas **Category 4** projects are likely to be multi-million pound projects in population centres with complex competing demands, requiring up to 1 full time Infrastructure Officer working directly to support the project.

Category 3 and 4 projects will be eligible to receive multi-year funding at the discretion of Sustrans and Transport Scotland.

Once Sustrans has determined the Category of your project, further details will be provided in relation to offers of Sustrans support and further submission requirements.

06

Project Stages

Places for Everyone has been designed and structured around a series of **easy to understand** Project Stages. These are outlined in further detail in Appendix A.

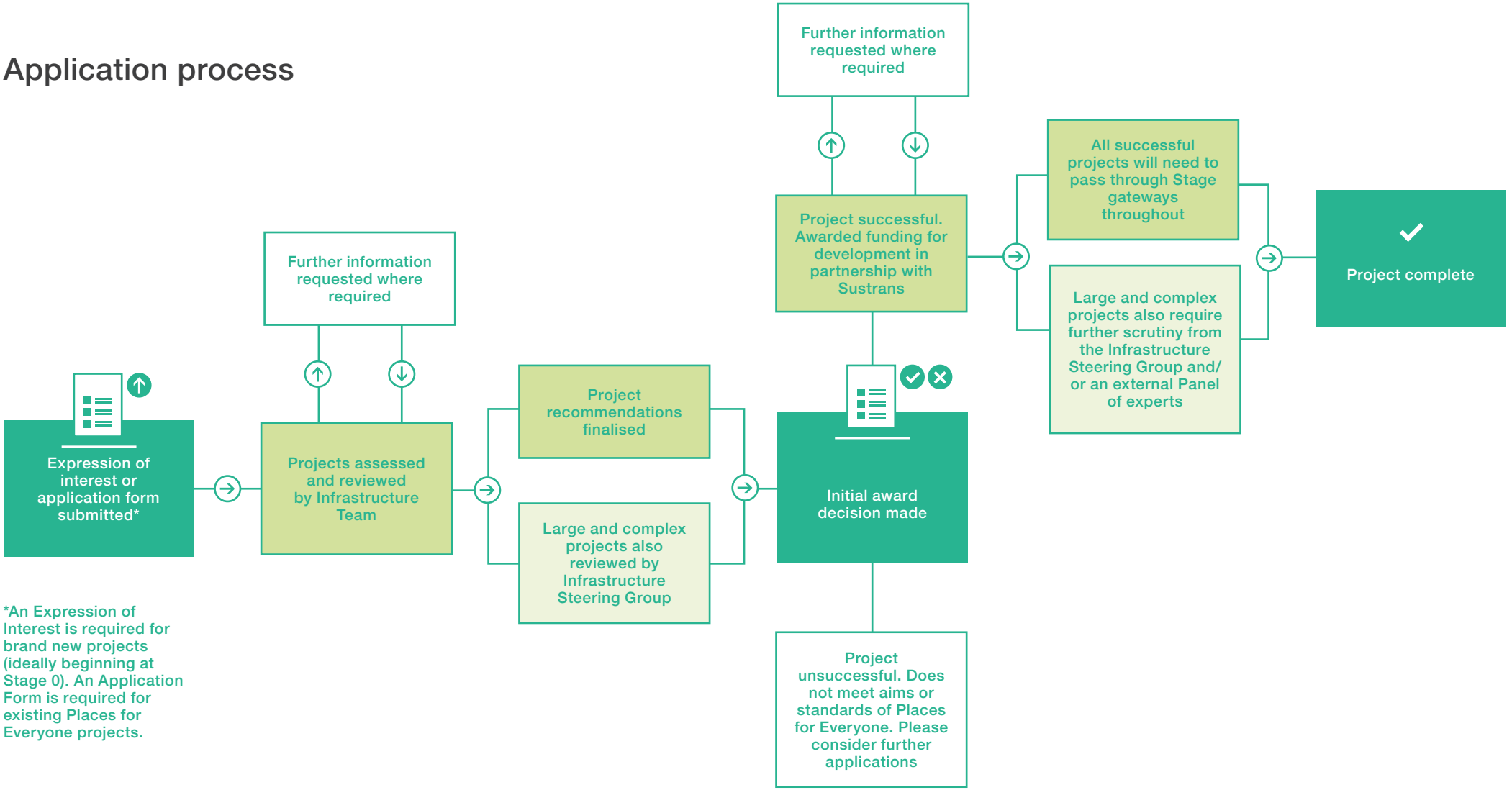
Projects may be submitted at any point in their development, however it is expected that all projects should have been through a rigorous design process. Ideally, new applications will be submitted when the projects are between Stages 0-2. New applicants at later Stages will be expected to provide evidence of all completed Stages, demonstrating how this work was undertaken and achieved the necessary outcomes.

Projects receiving funding will have to progress through a number of stage reviews, working in partnership with Sustrans to develop their design from strategic definition to the project being in use. Details of what is expected at each of these stage reviews are laid out in Appendix A at the back of this document.

Each of the Stages will require formal sign-off by Sustrans, and frequent contact with the Sustrans Places for Everyone team will be required.

We encourage you to work closely with our team as it's the best way of ensuring a seamless stage sign off.

Application process



*An Expression of Interest is required for brand new projects (ideally beginning at Stage 0). An Application Form is required for existing Places for Everyone projects.

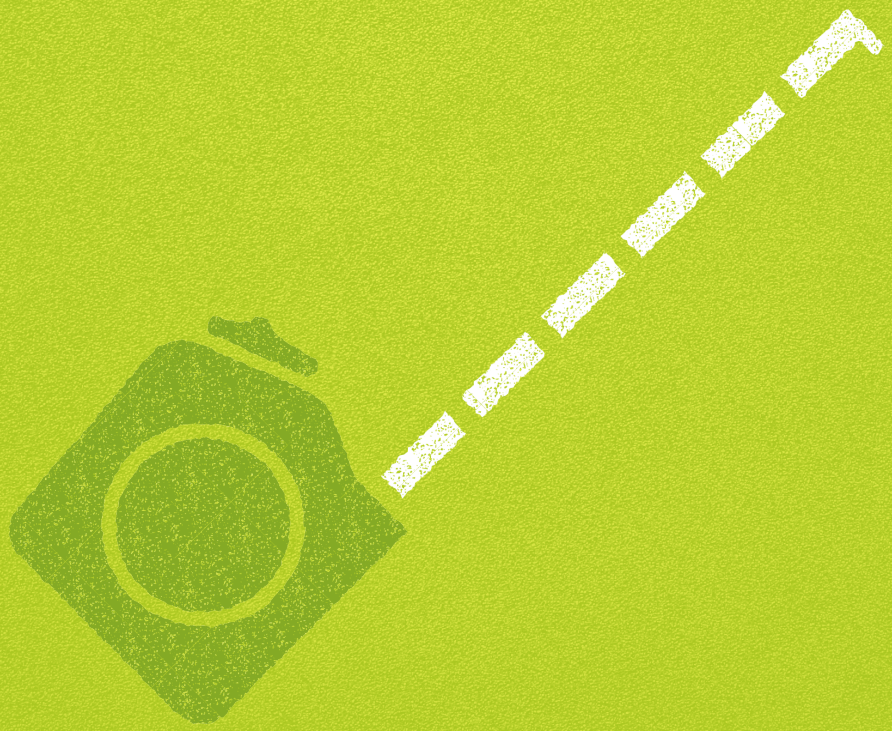
Key

Typical Pathway

Additional Steps for Category 3/4

07

Assessment Process



The format for **assessing projects** in different Categories is outlined on the following pages.

Category 1 and 2

Category 1 and 2 projects are scored by Sustrans Officers using the scoring criteria described below. Alongside the information submitted, the score given to each project is used to prioritise which can be funded.

Category 3 and 4

Following scoring by Sustrans Officers, Category 3 and 4 projects are referred to the Sustrans Infrastructure Steering Group. The Steering Group is composed of representatives from the Scottish Government, local government, Mobility and Access Committee for Scotland (MACS), and the active travel sector, alongside senior Sustrans Officers with experience in a variety of fields.

The Steering Group meets four times a year to approve funding for Category 3 and 4 projects.

In addition, Category 4 projects also require to be assessed by an external Panel at Stage 2 (Concept Design).

The Panel, chaired by Transport Scotland, is composed of independent experts with experience in transport, engineering and active travel sectors. The Panel assess projects against the same key themes as outlined in the scoring criteria before making a final recommendation.

The Panel review process will be explained in more depth if your project is successful.

Assessment Scoring Guide

Projects must cumulatively achieve all of the criteria in each box found on pages 18-23 to receive the associated points unless otherwise stated. For example, to score 3 points, you must meet or exceed all requirements for lower scores.

Should your application score zero points against any of the scoring criteria, you may still be offered funding, however this award would be conditional on addressing that element of the project before progressing to the next project stage. Should the programme be oversubscribed, projects which have received a higher score will be prioritised.

Strategic Vision

0 POINTS Does not meet requirements	• The project will not provide for people making everyday journeys by walking, cycling, or wheeling
1 POINT Meets minimum requirements	• Project outcomes **align to the aim of the programme** • The project has the potential to change transport behaviours but is of **limited strategic benefit**, benefiting limited numbers of people or trip generators • Project seeks to **overcome some existing physical barriers** that stop people walking, cycling, or wheeling
2 POINTS Above average	• Project responds to demands identified in an **active travel strategy** • Demand for project has been **evidenced**, ideally within Bike Life • Project connects **major trip generators**
3 POINTS Meets current best practice	• Project has **assessed walking, cycling, and wheeling potential** and has located route in a place of primary strategic importance • Project connects a **large number of major trip generators**
4 POINTS Exceeds current best practice Two or more scores 4 points	• Project seeks to deliver on a **direct, arterial route** that is highly visible • Project seeks to address **all identified social and physical barriers** • Project will **become an exemplar** for other projects across Scotland • Project seeks to provide for communities ranked in the **bottom 15% of the SIMD** • Project increases accessibility and use of the NCN • Project integrates public transport

Monitoring and Evaluation

0 POINTS Does not meet requirements	• No monitoring or evaluation will take place
1 POINT Meets minimum requirements	• Minimal monitoring and evaluation will occur to **capture baseline and post construction data,** relating only to trips made
2 POINTS Above average	• A basic Monitoring and Evaluation (M&E) plan will be completed, and include monitoring of at least **one additional outcome relating to wider benefits**
3 POINTS Meets current best practice	• **A full M&E plan** will be completed to measure the success of the project based on all project outcomes, including those relating to wider benefits • **Qualitative and quantitative** data to be collected and analysed
4 POINTS Exceeds current best practice	• **Innovative methodology** and results could be used to inform the development of other projects and share learning • Monitoring and evaluation continues **2-5 years post** construction

Design: Assessing Concept to Technical

0 POINTS Does not meet requirements	• Designs don't reflect the transport hierarchy • Where cycling is on carriageway, traffic permeability, speeds and volumes are not reduced • Designs don't align with Sustrans Scotland Design Principles • Design decisions have been made to prioritise vehicles, based on traffic modelling outputs • No evidence of targeted engagement of, and reasonable adjustments for, people with protected characteristics
1 POINT Meets minimum requirements	• Designs meet all **Sustrans Scotland Design Principles** • **Reasonable adjustments** have been made in line with an Equality Impact Assessment • Designs respond to issues raised in **community engagement** where in line with project objectives • Design does not negatively impact on an area's **natural, historic or built environment character** • Project maintains existing level of **biodiversity**
2 POINTS Above average	• Infrastructure designs propose spaces that are **legible and uncluttered** • Design is **safe, coherent, direct, comfortable and attractive** • Designs are **adaptable and resource efficient**
3 POINTS Meets current best practice	• Designs demonstrate **context-specific solutions** • Designs demonstrate best practice in relation to geometry, sufficient widths, protection or separation, accessibility and inclusivity • Proposals use findings from **Gehl Institute Public Life Surveys** to inform design development
4 POINTS Exceeds current best practice Two or more scores 4 points	• Designs provide **exemplary new infrastructure** within a UK context • Designs integrate new **green infrastructure** and increase biodiversity • Proposals develop innovative design solutions to **improve the lives of people with protected characteristics**

Community

0 POINTS Does not meet requirements	• No community engagement carried out or planned • Affected stakeholders, including seldom heard groups and those with protected characteristics, not identified or involved • No communications strategy
1 POINT Meets minimum requirements	• **Stakeholder mapping** carried out or planned to identify affected groups • Community engagement **activities** meet minimum statutory requirements
2 POINTS Above average	• Meaningful and deliverable **community strategy** developed • **Budgets and resources** for community engagement and behaviour change activities identified
3 POINTS Meets current best practice	• Evidence that the project will be **shaped** by the needs of the community e.g. evidence they are part of the decision-making process • **Behaviour change activities** will be delivered to address the social barriers identified which cannot be addressed by the infrastructure
4 POINTS Exceeds current best practice Two or more scores 4 points	• **Research** of previous engagement responses relevant to the project has been conducted and lessons learnt • **Innovative approaches** proposed that engage with a wide variety of affected groups that experience inequality • Project works in **partnership with local organisations** to develop and deliver community engagement and behaviour change activities

Deliverability (Design)

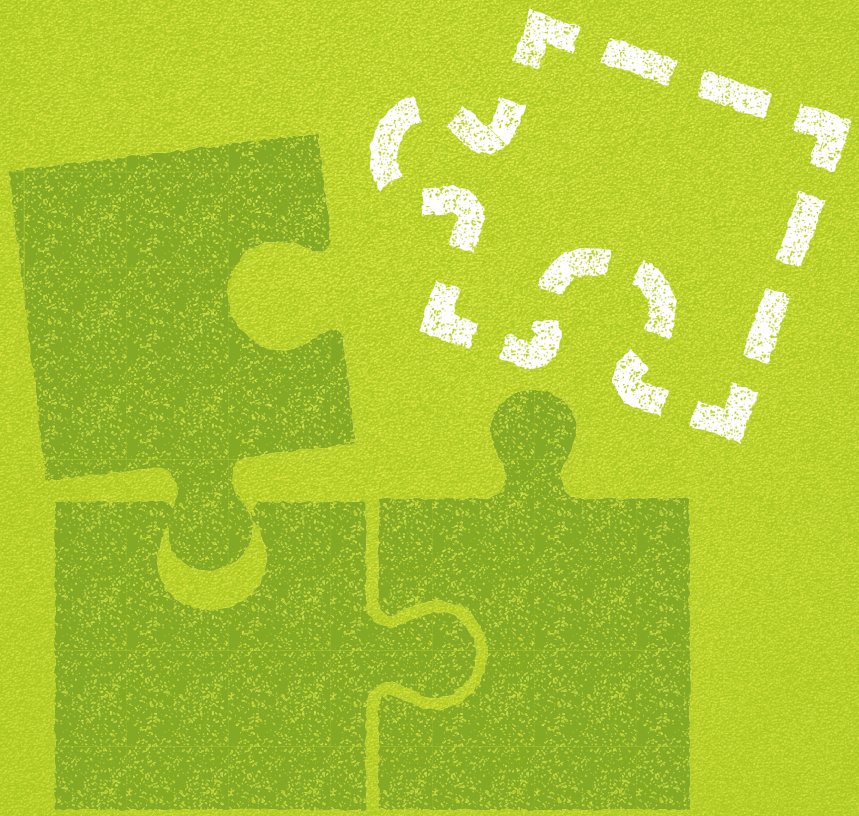
0 POINTS **Does not meet requirements**	• Previous design stages not approved by Sustrans • Required council/organisation approvals to commence proposed stages not granted
1 POINT **Meets minimum requirements**	• Previous **design stages approved** • Timeline and budget considered **deliverable** • All required **approvals have been granted**, and political support for the project gained
2 POINTS **Above average**	• Project timeline includes **procurement process**
3 POINTS **Meets current best practice**	• Applicant has a **history of delivering** Sustrans funded projects on time and on budget • **Procurement process started** and tender ready to release • **Principal Designer being identified** internally but not yet appointed
4 POINTS **Exceeds current best practice**	• **Principal Designer has been appointed** and is ready to be appointed subject to funding award • Project already has **match funding** for construction

Deliverability (Construction)

0 POINTS **Does not meet requirements**	• Design not yet approved by Sustrans • Required council/statutory permissions have not been granted • No committed match funding evidenced
1 POINT **Meets minimum requirements**	• **Technical designs approved** by Sustrans • Timeline and budget considered **deliverable**
2 POINTS **Above average**	• **Principal Contractor not yet appointed** and work has not yet started to appoint • Project timeline includes **procurement process**
3 POINTS **Meets current best practice**	• Procurement process ready to begin and **tender documents** have been prepared • **Principal Contractor being identified internally** but not yet appointed
4 POINTS **Exceeds current best practice**	• Principal Contractor has been identified and is ready to be appointed subject to funding award • Framework contractor in place • Procurement process completed and supplier has been identified

08

Delivery



What happens next?

After your project has been assessed, we're here to help you as much as we possibly can. The Sustrans team are much more than just funders, we're experts - trained to help you develop and deliver the best projects possible as you progress through the different Stages.

In the first instance, we'll send across an award letter detailing the results of your submission(s). These are the various outcomes you can expect:

Successful

The grant is immediately available for you to claim within the terms of the funding agreement.

Partial

The project is not considered to be sufficiently developed, or the application criteria has not been adhered to. A partial grant is available to address the feedback provided.

Pending

We are currently awaiting further information about your project before we can make a funding award.

Unsuccessful

It may be that your project is not appropriate to receive funding or that it is not of a high enough standard. Feedback will be provided on recommended next steps.

For successful or partial awards, we will arrange a project inception meeting in due course to discuss feedback on your application, and provide applicants with a Project Pack. This Pack will detail what we require you to do going forward as well as what support you can expect from us.

For pending awards, please refer to our resubmission request sent via the online application portal.

Appendix A

Project Stages

The following pages contain a detailed description of the expected activities and deliverables for each project stage.

Task 1: **Design and Construction**

0 Strategic definition

Set out the project vision and justify strategic need.

—

Deliverables:

- Aims and objectives of the project
- Viable business case
- Strategies identifying the project
- Letter of political support

1 Preparation and Brief

Define the scope of the project and develop project outcomes.

—

Deliverables:

- Feasibility study
- Overall map of the proposals/location plan
- Options appraisals
- Budget and programme forecast
- Equality Impact Assessment (EqIA)
- Designer's Risk Register

Where appropriate:

- Public Life Survey
- Identification of green infrastructure opportunities

Construction Design and Management (CDM):

Partners undertake the role of Client and appoint Principal Designer. Sustrans appointed as Designer to support and influence design development.

2 Concept Design

Define interventions including outline proposals and preliminary cost information.

—

Deliverables:

- General Arrangement drawings (min. 1:500 scale)
- More detailed options appraisals
- Topographical survey
- Updated EqIA
- Road Safety Audit (RSA) Stage 1
- Updated Designer's Risk Register

Where appropriate:

- Visualisations
- Multi-modal transport modelling
- Plan for a street trial
- Overarching urban design strategy
- Development of green infrastructure proposals

3 Developed Design

Include coordinated and updated proposals.

—

Deliverables:

- Updated General Arrangement drawings (min. 1:500 scale)
- Construction details (as requested)
- Utilities surveys
- Drainage proposals
- Signage and line markings
- Updated EqIA
- Revised budget and programme
- Updated Designer's Risk Register

Where appropriate:

- Signalling proposals
- Vehicle tracking drawings
- Lighting proposals

4 Technical Design

Technical Design prepared to include all required information for construction.

—

Deliverables:

- Tender drawings, including site clearance drawings
- Specification
- Contractor procurement
- Bill of Quantities
- RSA Stage 2 (including Client and Designer response)
- Updated Designer's Risk Register

5 Construction

Construction commences according to programme.

—

Deliverables:

- Revised budget and construction programme
- Regular site visits
- Progress reports

CDM:

A competent Principal Contractor is appointed

Ensure Principal Designer and Principal Contractor carry out their duties

6 Handover & Close Out

Construction is complete and the end of works can be formalised.

—

Deliverables:

- Snagging list
- "As built" drawings
- RSA Stage 3 to be commissioned
- Project End Report

Where appropriate:

- Any green infrastructure maintained more closely at first to ensure it is fully established

7 In Use

The project is now being used by the community and is to be maintained for 15 years after project construction.

—

Deliverables:

- RSA Stage 4 to be commissioned
- Lessons learnt log, completed in collaboration with Sustrans. Informed by assessing the design in use
- Ongoing green infrastructure maintenance in line with best practice habitat management

Based on the RIBA Plan of Work 2013 © Royal Institute of British Architects

Task 2: **Community Engagement**

0 Strategic definition	1 Preparation and Brief	2 Concept Design	3 Developed Design	4 Technical Design	5 Construction	6 Handover & Close Out	7 In Use
Understand key aspirations of local communities and wider social and political aspirations for the area. — **Deliverables:** • Stakeholder map • Community engagement strategy • Evidence of relationships with local community groups, and other supporters • Identify budget and appropriate delivery partners	**Deliver the community engagement plan to reach identified stakeholders.** — **Deliverables:** • Events, workshops, meetings, online platforms • Community engagement reports • Progress reports for the community, highlighting their influence • Targeted engagement with seldom heard groups and those with protected characteristics in order to develop an EqIA **Where appropriate:** • Big Street Survey in local schools	**Test ideas with the community through street trials.** — **Deliverables:** • Progress reports • Trial activities and events • Updated EqIA Ongoing consultation on design with a wide representation of groups, through various events, workshops, meetings, online platforms.		**Provide regular project updates to the community. Ongoing consultation on design details, including ongoing dialogue with groups representing people with protected characteristics.** — **Deliverables:** • Updated EqIA			**Community given option of ownership of some aspects of the project.** — **Deliverables:** Agreement with community to maintain elements of the project where applicable.

Based on the RIBA Plan of Work 2013 © Royal Institute of British Architects

Task 3: **Behaviour Change**

0 Strategic definition	1 Preparation and Brief	2 Concept Design	3 Developed Design	4 Technical Design	5 Construction	6 Handover & Close Out	7 In Use
Identifying target groups for behaviour change. — **Deliverables:** • Include key groups in community engagement strategy • Identification of social barriers to walking and cycling through community engagement	**Use findings from community engagement to identify barriers to active travel.** Work with local community to identify and prioritise meaningful activities to address barriers. — **Deliverables:** • Behaviour change plan (where applicable) • Identify budget, appropriate delivery partners	**Implement, review and improve activities.**			**Ongoing implementation and revision if necessary.**		

Based on the RIBA Plan of Work 2013 © Royal Institute of British Architects

Task 4: **Permissions and Obligations**

0 Strategic definition	1 Preparation and Brief	2 Concept Design	3 Developed Design	4 Technical Design	5 Construction	6 Handover & Close Out	7 In Use
Land ownership.	**Committee approval.** Preliminary Ecological Appraisal (PEA).	**Statutory permissions.** **Traffic Regulation Orders.** Further ecological surveys (based on the PEA) should be carried out and should inform detailed design development. Species licensing (if required). Implementation of mitigation/compensation (if required).					
← – – **Evidence of permissions obtained / reports to be submitted to Sustrans** – – →							

Task 5: **Communications**

0 Strategic definition	1 Preparation and Brief	2 Concept Design	3 Developed Design	4 Technical Design	5 Construction	6 Handover & Close Out	7 In Use
Decide how the project will be communicated and identify key audiences and key messages. – **Deliverables:** • Develop Communications plan		**Deliver the communication plan to actively promote the project and keep people informed.** – **Deliverables:** • Press releases • Social media content			**Construction updates.**	**Opening event with community.**	**Publish monitoring results to communicate impact of the project.**

Based on the RIBA Plan of Work 2013 © Royal Institute of British Architects

Task 6: **Monitoring & Evaluation**

0 Strategic definition	1 Preparation and Brief	2 Concept Design	3 Developed Design	4 Technical Design	5 Construction	6 Handover & Close Out	7 In Use
Consolidation of pre-existing evidence and policies, including Hands Up Scotland Survey data.	**Design a monitoring and evaluation plan that demonstrates how the projects outcomes will be measured.** — **Deliverables:** • Monitoring and evaluation plan	**Complete baseline monitoring to capture pre-intervention context i.e. use of space and stakeholders views. Monitoring of activities delivered.** — **Deliverables:** • Baseline monitoring • Monitor success of street trials			**Installation of monitoring equipment if not already in place.** — **Deliverables:** • Automatic counters	**Complete follow-up monitoring to capture changes resulting from the project includinga comparison to baseline monitoring.** — **Deliverables:** • Follow-up monitoring • Project outcomes evaluation	**In use monitoring to be completed in line with plan.** — Lessons learnt from monitoring process shared in order to improve future projects and designs.

Task 7: **Gateways**

0 Strategic definition	1 Preparation and Brief	2 Concept Design	3 Developed Design	4 Technical Design	5 Construction	6 Handover & Close Out	7 In Use
	Sustrans sign off. For large projects, approved activities to be developed and signed off in collaboration with Sustrans	**Sustrans sign off.**	**Sustrans sign off.**	**Sustrans sign off.**	**With the exception of large-scale projects, all projects must reapply for construction funding.**		

Sustrans support	Project governance and support to be agreed with Sustrans, depending on project requirements and complexity. All projects are to be delivered in partnership with Sustrans.

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Places for Everyone