



Places for Everyone

Application Guide - Construction

www.sustrans.org



Places for
Everyone



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This guide has been created by
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Applicant Guidance – Construction Introduction

Welcome to Places for Everyone. This guide is for organisations who wish to make an application for Places for Everyone funding to deliver the Construction Stages (5-7) for active travel infrastructure projects.

At the construction and in use project stages, Places for Everyone expects projects to have a solid design and tender package for construction, shaped by a strategic plan and informed by community and stakeholder requirements.

The purpose of this phase is to build the intended project, ensure it is ready for use, encourage use of the infrastructure and assess the impact of the infrastructure at least one year into the future in terms of the changes in behaviour it will facilitate based on intended project outcomes.

Please use this guide to find out more about Places for Everyone as a programme, what is required at the Construction Stages, and how to make an application.

This document can be used in conjunction with the [Community Organisation application guidance](#) which provides additional information for community-led organisations.



Programme Overview – Places for Everyone

Purpose

Places for Everyone is an infrastructure grant fund and support programme for Scotland¹. We provide funding and support, to design and build active travel infrastructure across the country, enabling more people to walk, wheel² or cycle for every day journeys.

Places for Everyone's aims and objectives

Places for Everyone **aims** to create safer, more attractive, healthier, and inclusive places which are enjoyed equitably by increasing and diversifying the number of trips made by walking, wheeling for everyday journeys.

Places for Everyone projects will achieve one or more of the following **objectives**:

- Increase the number of everyday journeys made by walking, wheeling, or cycling.
- Support more trips to school made by walking, wheeling, or cycling.
- Improve physical and perceived safety for people walking, wheeling, or cycling.
- Make walking, wheeling, or cycling more inclusive for the project community, taking into account all protected characteristics.
- Improve the quality of current walking, wheeling, or cycling infrastructure.
- Positively impact areas identified by the Scottish Index of Multiple Deprivation (SIMD) as among the 20% most deprived.

What we fund

Places for Everyone funds infrastructure concepts, designs and construction projects which are delivered by partner organisations.

Projects must plan for the delivery of walking, wheeling, and cycling infrastructure in Scotland, which can include, but is not limited to, the following:

- Feasibility studies
- Concept designs
- New or improved paths and footways for walking and wheeling
- Protected cycleways
- Experimental and trial infrastructure as part of the project decision-making process
- Public realm improvements and placemaking (including blue and green infrastructure) provided it is linked to improving walking, wheeling, or cycling opportunities
- Improved junctions or crossings as part of a wider active travel project

¹ Support will vary on a project by project basis

² Wheeling refers to any mode of wheeled transport, including, but not limited to, wheelchairs, mobility scooters, adapted bikes, handcycles and scooters.

- 20mph schemes with physical speed restrictions (as part of a package of active travel infrastructure improvements)
- Filtered permeability
- Bridges and other structures

The infrastructure should be focused on encouraging walking, wheeling, or cycling for everyday journeys by connecting public areas with key places, such as workplaces, schools, shops, and links to other transport modes.

As part of an infrastructure project, Places for Everyone will also fund:

- Relevant activities that will support and encourage people to use the infrastructure and therefore create a bigger impact (referred to as behaviour change).
- Monitoring to inform the project's development and measure its impact.
- Engagement with the public and key stakeholders to inform and influence designs.

Places for Everyone provides 100% funding for concept and design work and 70% for construction. The final 30% for construction must be secured through match funding.

Projects involving schools

New guidance has now been published on "[Designing for Children and Young People-Walking, wheeling and cycling](#)". Places for Everyone particularly welcomes projects which will positively impact children and young people making everyday journeys, including to school.

Design principles

All projects being delivered through Places for Everyone must adhere to a set of design principles.

They have been shaped around best practice for infrastructure delivery and should be used alongside recognised industry standards such as [Cycling by Design](#). They are:

- Develop ideas collaboratively and in partnership with communities.
- Facilitate independent walking, wheeling, and cycling 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, wheeling, and cycling over private motor vehicles³.

Projects in Rural Locations

We fund projects right across Scotland, including in rural locations.

³ 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.

Where there are design constraints relating to rurality, there is no ‘one size fits all’ solution and our team will collaborate with partners to find context-specific and evidence-led design solutions to take the project forward.

Quality Standards

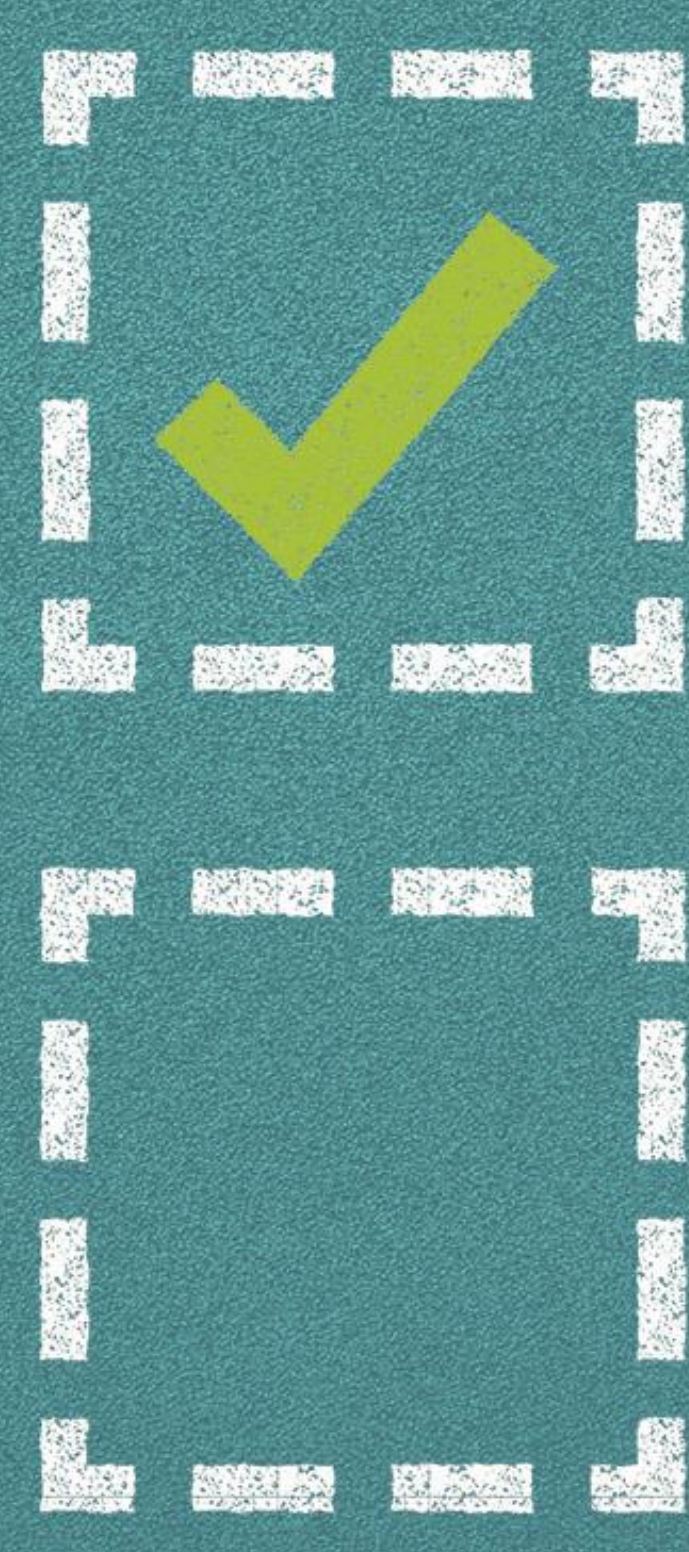
All Places for Everyone projects featuring cycle infrastructure are expected to aim to achieve a high level of service for all users in accordance with [Cycling by Design \(2021\)](#). However, in a minority of projects we understand it may not be feasible to deliver this, and in these circumstances, we will work with project teams to find evidence led and context specific solutions where it is safe to do so. Similarly, all projects featuring infrastructure for walking and wheeling, should aim to achieve best practice and refer to guidance such as the [Pedestrian Comfort Guidance for London](#) and the recently published [Walking for Everyone report](#), amongst others.

What we don't fund

There are certain pieces of infrastructure and types of projects that Places for Everyone does not fund. These include:

- Projects which do not deliver active travel infrastructure
- Projects which do not prioritise the Places for Everyone aim and objectives
- Interventions only for cars/private motor vehicles – we will only fund traffic calming measures if they are part of a wider active travel project and can clearly be identified as having a positive impact on walking, wheeling, or cycling.
- Bike hire schemes
- Cycle parking as a standalone intervention
- Other types of infrastructure such as buildings or parks
- Projects that prioritise one active travel mode to the unacceptable or disproportionate detriment of others
- Projects outside of Scotland

Who can apply?



Places for Everyone is open to applications from local authorities, public bodies, businesses, charities, and community organisations who meet our [eligibility criteria](#).

All applicants and delivery partners must be able to demonstrate a certain level of capability to deliver infrastructure projects, and have a baseline level of understanding, organisation and team set-up, finances, and insurance. We will ask for evidence of this when you submit your application.

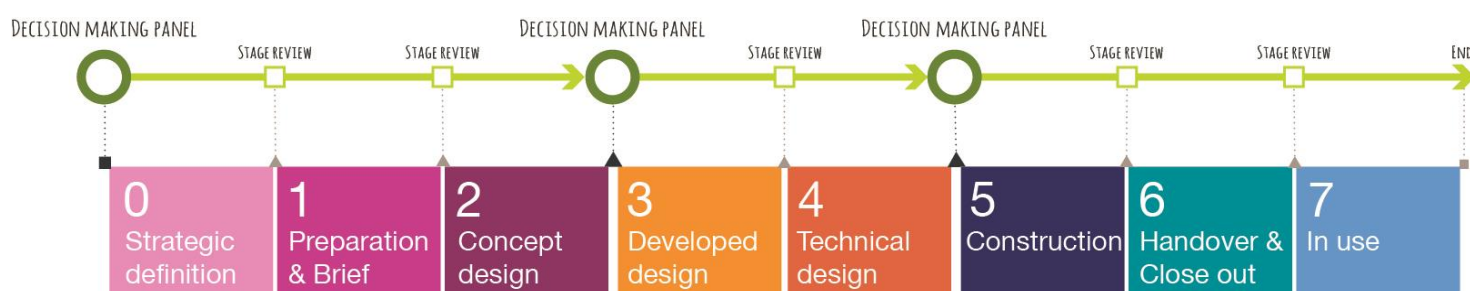
Community-led Organisations

Due to the complexity of the projects that Places for Everyone funds, [supplementary guidance for community-led applicants](#) is available.

Programme Overview

Due to the complexity of active travel infrastructure projects, Places for Everyone breaks down applications into three groupings – Concept, Design and Construction.

To effectively manage projects, the Places for Everyone fund is open to new and next stage Concept, Design and Construction applications separately. Applications are assessed and sent to the relevant Concept, Design or Construction panel to confirm funding awards



This means applicants will need to apply for funding three times to complete their projects through to construction and in-use. This is to ensure the project continues to meet with the aim of the programme as it develops, and to allow the number of projects in development to be maximised, whilst ensuring that the programme isn't over committed within any given year.

Project Stage Groupings

Concept: development of a robust business case for the project, based on data and stakeholder feedback, exploration of early design options and agreement on a preferred option.

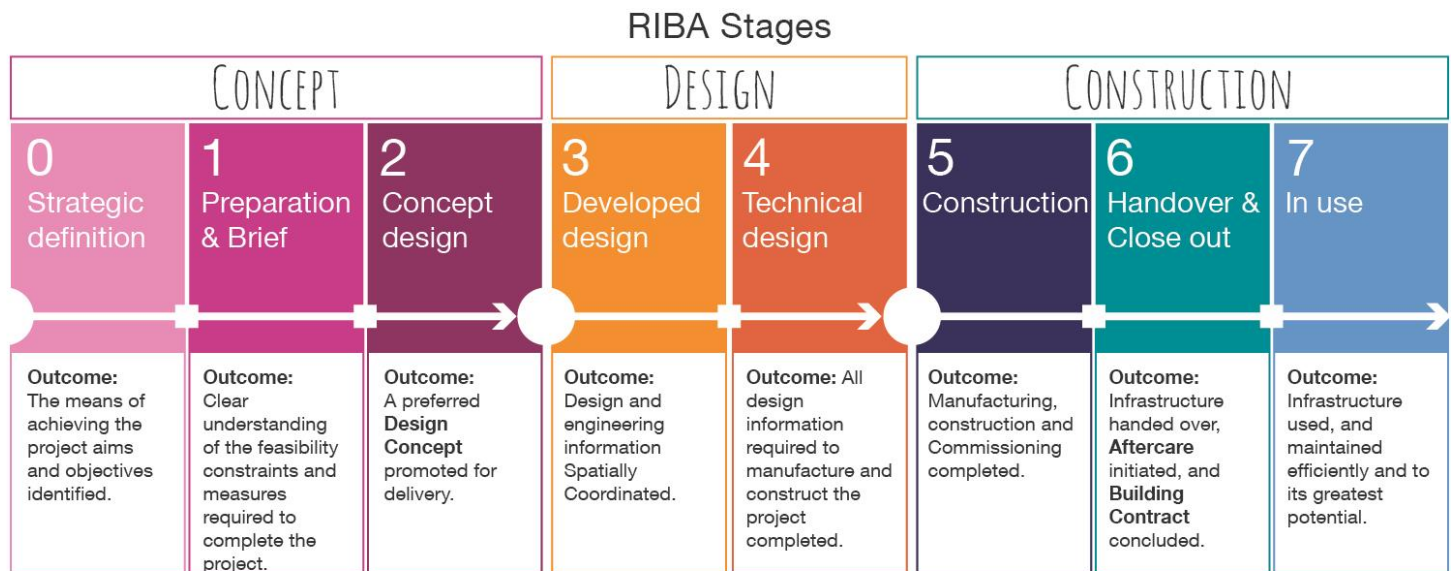
Design: development of designs to a technical level, ensuring the project can be built safely and effectively.

Construction: delivery of the project followed by monitoring to ensure that it has delivered the desired impact and outcomes.

If you are unsure what stage your project may be at, please contact PlacesforEveryone@sustrans.org.uk

Royal Institute of British Architects (RIBA) stages

Places for Everyone expects projects to follow an eight-stage framework, based on the [RIBA Plan of Work 2020 Overview](#).



The framework outlines what activities a project should complete at each stage before moving to the next

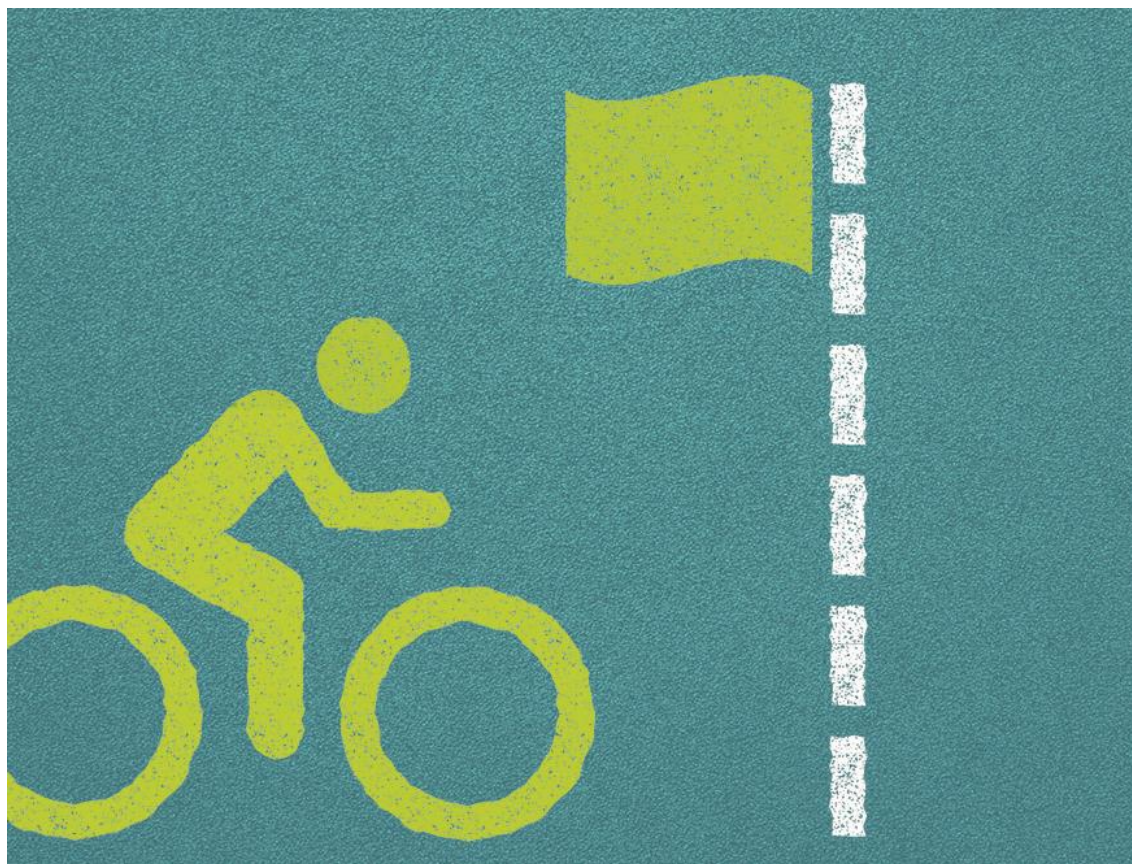
Places for Everyone has adapted this framework, to reflect the requirements of high-quality active travel infrastructure planning and delivery, to ensure a consistent, safe, and fair approach to delivery and assessment.

Under each stage, Places for Everyone has outlined core deliverables which all projects need to achieve and will be supported to do so. Some of these deliverables are essential for all projects, whilst others are only relevant for projects being delivered by community-led

organisations or for projects that are high value or particularly complex. Applicants will be notified if these additional deliverables are required during the assessment/award period. Places for Everyone expects funding applications to include budget for each of the essential activities or documents.

Projects are expected to have completed everything required in the previous stage before it can receive funding and support to move to the next stage. See the [Deliverables](#) section for more information on what is expected to be completed at each stage.

Funding across the project delivery stages



Applicants can apply for funding for their project's duration. If successful, funding can be confirmed for the current financial year and awarded in principle for future financial years. This is subject to confirmation at the start of each financial year.

Places for Everyone provides 100% funding for projects delivering stages within the Concept and Design stage groupings and 70% funding for projects delivering stages within the Construction grouping. Partners will need to source the remaining 30% from elsewhere and provide Places for Everyone with evidence of this.

Making an application

How to apply

Places for Everyone invites applications for funding from a variety of different organisations, including constituted community-led organisations, statutory bodies, and local authorities, to deliver active travel infrastructure projects. Applications are open for each of the Project Stage Groupings, at differing times throughout the year (dates available on the [Places for Everyone Showcase Website](#).)

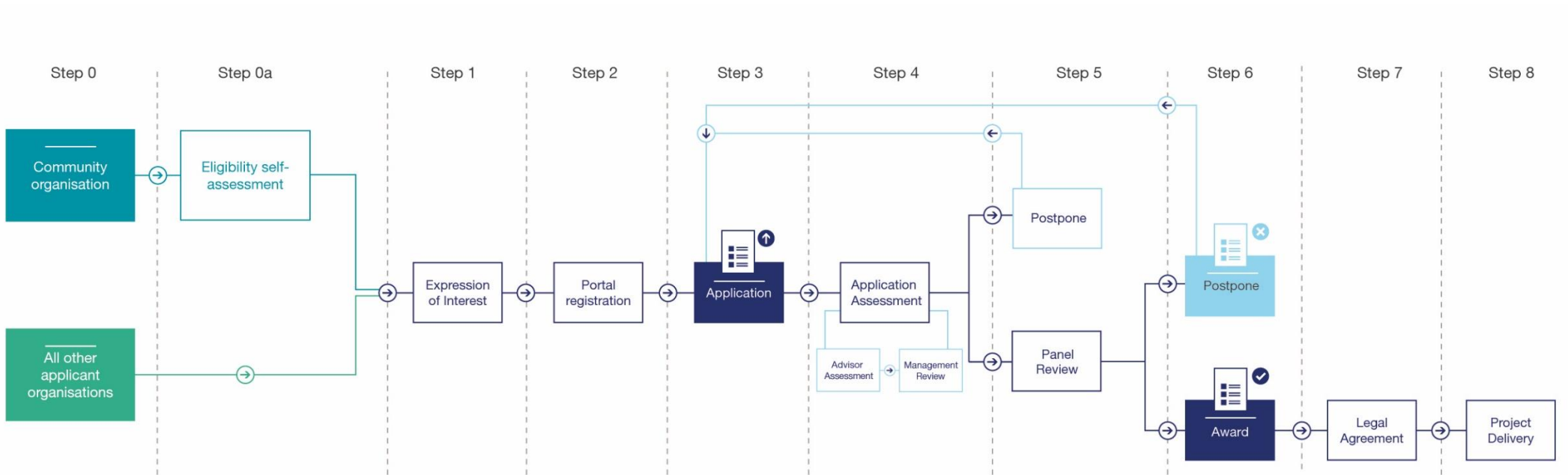
New project applications are started through the [Places for Everyone Showcase Website](#) where applicants will find links to an eligibility self-assessment (applicable to community-led organisations only) and an expression of interest form.

Once the expression of interest form is submitted, Places for Everyone will review and aim to contact applicants within 1 week to let them know if their project is likely to be suitable for Places for Everyone funding. This response is not a guarantee of funding, it is a check to see if a project meets with [Places for Everyone's aim and objectives](#) (a requirement of funding). If a project is likely to support the aim and objectives, the applicant will be sent the details of how to submit a full application using the Places for Everyone Portal system.

The Portal system is an online grant management tool used by Sustrans and is where applications are submitted, assessed, and managed by both the applicant and Sustrans. Applicants are required to register on the [Portal](#) before they can apply.

The application form is a series of questions requiring both inputted answers and uploads of any supporting evidence. Following submission, an Advisor assesses your application against set criteria before presenting a recommendation to Places for Everyone Grant Managers who will confirm whether it should proceed to a decision-making panel which may then award funding. Successful applicants will be required to sign a legal agreement guaranteeing funding and confirming any additional conditions. We will provide feedback to unsuccessful applicants and, if applicable, invite them to re-apply at another time.

Step by step process overview



Step 0 – Organisation interest

A constituted community-led organisation, statutory body or local authority has a project proposal and is interested in applying to the Places for Everyone programme. They may contact Places for Everyone via email or phone or get information about making an application from the Sustrans website. *If you are a community-led organisation, go to Step 1. If not, go to Step 2.*

Step 0a – Eligibility Self-Assessment

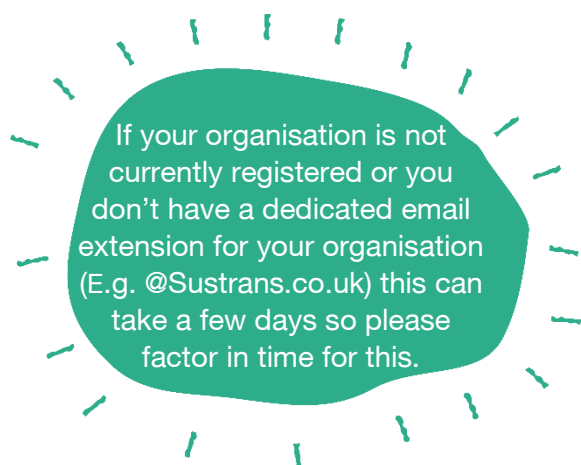
Community-led Organisation completes an [Eligibility Self-Assessment](#) (hosted on [Survey Monkey](#)). Please see [Community-Led Organisation Guidance](#) for more details on this (*If eligible go to Step 2. If not eligible, applicants will be sign-posted to relevant resources or alternative funding sources*).

Step 1 – Expression of Interest

Applicant completes an [Expression of Interest form](#) (hosted on [Smartsheet](#)). If project is agreed to be something Places for Everyone could fund in principle, applicants will be sent details on how to progress to step 3. If unsuccessful, applicant will be sign-posted to relevant resources or alternative funding sources.

Step 2 – Portal registration – for first time applicants, or new contacts from existing partners

Applicant completes Portal registration details.



Step 3 – Application submission

Applicant completes full application form on [Portal system](#) in the application submission window. A [template word document of the application form](#) is available to support you in completing the application. *Please note, Places for Everyone does not accept a completed version of this word document as an application, it is there to help prepare for the application only. All applications must be made through the Portal.*

Step 4 – Application assessment, scoring and award

Application is assessed by Places for Everyone Advisors. If project is assessed as being eligible for funding, a recommendation to award is made to the decision-making panel along with scoring and assessment information (Step 5).

Step 7 – Legal Agreement

If project is awarded funding, conditions of funding are agreed, and the outcome is communicated to the applicant. A legal agreement is then generated to be signed by Places for Everyone and the applicant organisation. Please see the [Legal Agreement Template](#) available on the showcase website. Please note that submission of Applications indicates substantive agreement to the terms of the Legal Agreement Template. *If project is not awarded funding, this is communicated to the applicant with any additional information and feedback.*

Step 8 – Project delivery

Once legal agreements are signed by Places for Everyone **and** the applicant organisation, the project can start to be delivered with Places for Everyone funding. The applicant, now a partner, will be invited to a project initiation meeting, be allocated an Advisor, and provided with advice and additional guidance in terms of expectations and next steps

Expression of Interest – additional information

We expect all new projects to submit an [Expression of Interest](#) (EoI) before completing a full application form. This is so Places for Everyone and the applicant can ensure the project and its intended outcomes align with the programme

before making a full application. The online form asks a few basic questions (shown below) which will be reviewed by our Places for Everyone Partner Relations team to confirm if the project meets our requirements.

Expression of Interest Question	Why is this an Expression of Interest Question?
Full name	This helps us identify the applicant who is applying on behalf of the organisation.
Email address	This is how we will contact the applicant to communicate the outcome of their Expression of Interest.
Organisation name	This helps us to identify the organisation applying.
Is this a community-led organisation?	This is for monitoring purposes only.
If you are a community-led organisation, have you completed the eligibility check on the Showcase website and received an 'Eligible' result?	This is to help us prioritise Expressions of Interest submitted by eligible applicants. Eligible applicants will receive a response within 1 week of submission. Ineligible applicants will not be prioritised, and a response could take longer.
Project title	So that we can cross reference any communications.
Which Local Authority or National Park area will the project take place in?	This is to help us understand the context of your proposal.
Which stage grouping are you applying for?	This helps us to understand what work you have completed so far.
What would you like to deliver with Places for Everyone funding?	This helps us understand exactly what the project proposal entails.
How will your project help deliver the aim of Places for Everyone and what are the prospective benefits?	This ensures that the applicant is aware of how the proposed project aligns with the Places for Everyone aim, understands the project outcomes and who the project will benefit.

Construction Application Form

Applicants looking for funding for project Stages 5-7 need to complete the Construction Application Form.

Below is an outline of the types of information we are looking for in the Construction application. We encourage all applicants to review the guidance below, the project deliverables are detailed in the [Appendix](#). **Please note, all applications must be submitted via the Portal using the online form; Places for Everyone cannot accept submissions via mail or email.** Community led organisations should also consult the [guidance for community groups](#).

Project Detail and Team

- Identification of the lead organisation
- How many people form the project team in relation to the programme ambitions.
 - o This helps Places for Everyone understand if the project is adequately resourced or not.
- Confirmation of who is undertaking the roles of Client, Principal Designer and Designer
 - o This is part of [CDM \(Construction Design and Management\) Regulations 2015](#) and indicates to Places for Everyone the level of understanding around design and construction, health and safety, and sufficient resourcing for the project.
- Project rationale
 - o A text box where you are invited to identify the current challenges faced by individuals and groups in the community
- What you intend to do
 - o A text box where you are invited to identify what your project proposal is and how this project could address the identified issues as outlined above
- How your project relates to Places for Everyone's aims and outcomes
 - o Text boxes where you are invited to explain how your project proposal will support the [aim and objectives of Places for Everyone](#).
- Project location
 - o Identify on a map where the project location will be so we can get an understanding of the project's geographic context and scope



Deliverables

All projects are expected to provide key *deliverables* at particular stages across their lifecycle. The Stage 5-7 Deliverables are detailed on pages 23 and 24, and in more detail in the [Appendix](#).

These deliverables are either activities, and the evidence of these, or other outputs that should be included as part of applications for new and continued funding.

Some applicants may have already completed a portion of these deliverables, these should be submitted with the application for funding. Our Grant Advisors review deliverables during each stage and approve them when fully completed.

In the Construction Application form, applicants will be asked the following:

- To upload the latest version of the stage 0-4 deliverables (all essential deliverables for previous stages must be completed in order to move to the next stage).
- Where a project has already been to tender or early contractor engagement has been carried out, to upload the Tender return documents and the Construction plan where available.

On assessment, should deliverables not meet with the expectations of the programme, we will discuss this with applicants and may ask them to apply for additional funding to complete any outstanding Stage requirements.

Funding and programme

Finally, as part of the application, we ask for a delivery programme and a breakdown of costs against each stage, ensuring that all necessary deliverables are factored in.

Please think carefully about budget and programme to ensure costs are predicted as accurately as is reasonably possible, including contingency and an appropriate level of optimism bias. Be realistic about how long it will take to deliver these.

Submission

Once all the above information is provided and uploaded the application can be submitted. Please note that submission of your application indicates substantive agreement to the terms of the [Legal Agreement Template](#) for the award of funding.

Once the application window closes, we will review and assess the application.



Stage 0-2 Deliverables

Stage	Stage 0: Strategic Definition	Stage 1: Preparation and Brief	Stage 2: Concept Design
Stage Overview	<p>Outcome: The means of achieving the project aims and objectives are identified.</p>	<p>Outcome: Clear understanding of the feasibility constraints and measures required to complete the project.</p>	<p>Outcome: A preferred Design Concept promoted for delivery.</p>
<p>Essential deliverables</p> <p>(A glossary of the deliverables explaining what each is and what is expected can be found in the Appendix and what is expected)</p>	<ul style="list-style-type: none"> • Outline Business Case • Delivery plan (outline) • Stakeholder map • Communications and Community engagement plan (outline) • Identified project team • Data sharing strategy 	<ul style="list-style-type: none"> • Feasibility study • Statutory permissions identification • Monitoring and evaluation plan • Updated project management documents • Updated communications and engagement documents 	<ul style="list-style-type: none"> • Comprehensive Concept Package • Full Business Case • Match Fund Identification • Statutory permissions granted • Behaviour change activity plan • Project communications • Updated project management documents • Updated Monitoring and evaluation plan • Updated communications and engagement documents

<p>Additional deliverables / considerations for high value or complex projects</p> <p>These are agreed during assessment and panel depending on project complexity, scope, scale or value</p>	<ul style="list-style-type: none"> • Identification of community advisory group • Project brand and style guide 	<ul style="list-style-type: none"> • Public Life Survey • Environmental and Sustainability Review • Community Asset Map • Plan to create community advisory group 	<ul style="list-style-type: none"> • Visualisations • Multi-modal transport modelling aligned with project objectives • Plan for street trial (if appropriate) • Green and blue infrastructure proposals • Lighting proposals • Signalling proposals • Formative baseline monitoring and evaluation • Longitudinal monitoring • Updated Community Asset Map
<p>Community organisations ONLY</p> <p>ESSENTIAL additional deliverables</p>	<ul style="list-style-type: none"> • Landowner mapping and communications register • Invitation to tender • Tender document and returns for Stages 1-2, with a completed scoring matrix 	<ul style="list-style-type: none"> • Updated landowner mapping and communications register • Funding, collaboration, and partnerships plan 	<ul style="list-style-type: none"> • Client advisor brief and cost • Updated landowner mapping and communications register • Updated funding, collaboration, and partnerships plan <p><i>If Community Organisation takes project forward:</i></p> <ul style="list-style-type: none"> • Invitation to Tender • Tender document and returns for Stages 3-4 with completed scoring matrix

Stage 3-4 Deliverables

Stage	Stage 3: Developed Design	Stage 4: Technical Design
Stage Overview	<p>Outcome: Architectural and engineering information Spatially Coordinated</p>	<p>Outcome: All design information required to manufacture and construct the project completed.</p>
<p>Essential deliverables</p> <p>(A glossary of the deliverables explaining what each is and what is expected can be found in the Appendix and what is expected)</p>	<ul style="list-style-type: none"> • Design Development Documents • Baseline monitoring • Project communications • Updated project management documents • Updated communications and engagement documents 	<ul style="list-style-type: none"> • Contractor procurement strategy • Statutory Permissions • Baseline monitoring • Baseline evaluation • Behaviour change activity plan • Project communications • Match fund details • Updated project management documents • Updated communications and engagement documents

<p>Additional deliverables / considerations for high value or complex projects</p> <p>These are agreed during assessment and panel depending on project complexity, scope, scale or value</p>	<ul style="list-style-type: none"> • Visualisations where appropriate • Vehicle tracking drawings • Formative baseline monitoring and evaluation • Longitudinal monitoring 	<ul style="list-style-type: none"> • Longitudinal monitoring
<p>Community organisations ONLY</p> <p>ESSENTIAL additional deliverables</p>	<ul style="list-style-type: none"> • Updated client advisor brief and cost • Full Planning permission • Updated landowner mapping and communications register • Updated funding, collaboration, and partnerships plan 	<ul style="list-style-type: none"> • Updated client advisor brief and cost • Road construction consent(s) as necessary • Draft land agreements (agreement, lease, purchase, or order) • Updated landowner mapping and communications register • Updated funding, collaboration and partnerships plan • Invitation to Tender • Tender package and returns for Stage 5-7 with completed scoring matrix • Full planning with conditions cleared

Stage 5-7 Deliverables

Stage	Stage 5: Construction	Stage 6: Handover and Close Out	Stage 7: In Use
Stage Overview	<p>Outcome: Manufacturing, construction and Commissioning completed.</p>	<p>Outcome: Infrastructure handed over, Aftercare initiated and Building Contract concluded.</p>	<p>Outcome: Infrastructure used, operated and maintained efficiently.</p>
<p>Essential deliverables</p> <p>(A glossary of the deliverables explaining what each is and what is expected can be found in the Appendix and what is expected)</p>	<ul style="list-style-type: none"> • Project construction • Progress Reports • Construction Phase Plan • Programme of works • Risk Register • Project communications • Updated communications and engagement documents 	<ul style="list-style-type: none"> • Health and Safety file including Drawings • Snagging List • Maintenance Plan • Road Safety Audit Stage 3 • Project End Report • Interim Lessons Learned Register • Preliminary follow-up monitoring • Preliminary project outcomes evaluation • Opening event with the community • Updated communications and engagement documents 	<ul style="list-style-type: none"> • Road Safety Audit Stage 4 • Lessons Learned Summary • Updated Project Report • Follow-up monitoring • Project outcomes evaluation • Project outcome communications

<p>Additional deliverables / considerations for high value or complex projects</p> <p>These are agreed during assessment and panel depending on project complexity, scope, scale or value</p>	<ul style="list-style-type: none"> • Process evaluation log • Longitudinal monitoring 	<ul style="list-style-type: none"> • Longitudinal monitoring 	<ul style="list-style-type: none"> • Longitudinal monitoring • Process evaluation log • Longitudinal monitoring 2-5 years later
<p>Community organisations ONLY</p> <p>ESSENTIAL additional deliverables</p>	<ul style="list-style-type: none"> • Updated client advisor brief and cost • Final land agreements (agreement, lease, purchase, or order) 	<ul style="list-style-type: none"> • Path/place adoption agreement 	

Assessment, scoring and award process

Construction Stage project applications will be assessed on their ability to demonstrate the following:

- How a project seeks to increase and diversify the number of trips made by walking, wheeling, or cycling for everyday journeys.
 - o This is an assessment of how the proposal aligns with the Places for Everyone aim and objectives.
 - o The focus should be on improving walking, wheeling, or cycling for individuals or groups in the project area both in terms of opportunities and equitability.
 - o The project should not seek to improve access by only one active mode, to the unacceptable or disproportionate detriment of others, such as improving cycling opportunities to the detriment of people walking or wheeling.
- That adequate funding and resource has been accounted for within the project budget and delivery plan in

order to meet Places for Everyone requirements.

- o By adequate, Places for Everyone is looking to ensure the applicant has allocated sufficient budget for all the activities and deliverables. This shows the applicant understands and is realistic about their project and reduces the need to request additional funding and or programme extensions in the future.
- The engagement/behaviour change/communications plans proposed are suitable given the scale and ambition of the project.
- The applicant has the capability, either internally or from external support, to deliver the project or that there is a plan to hand over to a key stakeholder later.

Assessment of applications will take into consideration all sections of the application form.

The assessment process follows the following steps:



Step 4.1: Advisor Assessment

We will allocate a Places for Everyone Advisor to a project during the application round. They will assess the application based on the quality of its answers and submitted deliverables in relation to the work completed to date, how the applicant will deliver the project and how the project will support Places for Everyone to achieve its aim and objectives.

The Advisor will assess and make a recommendation for funding, also outlining if there are likely to be any conditions of funding or recommendations for the panel.

Step 4.2: Scoring

Concept applications will be scored across three areas: **Impact, Deliverability and Risk** and **Cost**, using the scoring criteria detailed in the next section. Scores will be used by the decision-

making panel to inform funding decisions should the fund be over subscribed.

Step 4.3: Management Review

All assessments and recommendations are reviewed by Places for Everyone Grant Managers for consistency. They may also identify additional conditions or recommendations for some projects.

Grant Managers may also involve individuals with key skills such as design and engineering, monitoring and evaluation or communications and engagement as part of this review depending on project complexity.

This process is to ensure fairness across the programme for all applicants.

Step 5: Decision-making Panel

All project recommendations will be presented to a decision-making panel who will review Advisor and Grant Manager recommendations and make final funding decisions. They may also request additional conditions to the funding depending on the complexity of the project.

The Stage 5-7 Decision-making Panel is comprised of 4 Senior Sustrans Staff, including the Director for Scotland, and 3 external representatives from relevant sectors. Both internal and external positions will be filled on a rotating basis. External members currently include representation from Living Streets Scotland and Transport Scotland's Roads Directorate

We inform the applicant of the panel's decision, and if successful, we start the process to put in place a legal agreement for funding.

Legal Agreements

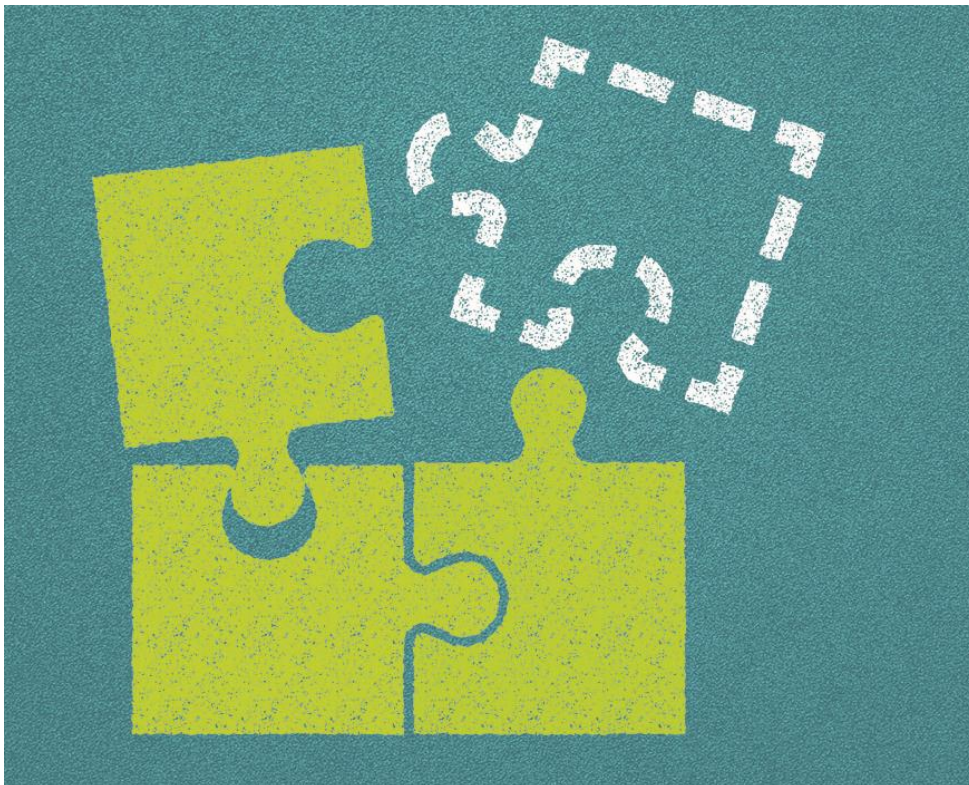
The process to put in place a legal agreement involves adding any additional conditions to a standard template. The agreement is signed by Places for Everyone and sent to the applicant, to be signed by the individual identified in the application form as the legal signatory. ***Please note that submission of your application indicates substantive agreement to the terms of the Legal Agreement Template.***

An applicant is given eight weeks to sign a legal agreement, with prompts and reminders to sign every fortnight.

If a legal agreement is not signed within eight weeks, unless otherwise stated, the award of funding will be retracted.

Project applications which have funding retracted due to an unsigned legal agreement may reapply at the next funding round and will be subject to the same assessment procedure. There will not, however, be any guarantee of funding at the next round.

To understand timeframes for application open dates, deadlines, and decision-making panels, please see the timetable on the [Places for Everyone Showcase website](#).



Scoring

Impact

It is acknowledged that the potential impact of projects, and how projects seek to make that impact, will vary considerably. Some projects will affect a large number of people, whereas others may affect fewer people but make a much larger impact on those it does. By the end of Stage 2, there should be a full business case for the project and therefore you should have a clear idea of the likely impact that will be achieved, and this should be updated as the project progresses through the remaining stages. The grid below of potential positive impacts will be used to score projects for comparison

Strategic Definition

Walking and Wheeling

- Project will address a significant gap in walking and wheeling provision.

Walking, Wheeling & Cycling

- Project will provide access to a public transport stop and enable multi-modal journeys
- Project will provide access to a major public transport hub and enable multi-modal journeys
- Project will increase permeability for walking, wheeling, and cycling, shortening journey times and making more active trips practicable.
- Appropriate data has been used to demonstrate that the project should be considered a priority project within the Local Authority region in terms of potential number of active travel trips or mode shift.

Cycling

- Project aims to address a significant gap in cycle provision which will unlock access to a wider network
- Project aims to provide, direct, best practice infrastructure on an arterial route
- Project will provide cycle provision where none currently exists, and public transport is limited.
- Project will provide cycle provision where none currently exists, and there is no public transport available.
- Project will provide for everyday journeys greater than 1km and less than 3kms.
- Project will provide for everyday journeys less than 5kms.
- Project will provide for everyday journeys less than 7kms.
- Project will provide for everyday journeys less than 9kms.
(NOTE: a 9km route may receive up to 4 marks if it provides for shorter trip segments, or only 1mark if there are no interim destinations. A shorter route may also receive more than 1 mark if it will also provide for longer trips, provided that there will be a similar level of provisions for the whole of that trip.)

Schools

Walking and Wheeling

- Project will improve walking and wheeling access to a school from part of its catchment.
- Project will improve walking and wheeling access to a school from the whole of its catchment.

Cycling

- Project will improve cycling access to a school from part of its catchment.
- Project will improve cycling access to a school from the whole of its catchment.

Quality, safety and equality, diversity and inclusion

Walking and Wheeling

- Project will raise the standard of infrastructure across the project area such that journeys made by walking or wheeling can be better made by all.
- Project addresses social barriers such as improving passive surveillance, removing perceived lurking spots, improving lighting, improving access/egress points or by providing an alternative route.

Walking, Wheeling & Cycling

- Project will limit access by motor vehicles in order to make walking and wheeling and on-road cycling within the project area, safer, more pleasant and inclusive.
- The project targets provision to make active, everyday journeys possible for those living within an area identified by the Scottish index of Multiple Deprivation as being among the 20% most deprived areas in Scotland.

Cycling

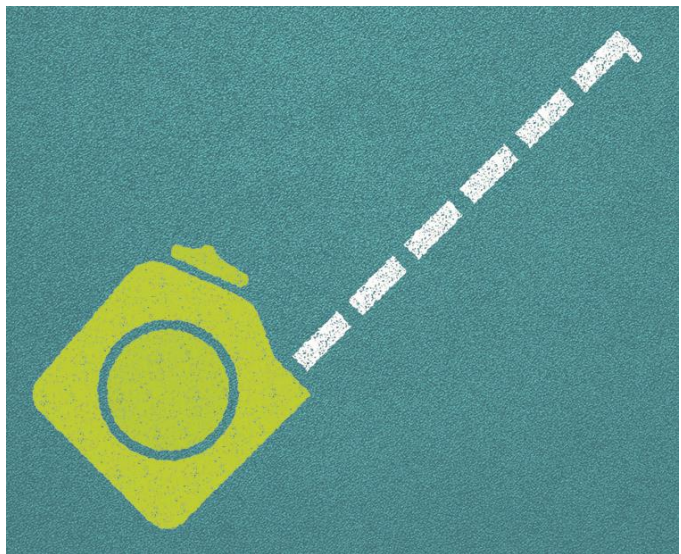
- Project will improve the standard of existing infrastructure to remove conflict, providing a higher level of service and/or remove any physical barriers to access by all.

Deliverability and risk:

An assessment of deliverability will be made considering the following:

- Local policy or political support
- Land ownership
- Funding
- Design challenges

Each project will be given a High, Medium or Low score for the purposes of comparison. Projects assessed as being high risk will not be rejected outright, however, should the programme be oversubscribed, will be less likely to be successful.



Cost:

Relative cost:

For linear infrastructure such as cycleways, the indicative £ per mile cost will be considered. Other types of intervention will also be categorised into High, Medium, or Low.

Absolute cost:

The absolute monetary cost of projects will also be considered to ensure that

there is a variety of scales of project in the pipeline, with a High, Medium, and Low score given relative to the estimated construction costs of all applications.

(The overall cost/benefit of projects which have a low impact score, and medium or high absolute cost may be looked at in more detail. A cost/benefit analysis proportionate to the size of the project should have been completed as part of the full business case)

Next steps

If you are planning to apply for funding at Construction Stage, please submit an Expression of Interest via the [Expression of Interest form](#). The Expression of Interest form is open all year round, and if your project is potentially suitable for Places for Everyone funding, we can provide you with a link to the relevant application form at the [next scheduled application window](#).

If you are a Community-led Organisation, please see the [additional guidance document](#) to ensure you understand the different requirements and support available.

If you would like inspiration on the types of project Places for Everyone funds, please see examples on our [Showcase website](#).

