

The City of Edinburgh Council People and Place Grant Fund – Application Guidance

Introduction

This guidance is designed to support you to submit a grant application to deliver projects in partnership with The City of Edinburgh Council, as part of South East of Scotland Transport Partnership (SEStran's) [People and Place Plan](#). The objectives of the fund are to deliver active and sustainable travel behaviour change; to increase walking, wheeling, cycling and public transport.

Local authorities have been advised of indicative allocations of funds for 2026-27. As part of the City of Edinburgh Council's programme, we are interested in working in partnership with local organisations to meet the objectives of the fund, and to support grassroots activities to achieve behavioural changes locally.

Please read this guidance carefully before applying, as it contains key information on eligibility of projects, timescales, and how to submit your application.

Purpose of the People and Place Fund

In line with the [Regional Transport Strategy 2035](#), the SEStran People and Place Grant Fund is a key part of the regional delivery of active travel behaviour change in South East Scotland under SEStran's People and Place Plan. [A delivery plan](#) has been developed, which is designed to deliver behaviour change interventions to support people in the region to choose active travel over private vehicles for utility journeys. The plan will:

1. Increase the proportion of short everyday journeys by walking, wheeling and cycling;
2. Increase positive attitudes towards / increase propensity to walking, wheeling and cycling;
3. Increase the proportion of journeys to school by walking, wheeling and cycling;
4. Increase the frequency of walking, wheeling and cycling for pleasure / exercise;
5. Increase positive perceptions of safety of walking, wheeling and cycling;
6. Reduce the proportion of people identifying barriers to walking, wheeling and cycling;
7. Increase the delivery capacity and capability of the active travel sector to better achieve these outcomes.
8. Increase the number of sustainable journeys taken by improving access to accurate travel planning information and improving the ability to join up journeys.

People and Place Themes

1. Behaviour change theme: Schools and Young People
2. Behaviour change theme: Workplaces
3. Behaviour change theme: Accessibility and Inclusion
4. Underpinning theme: Capacity and Capability

People and Place Expected Outcomes

The expected outcomes of the Grant are:

1. Increase the number of journeys by active and sustainable modes in and around the target community
2. Reduce number of short trips being made by car
3. Improve perceptions of accessibility to local goods/services, education and employment by non-car modes
4. Increase the amount of walking, wheeling and cycling for physical activity
5. Enable people that were previously excluded from using active or sustainable modes for some journeys to do so
6. Increase the number of journeys made by young people by active and sustainable modes to school and for other commonly-made journeys
7. Increase the number of journeys made by parents/carers by active and sustainable modes to school and for other commonly-made journeys
8. Reduce the number of journeys made by car to school and for other commonly-made journeys
9. Improve perceptions of accessibility to school by non-car modes
10. Enable people that were previously excluded from using active or sustainable modes for some journeys to do so
11. Reduce the number of journeys made by car from or to major trip generators
12. Increase the number of journeys made by active and sustainable modes from or to major trip generators
13. Improve perceptions of accessibility from or to major trip generators by non-car modes
14. Increase the use of the new infrastructure or services
15. Improve perceptions of active travel and public transport
16. Improve perceptions of accessibility to public transport
17. Increase the use of public transport
18. Improve perceptions of transport integration
19. Reduce the number of medium-length and longer trips being made by car
20. Local Authorities are better able to establish and manage effective behavioural change projects
21. Local partner organisations have increased willingness, capacity and skills to establish and implement effective behavioural change projects

These outcomes reflect the following:

1. the First Minister's Priorities;
2. SEStran Regional Transport Strategy;

3. People and Place Objectives;
4. People and Place Themes;
5. People and Place Priority Outcomes.

Council Business Plan Objectives

The City of Edinburgh Council has three strategic priorities which shape our work during 2023 to 2027:

1. create good places to live and work in Edinburgh.
2. take all the local actions needed to end poverty in Edinburgh, and
3. work to deliver a net zero city by 2030.

More information at [Our Business Plan Priorities-Objectives and outcomes to deliver priorities](#)

City Mobility Plan objectives 2021-2030

Across the world, cities like Edinburgh are changing rapidly and taking on the challenges of

1. climate change
2. declining biodiversity
3. population growth
4. poverty
5. inequality
6. improving safety, health and wellbeing.

[Download the City Mobility Plan here.](#)

Active Travel Investment Programme

We're investing in our streets to make Edinburgh a better place to

1. walk
2. wheel
3. cycle.

[More information on our current programme of improvements is available here.](#)

Compliance with legislation

The [Council's Grant Standing Orders](#) govern the award of external grants. Please note these have been updated as of 20 March 2025. By applying, you confirm on behalf of your organisation that the organisation will follow these procedures if the Council enters a grant agreement with the organisation. A grant agreement will follow, signed by both parties, to detail the target outcomes for the funding period. Grant awards will conclude on 31 March 2027.

Fair Work First

All grants awarded with Scottish Government funds from 1 July 2023 (which includes this fund) must comply with the [Fair Work First](#) conditionality.

The Grantee shall ensure that any UK-based workers aged 16 and over (including apprentices) who are directly engaged in delivering the grant-funded activity are paid at least the real Living Wage, including, where applicable, sub-contractors and agency staff.

The Grantee shall provide any and all information reasonably required by SEStran (in line with guidance from Scottish Ministers) to satisfy themselves that the Fair Work First obligations herein are being complied with. Fair Work First guidance is available from the Scottish Government to support the Grantee in meeting and evidencing this condition.

Confidentiality and Data Protection

[Data protection legislation](#) controls how personal information is used by organisations, including businesses and government departments.

In the UK, data protection is governed by the [UK General Data Protection Regulation \(UK GDPR\)](#) and the [Data Protection Act 2018](#).

Everyone responsible for using personal data has to follow strict rules called 'data protection principles' unless an exemption applies. There is a [guide to the data protection exemptions on the Information Commissioner's Office \(ICO\) website](#).

The Grantee will take steps to ensure that no personal data about project participants and/or individuals involved in service delivery are shared with the Council or SEStran. The Council may offer support to Grantees with undertaking monitoring and evaluation surveys, by using the [Consultation and Engagement Hub](#). Any surveys undertaken to support monitoring and evaluation will collect anonymous data only, and data will be held in accordance with the Council's data retention policy.

Work with vulnerable people

It's important we have assurances relating to the safeguarding of vulnerable groups. If your programme involves working with vulnerable groups, we'll ask you to confirm that you have:

- robust safeguarding policies and procedures in place to protect vulnerable adults and children (these may include things such as a specific safeguarding policy, training, support and supervision of staff, a Code of Conduct)
- whistleblowing and monitoring and complaints processes.
- a clear procedure which must be followed if you become aware of any specific safeguarding incident.

Publicity

The Grantee shall where reasonably practicable acknowledge in all publicity material relating to the project the contribution of The City of Edinburgh Council, SEStran and Transport Scotland to its costs. It may be required for SEStran to approve the form of such acknowledgement prior to its first publication. It is important that logos are the high-resolution EPS or JPEG files, and that the brand guidelines are adhered to, to ensure that promotional material relating to funded initiatives is of professional quality.

For the Transport Scotland logo, download the [brand guidelines](#) and email TransportScotlandCorporateCommunications@transport.gov.scot.

For SEStran, the logo and brand guidelines are available upon request.

For City of Edinburgh Council, the logo and [brand guidelines](#) can be requested by [completing this form](#).

How to apply

Please submit your costed proposals by email. The specific email link for the grant you are applying for is provided in the advertisement on Edinburgh Voluntary Organisations Council website.

Assessment Process

Once submitted, to ensure best value, applications will be scored by a minimum of two members of City of Edinburgh Council staff in line with the scoring criteria below. The average score under each criterion will then be taken and compiled into an overall score for each project. A maximum score of 50 may be awarded to proposals. See Appendix 1 for assessment criteria.

Organisation Financial Assessment

Alongside the main assessment, a financial sustainability assessment will be undertaken on organisations in line with the City of Edinburgh Council's processes.

Grant Fund Additional Requirements

- the proposal must not exceed the revenue and capital funding allocations as advertised on EVOC
- all funding must be spent, and project close documentation submitted, by 31 March 2027
- projects are funded for the scope and amount given on the advertisement on EVOC
- monitoring and evaluation are a key component of the programme, and updates regarding outcomes are expected each quarter during the financial year consisting of:
 - Narrative on overall progress;
 - Financial management;
 - Delivery against expected project outputs;
 - Risk management.

Appendices

Appendix 1 – Assessment criteria

Organisation Experience

0	No experience provided, or experience is not relevant to active travel behaviour change.
3	Relevant experience of active travel delivery shown, but lack of evidence of outcomes provided.
6	Relevant experience of active travel delivery shown, with limited evidence of outcomes provided that partially aligns with the objectives of the People and Place Plan.
10	Relevant experience of active travel delivery shown, with evidence provided that shows success of this delivery in line with the objectives of the People and Place Plan.

Project objectives

0	Project objectives are basic, lack relevance to the project, and do not align with delivery of the relevant programme objectives.
2	Project objectives do not align with delivery of the relevant programme objectives, irrespective of their quality.
4	Project objectives show minimal alignment with delivery of the relevant programme objectives, irrespective of their quality.
6	Project objectives show partial alignment with delivery of the relevant programme objectives, irrespective of their quality.
8	Project objectives are clear with some relevance to the project and show clear alignment with delivery of the relevant programme objectives.
10	Project objectives are clear, specific to the project, and show clear alignment with delivery of the relevant programme objectives.

Project outcomes

0	Project outcomes are basic, lack relevance to the project, and do not align with delivery of the relevant programme outcomes and Active Travel Framework.
2	Project outcomes do not align with delivery of the relevant programme objectives and Active Travel Framework, irrespective of their quality.
4	Project outcomes show minimal alignment with delivery of the relevant programme objectives and Active Travel Framework, irrespective of their quality.
6	Project outcomes show partial alignment with delivery of the relevant programme objectives and Active Travel Framework, irrespective of their quality.
8	Project outcomes are clear with some relevance to the project and show clear alignment with delivery of the relevant programme objectives.
10	Project outcomes are clear, specific to the project, and show clear alignment with delivery of the relevant programme outcomes and Active Travel Framework.

Project location

0	Project location proposed does not connect with an existing active travel network relevant to the mode(s) targeted.
5	Project location proposed either: • partially ties into an existing active travel network relevant to the mode(s) targeted • fully ties into an existing active travel network relevant to only some of the mode(s) targeted.
10	Project location proposed fully ties into an existing active travel network for the mode(s) targeted or the location is to be specified by SEStran/a local authority rather than the applicant.

Project fit to eligibility criteria

0	Project does not align with the programme's eligibility criteria.
5	Project shows some alignment with the programme's eligibility criteria but will require changes to make it fully eligible.
10	Project fully aligns with the programme's eligibility criteria.