Active Travel Fund

Application Guidance

North Yorkshire Sport

YORK & NORTH YORKSHIRE COMBINED AUTHORITY

DAVID SKAITH MAYOR

Foreword from David Skaith, Mayor of York & North Yorkshire

Every child deserves to travel to school safely. Every family should feel confident walking, wheeling, or cycling wherever they live. Every community across York and North Yorkshire should have streets that bring people together rather than hold them back.

Some of my happiest moments are spent out on our bikes with my children, but this is often just for fun on the weekend. Like many parents, I'd feel apprehensive about sending my kids off to school on their scooters or bikes.

I want York and North Yorkshire to be *the* place to walk, wheel or cycle safely. I know I am not alone, and there are parents and community groups across York and North Yorkshire who want to see the same for their families. That's why this funding is so important.

The Mayor's Active Travel Fund is kickstarting a revolution in active travel across York and North Yorkshire. I'm putting power into the hands of community groups to create safer routes to school, college, and work. Building healthier, greener, and better connected places for generations to come. Together, we can reshape our streets and unlock the full potential of active travel across our region.

Encouraging walking, wheeling and cycling is one of the most cost-effective ways to reduce transport-related carbon emissions, ease congestion, improve the health and wellbeing of our communities, and support local economies. For every £1 spent on active travel infrastructure, an average of £5.62 is felt in economic benefits.

But real change only happens when we meet communities where they are. In our urban areas, market towns, coastal communities and rural villages, we have to make active travel a safer, easier option in ways that work for each area's individual needs. That is why I am inviting the groups and organisations who know their areas best to tell us what they need.

Through this fund, we'll help give people the skills to cycle safely, expand the number of schools streets and 20mph zones, improve infrastructure and provide secure cycle storage. By creating safer streets and building confidence early in life, we can help a generation see walking, wheeling and cycling as the natural first choice for shorter journeys, and for connecting with bus and rail services.

This fund forms part of my £7 million Moving Forward programme, supporting people across our region to build the healthy, thriving communities they deserve. We will work alongside them every step of the way as we continue Moving Forward together.

David Skaith

Mayor of York & North Yorkshire

Background

The mayor seeks to work with a range of organisations including public sector organisations, businesses and community groups to increase active travel participation in the York and North Yorkshire region.

The fund will be split into two to ensure that both larger scale schemes and smaller scale schemes can be considered and successfully delivered.

This prospectus is for a wide range of interested parties – from VCSE organisations to SME's, healthcare settings and educational settings.

The fund will be supported and managed by North Yorkshire Sport on behalf of the Combined Authority - this is to ensure we have the appropriate specialist support available to potential applicants and to ensure all applicants (successful or unsuccessful) have on-going additional support for project development and access to alternative potential funding sources/opportunities.

About the Fund

The fund seeks to increase active travel participation and behavioural change in the York and North Yorkshire region and provides additional funding to deliver more schemes and engagement - where possible working to amplify the impact of other government transport grants such as the national Active Travel Fund and the Local Transport Grant.

It is envisaged that the fund will enable smaller-scale infrastructure, revenue or capital projects as well as behavioural change initiatives. The fund may also support the delivery of feasibility studies for larger projects to be delivered in the future potentially using an alternative funding source.

Total Value	**£1m**
Delivery window	June 2026 – January 2028
Administer by	York and North Yorkshire Combined Authority
Grant Type	Capital and revenue available
Grant range	**£5k-£100k** per project (inclusive of VAT)

Fund requirements

The fund will be looking for projects that are wholly deliverable and demonstrating impact by **January 2028**.

Applicants must be able to demonstrate that:

- **Projects are located in York and North Yorkshire.**
- All key stakeholders and partners involved in delivering the proposal are fully engaged and supportive.
- Consultation and evidence of a new user base is available and interested.
- All necessary engagement of Public Bodies has been achieved and are understood in terms of implications/engagement.
- Where proposed measures affect highway land or privately owned land - and where the scheme requires regulatory approval - it must be demonstrated that the relevant landowner has been consulted, options have been explored, and commitment has been secured to ensure they consent to any new or extended scheme.
- Please Note: Any project on council land or needing highways approval would need the support of the affected local authority.

Applicants must:

- **Agree to data sharing protocols** in accordance with GDPR and the Combined Authority's data governance procedures.
- **Subsidy control** - As a rule, public funding for infrastructure that delivers a general public benefit and which is not intended to be used primarily to carry out an economic activity will not fall within the scope of the Act. Where infrastructure support is not intended to be commercially exploited and is made available to the public to use for free, the provision of access to this infrastructure will not be considered to constitute an economic activity and public funding for this infrastructure will not fall within the scope of the Act. If your project is not within the spirit of this, then please confirm what Subsidy Control mechanism will be used within the application form.
- **Take part in evaluation activities**, proportionate to the size and scope of the project. For larger projects, this may include contributing case studies, conducting surveys, and providing assessments of value for money, in addition to standard reporting requirements.

- **Engage in networking** sessions with other successful applicants to share learning and help demonstrate the overall impact of the fund.
- **Demonstrate that all necessary conditions and approvals have been met**, such as undertaking consultations, securing planning permission or obtaining highway authority consent, where applicable.

Eligibility criteria

- Projects that commence new or extended use of cycle parking, cycle hubs and cycle hangers that meet best practice standards (as above) for modern designs.
- Projects that support demonstrable engagement campaigns and offer sustainable longer-term take-up and engagement.
- Improved access to public transport through active travel connections.
- Safer and more inclusive environments for underrepresented groups.
- Behaviour change initiatives such as cycle training, social prescribing and community bike schemes, walking groups, marketing campaigns and travel plans.
- Behaviour change initiatives linked to new or existing physical infrastructure.

Guidance for Community Interest Companies (CIC's):

- CICs demonstrate evidence of income besides receiving grants to demonstrate long-term sustainability.
- CICs must have three unrelated directors.

Exclusions

Below costs will be considered as ineligible funding:

- **Costs related already running/funded projects** (Business as Usual or already planned to be introduced in 2025-2028)
- Costs related to other works outside of the project being funded
- Purchase of equipment not related to this fund
- **Routine or already planned maintenance**
- Funding of projects already planned (through planning permission route) with a funded route already agreed
- Projects exceeding the upper limit of this fund, where match funding will not cover the required additional funding.
- Match funding identified from any other CA source.

Match Funding

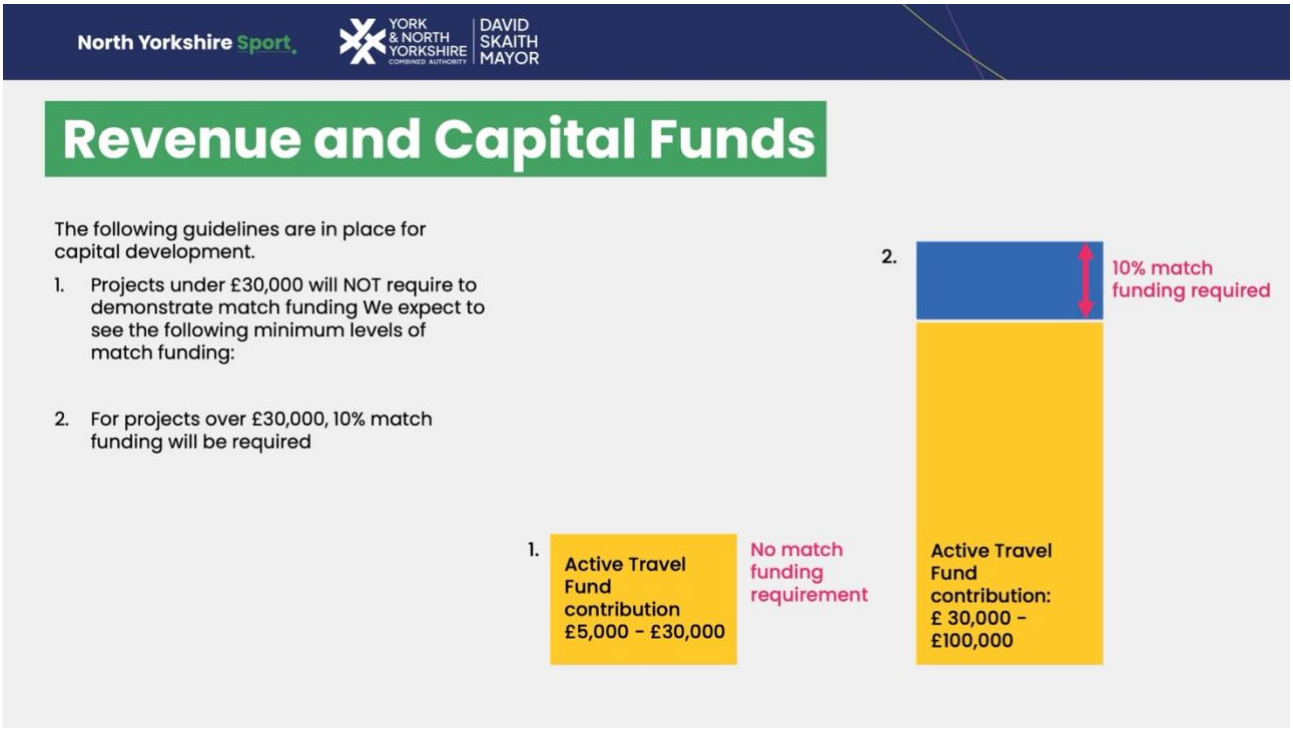
The fund will operate with the following requirements around match funding:

- Projects **under £30,000 will NOT require to demonstrate match funding**. We expect to see the following minimum levels of match funding:
- **For projects over £30,000, 10% match funding for the total project cost is required**.
- All applications must demonstrate they are inclusive of non-recoverable VAT. Recoverable VAT does not need to be included.

For example, a project seeking a grant of £100,000 would be expected to contribute 10% of this value i.e. £10,000 in addition to the grant (making the total value of the project to be £110,000 or more.

Match funding is acceptable in the following forms:

- Funding from other sources e.g. central government funding or lottery funds (but not other Y&NY Mayoral Investment Funds).
- Internal Funding.
- Funding in-kind (where volunteer expenses are anticipated).



What makes a strong application?

Please make sure your project is eligible by reading the criteria and exclusions. We don't want anyone to waste their time on an application. Strong applications will demonstrate:

- Clear evidence of need AND demand from the target audience.
- Co-designed, informed or led by the people who will benefit.
- Clear legacy/sustainability plan.
- Strong partnerships.
- Strong governance.
- Focus on priority groups.
- Upskilling and empowering communities (legacies beyond funding).
- Considerations of project risks.

Need vs. Demand

Need = gaps and inequalities

Examples include:
- Public health data
- Deprivation data
- Sport England Active Lives data
- Community survey

Demand = interest and readiness

Examples include:
- Waiting lists
- Partnerships with other organisations
- Co-design by targeted groups
- Referral routes into project identified

💡 **Both are important!** Good investment is where high need meets growing demand.

Capital-specific considerations

To help you plan your project, here are some questions that you will be required to answer as part of your application:

Security of Tenure – Do you own the freehold to the site where the development will take place, or have you secured a lease for at least 10 years? If you don't own the site or hold a lease, can you attain this within the project timescale?

Planning Permission – Does the development need planning permission and if so a) have you already achieved it or b) if you haven't achieved it, how confident are you that planning permission can be achieved within the required timeframe?

Legal structure – If you are an unincorporated organisation, is your legal structure appropriate for taking on an asset? If unincorporated, are you aware of how factors such as disputes with contractors could impact Trustees?

VAT – If you are not VAT registered you will incur VAT but will not be able to recover it. Is a partner organisation VAT registered, and can they be the joint applicant and help support your project to be better value for money?

Risks and Contingency – What happens if costs go up? Can you still deliver the project?

Fund opening and closing dates

Open Date	Closing Date	Assessments	Decisions Communicated
25th Feb 2026	10th Apr 2026 (11:59pm)	Apr-May 2026	May 2026

How to apply

We want to make sure the best ideas get funded. If you don't have much experience of writing funding applications don't worry - we will work with you in a supportive way to nurture your ideas.

Our commitment is to ask you to complete one application form and submit the following documents alongside it:

1. Your constitution or governing document
2. A thorough and detailed budget using the budget form,
3. A copy of your relevant safeguarding policy,
4. Evidence of your most recent annual accounts. If your organisation is under a year old, you should submit your entire financial history so far.

Our application form is a web-based form with no functionality to save your progress and return to the form. We have created a word document template that will enables you to draft your answers before copying them across to the online form. You can find this on the fund webpage.

We ask that you complete as much information on this form that you can, but don't worry if you don't have the answers to every question. The mandatory ones that we need from you have a red Asterix as that will enable us to capture your details and get a sense of what it is you are looking to do. We will then follow up with you to find out more.

Our Approach

We want to support the best ideas and recognise that not every individual or group will be well versed in completing application forms.

Our commitment through this fund is to offer development support to those who want to access the fund. We have the following processes in place to support this:

- We will run a briefing webinar for interested organisations. This will be recorded to watch back later.
- We will publish a word version of our application form to enable you to plan your answers to the questions, which you can then copy the content into the web-based form.
- You will have the opportunity to have a conversation with a member of the North Yorkshire Sport Team. To request this, please email grants@northyorkshiresport.co.uk
- Once you submit your application, we will contact you to discuss it. This may mean you make some modifications to the project or expand on your answers. We will do this in collaboration with you as an applicant.
- The earlier you submit your form, the more time we will have to work with you!

We ask that you complete as much information on this form that you can, but don't worry if you don't have the answers to every question. The mandatory ones that we need from you have a red Asterix as that will enable us to capture your details and get a sense of what it is you are looking to do. We will then follow up with you to find out more.

Monitoring, Evaluation and Learning (MEL)

Projects must deliver direct improvements in the walking, wheeling, or cycling environment. All projects must be able to demonstrate the baseline engagement they are working from.

On the application form we will ask you to indicate which of the following indicators and measures you think your project will deliver on. We will work with you to agree the targets prior to final submission to the panel.

The suite of indicators are:

Outputs:

Projects should clearly outline how they will contribute to:

- Number of new people actively engaging in active travel uptake (this must demonstrate new engagement).
- Number of people participating in behavioural change initiatives (existing and new).
- Number of accessibility improvements to improve safety.
- Number of infrastructure improvements to enhance local connectivity and reduce emissions.

Outcomes: Beyond site-specific benefits, projects should demonstrate potential to catalyse wider regional change in the promotion and delivery of active travel. This could include:

- Sharing learning with other localities across York and North Yorkshire.
- Piloting innovative or underused design approaches, delivery models, or community engagement methods.
- Supporting data collection and monitoring to inform future investment decisions.
- Creating replicable approaches that enable future scheme development elsewhere in the region.
- Strengthen the ability of communities, businesses and other organisations to take up active travel initiatives.

It should be noted that **reporting is a condition of funding** for all projects.

What happens after I apply?

Following your application, you will hear from your allocated case manager. They may be in touch to find out more about your idea, or to offer you further support to finalise the application.

North Yorkshire Sport will conduct an internal appraisal of each applicant and each application. We will make a recommendation which will go forward to an independent external panel, who will check and challenge the recommendations and make the final decision. All funding awards will be signed off by the York and North Yorkshire Combined Authority.

If I am successful

1. You will be notified via email of your award, and any conditions the external panel asks you to commit to, which can include a reduced award offer to the amount you requested. You will need to accept these to progress your application.
2. You will then be invited to an onboarding meeting with your case manager, which will be followed by your funding agreement. Your funding agreement will have both your outputs and any conditions outlined clearly in it.
3. The funding agreement (which comes with a guidance document) outlines elements such as media and PR, reporting deadlines and safeguarding procedures. It will also detail payment schedules and the process should the project not deliver as planned.
4. Your case manager will continue to support you throughout the lifetime of your project.

If I am not successful

1. North Yorkshire Sport will contact you via email to inform you of the decision not to award your project the investment. We will outline the reasons why the project has not been successful.
2. North Yorkshire Sport staff will help you to identify if there are other appropriate sources of funding, or new partnerships that you can explore that may help you to pursue your project idea.

If you wish to contact one of our team for more information, please email grants@northyorkshiresport.co.uk

North Yorkshire Sport.

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