

How to get your hands on a Workplace Travel Grant

10 step guide for applicants to take your organisation from lightbulb moment to launch

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01 Have a great idea for how to improve your business travel? Talk to one of our Workplace Travel Advisors
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06 We notify you whether your application has been successful
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02 Submit Expression of Interest and declaration online at info.nottinghamcity.gov.uk/workplace-travel-service/expression-of-interest
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07 Sign the Grant Funding Agreement and produce a Workplace Travel Action Plan
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03 The City Council checks your eligibility before inviting you to make an application
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08 Carry out the works or activities to achieve your travel project
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04 With our help produce a staff travel survey using our simple online survey tool. Workplace Travel Advisors will share survey results
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09 Submit a grant claim including the required evidence of expenditure to receive your grant funding payment
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05 Make a grant application – don't forget to include three quotes for any works or goods required
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10 Your project is ready to launch! Celebrate your success

Who's already moving forward!

DG Cars Rapid Charge Point

DG Cars, based in Nottingham, is the largest Private Hire Company in the East Midlands with over 700 vehicles. The council supported them with a grant to contribute towards the installation of a rapid charge point at their head offices on Little Tennis Street. The charger supports their fleet of six Nissan Leafs. And they plan to introduce more low emission vehicles in the future.



“The benefits of running Ultra Low Emission Vehicles in our fleet are immeasurable from both a business and health perspective. The overall objective is to reduce our carbon and nitrogen dioxide emissions resulting in cleaner air for the city of Nottingham.”

Dominic Moyes,
DG Cars.

“We're really pleased to see so many people cycling in now, the shelter is now full almost every day and we're also promoting the bus and tram. Scott Temprell, HSE Manager.”

Pork Farms Cycle Shelter

Pork Farms, part of the Addo Food Group, were keen to refurbish the old, unloved and little used cycle shelter at their Riverside Bakery site and encourage more people to cycle to work. Using a small grant they were able to put in new stands, improve lighting and bought cycle helmets, lights, reflective strips and locks which were given away as a promotion to thirty members of staff.

Workplace Travel Service

Grants and advice to transform your business



UP TO
£25,000
available

Need a grant to improve the way your employees get to work?
Looking for advice about how to promote alternative travel options to staff?
We're here to help.

How it works

From grant application to transport offers, cycling improvements to electric charging points, we can help! Here is a sample of what we can do for you.

1. Signposting you to services: We're working with a wide range of delivery partners to bring benefits for your business. We signpost information about transport services in Nottingham, develop tailored solutions, deliver staff engagement events and support comprehensive fleet reviews to identify where you can save money.

2. Offering knowledgeable and targeted support: Our Workplace Travel Advisors can meet at your offices and explain what we can offer your business and your employees. If you are interested in walking, cycling, adopting cleaner vehicles or all of the above, we've got you covered!

3. Providing grants: Benefit from up to £25,000 financial support to help meet the costs of workplace travel improvements, such as electric vehicle charge points, cycle parking, showers, pool bikes, car sharing and car parking management.

Who's eligible?

Any business (large or small, public or private sector) across the Nottingham area can be supported, including:

- ✓ Businesses covered by the Nottingham Workplace Parking Levy
- ✓ Organisations based on business parks and industrial areas
- ✓ Health and Social Care organisations, joint services centres, medical centres and hospitals
- ✓ Small to medium enterprises
- ✓ Public sector organisations
- ✓ Voluntary sector



Supporting Your Ambition

Get involved at **Bronze**, **Silver** and **Gold** levels of support*

New to travel planning? We can help...

- raise awareness of the Workplace Travel Service
- signpost to services and available support
- sign you up to the latest local transport news and information
- run a free staff engagement event to discuss travel choices

Already making changes and want to do more? We can offer you...

- travel and low carbon vehicle clinics
- negotiated transport offers, discounts and deals
- access up to £15,000 funding through the workplace grants scheme
- Employee personalised travel planning, fleet reviews and ULEV fleet experience

Want to totally rethink your travel to work requirements? We can help...

- support you through producing a targeted Travel Action Plan
- provide a detailed Fleet Review, identifying opportunities to adopt electric vehicles and focus on how much your business can save
- access up to £25,000 funding through the workplace grants scheme
- award you Gold Business Champion status
- run tailored masterclasses, workshops and peer-to-peer networking

*To benefit from this support we will ask that your business complete a Staff Travel Survey to identify current travel behaviour and help understand what the most effective travel solutions are for your business or organisation.

What is a Travel Survey?

A simple way of gathering the travel views, motivations and concerns of your staff. Our Workplace Travel Advisors will create a free tailored survey helping identify what changes you could make. Depending on your circumstances surveys can be either online or in printed format.

Travel Action Plan, sounds complicated?

It's not. A simple document that aims to encourage use of alternative and lower emission travel. Using information gathered from the travel survey, plans are tailored to the specific needs of your business, and built around your staff and visitor requirements. Typically a travel action plan can reduce car use by 10%, reduce staff travel costs and develop a healthier workforce. It can also help reduce local congestion which in turn improves business efficiency.



Express your interest here

info.nottinghamcity.gov.uk/workplace-travel-service/expression-of-interest

