

Instructions to Applicants 2020

Sustrans Scotland

Empowering individuals within workplaces, the Active Travel Champion project provides support, training, resources and funding to enable peer to peer promotion of walking, cycling and wheeling for commuting and business travel.

Active Travel Champion organisations are committed to increasing levels of walking, cycling and wheeling at their organisation. Sustrans work with sites of 200+ employees, where Champions are permitted to use 2 hours of staff time per month on ATC related planning and activities.

The project is built on a three year engagement model, designed to leave a legacy of empowered workplace Champions, as well as a more supportive workplace culture to encourage walking, cycling and wheeling for commuting and business travel.

Applicants are applying to join the Active Travel Champion project for 2020/21.

Active Travel Champions is fully funded by Transport Scotland.

Key contact: Terry Roberts, Delivery Coordinator, Workplaces.
E: terry.roberts@sustrans.org.uk T: 07970 412127

Deadline: 1st September 2020

Successful applicants notified: 8th September 2020

Terms of Reference negotiated and project delivery begins: late-September 2020 onwards

What we need from you as a partner organisation

- ✓ Enthusiasm and commitment to increasing the levels of walking, cycling and wheeling at your organisation
- ✓ A nominated key contact
- ✓ Management sign-off, including formal sign-off from those responsible for: sustainability, wellbeing, HR, communications, and facilities
- ✓ Agreement to recruit Champions within your organisation
- ✓ Support for staff time to spend on Active Travel Champion (ATC) project planning and activities. We ask for 2 hours per month from each Champion
- ✓ Support for Champions to attend training opportunities
- ✓ Agreement to promote the ATC project and activities internally
- ✓ Agreement that Champion activities will be governed by your organisation's health and safety procedures (with guidance and support provided by Sustrans)
- ✓ Where it exists, provide access to staff travel survey data
- ✓ Permission to monitor the project (through the use of surveys, focus groups and interviews)

Key Information Required

Details of application coordinator

Name, job title, role description, email address, phone number, how you heard about the Active Travel Champion project offer.



Organisation details

Organisation name, site address, number of employees, sector, activities, additional site details.



Active travel at your organisation

Why you would like to join the programme, travel plan details, travel survey details, employee commute details, organisational support for active travel, active travel facilities and policies, proximity to active travel infrastructure projects.



Project practicalities & internal buy-in

Departmental support, workplace time commitment, staff eligibility, programme promotion details.

[Apply now](#)