HITRANS People & Place Programme: Community Delivery Partners

Guidance for 2027-28

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Background

Since 2024 Transport Scotland has channelled funding through Regional Transport Partnerships (RTPs) to deliver the People & Place Programme. The Programme aims to increase the mode share of local, everyday journeys made by walking, wheeling or cycling rather than by private car, and to increase the number of people using sustainable transport for longer journeys.

Community Delivery Partners

HITRANS are looking for community delivery partners to deliver active and sustainable travel behaviour change initiatives over 2027/28. The funding year runs for 12 months from 01 April 2027 to 31 March 2028.

These initiatives will align with wider regional priorities, as outlined in HITRANS' five-year active travel and sustainable transport Behaviour Change Strategy. The strategy shares HITRANS vision to increase the number of people choosing walking, wheeling and cycling for short and multi-modal journeys, and sustainable transport for longer journeys across Argyll and Bute, the Western Isles, Orkney Islands, Highland, Moray and parts of the Cairngorms and Loch Lomond & the Trossachs National Parks.

Projects located in areas identified as strategic priorities—such as Active Travel Masterplan towns, areas with high levels of deprivation (SIMD), or key travel-to-work corridors—will be recognised under this criterion. While not the primary driver for funding, location can strengthen the case for investment. More information about this can be found in Scoring Criteria: Priority Locations.

Themes, Outcomes & Indicators

All initiatives should be able to evidence against some of the Active Travel Outcomes and the indicators that sit below them.

Themes

All proposed projects must demonstrate alignment with at least one of the five core People & Place Programme themes:

- Active Schools & Young People
- Active Workplaces & Communities
- Accessibility & Inclusion
- Capacity & Capability Building
- Sustainable Transport

More detailed information about these themes can be found below under '**Eligibility**'.

Outcomes

The community delivery partner initiatives will support the outcomes of the People & Place Programme:

- Increase in number of people choosing to walk / wheel / cycle for local journeys
- Increased perception of safety for walking / wheeling / cycling
- Increase availability of walking / wheeling / cycling to all
- Increase in number of people choosing sustainable transport for longer journeys

Indicators

Increase the Number of People Choosing Walking, Cycling and Wheeling in Scotland

1. Proportion of short everyday journeys by walking and cycling
2. Attitudes towards / propensity to walking, cycling and wheeling
3. Proportion of journeys to school by walking, cycling and wheeling
4. Frequency of walking and cycling for pleasure/exercise

Walking, Cycling and Wheeling is Safer for All

8. Casualties by mode of transport and distance travelled (number and proportion)
9. Perceptions of Safety of Walking, Wheeling and Cycling

Walking, Cycling and Wheeling is Available to All
14. Household access to a bike (with focus on regional and socioeconomic variation)
15. Proportion of people identifying barriers to walking, cycling and wheeling

Contract & Maximum Award

HITRANS will award each delivery partner a 12-month contract, with funds awarded subject to continued funding from Transport Scotland for the People & Place Programme.

There is no minimum amount of funding you can apply for, and the maximum is £100,000. This depends on how many applications we receive and how much funding HITRANS receives from Transport Scotland. Where we are unable to fund full applications, we may be able to partially fund them.

Timeline

- 10th November 2026 12 noon: Guidance and scoring criteria published, Good Grants portal opens for applications
- 5th January 2027 5pm: Deadline for full applications
- 4th February 2027: Successful applicants notified, subject to funding award from Transport Scotland for People & Place 2027/28, which we would expect to hear confirmation of in late February/March.

If you'd like to discuss your project before submitting a full application, please email Emily Bowie, People & Place Programme Manager at Emily.Bowie@hitrans.org.uk.

Proposal Questions

Proposals will be submitted via a form in Good Grants. Questions can be found below:

Organisation Details

1. Organisation Name:
2. Organisation Address:
3. Lead Contact Name:
4. Lead Contact Email:

5. Lead Contact Phone Number:
6. Background about your Organisation: *How long you've been established, what you do, etc.*

Themes Covered

Please state which programme area(s) your project fits into.

- ❑ Active Schools & Young People
- ❑ Active Workplaces & Communities
- ❑ Accessibility & Inclusion
- ❑ Capability & Capacity Building
- ❑ Sustainable Transport

Project Detail

Project Title			
Contribution requested from HITRANS	**£**	Total Cost of Project (inc. any match funds)	£
Source of match funding (if applicable)			
Project Timeline	Start Date:	End Date:	
Project Location(s)			
Is the Project located within any of the following priority areas? Please delete as appropriate and see guidance here.	• Active Travel Masterplan settlement • Area of low SIMD • Travel to Work area • None of the above		
Have you run this project previously?			
Why is your organisation well-placed to be delivering this project in the community? (max 200 words)			
What evidence do you have of the need in the local community for your project? (max 200 words)			
Project summary (max 200 words)			

A brief overview of what your project will deliver
Project description (max 500 words)
What you will deliver within your proposal with reference to the Guidance for Community Delivery Partners
Which of the People & Place outcomes will your project meet?
• *Increase in number of people choosing to walk / wheel / cycle for local journeys* • *Increased perception of safety for walking / wheeling / cycling* • *Increase availability of walking / wheeling / cycling to all* • *Increase in number of people choosing sustainable transport for longer journeys* *(see outcomes and indicators guidance)*
Who will primarily benefit from this project?
❑ Local residents ❑ Staff/employees ❑ Young people/school children ❑ Visitors/customers ❑ Under-represented groups (e.g. older people, disabled people, low-income communities) ❑ Other
Project Outputs

What will your project deliver? E.g. number of community Dr Bike sessions, number of led rides, etc)
Indicators
Which indicators will you use to measure the impact of your project? (see outcomes and indicators guidance).
Impact
How will you measure the impact of your project? *(eg. how will you know if your project has changed habits? See Monitoring & Evaluation guidance).*

14. Project Costs

Scenario 1: Please detail your project costs below.

Breakdown of costs requested from HITRANS *(excluding VAT if you can reclaim the VAT on this project. Add more rows as required).* ***Please double check totals before submitting***	Revenue *E.g. staff, project management, overheads.*	Capital *Physical items, e.g. equipment, parts, bikes, etc.*
	£	£
	£	£
	£	£
	£	£
Total:	£	£

Scenario 2: Please detail your project costs below with the **minimum budget required** to run your project effectively.

Breakdown of costs requested from HITRANS *(excluding VAT if you can reclaim the VAT on this project. Add more rows as required).* ***Please double check totals before submitting****	Revenue *E.g. staff, project management, overheads.*	Capital *Physical items, e.g. equipment, parts, bikes, etc.*
	£	£
	£	£
	£	£
	£	£
Total:	£	£

1. Are you able to evidence real Living Wage status? (Y/N)
2. Does your organisation have safeguarding policies and procedures in place? (Y/N)
3. Is your organisation VAT registered? (Y/N)
4. Can you reclaim the VAT on this project? (Y/N)

Project Delivery

1. Please detail your organisation's experience of delivering externally funded active travel projects (max 300 words)

2. Please use the table below to outline the main project activities of each of the 12 months of the funding period. This should demonstrate to us how delivery will vary over the course of the year.

Month	**Planned Activities**	**Key Milestones**	**Monitoring Activities**
April 2026			
May 2026			
June 2026			
July 2026			
August 2026			
September 2026			
October 2026			
November 2026			
December 2026			
January 2027			
February 2027			
March 2027			

3. Please provide any known risks to successful delivery (e.g. weather, access to premises, staffing, etc) and how you plan to mitigate them.

Detail of Risk	Scale of Risk (Low, Medium, High)	Planned Response

Eligibility Criteria

Funding is available for eligible organisations operating at a community level within the HITRANS region. Projects should be run within the 5 Local Authority areas within the HITRANS region; Highland, Moray, Argyll and Bute, Western Isles and Orkney.

Projects must support one, or more, of the themes of the P&P programme, listed below, and deliver interventions that encourage active and sustainable transport in the HITRANS region. You can find case studies from the 25/26 Programme here to give you an idea of what type of projects fall under these categories.

1. ***Schools and Young People***

Interventions in Scottish schools, youth, and community facilities, that deliver solutions for creating an environment where Active and Sustainable travel choices are not only an option, but the most effective ways to travel for young people and families.

2. ***Active Workplaces and Communities***

Interventions that focus on places of work which make active and sustainable travel choices a realistic solution for commuting for staff and volunteers.

3. ***Capacity and Capability Building***

Interventions that build the delivery capacity and capability of the active travel sector (including RTPs, LAs, and third sector delivery partners).

4. ***Accessibility and Inclusion***

Interventions that focus on inclusion of underrepresented groups in Scotland who might face additional barriers to Active and Sustainable travel, such as cost, social perception, culture, health, ability, and geographical location. Interventions should

integrate a good engagement with groups who face such barriers and aim at significantly reducing them to increase opportunities to choose Active and Sustainable travel.

Eligible Organisations:

- Community groups
- Voluntary organisations
- Registered charities
- Social enterprises
- Community benefit societies
- Community interest companies (CICs)

To be eligible, organisations must:

- Have a signed constitution
- Be able to provide an up-to-date Public Liability Insurance certificate
- Be financially solvent, and be able to provide evidence of such, such as recent accounts
- Have a project team of at least one named person committed to lead and manage the project for its duration, including finance and administration
- Comply with the Fair Work First conditionality
- Have robust safeguarding policies and procedures to protect vulnerable adults and children (if applicable to the project)
- Applicants may be asked, at a later stage, to provide evidence relating to their organisation (e.g. governing documents, insurance or financial information) to enable the fund managers to carry out proportionate due diligence and ensure public funds are allocated appropriately. This will only be requested where necessary and should not deter applicants from applying.
- All applicants should be able to demonstrate a capability to deliver their proposed project. Through the application portal, applicants will be asked to demonstrate project planning, including how they will manage the financial elements of the project, the staff time required to oversee delivery, a project timeline for key milestones, and key risks with appropriate mitigations set out in a simple risk register.

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 requiring grant recipients to pay at least the real Living Wage, and provide appropriate channels for effective workers' voice, such as trade union recognition.

- All principal grant recipients (in the case of People and Place, this is HITRANS) are required to meet the real Living Wage and effective voice conditions. Where the grant recipient issues funding to third-party organisations to support the delivery of the funded activity, the conditionality applies as follows:
- The real Living Wage condition applies to workers directly engaged in the delivery of the funded activity who are aged 16 and over, including apprentices and based anywhere in the UK.
- The effective voice condition does not apply.

VAT

- Grant funding will not cover reclaimable VAT costs. Applicants must state whether they are VAT registered as part of their application. If the applicant is VAT registered and able to reclaim VAT, VAT must not be included in the costs submitted, as it will not be funded through this grant.

Real Living Wage

- In general, a grant recipient must demonstrate it is paying the Real Living Wage (RLW) before it can access a grant
- For the purposes of this grant fund, this condition only applies to workers directly engaged in the delivery of the funded activity who are aged 16 and over, including apprentices and based anywhere in the UK.
- Evidence required will depend on the size of the grant as per Scottish Government guidance.

Work with Vulnerable People

- If your programme involves working with vulnerable groups, we will 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

Scoring Criteria

1. Project impact & evidence of need
2. Project planning & deliverability

3. Cost effectiveness
4. Priority location (e.g. SIMD, Active Travel Masterplan Town, Travel to Work Area)

Project Impact and Evidence of Need

This assessment will consider the evidence of community need for the proposed project, as well as the impact of the project and how this will be monitored. Strong applications will provide clear evidence of community need for the proposed active travel project, explain why your organisation is well-placed to deliver and provide a clear outline of how the impact of the project will be monitored.

Project Impact & Evidence of Need	
Points	**Description**
4	High confidence in project impact and need, with clearly demonstrated evidence of community need and a detailed plan of monitoring and evaluation of the project's impact. The organisation has clearly set out why they are well-placed to deliver this project.
3	Moderate confidence in project impact and need, with a generally sound plan and some evidence of community need, though minor gaps may exist. The organisation has provided moderate explanation of why they are well-placed to deliver the project.
2	Limited confidence in project impact and need, with vague plans, unclear evidence of community need, or limited evidence of why the organisation should be delivering the project
1	Minimal confidence in deliverability; significant concerns due to lack of planning, community need or organisational capacity.

Project Planning and Deliverability

The assessment will consider how well thought-through and achievable the proposed project is, and the applying organisation’s capacity to deliver it effectively. Strong applications will provide clear evidence of planning and appropriate resourcing (e.g. staff time, equipment, premises) and, where relevant, previous experience of delivering active travel projects.

Project Planning and Deliverability	
Points	**Description**
4	High confidence in delivery, with a clear, realistic plan, strong organisational support, and appropriate resources identified (e.g. staff time). May include strong evidence of previous active travel project delivery.
3	Moderate confidence in delivery, with a generally sound plan and some evidence of capacity and coordination, though minor gaps may exist. May include some evidence of previous active travel project delivery.
2	Limited confidence in delivery, with vague plans, unclear responsibilities, or limited evidence of organisational support or resource allocation. No evidence of previous active travel project delivery.
1	Minimal confidence in deliverability; significant concerns due to lack of planning, capacity, or organisational engagement. No evidence of previous active travel project delivery.

Cost Effectiveness

The budget outlined in the funding request should demonstrate a clear and reasonable allocation of resources. Cost-effectiveness will be assessed based on the quality and longevity of the proposed initiative relative to the funding requested.

Cost Effectiveness	
Points	**Description**
4	Clear and reasonable budget with strong justification and good value for money
3	Reasonable budget, with some areas needing clearer justification
2	Budget provided, but unclear or questionable in terms of value
1	No budget or unrealistic cost proposals

Priority Locations

Projects located in areas identified as strategic priorities—such as Active Travel Masterplan towns, areas with high levels of deprivation (SIMD), or key travel-to-work corridors—will be recognised under this criterion. While not the primary driver for funding, location can strengthen the case for investment.

Town Masterplan/ SIMD/Travel to work area	

Points	Description
4	Located within an Active Travel Masterplan settlement and area of high SIMD and Travel to work area
3	Located within either an Active Travel Masterplan settlement or area of high SIMD or Travel to work area
2	Located close to an Active Travel Masterplan settlement / area of high SIMD / Travel to work area
1	Not located within an Active Travel Masterplan settlement / area of high SIMD / Travel to work area

Please see below a list of towns with active travel masterplans and/or areas of high deprivation/ travel to work areas:

M - Masterplan

SIMD – Areas with multiple deprivation

T – Travel to work area

1. Alness (M/SIMD/T)
2. Ardrishaig (M)
3. Aviemore (M/T)
4. Balintore (SIMD)
5. Balivanich (M)
6. Broadford (T)
7. Brora (T)
8. Castlebay (M)
9. Campbeltown (M/T)
10. Dingwall (M)
11. Dunoon (M/SIMD/T)

12. Elgin (M/T)
13. Forres (M)
14. Fort William (M/T)
15. Golspie (T)
16. Grantown-on- Spey (T)
17. Inner Moray Firth Area (M)
18. Invergordon (M/T)
19. Inverness (M/SIMD/T)
20. Islay (T)
21. Kinloss & Findhorn (M)
22. Kirkwall (M)
23. Kyle of Lochalsh (T)
24. Lochboisdale (M)
25. Lochgilphead (M/T)
26. Lochmaddy (M)
27. Mull (T)
28. Nairn (M)
29. Oban (SIMD/T)
30. Orkney Islands (T)
31. Portree (M/T)
32. Rothesay (M/SIMD/T)
33. Stornoway (M)
34. Tain (M)35. Tarbert (M)
36. Thurso (M/T)
37. Western Isles (T)
38. Wick (M/SIMD/T)


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THE HIGHLANDS AND ISLANDS TRANSPORT PARTNERSHIP