



**Author/Lead Officer of Report:** Nigel Robson  
Principal Transport Planner

**Tel:** 0114 273 6692

**Report of:** Executive Director of Place  
**Report to:** Cabinet  
**Date of Decision:** 17 January 2018  
**Subject:** Acceptance of Sustainable Travel Access Fund Grant

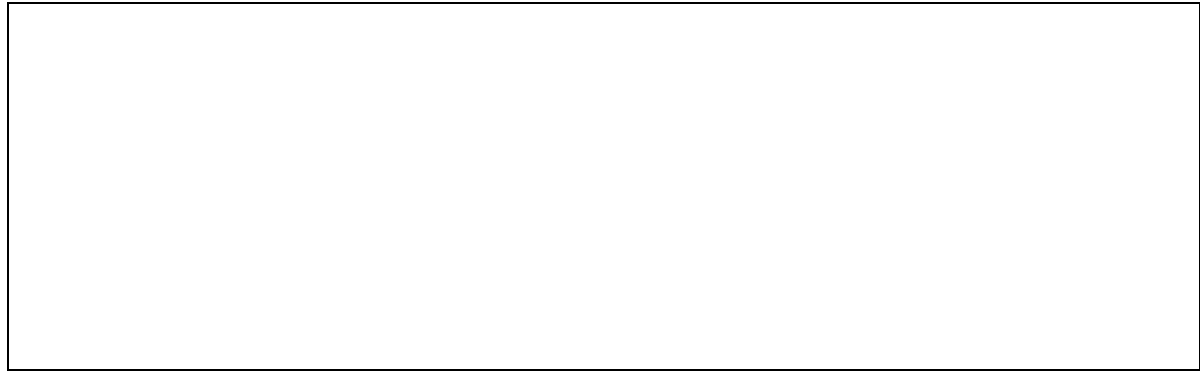
Is this a Key Decision? If Yes, reason Key Decision:-	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
- Expenditure and/or savings over £500,000		<input checked="" type="checkbox"/>		
- Affects 2 or more Wards		<input type="checkbox"/>		
Which Cabinet Member Portfolio does this relate to? <i>Place</i>				
Which Scrutiny and Policy Development Committee does this relate to? Economic and Environmental Wellbeing				
Has an Equality Impact Assessment (EIA) been undertaken?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
EIA reference number : 065				
Does the report contain confidential or exempt information?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>

**Purpose of Report:**

This report is to approve acceptance of Sheffield City Region's Sustainable Travel Access Fund (STAF) revenue grant of £2,322,495 for the years 2017/18 to 2019/20.

The grant will come from the Department for Transport to the Sheffield City Region (SCR). Which will in turn be passed on to the Council via a further grant agreement from SCR.

The Council will provide match funding in the sum of £266,984.



**Recommendations:**

Cabinet are asked to:

1. Note the acceptance of Sheffield City Region's Sustainable Travel Access Fund (STAF) revenue grant of up to £2,322,495 and match funding of £266,984.
2. Approve the Council entering into and signing the grant agreement with Sheffield City Region to accept the STAF revenue grant and the terms of the grant.
3. Note that the Council will act as a delivery partner for projects totalling £2,589,479 (SCR grant of up to £2,322,495 + £266,984 of match funding) and will be the Accountable Body in respect of this Sheffield City Region grant.
4. Delegate authority to the Director of Finance & Commercial Services in consultation with the Cabinet Member for Transport and Sustainability , the Executive Director of Place and the Director of Legal and Governance to take such steps as they deem appropriate to achieve the outcomes set out in this report.

**Background Papers:** N/A

Lead Officer to complete:-		
1	I have consulted the relevant departments in respect of any relevant implications indicated on the Statutory and Council Policy Checklist, and comments have been incorporated / additional forms completed / EIA completed, where required.	Finance: Amanda Smith
		Legal: Louise Bate
		Equalities: Annemarie Johnston
<i>Legal, financial/commercial and equalities implications must be included within the report and the name of the officer consulted must be included above.</i>		
2	<b>EMT member who approved submission:</b>	Laraine Manley
3	<b>Cabinet Member consulted:</b>	Cllr Jack Scott Cabinet Member for Transport and Sustainability
4	I confirm that all necessary approval has been obtained in respect of the implications indicated on the Statutory and Council Policy Checklist and that the report has been approved for submission to the Decision Maker by the EMT member indicated at 2. In addition, any additional forms have been completed and signed off as required at 1.	
	<b>Lead Officer Name:</b> Nigel Robson	<b>Job Title:</b> Principal Transport Planner
	<b>Date:</b> 12 <sup>th</sup> December 2017	

## 1. PROPOSAL

- 1.1 To approve the acceptance of Sheffield City Region's Sustainable Travel Access Fund (STAF) revenue grant totalling up to £2,322,495 as detailed in Appendix A (STAF Revenue Programme Summary) together with the Terms and Conditions attached to this report as Appendix B. Sheffield City Council will act as a delivery partner for projects totalling £2,589,479 (SCR grant of £2,322,495 + £266,984 of match funding).

## 2. BACKGROUND

- 2.1 In 2012 the South Yorkshire Integrated Transport Authority was successful in securing over £24million from the Local Sustainable Transport Fund (LSTF1) for a programme of named schemes to be delivered between 2012/13 and 2014/15. The aim of the programme was to improve access to work by more sustainable travel modes within four key economic corridors across South Yorkshire. This success was followed by another bid that secured £4.8m LSTF2 revenue grant for 2015/16 and a further bid secured £2.5m Sustainable Travel Transition Year (STTY) funding for 2016/17 to continue this initiative.

- 2.2 In June 2016 the Department for Transport announced a new competition for the Sustainable Travel Access Fund revenue grant from 2017/18 to 2019/20 financial years.
- 2.3 The bid was project managed by the Sheffield City Region, on behalf of the South Yorkshire Partners, including the Council.
- 2.4 In April 2017, the Department for Transport wrote to the SCR Combined Authority to advise that the bid for £2.5m STAF funding for 2017/18 had been successful. The document also indicated further allocations of £2.5m for each of the remaining two years. At this point, the planned programme of works at the Council began. A copy of this document forms Appendix B.
- 2.5 The Council will be the Accountable Body for the grant given to us by the SCR. Therefore the Council will be responsible for the obligations and liabilities of the grant agreement placed on the Sheffield City Region, which have been passed on from SCR to the Council.

The work plan within the bid included the following schemes being led by Sheffield (or Sheffield acting on behalf of the Countywide Road Safety Partnership where noted below):

- 2.6
- **Cycleboost Loans** – Free, four week loans of bikes for cycling to work, targeting large employers and consortiums. This project will be delivered Sheffield-wide and is managed by Paul Sullivan.
  - **Cycleboost Training** – Free training for adults from beginner to experienced, 1:1s, group and families, plus learn to ride for non-cyclists. This project will be delivered Sheffield-wide and is managed by Paul Sullivan.
  - **Bike Hubs, Central** - City Centre location for bike storage, maintenance, repairs, changing facilities, expert advice on all aspects of cycling, small scale sales, bike hire for short and long terms. This project will be delivered Sheffield-wide and is managed by Paul Sullivan.
  - **Cycle Hire** – Dockless bike hire scheme in the City Centre and expanded outwards into the adjacent neighbourhoods. This project will be delivered Sheffield-wide and is managed by Paul Sullivan.
  - **Move More Schoolyard challenge** – A project managed by Move More to encourage school children to become more active. This project will be delivered Sheffield-wide and is managed by Professor Copeland of Sheffield Hallam University.
  - **Events** – Mass participation cycle event and led-rides to encourage leisure cycling and to raise the profile of cycling. This project will be delivered Sheffield-wide and is managed by Paul Sullivan.

- **Cycle Challenge** – A series of four, cycle to work challenges, targeted at employers, including the “Cycle September” challenge. This project will be delivered County-wide and is managed by Paul Sullivan.
- **Schools Exemplar** – Targeted engagement at two schools to increase cycle usage by pupils, teachers and parents. Linked to STEP capital funding which would provide physical measures on the routes to school. This project will be delivered Sheffield-wide and is managed by Paul Sullivan.
- **Modeshift STARS Schools** – Continued participation in, and expansion of, the national sustainable and active travel to school accreditation scheme - STARS. Including an up to date school travel plan, delivery of car reduction initiatives and monitoring system for all participating schools within all 4 Districts in South Yorkshire. This project will be delivered County-wide and is managed by Kathryn Harrison.
- **Independent Travel Training** – Offering a personalised travel solution for young people who are currently or expected to access home to school transport. The training is to all educational settings which include special schools, colleges and mainstream settings. This project will be delivered Sheffield-wide and is managed by Mathew Wainwright and Jill Siddall.
- **Cycle Safety and Supertram** – The project is focussed around producing a short animated film to be distributed through social media and shown at locations along tram routes such as doctor’s surgeries. The project complements a capital programme of physical measures. This project will be delivered Sheffield-wide and is managed by Duncan McIntyre.
- **SY Cycle Safety Programme** – Delivery of high visibility accessories for pedestrians and cyclists to improve visibility of vulnerable road users. Complementary paid-for advertising to promote a road safety message to drivers to look out for vulnerable road users (Countywide Road Safety Partnership). This project will be delivered County-wide and is managed by Joanne Wehrle.
- **Walking Projects, Walking Festival** – Publicity and communications to support the annual Sheffield Walking Festival. This project will be delivered Sheffield-wide and is managed by Duncan McIntyre.
- **Walking Projects, Walking For Life** – Innovative ground breaking project to engage with unemployed and link them to local businesses through mentored walking sessions. This project will be delivered Sheffield-wide and is managed by Tom Hughes.
- **Cycling Co-ordination** – County wide role to coordinate the various

cycling projects to ensure consistency and avoid duplication. Also to establish countywide cycle infrastructure design standards. This project will be delivered County-wide and is managed by Jenny Wood.

- **Public Rights of Way** – Improvements to targeted routes linking residential areas and places of work. This project will be delivered Sheffield-wide and is managed by David Whitley.

2.7 Details of the funding for each scheme are included in Appendix A, please note that the figures are defined as the eligible costs stated in the SCR funding agreement and refer to the eligible expenditure that the Council is able to claim, capped at the grant allocation figure of £2,322,495. This acknowledges that projects are likely to change as they progress and builds in some flexibility to move allocations within the programme through the SCR change control process.

### 3. HOW DOES THIS DECISION CONTRIBUTE?

3.1

Corporate Objective	Corporate Key Aim(s)	How Achieved
Strong Economy	To achieve economic potential and be well-connected.  Supporting businesses to start and grow.  Attract more visitors to Sheffield.	The cycleboost loans would support businesses to use bicycles for commuting and for local “last mile” deliveries. The cycle events, including the HSBC ride, bring additional visitors to the City as does the Sheffield Walking festival. The bike hubs in the City Centre and at Graves are examples of new and growing businesses supported by the STAF grant.
Better Health & Wellbeing	Promoting good health. Support children and young people with special educational needs.	The independent travel training supports young people with special needs to access public transport.
Thriving Neighbourhoods	Improved access to schools and local amenities. Community safety.	The Modeshift Stars scheme and the choolyard Challenge encourage children to get to school by means other than the car. The cycle safety programme supports cyclists within communities.
Tackling Inequalities	Support individuals to access education,	The walking for Life project directly supports

	employment and training	unemployed residents get back into work. The adult cycle training and loans give individuals skills and low cost solutions to access work.
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#### 4. HAS THERE BEEN ANY CONSULTATION?

- 4.1 As the City Region has led and coordinated this bid, a report was presented to the SCR Transport Executive Board on 17<sup>th</sup> July 2016 to update Members about the development of the STAF revenue bid and included details of the high-level Countywide work plan. The report was signed off by the Chair at the meeting.

#### 5. RISK ANALYSIS AND IMPLICATIONS OF THE DECISION

##### 5.1 Equality of Opportunity Implications

- 5.1.1 An EIA has been conducted and concluded that the schemes delivered through the grant would have a positive impact on the residents of Sheffield, however the impact would be low due to the relatively small number of people involved.

##### 5.2 Financial and Commercial Implications

- 5.2.1 The Department of Transport (DfT) have given the full STAF grant allocation to Sheffield City Region (SCR) to distribute to the four South Yorkshire Authorities and South Yorkshire Passenger Transport Executive. The SCR Funding Agreement with Sheffield City Council (SCC) reflects the terms and conditions of the DfT agreement in relation to SCC's share of the funding.

Given all the variables that may impact upon this grant's allocation value the latest available figure that Sheffield City Council is estimated to receive is up to £2,322,495 for the fiscal years 2017/18 to 2019/20.

- 5.2.3 Key features of SCR's grant terms and conditions (not exclusive) are summarised as follows:

- 5.2.4
- Sheffield City Council accepts liability for all terms and conditions placed upon the Sheffield City Region Combined Authority via the grant issued to SCR by the Department of Transport
  - The grant is subject to claw back if it is not spent correctly.
  - The allocations received by all parties are not fixed and can vary

throughout the year dependent on project performance and the progress made in delivery of these.

- The allocations and any variations made to them will be governed through the South Yorkshire Local Transport Partnership programme. (If need be funding can be vired between authorities.)
- All activity for 2017/18 has to be delivered by March 31st 2018 and all claims submitted by April 14th 2018. Any costs not claimed by this date cannot be paid by the grant and will have to be funded by SCC
- Any unspent funds from 2017/18 cannot be carried into 2018/19;
- Where delivery of SCC's 2017/18 revenue projects depends on receiving outside contributions, the Council is expected to make the necessary arrangements for securing these sources of match funding.
- Claims may be audited by External Auditors and Sheffield City Council will be held liable for any actions that cause SCR financial or reputation loss as a result of their mismanagement or misappropriation of funds.
- The Project Manager will need to read, understand and comply with all of the grant terms and conditions including any procurement requirements.

### 5.3 Legal Implications

- 5.3.1 The grant has been awarded by the Secretary of State for Transport under Section 31 of the Local Government Act 2003 to Sheffield City Region Combined Authority for the Sustainable Travel Access Fund grant. The Transport Act 2000, as amended, places a duty on the City Council to develop policies which will create safe, integrated and economic transport within Sheffield which meets the needs of persons living or working within the city.
- 5.3.2

The Council has started the planned programme of works, as this grant is for the financial years 2017/18 to 2019/20. The Council has therefore, in effect, taken on the obligations and liabilities passed on by the informal agreement it has with SCR. Signing the grant agreement with SCR will formalise this arrangement. The grant agreement passes on the obligations and liabilities that the Department for Transport placed on the SCR in their grant agreement in accepting the revenue funding to the Council, as the delivery partner. Therefore the Council must adhere to the terms of the grant award letter, between the Department for

- 5.3.3 Transport and the Sheffield City Region.

The grant allocation and programme for 2017/18 must be delivered and spent by the end of March 2018. Any costs not claimed by this date will



need to be met by the Council. The delivery partner must deliver the objectives it agreed to, failure to do so or should the programme cease to represent what was purported may result in claw back, withholding or suspension of the grant monies paid and due. The Council will be held liable for any actions that cause SCR financial or reputation, loss as a result of their mismanagement or misappropriation of funds.

5.3.5 The Council will be tied into the obligations of this agreement and the obligations placed on it by the Dft grant award letter terms and conditions, which are passed onto the Council via the SCR funding agreement. The Council will provide match funding on this project of £266,984.

5.3.6 Procurements under this Agreement will be subject to Procurement Rules and the Council will need to comply with these. The Council will also have to ensure it is State Aid law compliant throughout the grant allocation and project. Procurement of the works must also comply with the Council's own standing orders.

#### 5.4 Other Implications

##### 5.4.1 HR Implications

5.4.2 The project will support the employment of a number of staff across Sheffield City Council and other agencies, who will be managed in accordance with the policies of the relevant agencies

## 6. **ALTERNATIVE OPTIONS CONSIDERED**

6.1 An alternative option would be to reject the Sustainable Travel Access Fund grant, which would have a detrimental effect on the overall funding for Transport, Traffic and Parking Services and consequently Sheffield City Council. All of the STAF projects are underway and have incurred some expense including employee costs, should the grant be rejected there would be a significant pressure to find alternative funding sources.

## 7. **REASONS FOR RECOMMENDATIONS**

7.1 Acceptance of the grant would enable the continuation of complimentary revenue measures (such as cycle training and events, independent travel training and road safety education and training) to capital investment in improving road safety, including facilities for walkers and cyclists that will help achieve the Transport outcome of having better connected transport to increase travel choices.

**Appendix A : STAF Revenue Programme Summary of Eligible Costs**

Please note that the figures below are defined as the eligible costs stated in the SCR funding agreement and refer to the eligible expenditure that the Council is able to claim, capped at the grant allocation figure of £2,322,495. This acknowledges that projects are likely to change as they progress and builds in some flexibility to move allocations within the programme through the SCR change control process.

Project Title	Eligible Costs 2017/18	Match Funding 2017/18	Eligible Costs 2018/19	Match Funding 2018/19	Eligible Costs 2019/20	Match Funding 2019/20	Total Eligible Costs	Total Match Funding	Total Funding
Cycleboost Loans	£70,000	£7,000	£125,000	£12,500	£131,500	£13,150	326,500	£32,650	£359,150
Cycleboost Training	£58,000	£5,800	£65,000	£6,500	£68,000	£6,800	£191,000	£19,100	£210,100
Cycleboost Exemplar Schools	£20,000	£2,000	£20,000	£2,000	£20,000	£2,000	£60,000	£6,000	£66,000
Cycle Hubs	£22,500	£2,250	£45,000	£4,500	£40,000	£4,000	£107,500	£10,750	£118,250
Cycle Hire Sheffield ByCycle	£42,500	£4,250	£45,000	£4,500	£50,000	£5,000	£137,500	£13,750	£151,250
Cycleboost Events	£7,700	£770	£7,400	£740	£7,400	£740	£22,500	£2,250	£24,750
Cycle Challenge	£50,000	£5,000	£50,000	£5,000	Nil	Nil	£100,000	£10,000	£110,000
Modeshift STARS Schools	£70,000	None	£70,000	None	£70,000	None	£210,000	None	£210,000
Independent Travel Training	£100,000	£10,000	£100,000	£10,000	£100,000	£10,000	£300,000	£30,000	£330,000
Cycle Safety & Supertram	£6,667	£667	£6,667	£667	£6,666	£666	£20,000	£2,000	£22,000
SY Cycle Safety Programme	£66,667	£6,667	£66,667	£6,667	£66,666	£6,666	£200,000	£20,000	£220,000
Walking Boosts Walking Festival	£2,000	£200	£5,000	£500	£5,000	£500	£12,000	£1,200	£13,200

Project Title	Eligible Costs 2017/18	Match Funding 2017/18	Eligible Costs 2018/19	Match Funding 2018/19	Eligible Costs 2019/20	Match Funding 2019/20	Total Eligible Costs	Total Match Funding	Total Funding
Walking Boosts Walking for Life	£130,000	£13,000	£130,000	£13,000	£130,000	£13,000	£390,000	£39,000	£429,000
Walking Boosts Public Rights of Way	£51,333	£20,000	£48,333	£20,000	£48,335	£20,000	£148,000	£60,000	£208,000
Events and Promotion	£52,200	£5,220	£52,819	£5,282	£52,819	£5,282	£157,838	£15,784	£173,622
Move More Schoolyard Challenge	£40,000	£4,500	Nil	Nil	Nil	Nil	£40,000	£4,500	£44,500
Cycling Co-ordination	£25,000	None	£25,000	None	None	None	£50,000	None	£50,000
SCC STAFF PROGRAMME TOTAL ELIGIBLE COSTS	£814,567	£87,324	£861,886	£91,856	£796,386	£87,804	£2,472,838	£266,984	£2,739,822
TAF Grant	£735,387		£807,182		£779,926		£2,322,495		

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## **Appendix B : STTF Grant Award Letter**



**Department  
for Transport**

Chloe Shepherd  
Sheffield City Region  
11 Broad Street West  
Sheffield  
S1 2BQ

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Graham Pendlebury  
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Department for Transport  
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London SW1P 4DR

QUERIES: 020 7 944 6943

Web Site: [www.dft.gov.uk](http://www.dft.gov.uk)

6th April 2017

Dear Chloe Shepherd

### **ACCESS FUND GRANT AWARD FOR FINANCIAL YEAR 2017/18**

Following your success in the Access Fund revenue competition, as notified to you by Pauline Reeves letter on the 14<sup>th</sup> December 2016, I am pleased to confirm the Department's grant funding for your project for financial year 2017/18.

The new Fund will assist local economic growth by supporting access to new and existing employment, education and training; and will improve health by increasing levels of physical activity through walking and cycling.

The Access Fund Guidance published on the 5<sup>th</sup> July 2016 set out the detailed objectives and requirements of this grant. Your bid for funding provided evidence that your project would meet the criteria for the award.

This letter and its attachments now set out the requirements under which the Secretary of State for Transport is prepared to award grant under Section 31 of the Local Government Act 2003 to **Sheffield City Region** from the Access Fund. The grant determination at Annex A provides the authority under which we are permitted to pay this grant, whilst Annex B sets out the amount of grant to be paid.

The Department's funding contribution of the Access Fund revenue grant for 2017/18 to your project will be paid in two instalments. 75% will be paid in the first quarter and the final payment in arrears. Annex C sets this out, along with the schedule for payment and the practical arrangements for making these payments. Where relevant, please note that this grant offer is for the revenue element of Access Fund funding and separate from any associated capital element from the Local Growth Fund (LGF). Any unspent funds by March 2018 cannot currently be carried into 2018/19.

Grant is awarded on the understanding that your authority will deliver the objectives as set out in your original bid. We appreciate that, during implementation,

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opportunities or challenges may arise that require a change to your project in order for outcomes to be realised to their full potential. Any such changes should be reported to the Department for Transport. However, should the change be substantial enough so as to cease to represent the programme for which funding was awarded, or should your ability to deliver the objectives for which funding was awarded be significantly compromised, the Department reserves the right to withhold, suspend or reclaim any unspent revenue funding.

Please note that future Government Spending Rounds may be subject to performance delivery. This means that poor or non-delivery of bid objectives for Access Fund in any of the three years that it runs may have an impact on how your authority fares in future considerations of performance for funding awards.

For any grant, Government is required to monitor the effectiveness of any public investment. We will be in touch with specific monitoring and evaluation required for this year's programme. In the meantime, monitoring and evaluation requirements remain the responsibility of your authority, and are expected to be undertaken as required to meet your own internal needs.

With regards to assurance, local authorities are public authorities and, by definition, are expected to have robust accounting, monitoring and transparency arrangements in place to allow for appropriate accountability to their communities. The Department is satisfied that these arrangements are sufficient to allow for proportionate scrutiny of the Access Fund programme and its projects in line with the principles of localism and devolution.

With regards to publicity where it is intended that funding will be referenced, DfT is keen for the Department's financial contribution to your project to be publicised. In doing so, please follow the brand guidelines on the Knowledge Hub: <https://knowledgehub.local.gov.uk/>

As with previous advice, Access Fund may be subject to State Aid regulations. It is the responsibility of local authorities to satisfy themselves that they are State Aid compliant when using this funding. Local authorities should ensure that their project teams are versed on State Aid law, as they are better placed to provide support on the operational matters within the Authority. Guidance on State Aid is available from: <https://www.gov.uk/state-aid>.

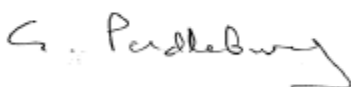
Please note the new references in Annex C to the Fraud and Bribery Act 2006, the Freedom of Information Act 2010, and the Data Protection Act 1998.

Acceptance by the Authority, required at Annex D, will be acceptance of the requirements of this letter and its attachments.

The information contained in this letter and its annexes should be brought to the attention of all relevant staff in the Authority.

Should you wish to discuss the contents of this letter, please contact the Sustainable Accessible Travel team on 020 7944 3395; e-mail: [sat.programmes@dft.gsi.gov.uk](mailto:sat.programmes@dft.gsi.gov.uk).

Yours sincerely,



**Graham Pendlebury**



**Department  
for Transport**

**ANNEX A**

**ACCESS FUND (Revenue) GRANT DETERMINATION 2017: No. 31/2935.**

The Parliamentary Under Secretary of State at Department for Transport ("the Minister"), in exercise of the powers conferred by section 31 of the Local Government Act 2003, hereby makes the following determination:-

Citation

1) This determination may be cited as the Access Fund Grant Determination 2017 No. 31/2935.

Purpose of the grant

2) The purpose of the grant is to provide support to local authorities in England towards expenditure lawfully incurred or to be incurred by them.

Determination

3) The Minister determines those authorities to which grant is to be paid and the amount of grant to be paid. The amounts for each relevant authority is set out in Annex B.

Treasury consent

5) Before making this determination in relation to local authorities in England, the Minister obtained the consent of the Treasury.

Signed by authority of the Minister

A senior civil servant within the Department for Transport

April 2017

**ANNEX B**

**Authority Name: Sheffield City Region**  
**Project name: Get Going, Keep Going**  
**Maximum DfT Funding for 2017/18: £2.500m**

Total 2017/18 – 2019/20 Revenue	2017/18	2018/19	2019/20
£7.500m	£2.500m	£2.500m	£2.500m

## ANNEX C

### INFORMATION ON MAKING CLAIMS FOR REVENUE GRANT

1. The payment of this award follows Pauline Reeves letter of 14<sup>th</sup> December 2016 informing you of your success.
2. Payment of 2017/18 grant will be paid 75% in Quarter 1, following completion of the enclosed grant claim form, with the final 25% grant (Quarter 4) payable in arrears.
3. The timetable for 2017-18 claims and payments is set out in the table below:

2017/18	Quarter 1 (Apr-June 2017)	Quarter 2 (July-Sept 2017)	Quarter 3 (Oct-Dec 2017)	Quarter 4 (Jan-Mar 2018)
Claim deadline	29 June 2017	n/a	n/a	28 April 2018
Payment date	28 July 2017	n/a	n/a	30 May 2018

4. The Department may update this timetable at any point during the financial year.
5. The grant claim form will ask you to provide the planned activities in 2017/18 of your Access Fund programme, their related DfT funding amounts and a brief description of the activity that is planned
6. Claims received after the claim deadline for any quarter may not be paid until the subsequent payment date. The Authority will be liable for any costs incurred through late payment of claims as a result of missing claim deadlines.
7. Scheme costs should not include VAT, as VAT on local authority expenditure is reclaimable. There may be circumstances in which the Authority will determine it is more appropriate to charge particular costs to revenue. In all circumstances it is for the Authority with its accountants to come to decisions on how to account correctly for the relevant expenditure.
8. Please note that funds can be moved between scheme elements within your projects where similar or greater objectives of the original bid are being met; The Department will not pay any sums that go over the agreed allocation.
9. Claims may be audited by the Department or external auditors, such as the National Audit Office. If this is the case, the Authority is expected to comply with any such arrangements.
10. It is suggested that claimants familiarise themselves with the Fraud Act 2006 and the Bribery Act 2010 when making claims, and in provision of funding to partner organisations.
11. Personal information collected for grant purposes will be used by the Department for Transport for administering the Access Fund. We may share information for the purposes of countering fraud or otherwise as required or permitted by law.



12. The Department will observe its obligations under the Data Protection Act 1998 in responding to requests made under the Freedom of Information Act 2000. Where a request includes personal information that you have provided, we will consult you before deciding whether such information should be disclosed. Information about junior staff who are not in public facing roles will not normally be disclosed.

**ANNEX D**

**ACKNOWLEDGEMENT AND ACCEPTANCE SLIP**

**I ACKNOWLEDGE RECEIPT OF THE ACCESS FUND GRANT AWARD LETTER FOR GET GOING, KEEP GOING**

**AND**

**I ACCEPT THE GRANT OFFER, INCLUDING THE REQUIREMENTS FOR THE GRANT SET OUT IN THIS LETTER, FOR AND ON BEHALF OF SHEFFIELD CITY REGION.**

**I CONFIRM THAT I HAVE THE AUTHORITY TO DO SO.**

**SIGNED (CHIEF FINANCE OFFICER, OR EQUIVALENT)**

.....

**PLEASE PRINT NAME.....**

**DATE.....**

Please return this page, signed, to: The Department for Transport, [sat.programmes@dft.gsi.gov.uk](mailto:sat.programmes@dft.gsi.gov.uk), Barbara Magloire, Sustainable Accessible Travel, 2/14-16 Great Minster House, 33 Horseferry Road, London SW1P 4DR.

An electronic copy of this acknowledgement slip is sufficient, but we ask that you retain the original signed copy for audit purposes.