



Capability and Ambition Fund 2022/23 - Guidance note

Introduction

1. On the 5 September 2022 Active Travel England (ATE) notified all Combined and Local transport authorities of their proposed revenue funding allocations for 2022/23 under the one-year Capability and Ambition Fund.
2. The Capability and Ambition Fund builds on the Local Authority Capability Fund, which provided funding to most authorities in England in 2021/22. It supports the commitment made in the Gear Change plan in July 2020, to increase the capabilities of local authorities to plan good active travel infrastructure, including building more expertise and undertaking more evidence-based planning, alongside delivering behaviour change initiatives.
3. The total amount of Capability and Ambition Fund 2022/23 is £30 million. This is the same amount as in 2021/22, although the change in allocation approach may mean an increase in funding for some authorities and a decrease for others.
4. The proposed funding allocation for each authority is based on the moderated capability and ambition level, following the capability and ambition self-assessment and assurance process, and population within the local authority area. Authorities are invited to submit proposals up to the funding value provided.
5. Assessment of proposals will inform how the total funding pot will be divided between authorities, with very strong proposals able to attract additional funding, up to 25% above this level, and proposals with significant shortfalls receiving less.
6. ATE requires that the funding is used to achieve the following fund objectives:
 - **To support capability building activities that will enable authorities to undertake ambitious and inclusive active travel programmes.** In particular, building technical capability to plan and deliver high quality walking, wheeling and cycling infrastructure networks, effectively engaging local communities and collecting evidence of impact to inform optimisation of future programmes.
 - **To deliver behaviour change initiatives that result in sustained increases in walking, wheeling and cycling for everyday journeys including to school and work.** In particular, supporting the objectives set out in [the second Cycling and Walking Strategy](#) (CWIS2): to increase the percentage of short journeys in towns and cities that are walked or cycled, to increase walking and cycling and to

increase the percentage of 5-10 year olds who usually walk to school, with specific focus on increasing participation from under-represented groups.

Scope of funding

7. The Capability and Ambition Fund 2022/23 has a strong focus on supporting authorities to prepare for forthcoming multi-year capital and revenue funding. As such, it is recommended that authorities assigned to lower levels (particularly level 1) direct the vast majority of their funding to capability building activities. Those that choose to include behaviour change must make a strong strategic case for its inclusion, including how it is supported by infrastructure to enable safe, everyday journeys to be made by walking, wheeling and cycling. Authorities at higher levels can choose to include more behaviour change, up to a maximum of 40% of the value of the proposal.

8. Capability building activities that are in scope are:

Activity	Description
1. Development of Local Cycling and Walking Infrastructure Plans (LCWIPs)	Plans setting out infrastructure investment priorities, integrating with local behaviour change initiatives and wider policies and targets, other transport modes (e.g. LTP) and local plans. Overall network plan with rationale. 1-, 3- and 10-year projects pipelines with rationale on priority.
2. Network design	Development and mapping of proposed network design.
3. Scheme planning and design	Early feasibility stage design of schemes to the point of bidding for capital funds, including early plans sufficient for bid stage assurance against ATE design tools
4. Public engagement/consultation	Public engagement, co-design, consultation and public opinion surveying for networks and schemes
5. Data & evidence collection	Underpinning evidence collection required for network planning, scheme design, equality impact assessment and monitoring and evaluating behaviour change schemes. This includes modelling, research, street audits, traffic counts/flow monitoring etc
6. Bespoke training for LA officers and members	Upskilling to latest LTN1/20, Manual for Streets, Inclusive Mobility, engagement etc

9. It is recommended that behaviour change initiatives are delivered as part of a coordinated programme, targeted at one or more of three audiences: schools, workplaces and communities. We strongly encourage authorities to focus on a small number of targeted, larger-scale initiatives, which will provide the greatest scope for meaningful and measurable impact and must be through demonstrable activation of new or existing infrastructure to enable walking, wheeling and cycling.

10. Authorities should aim to deliver activities that will reach a **minimum of 100 unique participants**¹ over the course the funding period. This can include reaching 100

¹ Unique participants: only counting a participant once, no matter how many events or activities they participate in. For example, if someone participated in a led ride every week, you should only count them once.

participants during one event, or 100 participants over multiple events (e.g. delivering 5 led rides over a year with 20 participants in each). If you are counting participants over multiple events, each event (e.g. led ride) **must** be delivered in a **consistent manner**. If people are participating in multiple events/activities, this must be captured.

11. Behaviour change initiatives that are in scope are:

Initiative	Description/activities	Audience
1. Organisational travel planning and engagement	Includes engagement programmes with staff/pupils/visitors, travel challenges, events, led walks/rides, scooter skills for schools.	All
2. Grants	Grant programmes to enable local, bespoke, initiatives to enable walking, wheeling and cycling	Workplaces/ communities
3. Cycle training	For adults, families and children. Should be National Standard training and can be delivered by Bikeability provider but must complement and not duplicate or divert resources from your Bikeability schools programme ² .	All
4. Cycle loan and share schemes	For example, providing people with the option of loaning a cycle/e-cycle for a period of time, installing share schemes within an area.	All
5. Cycle maintenance training	In areas not covered by Big Bike Revival maintenance activities	All
6. Cycle security measures	For example, encouraging registration of cycles, providing cycle locks and other security devices	All
7. Active travel comms/marketing	People are motivated to walk, wheel and cycle and to use new/existing infrastructure.	All
8. Street audits	Engage with local communities to audit routes, identify barriers to walking, wheeling and cycling and engage with authorities to influence infrastructure.	All

12. The list of behaviour change activities has been streamlined compared to 2021/22, to focus on initiatives that authorities are delivering successfully, are most likely to deliver impact and do not duplicate other programmes. There is the option to include activities and initiatives not included in the above lists, but a strong rationale must be provided.

² As previously, the Bikeability schools programme funding in 22/23 is managed through a separate process – local grant recipients have had their allocations for 22/23 and should refer to www.bikeability.org.uk for requests for further funding

13. This funding can be used to support cross-modal interventions, where appropriate, with funding leveraged from other sources. Interventions based purely on, or with a high proportion of, public transport measures are not eligible for support.

Maximising synergies with other sources of funding

14. Evidence shows that it is more effective to develop both behaviour change and infrastructure projects, rather than either one in isolation. We expect authorities who propose to use the Capability and Ambition Fund to support behaviour change interventions to maximise use of infrastructure schemes they have delivered or propose to deliver using Active Travel Funding and other transport funding.
15. Authorities are encouraged take advantage of and build on existing programmes, such as Living Streets' Walk to School Outreach and Cycling UK's Big Bike Revival, where this is appropriate to local objectives. ATE also encourages authorities to collaborate with local businesses, charities and community organisations to develop and deliver initiatives to support funding objectives and potentially leverage further funding to support active travel.

Supporting guidance

16. In 2021, the Department for Transport worked with Sustrans to develop guidance to support local authorities in the design of behaviour change initiatives focusing on returning to the workplace and to help guide local revenue investment through the Capability Fund. This guidance focuses on encouraging cycling but also provides advice on promoting walking, including successful case studies and key considerations when designing a behavioural intervention. The guidance is available online at www.activetravel.org.uk/moment-of-change/ alongside a range of other information and advice at www.activetravel.org.uk.
17. The Department for Transport and Active Travel England are currently developing local authority School Streets guidance, to support the delivery of more School Streets across England. We aim to publish final guidance in Autumn 2022.

Local Authority Capability and Ambition Fund requirements

18. ATE will make the payments via a grant under Section 31 of the Local Government Act 2003 together with a formal grant determination letter, providing the following conditions are met:
 - All authorities are required to provide a proposal outlining work to be delivered over 2022/23. This should include a strategic rationale for why the proposed activities and initiatives have been selected. The proposal will be scored to inform the final funding allocation.
 - Authorities are required to provide monitoring data to ATE when requested, and to evaluate their activities in line with Capability Fund M&E guidance.
19. We expect to make one payment to each Mayoral Combined Authority (MCA). It will be for the MCA to take the lead in coordinating and deciding where they propose to

direct revenue funding to in their region. Unlike in 2021/22 we are not providing an indicative breakdown of funding for local authorities within an MCA.

20. We expect MCAs and Transport North East to co-ordinate a single plan in response to the proforma and to complete the monitoring and evaluation requirements for the funding on behalf of their constituent authorities. Where an MCA does not exist but there are regional coordinating organisations (e.g. D2N2), each constituent authority will need to provide a separate plan.
21. Interventions and activities proposed under the Capability and Ambition Fund should be developed and delivered to meet the funding objectives (set out above) as well as local objectives. Where ATE is not satisfied that an authority has used the funding effectively, it will take this into account in determining funding allocations for the remainder of the current Parliament.

Proforma guidance

22. All authorities should complete the proforma provided in the following Smart Survey link, **by 5pm Friday 30th September**:

<https://www.smartsurvey.co.uk/s/1N4AHR/>

23. A Word version of the proforma is attached separately, to enable a response to be coordinated across teams/MCA constituent authorities but should not be submitted – **proformas will only be accepted via Smart Survey**.
24. Authorities will be expected to provide a breakdown of the activities and initiatives they intend to use Capability and Ambition Fund to support.
25. Authorities will be expected to provide a breakdown of each of their planned activities and initiatives, including expected spend, delivery dates, and what they intend to achieve/deliver within that. Authorities are also expected to set out how these activities are aligned to both their local strategic objectives as well as those of the Capability and Ambition Fund itself.
26. As part of the proforma, each authority will be expected to set out its value for money assessment for its Capability and Ambition Fund spending, how it will undertake its public sector equality duty, as well as to confirm its commitment to monitoring and evaluation.
27. ATE is particularly keen to ensure that measures paid for through the Capability and Ambition Fund complement active travel capital measures and other sources of funding. As such, authorities will be expected to set out in the proforma how their Capability and Ambition Fund spending will work in tandem with other activities paid for by other funding streams.
28. All authorities should keep an audit trail of the evidence and information which supports their response to the proforma as ATE may conduct spot checks on a sample of authorities.

Timetable

29. The deadline to complete the Capability and Ambition Fund proforma is **5pm Friday 30th September**.
30. ATE will then undertake a light touch assessment process to ensure proposals are of good quality and align with the aims of the fund. Proposal scores will inform how the total funding pot will be divided between authorities, with very strong proposals able to attract additional funding, up to 25% above this level, and proposals with significant shortfalls receiving less.
31. Grant determination letters are likely to be issued to successful Combined and Local transport authorities in **October 2022**. Funding payments are expected to be made in **November 2022**.
32. We expect Capability and Ambition Fund delivery to take place for 12 months from the date of funding payment. We recognise that monitoring and evaluation activity will likely go beyond 12 months (e.g. to enable follow-up surveys). We would expect authorities to keep a proportion of their monitoring and evaluation budget to enable this activity after the funding period ends. The combined capital and revenue funding is due to launch formally later in September 2022, with revenue funding levels for 2023/24-24/25 being notified in February 2023, thus allowing time for a planned continuation or amendment to initiatives from this year's revenue funding round.

Value for money assessment guidance

33. We expect authorities to refer to the Capability and Ambition Fund: Value for Money Guidance, attached separately, when completing their assessment.
34. This guidance is to provide some indication of the types of evidence or analysis authorities may wish to use to justify their value for money judgement. We recommend that authorities use cost benchmarking comparisons, using the updated cost benchmarks in the spreadsheet provided. Other analysis, such as use of the Active Mode Appraisal Toolkit (AMAT) and comparisons with past appraisals, may be appropriate for higher value proposals.

Monitoring and Evaluation guidance

35. Authorities are also required to monitor and evaluate the impact of schemes being delivered through the Capability and Ambition Fund. Monitoring is the collection of data to check progress against planned targets. It is the formal reporting of evidence that spend and outputs are successfully delivered and milestones met. Evaluation is the assessment of the project's effectiveness and efficiency during and after implementation. Authorities should use the evidence generated to improve the delivery of schemes in the future and build a deeper understanding of what works in their areas.
36. You will be required to report back to ATE on progress and outcomes, this includes completing a 6 monthly monitoring survey. Authorities will also be expected to share

data collected from beneficiaries (i.e. pre, post and follow-up surveys) with ATE. This data will feed into a national evaluation of active travel more broadly. ATE would also be interested in seeing any wider evaluation evidence you have generated to feed into the national evaluation.

37. Further to this there may also be a requirement for local authorities to participate in a national evaluation of Capability and Ambition Fund activities. As part of the national evaluation, there will be 'deep dives' on particular types of interventions. Authorities delivering those types of interventions will be required to work with the national evaluators before commencing delivery (e.g. to embed data collection, to tweak the design of schemes to ensure consistency) and throughout delivery. If this is the case, you will be contacted when funding is awarded.
38. Monitoring and evaluation guidance from the Local Authority Capability Fund 2021/22 is attached separately for information and is currently being updated for the Capability and Ambition Fund 2022/23.

Enquiries

39. If you have any questions about this guidance, including clarification on the Value for Money and Monitoring and Evaluation requirements, please email: contact@activetravelengland.gov.uk.