



Department  
for Transport

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Grahame Bygrave

Norfolk County Council

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20 November 2020

Dear Grahame Bygrave

**Active Travel Fund Tranche 2 – Grant award letter (2020-21): No  
31/5245 31/5246**

I am writing to confirm the funding that the Department for Transport will make available to you under the second tranche of the Active Travel Fund (ATF) 2020/21.

Your ATF funding will be paid as capital and revenue grant under Section 31 of the Local Government Act 2003. The full and final allocations are attached at Annex A2 and Annex B2.

Your 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, opportunities or challenges may arise that require a change to your project in order for outcomes to be realised to their full potential. Any material changes should be reported to the Department. Should your ability to deliver the objectives for which funding was awarded be significantly compromised, the Department reserves the right to amend future funding provision as appropriate.

Feedback on bids is provided where applicable at Annex C. In some cases, further evidence is required to confirm scope of schemes (e.g. to appropriate design standards), value for money and/or delivery arrangements. This evidence will need to be provided before payments are made, alongside publication of short consultation plans for your schemes. This should set out how consultation activities will be undertaken, who will be consulted and when. These form part of the strengthened consultation requirements set out at Annex E, which have now been briefed to senior local authority officials following Secretary of State's letter of 16 October to authority leaders. A set of FAQs is also attached at annex F, to clarify a number of points which came up at these briefing sessions.

All authorities will be expected to participate in monitoring and evaluation activities for the ATF and provide data on the deliverables that have resulted from this fund (or to which this fund has contributed) in the form of output monitoring data. This will need to be submitted to Department at the point that the majority of schemes are complete and at 6 and 12 months after completion.

In addition, all authorities should formally evaluate schemes funded via the ATF, and some projects will be identified for inclusion in the national programme-level evaluation. The level of evaluation required will be proportionate to the size, value and nature of individual schemes and programmes. DfT is updating its Monitoring & Evaluation guidance which will set out what is required for different types of intervention. Specific data will need to be provided to DfT to feed into a meta-analysis of the ATF. A summary of this is presented below.

- Authorities delivering schemes and programmes costing more than £2m are required to design and implement their own M&E processes to measure the outputs, outcomes and impacts of the intervention and submit these to DfT for review prior to the start of construction.
- Authorities are also strongly encouraged to carry out a formal evaluation of schemes and programmes valued at £1-2m. Where feasible they should design and implement a proportionate M&E programme to understand the impact of the intervention.

DfT are commissioning a National Evaluator (NE) who will have responsibility for programme-level evaluation of the ATF. This will include conducting the meta-analysis of higher value interventions as well as evaluation of a sub-set of lower-value schemes and those considered to be novel or contentious. The NE will select a sample of schemes to include in the national evaluation. All authorities should be prepared to participate in the national evaluation, and work with the NE to develop appropriate monitoring and evaluation plans if selected. The national evaluation will be funded by DfT. To avoid duplication of effort and ensure value for money to the taxpayer, the NE will draw on evaluation data collected as part of evaluations undertaken by authorities where available. The NE will also offer advice and support on the design and

implementation of evaluation plans to authorities delivering higher value schemes and programmes and to those selected to be part of the national evaluation.

Further guidance on monitoring and evaluation requirements and on conducting public opinion surveys under ATF will be shared with authorities shortly.

Our grants may be audited by the Department or external auditors, and if this is the case, the Department will notify your authority in writing. Authorities are expected to comply with any such arrangements. You should familiarise yourselves with the Fraud Act 2006 and the Bribery Act 2010 when making claims, and in provision of funding to partner organisations. Personal information collected for grant purposes will be used by the Department for Transport for administering the fund. We may share information for the purposes of countering fraud or otherwise as required or permitted by law. 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.

**Please sign and date the grant acceptance slip at Annex D and return it to the [walking.cycling@dft.gov.uk](mailto:walking.cycling@dft.gov.uk) along with notification of publication of consultation plans (a weblink would suffice) and any further evidence required by 11 December.** The grant will be paid in a one off payment in full on receipt of your signed acceptance slip and other documentation.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'R Furness', with a long horizontal stroke extending to the right.

**Rupert Furness**