

TRAVEL SMART GRANT – CLAIMABLE INITIATIVES

<i>Development Initiatives</i> <i>(co-funding at 80:20, up to a cap of \$80,000 per annum)</i>	
<i>Enhancement of transport infrastructure or systems to support flexi-travel</i>	<ul style="list-style-type: none"> i. Install bicycle parking facilities (lockers, racks, card access doors, CCTV) ii. Modify car park lots to convert to bicycle parks iii. Install and/ or upgrade shower facilities <p><i>Monthly maintenance costs or any recurring costs for the infrastructure will not be eligible for funding.</i></p>
<i>Enhancement of transport infrastructure or systems to support demand aggregation of transport services</i>	<ul style="list-style-type: none"> i. Develop a bus shuttle service registration system to be hosted by organisation's intranet <p><i>Any subscription costs⁷ for the bus shuttle service registration system will not be eligible for funding.</i></p>
<i>Operating Initiatives</i> <i>(co-funding at 50:50, up to a cap of \$80,000 per annum)</i>	
<i>Travel Smart promotional activities</i>	<ul style="list-style-type: none"> i. Travel Smart Day/ Week to promote off-peak travel/ flexi-travel practices within the organisation ii. Travel Smart Forums to share best practices on travel planning/ flexi-travel within the organisation or with other organisations iii. Travel Smart Competitions/ Challenges (e.g. Travel Earlier/ Later as a Team, Tele-commute More etc) to foster a friendly spirit of competition and collective responsibility to reduce travel <p><i>Costs that can be covered include trainer fees, venue, logistics and refreshments. Prizes for the competition/ challenges are capped at \$2,000 per annum. Funding is capped for a period of 26 weeks.</i></p>
<i>Travel Smart activities/ programmes</i>	<ul style="list-style-type: none"> i. Morning programmes (before 8am, weekdays) to encourage employees to travel early to work ii. Programmes can comprise exercise sessions/ seminars/ talks/ workshops on flexi-travel (includes cycling and cycling safety talks/ workshops, running/ walking talks) iii. HR talks/ workshops to facilitate flexi-travel <p><i>Costs that can be covered include trainer fees, venue, logistics and refreshments. Funding is capped for a</i></p>

⁷ Subscription costs refer to server costs, maintenance cost of the software and subscription costs to external platforms. Organisations can choose to instead either develop new software, modify off-the-shelf software or simply use an external website to perform this function.

	<p><i>period of 26 weeks.</i></p> <p>iii. Breakfast discounts/ vouchers for staff who travel early</p> <p><i>Costs that can be covered include purchase of food and beverage discounts/ vouchers for staff of the organisation for a period of not more than 26 weeks. The discounts/ vouchers can only be valid up to 8am on weekdays. The cost per person should not exceed \$2.50.</i></p>
<i>Travel Smart Coordinator</i>	<p>Costs to appoint a Travel Smart coordinator within the organisation to develop and/ or monitor/ measure travel plans (this coordinator will be the point of contact with LTA on Travel Smart matters)</p> <p><i>Funding is capped for a period of 1 year or \$50,000 per annum, whichever is lower. The Travel Smart coordinator must show that he/ she has implemented at least 4 new Travel Smart initiatives in the organisation in the funding year.</i></p>
<i>Travel Smart Ambassadors</i>	<p>Incentives⁸ to appoint a person or a team of Travel Smart Ambassador(s) within the organisation to drive the promotion of Travel Smart efforts and/or encourage participation amongst employees in Travel Smart initiatives/ Corporate-Tier Travel Smart Rewards</p> <p><i>Funding is capped for a period of 26 weeks and at \$2,000 per annum. The Travel Smart Ambassador must show that he/ she has participated in the organisation's Travel Smart initiatives/ Corporate-Tier Travel Smart Rewards and has encouraged participation of other fellow employees in these programmes in the funding year.</i></p>
<i>Shuttle bus services for employees</i>	<p>i. Costs incurred to provide shuttle bus services for employees</p> <p>Pre-existing employee shuttle bus services will not be funded. Proposed pick-up points should not be located within a 800m radius of the organisation's premises. Those that fall within this radius may be assessed on a case-by-case basis, but the organisation will have to demonstrate the benefits of each proposed pick-up point</p>

#####

⁸ For flexibility, organisations can propose the types of incentives for their ambassadors as long as it is within the funding quantum.