

INFORMATION SHEET FOR TRAVEL SMART GRANT

Under the Travel Smart Grant, organisations can claim up to \$160,000 annually (up to 3 years) for the co-funding of Travel Smart measures which support the adoption of flexi-travel arrangements by their employees.

The Travel Smart Grant quantum available for each organisation will comprise of 2 components and will be based on their staff strength as shown below:

Component	Organisation Staff Strength	
	201 - 1000 staff	1001 & above staff
Development Initiatives	\$66,000	\$80,000
Operating Initiatives	\$66,000	\$80,000
Total Grant Quantum	\$132,000	\$160,000

To apply for the Travel Smart Grant, organisations have to propose suitable Travel Smart measures which fulfill at least one of the Travel Smart Goals:

- a) Re-time:** travel during off-peak periods
- b) Reduce** travel demand
(i.e. working offsite or at home instead of travelling to the office)
- c) Re-mode:** switch to more sustainable modes of travel
(public transport, cycling and/or walking)

The organisation's proposed Travel Smart measures can come from either:

- 1) Developing a travel demand management action plan using the Travel Smart Consultancy Vouchers
- 2) Self-proposed Travel Smart measures (without using the Travel Smart Consultancy Voucher) but substantiated with recent employee survey data (<1 year old) and with prior pre-consultation with LTA.

A list of items and/or services that can be claimed under the Travel Smart Grant can be found in **Annex A**. Organisations are welcome to discuss with LTA if they wish to suggest additional initiatives outside of this list which meet Travel Smart objectives.

INFORMATION SHEET FOR TRAVEL SMART GRANT (cont'd)

The organisation's CEO (or equivalent) shall appoint a Travel Smart Leader who will then complete and submit a Travel Smart Grant Application Form, duly endorsed by the CEO (or equivalent), to seek the LTA Travel Smart Project Team's approval of each proposed Travel Smart measure for co-funding.

The application form should include the following details:

- 1) Justification for the proposed Travel Smart measure and details of the associated items/services to be procured (e.g. description, cost, quantity etc)
- 2) Justification for the estimated cost of each item (substantiated with quotations where possible) and details of procurement process
- 3) Indicators and deliverables for measuring effectiveness and impact of each Travel Smart measure (to be agreed between LTA and each organisation)

The organisation will be notified in writing whether their proposal has been approved or if revisions are required **before** they proceed to procure the said items and/or services.

Following the approval of the Travel Smart Grant Application Form, the organisation may proceed to claim reimbursement by submitting the Travel Smart Grant Reimbursement Form within 1 year (from the date as indicated in the approval letter), together with the necessary supporting documents, duly endorsed by their nominated Travel Smart Leader to LTA for processing.

After the successful implementation of the Travel Smart Grant initiatives for the first funding year, organisations will be required to conduct a simple Post-Implementation Survey (PIS) amongst their employees to measure if there has been any shifts in their travel patterns based on the indicators/deliverables agreed in their application form.

For companies who have completed the Travel Smart Consultancy Vouchers, please refer to **Annex B** for a detailed flowchart that illustrates the overall framework for the Travel Smart Grant.

For companies with self-proposed Travel Smart measures, please refer to **Annex C** for a detailed flowchart that illustrates the overall framework for the Travel Smart Grant.

For any further queries and submission of the Travel Smart Grant application and reimbursement forms, please email the Travel Smart Team at:

LTA-TravelSmart@lta.gov.sg.

Annex A: Items and/or Services Allowed Under Travel Smart Grant

Development Initiatives

(Co-funding of 80:20 up to a maximum of \$80,000 per annum, with organisations paying only 20%)

Description of Initiatives	Inclusions and Exclusions
Bicycle storage facilities	<ul style="list-style-type: none"> • Costs incurred for the installation of bicycle storage facilities. • Costs incurred for the installation of associated facilities such as CCTVs, partition walls/card access doors.
Lockers and/or shower facilities	<ul style="list-style-type: none"> • Costs incurred for the installation of shower facilities/lockers and/or conversion of toilets into shower facilities. • Organisations who wish to install lockers must demonstrate that the lockers are intended for active commuting.
<p>Development of IT systems:</p> <p>i) Development of intranet portals to disseminate info on travel initiatives (e.g. Travel Smart Intranet Page)</p> <p>ii) Systems to collate data on employees' travel demand and travel patterns on a regular basis</p> <p>iii) Development of a shuttle bus service registration system to be hosted by the Organisation's intranet</p> <p>iv) Installation of card access security systems to enable employees to enter the office before 8am</p>	<ul style="list-style-type: none"> • Costs incurred for the development of new IT platform(s) for flexi-travel initiatives. • Organisations that already have pre-existing systems (e.g. for shuttle bus registration services) will not be allowed to make claims for upgrading and/or the creation of new IT platform(s), unless otherwise specified by LTA. • For the development of any new IT platform(s) for collating employees' travel data, the Organisation must agree to share aggregated data with LTA. • Cost incurred for the installation of card access security systems. Organisations that intend to develop card access security systems must show that there is a significant number of employees who wish to go to work at an earlier timing, in order to qualify for reimbursement under the Travel Smart Grant. <p><i>Note: The Travel Smart Grant does not cover recurring costs (e.g. monthly maintenance and/or subscription costs).</i></p>

Annex A: Items and/or Services Allowed Under Reimbursement Grant (cont'd)

Operating Initiatives

(Co-funding of 50:50 up to a maximum of \$80,000 per annum, all recurring items are to be limited to a total of **26 weeks** within a year for each initiative, unless otherwise stated)

Description of Initiatives	Inclusions and Exclusions
<p>Travel Smart promotional activities:</p> <ul style="list-style-type: none"> i) Organizing a Travel Smart Day/Week to promote off peak-travel and/or flexi-travel practices within organisation ii) Travel Smart Forums to share best practices on travel planning and/or flexi-travel within the organisation or with other organisations iii) Travel Smart Competitions and/or challenges to foster a friendly spirit of competition and collective responsibility to reduce or shift peak hour travel. 	<ul style="list-style-type: none"> • Costs of hiring an event organizer for Travel Smart Day/Week. • Costs of food/beverages for Travel Smart Day/Week. • Costs incurred for trainers/speakers/logistics for Travel Smart Day/Week. • Cost incurred to purchase prizes for Travel Smart Competitions/Challenges. Any reimbursement for the cost of the prizes will be capped at \$2,000 per annum.
<p>Pre-peak Travel Smart activities (all activities to start before 8:00am on weekdays):</p> <ul style="list-style-type: none"> i) Morning programmes (e.g. HR talks/ workshops/ exercise sessions) to encourage employees to travel early to work ii) Provision of free breakfast or breakfast discount vouchers for staff who arrive early 	<ul style="list-style-type: none"> • Costs incurred to hire instructors, trainers and/or speakers to conduct talks, workshops, and/or morning exercise activities • Costs incurred to provide free breakfasts and/or purchase breakfast redemptions/ discount vouchers for employees who arrive early, capped at a total of \$2.50 per person.

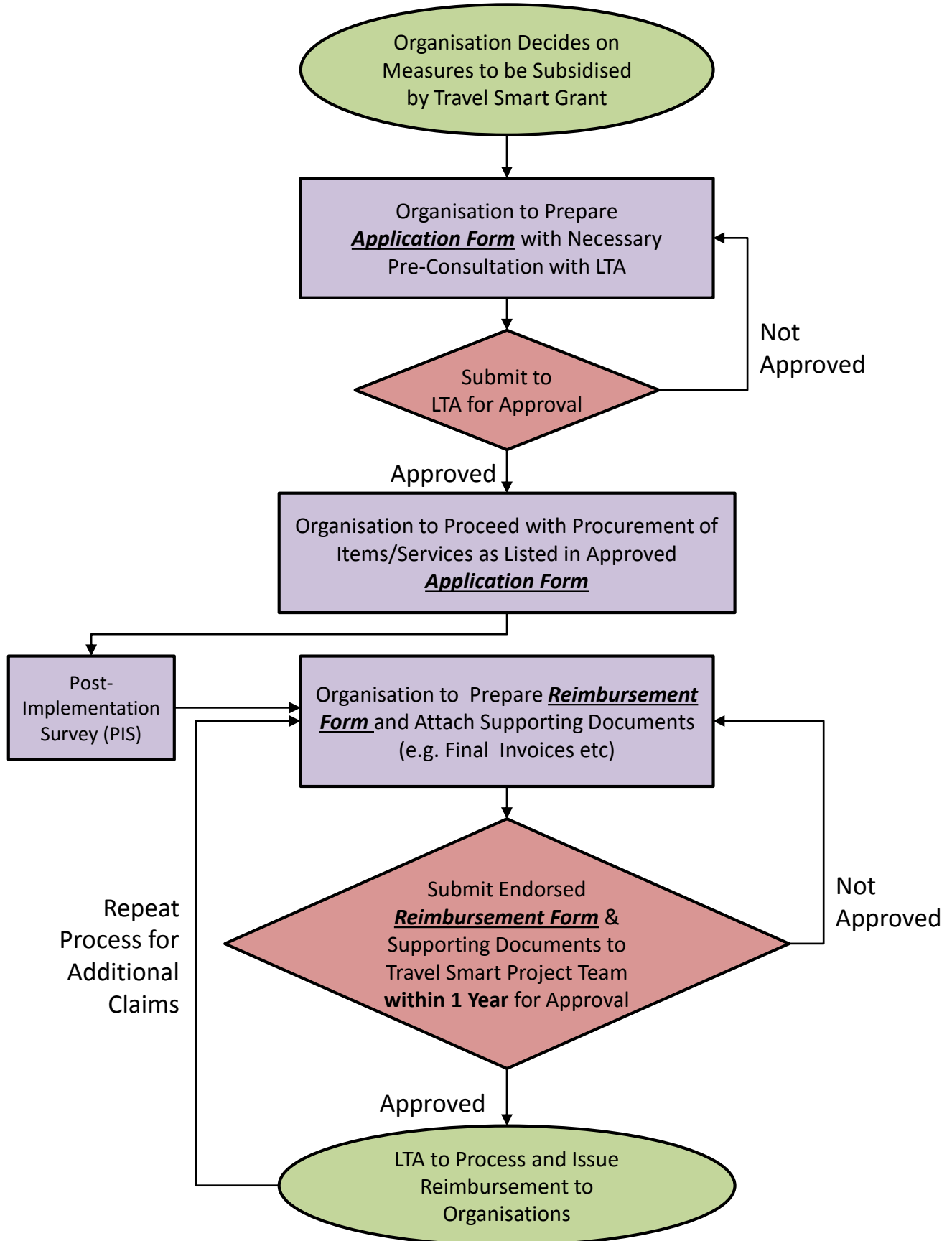
Annex A: Items and/or Services Allowed Under Travel Smart Grant (cont'd)

Description of Initiatives	Inclusions and Exclusions
Travel Smart Coordinator	<ul style="list-style-type: none"> • Costs incurred to appoint a Travel Smart Coordinator within the organisation, whose role is to develop and monitor Travel Smart measures within the Organisation. • The Travel Smart Coordinator (to be endorsed by LTA) can either be i) an existing employee that has been reassigned or ii) a new employee hired solely for the purposes of Travel Smart. • The Travel Smart Coordinator will serve as a point of contact to LTA for all matters pertaining to Travel Smart. This will include: <ul style="list-style-type: none"> - Designing, communicating and implementing Travel Smart measures within the Organisation - Working with LTA on the submissions of the application and reimbursement forms for the Travel Smart Grant • The manpower costs that may be reimbursed for the Travel Smart Coordinator is capped at \$50,000 per annum and Organisations are only allowed to claim for one year. • Prior to the appointment of the Travel Smart Coordinator, the Organisation is required to submit the following information as part of the Travel Smart Grant application: <ul style="list-style-type: none"> - Applicant’s name, identification number or employment pass number, and resume (if an existing employee is to be appointed). - Detailed flexi-travel plan comprising of 4 or more Travel Smart measures. This plan must include details on how they will be implemented, timeline for implementation, KPIs for future evaluation and the estimated number of man-hours required for each task. • The Travel Smart Project Team will assess this application to ascertain the amount of reimbursement that the Organisation qualifies for. This assessment is based on the number of man-hours and complexity of the initiatives required for all proposed Travel Smart measures. • LTA reserves the right to reject any reimbursement for Travel Smart Coordinators who have implemented less than 4 new Travel Smart measures in the Organisation.

Annex A: Items and/or Services Allowed Under Travel Smart Grant (cont'd)

Description of Initiatives	Inclusions and Exclusions
Travel Smart Ambassadors	<ul style="list-style-type: none"> • Costs incurred to purchase incentives for the appointed Travel Smart Ambassador(s) within the Organisation, capped at a total of \$2,000 per annum, to drive the general promotion of Travel Smart and/or encourage participation amongst employees in the Travel Smart initiatives. • As part of the Travel Smart Grant application Organisations must include a Travel Smart engagement plan which outlines the communication effort and its regularity, creation of collaterals for Travel Smart, and efforts to promote Travel Smart initiatives amongst the organisation’s employees. • The type/form of incentives to the Travel Smart Ambassador(s) has to be agreed with LTA and must come from a source that is not related to the Organisation. • The Organisation is required to show evidence of implementing the engagement plan as part of their Travel Smart Grant Reimbursement Form submission. • If the Organisation has appointed a Travel Smart Coordinator, he/she will be excluded from receiving incentives meant for Travel Smart Ambassador(s).
Shuttle bus services for employees	<ul style="list-style-type: none"> • Costs incurred to provide shuttle bus services for employees. • Pre-existing employee shuttle bus services will not be funded. • The provision of shuttle bus services is applicable for organisations that are not located within 800m of a nearby MRT/bus interchanges. The proposed pick-up point should also not be located within a 800m radius of the Organisation’s premises. Those that fall within the radius may apply on a case-by-case basis but will have to demonstrate the benefits of each proposal.
Miscellaneous operating costs to facilitate Travel Smart	<ul style="list-style-type: none"> • Costs incurred to facilitate pre-peak, reduced or sustainable travel such as: <ul style="list-style-type: none"> - Operating costs (e.g. air-conditioning/ electrical/ server costs) incurred by Organisations for allowing employees access to their offices prior to 8am. - Subscription/Usage costs for Smart Work Centres.

Annex B: Travel Smart Grant Process Flowchart (for Travel Smart Consultancy companies)



Annex C: Travel Smart Grant Process Flowchart (for companies with self-proposed measures)

