

**Submission by Meath County Council to the Department of
Transport, Tourism and Sport**

National Cycle Network Application no.1

Phase I of the Drogheda, Navan, Trim Cycleway



comhairle chontae na mí
meath county council



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National Cycle Network Local Authority Funding Scheme 2012/13.

A limited amount of funding will be available over 2012 and 2013 to fund Local Authorities to deliver cycle routes in line with the vision set out in the National Cycle Network Scoping study (<http://smartertravel.ie/content/national-cycle-network>). As noted in the scoping study, routes do not necessarily need to be along the corridors identified in the study, however, funding proposals should make it clear how the proposed route will contribute to the overall long term goal of having an integrated National Cycle Network.

The funding available from the Department of Transport, Tourism and Sport will be in the region of €4.5m for 2012/13, and will be allocated to Local Authorities through the competitive process outlined in this document. Further funding for 2014 and beyond is planned, and this would be allocated through a new funding call.

Routes proposed for funding must provide a piece of infrastructure which will cater for local transport demand, attract significant recreational and tourism demand, and generate significant benefits for the local economy. Insofar as is possible, routes must be suitable for use by users of all ages, and route design must ensure the highest standards of safety for route users. Any proposed route seeking funding must have the potential to be a world class cycling route. Proposals should consider transport and tourism demand within the area, cycle routes already developed in the county/area, potential to link to routes within the county or adjoining counties, and be set in the context of future plans for development of cycling routes in the area.

On the basis of the limited funding availability Local Authorities are restricted to a maximum of two proposals. Where an extensive route is planned the project plans should adopt a phased approach, with funding proposals being put forwarded only for a specific phase or phases. (Bearing in mind the restriction of a maximum of two proposals per LA). It is hoped that over the period of the scheme (2012-13) 7-10 projects or phases of projects can be funded from the available allocation, and proposals should bear this in mind in terms of project scale.

Proposals will be assessed on the basis of the criteria outlined below. Projects will be ranked in order of assessment score, and funding provided on the basis of these scores and available funding. The project list will remain active until end-2013.

Subject to availability, it is planned that the assessment team will consist of Department of Transport, Tourism and Sport (1), Failte Ireland (1), National Transport Authority (1) and National Roads Authority (1). Should it be deemed necessary, a short interview process may be required in support of the completed application forms.

The assessment criteria are as follows

- Alignment with overall concept (e.g. quality of route, safety of route) (essential).
- Deliverability of the route in proposed timescale e.g. no land ownership issues (essential)
- Potential demand (as a transport corridor for local use and as a tourism & day trip attraction) and potential impacts on local economy (e.g. job creation). Evidence based assessment must be provided. (40).
- Total costs and costs per km taking into account route type, and the commitment from Local Authority including potential co-funding (40).
- Alignment with other transport, tourism and sports programmes/locations, for example, linkages to centres of employment, visitor attractions and centres, the Greenschools programmes, other cycling infrastructure etc. should be demonstrated. Route promotion and monitoring plans, and planned route management structure (20).

Should further funding become available within the Department for NCN project delivery in the period to end-2013, projects, or additional phases of projects, will be funded on the basis of their ranking on this list. In addition to this, funding opportunities with regard to agencies of the Department such as Fáilte Ireland and the National Transport Authority may also be explored in the future, should funding be available from agencies. In such cases selection of projects, or phases of projects, may refer to the specific remit of the agencies (e.g. international tourism potential, G.D.A based projects etc.). Co-funding opportunities may also be explored.

The closing date for applications is 5.00pm on Friday 27th April. Completed application forms should be emailed to Michael Falvey michaelfalvey@dtas.ie

To assist the assessment process, in addition to emailing the completed form, 4 hardcopies of each completed application should be sent to:

National Sustainable Travel Office
Department of Transport, Tourism and Sport
Leeson Lane
Dublin 2.

The assessment procedure will be completed as promptly as possible, and successful Local Authorities must be in a position to commence proposed projects immediately.

National Cycle Network Funding Scheme 2012/13 – Application Form

Section 1: Project Outline	
Name and Address of Local Authority	Meath Local Authorities, County Hall, Railway Street, Navan, Co. Meath.
Contact persons/proposed project manager	Mr Nicholas Whyatt, Senior Engineer Mr Andrew Bagnall, Executive Engineer
Telephone	00353 46 9097150
e-mail	nwhyatt@meathcoco.ie abagnall@meathcoco.ie
Planned route start and end points (e.g. Newport to Mulranny). Detailed map to be included as appendix.	Phase I: Drogheda Ramparts to Oldbridge entrance (Battle of the Boyne site) Extent of full route: Drogheda, Slane, Navan, Trim and connecting onto the Dublin to Galway corridor at Enfield.
Proposed route distance (km)	Phase I: Drogheda Ramparts to Oldbridge entrance (Battle of the Boyne site), 3 km, Total route approximately 45km.
Estimated total project delivery costs (€)	€600,000 for Phase I
Total grant funding being sought (€)	€500,000 for Phase I NTA have granted €100,000 towards scheme
Planned duration of project/works (months)	20 months
Planned start date and completion date	July 2012 to February 2014

Brief outline of planned project

- Procure Specialist Consultants,
- Further Consultation,
- Prepare Preliminary Design,
- Appropriate Assessment
- Landowner Consultation
- Seek Approval from ABP,
- Topo Survey,
- Detail Design,
- Prepare Tender Documents & Tender Period,
- Construction – Phase I
- Archaeology,
- Supervision/Monitoring.

Section 2: Project Detail

Briefly outline how this route aligns with the corridors identified in the National Cycle Network scoping study, or links into or between the identified corridors.	Project (Phase I) forms part of Corridor 13 (Drogheda, Navan, Trim and onto Enfield) as highlighted in the National Cycle Network Scoping Study 2010.
Is this project proposal for a standalone route, or is it a single phase of a longer proposed route (outline details).	Project is Phase I of a longer proposed route. Extent of full route is from Drogheda via Slane, Navan, Trim and connecting onto the Dublin to Galway corridor at Enfield. Full Feasibility Study details attached in Appendix
What type of route will be delivered (i.e. on road or off road, usage of existing infrastructure such as abandoned rail lines, canal tow paths, state lands etc.)	Phase I of the route shall be primarily off road via Drogheda ramparts, Canal tow paths, state lands. Maps of proposed route attached in Appendix
Is the land necessary to develop the proposed route currently in public ownership? Are there any land ownership issues along any section of the proposed route, and if yes how is it planned to address them?	Phase I of the proposed route is currently in the ownership of Drogheda Borough Council, Meath Local Authorities and state bodies.
Are there any other outstanding issues which could impact on deliverability of the proposed route (e.g. statutory requirements)?	At a minimum Part 8 and Appropriate Assessment will be required as the scheme is adjacent to an SAC. We have already been in contact with the NPWS to obtain their preliminary view of the potential impacts of the route. An Environmental Impact Statement may not be required but this is subject to the outcome of the formal EIS screening which will have to be undertaken.
What is the proposed width of the route? (metres)	2.5m to 3m wide
What is the proposed surfacing type for the route?	Cycleway to be constructed with a sealed macadam finish.

Section 3: Project Costs – Phase I			
Key costs/works (e.g. land purchasing, clearance works, compacting and placing of surface material, bridges, crossing barriers, fencing)	Estimated cost (€)	Requested contribution (€)	Planned drawdown date (e.g. Sept 2012)
Procure Specialist Consultants	1,500	0	July 2012
Further Consultation	8,500	0	August 2012
Prepare Preliminary Design	20,000	0	Nov. 2012
Appropriate Assessment	30,000	0	Nov. 2012
Landowner Consultation	40,000	0	Nov. 2012
Topo Survey	20,000	20,000	Sept. 2012
Detail Design	40,000	40,000	Feb. 2013
Prepare Tender Documents & Tender Period	20,000	20,000	June 2013
Construction	330,000	330,000	Dec. 2013
Archaeology	50,000	50,000	Jan. to Aug. 2014
Supervision/Monitoring	16,000	16,000	Nov. 2012 & Nov. 2013
Contingency	24,000	24,000	Dec.2013
Total	€ 600,000	€500,000	

Section 4: Demand and benefit assessment: Provide an evidence based assessment of potential demand in terms of local users and potential visitor and tourist user numbers. Assessment should include evidence based estimate of annual user number, and impacts on local economy, including in terms of job creation.

Meath – the Heritage Capital of Ireland, has much to offer as a tourist destination – in particular its rich heritage, the quality of the rural landscape and its coastline. Meath has one of Europe’s best collections of prehistoric sites and monuments and a unique blend of history and culture. Meath has a large number of visitor attractions, the most famous being the Brú na Bóinne World Heritage Site which incorporates the passage tombs at Newgrange, Knowth and Dowth. In marketing terms, Newgrange, the Battle of the Boyne site, Trim Castle and the Hill of Tara have the highest profile in both the domestic and overseas markets, and are very popular destinations for day trips by tourists staying in Dublin.

According to Failte Ireland 135,000 tourists visited the County in 2010. Figures obtained from OPW records for historic sites, show the Battle of the Boyne and Newgrange to be two of the most popular attractions within the County with 100,000-120,000 visitors per annum visiting the Battle of the Boyne site, and 209,270 visiting Newgrange Visitors centre.

It has been noted that while there are high numbers of visitors coming to the County the majority participate in day tours from Dublin and do not remain in the County for any significant period of time. Meath County Council considers that there is potential to retain these visitors for longer periods through the provision of tourist infrastructure such as the proposed scheme and in turn retaining revenue for local businesses and services.

The potential of the proposed cycle track is reflect in the number of cyclist within and coming to Ireland. Failte Ireland estimated that 114,000 overseas visitors engaged in cycling while in Ireland in 2009, and accounted for €97 million of overseas visitor spend. Having regard to these statistics and the significant visitor numbers drawn to Meath it is considered that there is significant potential to develop cycling tourism within the County.

Assessment of Users and Visitors

Great Western Greenway, County Mayo

To identify a methodology which would produce a robust, evidence based, estimate of annual user numbers and the overall economic impact of a proposal for a cycle/greenway along the Boyne Valley as far as the Newgrange Visitor Centre, the ‘*Great Western Greenway - Economic Impact Case Study*’ carried out by the economic consultant Fitzpatrick Associates in October 2011, was examined.

It was noted from this report, that the number of trips on the Great Western Greenway (GWG) was given as 144,000 per annum, equating to 80,000 visitors per year. The following table shows how these visits were broken down between local users, domestic users and overseas visitors, and the estimated direct spend of each group based on the average length of stay and average daily spend.

Users	No. of Visits to Cycleway	No. of Persons	%	Average Stay (Days)	Average Spend (€/day)	Total Direct Spend (€)
Local Users	34,400	n/a	43%	n/a	27.31	939,464.00
Domestic Users	29,600	14,800	37%	4.8	49.85	3,541,344.00
Overseas Visitors	16,000	8,000	20%	6.8	50.71	2,758,624.00
Total	80,000					7,239,432.00

Table 1: Visitor Numbers and Economic Impact for Great Western Greenway

It was concluded that the GWG contributes a projected **local economic impact** of approximately €6.3M, consisting of €2.8M plus €3.5M spent by overseas and domestic visitors respectively. Of this, €3.8M or nearly 60%, was additional, or attributable to visitors who considered the GWG to be an important factor in their decision to visit the local area.

It was concluded that the GWG contributes a projected **national economic impact** of approximately €2.8M, consisting the spend by overseas visitors. Of this, €1.3M or 45%, was additional, or attributable to visitors who considered the GWG to be an important factor in their decision to visit the local area.

Estimate of Users of a Cycle/Greenway between Drogheda and the Newgrange Visitor Centre

To estimate the number of users for this proposal, the approach used in the GWG Economic Impact Case Study was adopted. The findings of Fitzpatrick Associates' user survey in relation to percentage users, average party size, average length of stay, average daily spend and whether the greenway was an important factor in the decision to visit the area, were considered to be valid assumptions which could be transposed to estimate the number of potential users and economic impact for a similar facility along the Boyne Valley. The same ratio between trip numbers and visits calculated for GWG was also used.

A comparison of the relative populations, overseas and domestic visitors to the County/Region and visitor numbers to specific attractions was made between the localities in Mayo and Meath/Louth. This information was then used to estimate an equivalent number of visits to the Drogheda – Newgrange cycle/greenway, with the results presented in a similar way to that shown in Table 1 for the GWG. This process is described in more detail in the following paragraphs.

From the research data available on the Fáilte Ireland website, it was noted that the West Region has double the number of domestic numbers compared with the Midlands - East Region. Similarly, the overseas visitors to County Meath were only around 42% of the number of overseas visitors to County Mayo in 2010. However, the three biggest attractions in Mayo (Ceide Fields, Ballintubber Abbey and Knock Museum) had a combined total of 61,427 visitors, compared to a total of nearly 330,000 visits to Brú na Bóinne and the Oldbridge Estate.

It is considered that because of the proximity of Brú na Bóinne and Oldbridge Estate to this proposal, the greater numbers of visitors to those sites compared to visitor numbers to sites near the GWG, more than outweigh the disparity in the total numbers of overseas and domestic visitors between County Mayo/West Region and County Meath/ Midlands - East Region. Therefore, for the purpose of this assessment, a conservative estimate would be that the numbers of domestic and overseas visitors to the Drogheda – Newgrange cycle/greenway would be at least the same as the GWG. This also takes account of the fact that the GWG is a much longer stretch of cycleway than the first phase of a cycle/greenway between Trim, Navan and Drogheda, and as such would be a more attractive prospect to those interested purely in cycling.

In terms of potential local users, it is considered that these will largely be a function of the size of the population living in the vicinity of the proposed scheme. Again a comparison with the local users of the GWG was carried out based on the following analysis of the distances between the respective cycleways and the various population centres in Mayo and Meath/Louth:

Population Centre	Population	Distance to Cycleway (km)	Access point
Louisburgh	812	22	Westport
Ballinrobe	3,160	32	Westport
Claremorris	3,170	44	Westport
Castlebar	10,729	18	Newport
Crossmolina North	961	34	Newport
Crossmolina South	808	35	Newport
Ballina	10,146	58	Newport
Westport Town	5,140	Direct access	Westport
Westport Rural	14,654	Direct access	Westport
Newport East	1,000	Direct access	Newport
Newport West	827	Direct access	Newport
Total	51,407		

Table 2 – Distances between Great Western Greenway and Main Population Centres

Population Centre	Population	Distance to Cycleway (km)	Access Point
Drogheda Borough	28,894	Direct Access	Drogheda
Navan Urban	3,199	27	Oldbridge
Navan Rural	36,435	26	Oldbridge
Laytown, Bettystown & Mornington	8,978	12	Oldbridge/ Drogheda
Stamullen	2,487	13	Oldbridge/ Drogheda
Slane	1,588	10	Oldbridge/ Drogheda
Duleek	4,360	10	Oldbridge/ Drogheda
Julianstown	8,281	10	Oldbridge/ Drogheda
Ardcath	1,873	29	Oldbridge/ Drogheda
St.Marys Louth	6,052	4	Oldbridge/ Drogheda
St.Marys Meath	8,707	4	Oldbridge/ Drogheda
Donore	6,091	4	Oldbridge/ Drogheda
Balbriggan Urban	6,566	26	Oldbridge/ Drogheda
Balbriggan Rural	9,651	26	Oldbridge/ Drogheda
Total	133,162		

Table 3 – Distances between Drogheda - Newgrange Cycle/Greenway and Main Population Centres

Table 4 below summarises this information in terms of the population and distance for ease of comparison. It is clear from this table that a much larger population in Meath would have direct access to the Drogheda – Newgrange cycle/greenway compared with the situation in Mayo. In addition, there are also significantly greater numbers in Meath within the remaining distance bands, which suggest that a cycle/greenway along the Boyne would attract many more local users than the GWG.

Distance to Cycleway	Population	
	Mayo	Meath
Direct Access (DA)	21,621	28,894
0-10 km (excl. DA)	0	20,850
10-20km	10,729	25,694
20-30km	812	57,724
Total	33,162	133,162

Table 4 – Comparison of Distances between Greenways and Main Population Centres

As previously mentioned, it is considered reasonable to assume that the Drogheda – Newgrange cycle/greenway would attract at least as many domestic and overseas visitors as GWG. Having regard to the fact that a far greater population lives closer to the proposed cycle/greenway in Meath than in Mayo, it is anticipated that it would be possible to attract at least twice the number of local users than currently visit the GWG. Applying these assumptions, it is possible to produce an equivalent table to Table 1 above, to show the projected number of visitors to, and the potential economic impact of, the Drogheda – Newgrange cycle/greenway. This is presented as follows:

Users	No. of Visits to Cycleway	No. of Persons	%	Average Stay (Days)	Average Spend (€ per day)	Total Direct Spend (€ p.a.)
Local Users	68,800	n/a	43%	n/a	27.31	1,878,928.00
Domestic Users	29,600	14,800	37%	4.8	49.85	3,541,344.00
Overseas visitors	16,000	8,000	20%	6.8	50.71	2,758,624.00
	114,400					8,178,896.00

Table 5: Projected Visitor Numbers and Economic Impact for Drogheda – Newgrange Cycle/Greenway

Table 5 shows that this proposal as a stand alone phase could generate **114,400 visits** (equating to around **205,000 trips**) per annum. As the numbers of domestic users and overseas visitors have been assumed to be the same as GWG, the local and national economic impacts also work out to be the same, at €6.3M and €2.8M respectively. Of these amounts, €3.8M and €1.3M respectively would be additional, or attributable to visitors who would consider the proposed cycle/greenway to be an important factor in their decision to visit the local area.

It is important to note that the above results would be achieved at a significant lower cost than the GWG. Furthermore, while the above assessment gives an indication of the potential returns on a capital investment for a proposal between Drogheda – Newgrange, it is considered that should further phases of the route between Trim and Drogheda be completed, this would generate an even greater return as trips/visits increase in line with improved accessibility to the Boyne Valley.

Employment

It is considered that a proposal of this type will have a positive effect on employment. The scheme would be expected to create both full time and part time positions on a year round and seasonal basis. As well as this, it will also support a greater number of existing jobs. It was noted that the GWG was estimated to have created the Full Time Equivalent (FTE) of 38 jobs, and helped sustain a further 56 FTE jobs. In relation to this proposal, we would submit that because of the existing jobs associated with the Visitor Centres at Newgrange and Oldbridge, more jobs would be supported than is the case on the CWG. Having regard to the CWG experience and looking at the projected number of users given above, we consider that it would not be unreasonable to suggest that 40-60 FTE jobs could be created on the back of this proposal.

Section 5: Outline (i) alignment with other transport, tourism and sport programmes/locations (e.g. other infrastructure, greenschools, work place travel plans, tourism visitor centres etc.) (ii) Route management and promotion plans and (iii) planned route user monitoring

The proposal that is subject of this application stems from a feasibility study funded by the Department of Transport in 2009, for a much longer walking/cycling route extending from Trim to Drogheda along the Boyne Valley. It should be noted that this proposal would be conveniently located to the bus and rail stations in Drogheda, and would tie in to the path that has been constructed by Louth County Council along the ramparts in Drogheda from the Bridge of Peace on the R132 to the Louth/Meath County Boundary.

The draft County Development Plan 2013 – 2019 will go on display at the end of May 2012, and will include the objective of a cycle/greenway along the Boyne as a flagship scheme to be progressed during the life of the plan. The National Transport Authority have announced that they will provide Meath County Council with €100,000 of funding in 2012 to carry out the design and environmental studies required to advance the scheme through the statutory process. We are also aware that Louth County Council would like to develop walking and cycling loops which would link to a cycle/greenway along the Boyne.

In terms of local users of the proposed scheme it is noted that cycling is already an extremely popular leisure activity within the County. Meath Local Sports Partnership in association with An Post has, since 2009, ran the Meath Heritage Cycle which attracts up to 2000 participants on an annual basis. This is one of many organised cycling activities within the County.

Ireland's Tourism Development Strategy and The Boyne Valley

Fáilte Ireland has identified ten new destinations across the country. These destinations are the core of national strategy and are the focus of product development and marketing investment over the next number of years. The Boyne Valley is one of these destinations drawing together the tourism industry from South County Louth and from County Meath. There has been significant investment in the Boyne Valley in areas of enterprise development, marketing and destination development by Fáilte Ireland.

The Louth Meath Tourism Development Strategy was commissioned by Fáilte Ireland in 2010 through Best Western Consultants and developed in consultation with Meath and Louth County Councils. It examines the current tourism performance in both counties, the strength and depth of its tourism products and infrastructure and highlights the potential that exists for tourism development. It establishes a best strategic way forward for the tourism industry in both counties. The Louth Meath Tourism Development Study recommended that both Local Authorities work together to promote the area as the Boyne Valley Destination, underpinning and supporting Fáilte Ireland's National Strategy. It also recommended a new appointment of a Boyne Valley Tourism Development Officer which came

into effect in January 2012.

Louth and Meath Local Authorities now operate a joint marketing approach providing an integrated tourism service across both counties, working closely with Fáilte Ireland to develop the Boyne Valley as a world class tourism destination. This application for funding to develop a new cycle route feeds into local and national tourism strategy by creating a much needed tourism product for the Boyne Valley Destination.

Boyne Valley Driving Route

The Boyne Valley Driving Route brings together all of the main heritage sites in the Boyne Valley. The route links into the main towns of Drogheda, Navan, Kells, Trim, Slane and Oldcastle directing the visitor into each town to link up with recently developed historic trails.

The route has been developed by a steering group led by Fáilte Ireland and with representation from both Louth and Meath Local Authorities. A plan was prepared by RPS to identify suitable and safe sites for the installation of Boyne Valley Drive signage. Funding was provided by Fáilte Ireland to develop the directional signage along the route, led by Meath County Council and to be installed Summer 2012.

An Interpretation Plan is currently being finalised by CHL to devise content and delivery methods that will enable the visitor to develop an authentic sense of place and will bring to life the story of each site. An Infrastructure Audit of the sites along the Drive is being finalised by Brady Shipman Martin identifying issues such as access, parking arrangements, visitor and guiding services.

This is a significant piece of infrastructure for the region and the first of 5 new driving routes for the country. It involves a large investment of resources and will be a major product for the Boyne Valley drawing together all elements of the destination. The Boyne Valley Drive is a touring route developed for driving but a cycle route was considered as a future option. The Boyne Valley would benefit significantly from a cycle route which would fit in a natural and geographical sense with the Boyne Valley Driving route.

(ii) Promotional Plans

An Integrated Boyne Valley Tourism Plan will be launched in May 2012 by Louth and Meath Local Authorities. This Plan takes on a holistic approach to the development of the Boyne Valley Destination. The Plan examines existing tourism product, works with tourism providers to further develop and enhance the tourism product, assists and facilitates tourism providers with marketing and identifies new marketing and promotional opportunities for the Boyne Valley. It aims to create a World Class Tourism Destination by providing an integrated and strategic way forward for all tourism interests thus maximising all efforts to communicate one tourism message about the Boyne Valley. Marketing and promotion of this new cycle route will be included in all marketing plans for the Boyne Valley by the local authorities and Fáilte Ireland.

The Boyne Valley Drive will involve significant marketing activity to gain significant exposure and highlight the region. The cycle route can be integrated into this marketing activity thus benefitting from increased marketing effort. Plans are underway to develop maps, iphone and android apps and a website.

(iii) Planned Route Monitoring

We recognize the importance of monitoring and evaluating the outcomes and impacts of any intervention to demonstrate value for money, understand how different types of interventions work in different contexts and to learn from experience to improve future design, decision making and delivery. Monitoring and performance evaluation of this proposal will be particularly important if further phases of the Trim-Navan-Drogheda cycle/greenway are to be progressed.

If successful, we would propose to undertake before and after surveys which would utilize counters and household surveys to supplement existing information, and which would capture demographic information relating to users. We would also propose that we would evaluate what effect the scheme has had on travel behaviour, the local economy and health and fitness. An economic impact case study similar to the one carried out on the CWG may be a useful way to evaluate the return on investment that has been made. It would also be useful to identify any unintended consequences caused by the construction of the scheme, and understand their nature, how they have arisen and whether any action is required.

We would also be interested to ascertain if the scheme helped build community relations and if it was perceived to be a 'social corridor' as well as a transport corridor. There is a unique opportunity for community involvement and support on a project such as this, particularly from landowners. There has already been contact with local groups who have offered assistance to the local authority to progress the scheme. This is welcomed and it will be critical to build on this to create the necessary momentum and enthusiasm to develop other sections along the route in due course.

Terms and conditions:

Should funding be offered, general terms and conditions, in line with those outlined below would apply. In addition to these general terms and conditions specific conditions will apply. This will include, but may not be restricted to:

1. Funded local authorities are responsible for future maintenance of any funded route, and must ensure that the route quality, standard and integrity are fully maintained.
2. All projects must include provision for automated counters on the route. Annual updates of the number of users on the routes must be made to the Department, and data from counters made available to Department as requested.
3. If suitable, and as decided by the Department, routes must be branded as part of a National Cycle Network.

General Terms and Conditions:

The grantee is responsible for management and implementation of the project. A designated project manager will manage the project. This person will be the contact point for all matters relating to the project.

Payment of the Grant:

The grantee is responsible for ensuring that accurate accounts of all expenditure are maintained, including relevant invoices, and that any appropriate documentation, as may be specified by the Department or requested from time to time, is provided to the Department without undue delay.

Grants will be made in the form of reimbursement of eligible expenditure, where this expenditure has been adequately justified by the grantee.

Adequately justified claims, certified by an officer holding a rank not less than Director of Services, must be made to the Department of Transport, Tourism and Sport on completion of the projects. The claims must be accompanied by appropriate documentation, as may be specified by the Department, to support the claims (and must also be accompanied by a report as outlined in the next section).

For the purposes of this condition, “adequately justified” means (in addition to the material referred to under “Reporting Obligations” below) –

- A detailed description of the work to which the claim relates, photographic evidence of completion of the carrying out of the grant aided work and certification that the recoupment claimed is eligible under the terms of the grant and that all conditions of the grant are being complied with,
- Where services are provided by third parties or the project involves purchase of goods, duplicates of relevant receipts to which the claim relates, and
- Certification that no other funding has been or will be claimed or paid by any other State agency in respect of the work to which the claim relates.

Payment of grants is also subject to compliance by the grantee with the reporting obligations set out in the following section.

All accounts and financial/project management systems may be subject to examination and audit by the Department of Transport, Tourism and Sport and/or appointed representatives of the Department and the grantee will afford timely and unimpaired access to any record relevant to the project.

The grantee is required to report in its financial statement, where such a statement is produced, that a grant has been received from the Department of Transport, Tourism and Sport under the Smarter Travel Programme; the amount and term /period of the total grant and the amount accounted for in the financial statements (if less than the entire amount); where relevant, the amount of capital provided and the reporting policies being used in relation to present and future instalments; and whether and how the use of the grant is restricted (i.e. for the particular project).

Reporting obligations

The grantee is obliged to report on progress with the project to the Department of Transport, Tourism and Sport on request.

On completion of the project, the grantee must submit to a final report to the Department. The final report must quantitatively and critically evaluate the project achievements, with reference to the project deliverables and targets. The Department of Transport, Tourism and Sport will be free to circulate the interim and final reports freely, subject to acknowledgement of the grantee as author.

All reports may be published on the Department's websites. Where interim or final reports contain information of a confidential nature, the grantee must also provide a report suitable for publication.

Dissemination and Communication & Publicity

The grantee must ensure that all activities, publicity, and promotional events associated with the project make reference to the funding received from the Department of Transport, Tourism and Sport and publicise the *SmarterTravel* logo. This condition will apply should the Department re-title the Fund and amend the logo.

In the case of delivery of physical/infrastructural projects on the ground, the grantee is required to erect a Smarter Travel plaque or any other signage provided by the Department.

The grantee may, from time to time, be required to participate in meetings hosted by the Department to share knowledge and information on progress with the project.

The grantee is encouraged to publicise the project and raise public awareness of sustainable transport, and the Smarter Travel policy or any subsequent sustainable travel and transport policy, wherever possible. Where possible the Department should be notified in advance of any plans including any presentations, publicity, conferences, media releases etc. Reference to this aspect of work should also be made in reports to the Department.

Evaluation of Projects

The Department of Transport, Tourism and Sport, or its representatives, may wish to carry out independent evaluation of the projects at any stage of the project, or indeed beyond the lifetime of the project and prompt access to material related to the project must be afforded by the grantee.

Liability

The Minister for Transport, Tourism and Sport and his Department shall not be liable for any claims arising from the project. The grantee shall indemnify the Minister and his Department for and in respect of all and any losses, claims, demands, damages, or expenses suffered by the Minister arising from any cause whatsoever. For the avoidance of doubt, the terms of this condition shall survive termination of this agreement for any reason.

Deviations from the original proposal

Any proposals for deviations from the agreed project must be notified in advance, and agreed with the Department. The Department will consider such proposals, including any funding or other implications, on a case-by-case basis and reserves the right to discontinue funding.

Grant termination

Funding is provided by the Department of Transport, Tourism and Sport on a discretionary basis to the grantee and the Department of Transport, Tourism and Sport reserves the right, in the case of non-compliance by the grantee with these terms and conditions, to discontinue funding with one month's notice to the grantee without liability for the full grant.

Withdrawal from project by grantee

Should a grantee withdraw from a project in advance of completion, the Department of Transport, Tourism and Sport reserves the right to seek repayment in part or in full of any grant paid to the grantee.

General Additional Undertaking

The grantee undertakes to adhere to all relevant obligations (e.g. regarding procurement, employment law, usage of grant funding only for the purposes agreed to, Capital Appraisal Guidelines, relevant circulars etc.) which apply to the carrying out of the project.