**SWestrans 2025 - 2026**

**Active Travel Behaviour Change Grant**

**expression of interest Form**

Encouraging people to travel more actively and sustainably are key priorities of the Scottish Government’s National Transport Strategy (NTS2), the SWestrans Regional Transport Strategy (2023-42) and the Dumfries and Galloway Council Active Travel Strategy (2022-32) and will contribute to the equality, health and carbon reduction targets that these strategies support.

The purpose of the People and Place programme is to deliver place-based sustainable and active travel behaviour change projects that will support people to make more of their daily journeys by walking, wheeling, and cycling, and to bridge the gaps that exist between those journeys and the public transport network with options that are more sustainable than the motor car. Our intention is to maximise the opportunities for local communities to use existing and new infrastructure and increase modal shift towards sustainable and active modes. Continuing from the 2024/25 transitional year (Year 1) we can confirm that moving into 2025/26 (Year 2) we will be continuing with the same four key themes with the addition of Sustainable Travel as an outcome:

Active Travel delivery across Scotland commenced in 2024-25 with funding for behaviour change programmes being provided directly to the Regional Transport Partnerships and Councils. For 2025 / 26 this will continue with the addition of Community projects and Sustainable travel being included in this year’s programme

Transport Scotland has advised that it is intended SWestrans will receive funding to coordinate the delivery of a People and Place Programme, comprised of interventions identified as priorities within Dumfries and Galloway across the following key themes: Schools and Young People; Workplaces; Accessibility and Inclusion; Capacity and Capability Building and Sustainable Travel.

This year the grants will focus on delivery so we will not be accepting application where a significant amount of the spend is for the distribution of funding.

Transport Scotland has also advised that it is considering the direct provision of behaviour change funding to Dumfries and Galloway Council through a People and Place LA Fund that will be focussed on Council Capability and Capacity so does not form part of this application.

Indicative funding of some £964k is available through SWestrans (estimated at £367k revenue; £597k capital). Any such funding received shall be administered by Dumfries and Galloway Council. The proportion of that funding available through this application process is still to be determined as we develop proposals with Dumfries and Galloway Council and the organisations local and national that we have already funded through People and Place to achieve best value. However, we aim to have at least £180k available for Section 3 which is focussed on local community groups.

**Please Note: This funding is currently not confirmed, and no final grant will be awarded until funding and Terms are confirmed. Expressions of Interest are submitted at applicants own risk and applicants will not be reimbursed for costs associated with grant applications including this expression of interst to this scheme in the event of no grant awards being made.**

Subject to funding confirmation, strategic fit and affordability, SWestrans are seeking to start interventions from 4 April 2024. Therefore, we are inviting applications from delivery partners and local initiatives for 4 project/intervention strands across 3 behaviour change themes for 2024-25:

* **SECTION 1: Schools and Young People - Active and / or Sustainable Travel D&G** – 2 strands
* **SECTION 2: Workplaces - Active and / or Sustainable Travel D&G**
* **SECTION 3: Accessibility and Inclusion - Active Travel** **and / or Sustainable Travel Access D&G Community Small Grants-** estimated £180k.
* **Sustainable Travel can be included in any of these themes**

**Some important information before you start**

* All interventions should be able to contribute evidence against some of the [Active Travel Outcomes](https://www.transport.gov.scot/media/47158/sct09190900361.pdf) and the indicators that sit below. With further guidance being developed by Transport Scotland at present.
* 2025-26 will be a further transition year and priority will be given to proven community projects/interventions that are currently operating in Dumfries and Galloway subject to these developing a full application and evidence against the [Active Travel Outcomes](https://www.transport.gov.scot/media/47158/sct09190900361.pdf).
* The closing date for application is **10 March 2025 for Section 1 -2 Section 3 shall remain open until 31 March 2025 or subject to funding availability.**
* In principle outcomes of the grant applications may be notified as soon as possible after the closing date, however final grant awards will only be made once funding from Transport Scotland has been confirmed to SWestrans/Dumfries and Galloway Council and may be subject to further clarification or amendment.
* There is a section of the expression of interest form for each of the three main themes, please only complete the section relevant to your proposed project/intervention.
* Please ensure you answer all of the questions and read the guidance note.
* Do not assume the scoring panel has prior knowledge of your organisation or project, even if you have been funded previously.
* If you have downloaded this form or received it by email, you can type directly into it and save your answers. Please remember that you need to save the form to your own computer first.
* The completed application form and supporting documentation should be emailed to [swestrans@dumgal.gov.uk](mailto:swestrans@dumgal.gov.uk)

### ****Important: please follow this advice to reduce the risks of sending personal information by email:****

• Do not use a shared device to send your email.

• Do not use an unsecured or public WiFi network to send your email.

• Before sending, double check the email address you are sending to is: [swestrans@dumgal.gov.uk](mailto:swestrans@dumgal.gov.uk)

* After sending, delete your personal documents from your sent email.
* You will receive confirmation of receipt of your application by e-mail.
* Please use the checklist to ensure that you have included the required additional information and agree with the grant conditions.

**Any questions?**

**Email** [swestrans@dumgal.gov.uk](mailto:swestrans@dumgal.gov.uk)

**YOUR EXPRESSION OF INTEREST (All applicants to complete)**

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| **SWestrans Comments** |  |
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| **Name of organisation:** |  |
| **Name of main contact:** |  |
| **Address:** |  |
| **Postcode:** |  |
| **Telephone:** |  |
| **E-Mail:** |  |  |

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| **What type of organisation are you?** | |  |
| **Constituted group** | *Governance body Reg. or Affiliation no. if applicable:* |  |
| **Registered Charity** | *Charity number* |  |
| **Company Ltd by Guarantee** | *Company number* |  |
| **Community Interest Company Limited by Guarantee (CIC)** |  |  |
| **Other** |  |  |
| **Is there a sustainable travel element to your project** | **Y/N** |  |

**Connumity Groups applying for Community Small Grants please go to page 14**

**Projects/Interventions will require to identify the** [**Active Travel Outcomes**](https://www.transport.gov.scot/media/47158/sct09190900361.pdf) **and the indicators they will use to measure success, these are provided below for reference:**

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| Increase the number of people choosing walking, cycling and wheeling in Scotland:   * Proportion of short everyday journeys by walking and cycling * Attitudes towards/propensity to walking, cycling and wheeling * Proportion of journeys to school by walking, cycling and wheeling * Frequency of walking and cycling for pleasure/exercise   High quality walking, cycling and wheeling infrastructure is available to all:   * Km of traffic-free walking and cycling facilities * Distance to traffic-free cycling infrastructure * Quality of walking and cycling infrastructure   Walking, cycling and wheeling is safer for all:   * Casualties by mode of transport and distance travelled (number and proportion) * Perceptions of safety of walking, wheeling and cycling   Walking, cycling and wheeling is available to all:   * Household access to a bike (with focus on regional and socio-economic variation) * Proportion of people identifying barriers to walking, cycling and wheeling   Delivery of walking, cycling and wheeling is promoted and supported by a range of partners:   * Level of inclusion of active travel in local development plans * Level of public sector spend on walking, cycling and wheeling * Perception of community involvement in walking, cycling and wheeling initiatives * Proportion of primary schools delivering on-road cycle training |

For expressions of interest that are for Sustainable Travel interventions please describe what you will do to reduce in particular single occupancy car journeys and driven car Km as well as how the proposal enables the relevant sections of the above. eg bus travel increasing the proportion of short everyday journeys by walking and cycling

**SECTION 1: Schools and Young People D&G**

Applications to deliver 2 strands of activity are invited, as follows:

**Strand 1)** A bespoke engagement and behaviour change package to increase walking, wheeling, cycling rates and reduce car use across selected primary and secondary schools with potential to expand encouragement and motivation activities to the wider community and workplaces and support engagement around the development of infrastructure projects. All work in schools will be required to work collaboratively in support of the existing Bikeability programme. Delivered through a mixture of active travel interventions, classroom sessions, challenges and support to build a whole school culture that transforms the school run and enables all children to travel actively. Wider community activities delivered through a mixture of training to ride and maintain bikes, led walks/scoots and rides and bike and scooter loans. This strand will be a mainly revenue intervention. with an additional capital fund for bikes coordinated across all the programmes.

**Strand 2)** A targeted engagement and training programme in areas of multiple deprivation that provides opportunities to cycle for children who are unable to afford a bike or have broader life challenges, bike gifting or loans up to 100 bikes, sessions focused on building skills and confidence. This strand will be a mainly revenue intervention with an additional capital fund for bikes coordinated across all the programmes.

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| **Q1. What project strand are you applying for (1or 2)?** *If you are applying for more than one strand, please copy and respond to questions 1 to 8 for each strand.* |  | |
| **Where will the project take place?** |  | |
| **Is this a continuation of an existing project in Dumfries and Galloway?** |  | |
| **When will the project start and finish?** | **Start** | DD/MM/YYYY |
| **Finish** | DD/MM/YYYY |
| **How many people will benefit from this project or activity?** |  | |
| **List the indicators from the Active Travel Outcomes Framework that you will measure your project/intervention on and what evidence of success you expect and any Sustainable travel benefits.** |  | |

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| **Q2. Briefly describe what you would like us to fund and tell us how you will be able to set up and deliver this in the period April 24 to March 25. (250 words max)** |
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| **Q3. Tell us more specifically about the differences the project/intervention will make and how you will know that you have achieved these outcomes.** | | |
| **Outputs**  *What specific activities will you deliver?* | **Outcomes**  *What difference will these activities make?* | **Monitoring, Tracking and Evaluation**  *How will you know you have made a difference? How will you track participant data?* |
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| **Q4. Why this project is needed and how it links to the regional and local active travel priorities? (500 words max)** |
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| **Q5. Tell us about the organisations or projects you will or are working in partnership with to deliver this project? (Partnership working is actively encouraged). (250 words max)** |
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| **Q6. Please outline the experience your organisation has to carry out this work including the skills and expertise of staff, management and board members (150 words max). An explicit statement confirming compliance with the** [**Fair Work First**](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.scot%2Fbinaries%2Fcontent%2Fdocuments%2Fgovscot%2Fpublications%2Fadvice-and-guidance%2F2023%2F03%2Ffair-work-first-guidance-2%2Fdocuments%2Ffair-work-first-guidance-supporting-implementation-fair-work-first-workplaces-scotland%2Ffair-work-first-guidance-supporting-implementation-fair-work-first-workplaces-scotland%2Fgovscot%253Adocument%2Ffair-work-first-guidance-supporting-implementation-fair-work-first-workplaces-scotland.pdf&data=05%7C02%7C%7C55a6d7b1fd014dada77008dc2e068ef4%7Cbd2e1df68d5a4867a647487c2a7402de%7C0%7C0%7C638435853494635998%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=YIXZli3H2AIoIWbSwjCPGN6VjUFO%2FmooTit3u0zfue4%3D&reserved=0) **conditionality must be provided to qualify for any grant. Evidence may also be necessary depending on the level of grant sought (please see the attached guidance).** |
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| **Q7. What practical steps will you take to make your project accessible to those from protected characteristic groups or to specific groups identified in Dumfries & Galloway?** |
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**PROJECT COSTS**

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| **Q8. Please provide a detailed breakdown of the costs of this project (revenue and capital). £5,000 and above** |  |

| **Cost Headings** | **Please tick you have checked these costs are eligible as per guidance** | **Costs for April 2024 to March 2025**  **£** | **State if Revenue or Capital?** | **TOTAL**  **£** |
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| **TOTAL COSTS APPLIED FOR** |  |  |  |  |
| **TOTAL COST OF PROJECT** |  |  |  |  |

**SECTION 2: Active Travel Workplaces D&G**

Applications to deliver 2 strands of activity are invited, as follows:

**Strand 3)** An active and sustainable travel intervention that supports either existing employees to make active and sustainable travel choices or enable access to employment by active or sustainable means These workplaces will be in areas where new or improved active travel infrastructure is planned, where there are community active travel interventions operating and/or where improved links with the public transport network are provided. Initial locations being considered are Stranraer, Gatehouse of Fleet, Dalbeattie, Annan and Dumfries.

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| **Q1. What project strand are you applying for (4 or 5)?** *If you are applying for more than one strand, please copy and respond to questions 1 to 8 for each strand.* |  | |
| **Where will the project take place?** |  | |
| **Is this a continuation of an existing project in Dumfries and Galloway?** |  | |
| **When will the project start and finish?** | **Start** | DD/MM/YYYY |
| **Finish** | DD/MM/YYYY |
| **How many people will benefit from this project or activity?** |  | |
| **List the indicators from the Active Travel Outcomes Framework that you will measure your project/intervention on and what evidence of success you expect.** |  | |

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| **Q2. Briefly describe what you would like us to fund and tell us how you will be able to set up and deliver this in the period April 25 to March 26. (250 words max)** |
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| **Q3. Tell us more specifically about the differences the project/intervention will make and how you will know that you have achieved these outcomes.** | | |
| **Outputs**  *What specific activities will you deliver?* | **Outcomes**  *What difference will these activities make?* | **Monitoring, Tracking and Evaluation**  *How will you know you have made a difference? How will you track participant data?* |
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| **Q4. Why this project is needed and how it links to the regional and local active travel priorities? (500 words max)** |
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| **Q5. Tell us about the organisations or projects you will or are working in partnership with to deliver this project? (Partnership working is actively encouraged). (250 words max)** |
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| **Q6. Please outline the experience your organisation has to carry out this work including the skills and expertise of staff, management and board members (150 words max). An explicit statement confirming compliance with the** [**Fair Work First**](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.scot%2Fbinaries%2Fcontent%2Fdocuments%2Fgovscot%2Fpublications%2Fadvice-and-guidance%2F2023%2F03%2Ffair-work-first-guidance-2%2Fdocuments%2Ffair-work-first-guidance-supporting-implementation-fair-work-first-workplaces-scotland%2Ffair-work-first-guidance-supporting-implementation-fair-work-first-workplaces-scotland%2Fgovscot%253Adocument%2Ffair-work-first-guidance-supporting-implementation-fair-work-first-workplaces-scotland.pdf&data=05%7C02%7C%7C55a6d7b1fd014dada77008dc2e068ef4%7Cbd2e1df68d5a4867a647487c2a7402de%7C0%7C0%7C638435853494635998%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=YIXZli3H2AIoIWbSwjCPGN6VjUFO%2FmooTit3u0zfue4%3D&reserved=0) **conditionality must be provided to qualify for any grant. Evidence may also be necessary depending on the level of grant sought (please see the attached guidance).** |
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| **Q7. What practical steps will you take to make your project accessible to those from protected characteristic groups or to specific groups identified in Dumfries & Galloway?** |
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**PROJECT COSTS**

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| **Q8. Please provide a detailed breakdown of the costs of this project (revenue and capital). £5,000 and above** |  |

| **Cost Headings** | **Please tick you have checked these costs are eligible as per guidance** | **Costs for April 2024 to March 2025**  **£** | **State if Revenue or Capital?** | **TOTAL**  **£** |
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| **TOTAL COSTS APPLIED FOR** |  |  |  |  |
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**SECTION 3: Active and Sustainable Travel Access and Inclusion D&G (est. funding £80k revenue/£100k capital)**

Applications to deliver appropriate activity are invited, as follows:

**Strand 4)** A Community Small Grants Package indicative maximum £25,000 that will be available for local groups which reach underrepresented groups within their community, provide ongoing support/advice whist working with these groups/individuals to embed increased access and community uptake of active travel and / or sustainable travel building capacity and community appetite for the delivery of active travel infrastructure.

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| **Q1. Please provide a brief outline of your proposal** *.*  *Aimed Accessibility and Inclusion but please highilight if this also impacts on themes: Children and young people or Workplace,* |  | |
| **Where will the project take place?** |  | |
| **Is this a continuation of an existing project in Dumfries and Galloway?** |  | |
| **When will the project start and finish?** | **Start** | DD/MM/YYYY |
| **Finish** | DD/MM/YYYY |
| **How many people will benefit from this project or activity?** |  | |
| **List the indicators from the Active Travel Outcomes Framework that you will measure your project/intervention on and what evidence of success you expect.** |  | |

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| **Q2. Briefly describe what you would like us to fund and tell us how you will be able to set up and deliver this in the period April 24 to March 25. (250 words max)** |
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| **Q3. Tell us more specifically about the differences the project/intervention will make and how you will know that you have achieved these outcomes.** | | |
| **Outputs**  *What specific activities will you deliver?* | **Outcomes**  *What difference will these activities make?* | **Monitoring, Tracking and Evaluation**  *How will you know you have made a difference? How will you track participant data?* |
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| **Q4. Why this project is needed and how it links to the regional and local active travel priorities? (500 words max)** |
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| **Q5. Tell us about the organisations or projects you will or are working in partnership with to deliver this project? (Partnership working is actively encouraged). (250 words max)** |
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| **Q6. Please outline the experience your organisation has to carry out this work including the skills and expertise of staff, management and board members (150 words max). tatement confirming compliance with the** [**Fair Work First**](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.scot%2Fbinaries%2Fcontent%2Fdocuments%2Fgovscot%2Fpublications%2Fadvice-and-guidance%2F2023%2F03%2Ffair-work-first-guidance-2%2Fdocuments%2Ffair-work-first-guidance-supporting-implementation-fair-work-first-workplaces-scotland%2Ffair-work-first-guidance-supporting-implementation-fair-work-first-workplaces-scotland%2Fgovscot%253Adocument%2Ffair-work-first-guidance-supporting-implementation-fair-work-first-workplaces-scotland.pdf&data=05%7C02%7C%7C55a6d7b1fd014dada77008dc2e068ef4%7Cbd2e1df68d5a4867a647487c2a7402de%7C0%7C0%7C638435853494635998%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=YIXZli3H2AIoIWbSwjCPGN6VjUFO%2FmooTit3u0zfue4%3D&reserved=0) **conditionality must be provided to qualify for any grant. Evidence may also be necessary depending on the level of grant sought (please see the attached guidance).explicit statement confirming compliance with the** [**Fair Work First**](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.scot%2Fbinaries%2Fcontent%2Fdocuments%2Fgovscot%2Fpublications%2Fadvice-and-guidance%2F2023%2F03%2Ffair-work-first-guidance-2%2Fdocuments%2Ffair-work-first-guidance-supporting-implementation-fair-work-first-workplaces-scotland%2Ffair-work-first-guidance-supporting-implementation-fair-work-first-workplaces-scotland%2Fgovscot%253Adocument%2Ffair-work-first-guidance-supporting-implementation-fair-work-first-workplaces-scotland.pdf&data=05%7C02%7C%7C55a6d7b1fd014dada77008dc2e068ef4%7Cbd2e1df68d5a4867a647487c2a7402de%7C0%7C0%7C638435853494635998%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=YIXZli3H2AIoIWbSwjCPGN6VjUFO%2FmooTit3u0zfue4%3D&reserved=0) **conditionality must be provided to qualify for any grant. Evidence may also be necessary depending on the level of grant sought (please see the attached guidance).** |
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| **Q7. What practical steps will you take to make your project accessible to those from protected characteristic groups or to specific groups identified in Dumfries & Galloway?** |
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**PROJECT COSTS**

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| **Q8. Please provide a detailed breakdown of the costs of this project (revenue and capital). £5,000 and above** |  |

| **Cost Headings** | **Please tick you have checked these costs are eligible as per guidance** | **Costs for April 2024 to March 2025**  **£** | **State if Revenue or Capital?** | **TOTAL**  **£** |
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**DECLARATION**

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| Please note that, if you provide false or incomplete or misleading or misrepresenting or inaccurate information in your final application or if at any point in the life of any grant awarded fraud is identified, SWestrans and/or the Council may hold you liable and will be entitled to stop any further scheduled payment under the grant agreement as well as provide your details to relevant fraud prevention agencies.  SWestrans and/or the Council may use the information you have provided on your expression of interest form during assessment and during the life of your grant (if awarded) to administer and analyse grants and for research purposes.  SWestrans and/or the Council may give copies of all or some of this information to the Scottish Government (as our funder) and other individuals or organisations we seek advice from when assessing applications, administering the programme, monitoring grants and evaluating funding processes and impacts. These organisations may include accountants, external evaluators and other local authorities or organisations involved in delivering the project.  The Freedom of Information (Scotland) Act 2002 gives members of the public the right to request any information that public bodies such as SWestrans, the Council and Scottish Government hold. This includes information received from third parties such as, although not limited to; grant applicants, grant holders, service providers or contractors and people making a complaint. If information is requested under the Freedom of Information (Scotland) Act 2002, SWestrans and/or the Council will release it subject to exemptions, although we may choose to consult with you prior to the release of the information.  On completion and submission of this form you confirm that you understand SWestrans and the Council’s obligations under the Data Protection Act 2018, the Freedom of Information (Scotland) Act 2002 and that you accept that as long as our actions conform to the relevant law we will not be liable for any loss or damage that you suffer as a result of us fulfilling our obligations.  You shall ensure that all requirements of the Data Protection Laws are fulfilled in relation to the programme.  SWestrans and/or the Council may share information with organisations and individuals with a legitimate interest in SWestrans/Dumfries and Galloway Council Grant Scheme final applications and grants or specific funding programmes. SWestrans and the Council recognise the need to maintain confidentiality and details will not be made public in any way, except as required by law.  You confirm that the information contained in this expression of interest is to the best of your knowledge true and accurate, that the expression of interest complies with the Conditions of Grant and that you will comply with the terms and conditions of Grant.  Failure to abide by conditions may result in organisations having to repay their grant and could affect future funding applications. |

**I confirm that I am authorised to submit this expression of interst on behalf of:**

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| **Name of Organisation:** |  |

and that the required policy, procedures, insurance and legal documentations as indicated on the next page are in place and we will work together with SWestrans and/or the Council to sign an agreement to finalise the grant award.

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| **Print Name** |  |  | **Witness Name** |  |
| **Signature** |  |  | **Signature** |  |
| **Position in Organisation** |  |  | **Date** |  |
| **Date** |  |  |  |  |

**CHECKLIST**

**The closing date for** expression of interest **is 10 2025.**

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| **Please tick to ensure that you have enclosed the following information and agree with the grant conditions of this submission:** | |
|  | Copy of most recent constitution or Memorandum and Articles (if you currently hold a Dumfries and Galloway Council grant, you do not need to send this again unless it has been changed). |
|  | Statement of Accounts, which have been externally verified; Or copy of last three months’ bank statements if your organisation has been established for less than 12 months. In this instance, please also give an estimate of first year’s income and expenditure. |
|  | Evidence of public or private organisational status |
|  | Copy of relevant insurance/indemnity policy. |
|  | Any documentary evidence that is required to support your application (research, reports, etc.). |
|  | Draft or outline job description(s), if funding is required for staff. |

|  |  |
| --- | --- |
|  | If successful, you may be asked to provide copies of appropriate organisational policies/procedures e.g. Adult and Child Protection policies and disclosures, equal opportunities, data protection policies etc.  **Please tick to confirm that you have these in place. You should not provide these at this stage.** |

|  |  |
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|  | I have read the conditions for this expression of interest and can confirm my organisation meets the criteria for the grant. Please note that SWestrans or the Council will not fund activities that promote religion (or no belief). |
|  | The declaration on the previous page has been signed. If you submit you expression of interest by e-mail and are able to include an electronic signature please do so, alternatively type your name. If this become a successful application your signature will be required at the agreement stage. Full terms and conditions will be confirmed should we be in a position to make a grant offer based on the conditions of the grant to SWestrans by Transport Scotland |

Completed applications should be forwarded to [swestrans@dumgal.gov.uk](mailto:swestrans@dumgal.gov.uk)

**Important: please follow this advice to reduce the risks of sending personal information by email:**

* Do not use a shared device to send your email
* Do not use an unsecured or public WiFi network to send your email
* Before sending, double check the email address you are sending to is: [swestrans@dumgal.gov.uk](mailto:swestrans@dumgal.gov.uk)
* After sending, delete your personal documents from your sent email