

# Cycling Scotland

## Top 10 Tips to apply to the Cycle Friendly Campus Development Fund



- 1. Demonstrate the impact you can make:** show the impact funding will have on positively influencing an increase in staff and student cycle rates.
- 2. Get comfy for some bedtime reading:** Read the Guidance Notes carefully, particularly Section 5 'Fund Criteria' which details the criteria that the panel will use to score your application . Look also at Section 8 'Eligible Expenditure' and Section 9 'Ineligible Expenditure' as this will give you an idea of the type of projects Cycling Scotland are able to fund and what is excluded from this fund.
- 3. Value for money:** Applications will be reviewed based on value for money. For example, a secure cycle shelter is better than individual lockers as this will impact more people and deliver better value for money.
- 4. Evidence is king:** A short travel survey will gauge the barriers for students and staff travelling to campus and will show the panel that you have engaged with the stakeholders of the project. Get people on board through surveys, engagement and consultations
- 5. Every little helps:** Include value-in-kind or match funding. This might include a project manager's staff time, additional support or purchases by your institutions, planned activities or events. Make sure you fill in the costs associated and don't leave this section blank.
- 6. Reveal your sources:** Where possible provide accurate, sourced costs for items.
- 7. Quality over quantity:** Your application doesn't have to be *War & Peace*; keep it short, to the point and ensure that you describe your need by being succinct and clear.
- 8. A picture speaks a thousand words.** Include photographs – this is a great way to give a better understanding of current cycling facilities.
- 9. More (info) the merrier:** Attach further information as an appendix if it supports your application.
- 10. Don't be afraid to ask for help:** If you have any questions or are struggling with the application form, don't hesitate to get in touch with the Cycling Scotland team – we're here to help!

Now you're an expert, what are you waiting for?

<https://www.cycling.scot/our-programmes/cycle-friendly/campus>