**Pedal for Scotland grant scheme**

**Pedal events - grant application form**

– for events with 250 – 700 participants

**2021**

For events with 50 – 250 participants use grant application form for up to £1,000.

**Key information**

Applications are now live. There will be two rounds of funding as follows:

Round 1 – for events taking place before 30 June 2021 the deadline for applications is 30 November 2020

Round 2 – for events taking place before 31 October 2021 the deadline for applications is 12 February 2021.

Please consult the Pedal for Scotland Grant Scheme Guidance document when completing this application.

For further advice and to submit application please contact [info@pedal.scot](mailto:info@pedal.scot)

**General**

|  |  |
| --- | --- |
| Q1. Your information | |
| Applicant name |  |
| Applicant address |  |
| Lead contact name |  |
| Lead contact email |  |
| Lead contact phone |  |
| Job title |  |
| Local authority (if not applicant) |  |
| Value of grant requested: |  |
| How did you hear about fund? |  |

**Your event**

|  |
| --- |
| Q2. Please give a brief description of the proposed cycling event this grant application aims to support including a link to any proposed routes |
|  |

|  |
| --- |
| Q3. Please provide details on how you plan to organise and deliver the event and if you intend to work with any local partners. |
|  |

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| --- |
| Q4. Please provide details on how you plan to promote the event to the local community and to reach those who may not normally cycle. |
|  |

How

u in

the planning and delivery of the project?

**Event delivery**

Q5. The following table details activities required to deliver a Pedal for Scotland event and the role of both Cycling Scotland and the Event Applicant. Please detail what aspects of the event you can deliver as in-kind support or if you need to request grant funding to deliver.

|  |  |  |  |
| --- | --- | --- | --- |
| Item or activity description | Cycling Scotland  Deliver | Event Applicant  Deliver  (IKS) | Event Applicant Grant Fund Request |
| Event website landing page and booking system | ✓ |  |  |
| National Promotion | ✓ |  |  |
| Local Promotion |  |  |  |
| Responding to queries from participants |  |  |  |
| £10million Public Liability Insurance in place |  |  |  |
| Cycle Hire Provider Confirmed |  |  |  |
| Community Engagement |  |  |  |
| Volunteers/marshals recruited, checked and briefed |  |  |  |
| Liaison with Local Authority |  |  |  |
| Emergency services advised of event date/location |  |  |  |
| Risk Assessment |  |  |  |
| Venue Hire |  |  |  |
| Toilet Provision/Hire |  |  |  |
| Traffic Management eg TTRO advert, signage |  |  |  |
| Catering provision for on the day |  |  |  |
| First Aid for on the day |  |  |  |
| MC for on the day |  |  |  |
| Bike repair service for on the day |  |  |  |
| Event Promotion and Branding |  |  |  |
| Equipment (sustainable resources for future event use) |  |  |  |
| Vehicle Hire for event weekend |  |  |  |
| Medals for participants | ✓ |  |  |
| Rider numbers and safety pins | ✓ |  |  |
| Start/finish gantry |  |  |  |
| Finish line barriers |  |  |  |
| Direction Signage |  |  |  |
| Event Warning Signage |  |  |  |
| Stakes and tape |  |  |  |
| PA system |  |  |  |
| Event registration – tables, gazebos |  |  |  |
| Packs for marshals/volunteers, eg hi viz vests, etc |  |  |  |
| Radio system |  |  |  |
| Event set up |  |  |  |
| Event breakdown |  |  |  |
| Other, please detail |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Budget plan**

Q6. Cost breakdown of items requested for funding.

**Note**: If the supplier and exact costs of services are unknown, please provide an estimate and state ‘TBC’..

# Funds requested from Cycling Scotland

|  |  |  |
| --- | --- | --- |
| Item or activity description | Total item cost | Amount requested from fund |
| Venue Hire | £ | £ |
| Toilet Hire | £ | £ |
| Traffic Management eg TTRO advert, signage | £ | £ |
| Catering | £ | £ |
| First Aid | £ | £ |
| MC | £ | £ |
| Bike repair service | £ | £ |
| Event Promotion and Branding | £ | £ |
| Event Equipment (sustainable resources for future event use) – please provide detail | £ | £ |
| Vehicle Hire for event weekend | £ | £ |
| Cycle Hire provider | £ | £ |
| Other, please detail |  |  |
|  | £ | £ |
|  | £ | £ |
|  | TOTAL | £ |