

## Access to Bikes for Young People

### Funding Guidance – May 2023

Cycling Scotland's vision is a sustainable, inclusive and healthy Scotland where anyone, anywhere can enjoy all the benefits of cycling. Cycling Scotland is a recognised Scottish Charity SCO29760.

Cycling Scotland work with a range of partners towards the outcomes of the Active Travel Framework which carries the 2030 vision for active travel: "Scotland's communities are shaped around people, with walking or cycling the most popular choice for shorter everyday journeys".

Cycling Scotland recognise the significant role played by local partners working on the Transport Scotland Free Access To Bikes Pilot from 2021-2023. The partnership approach aims to deliver a flexible programme model to best meet the needs of young people, otherwise unable to access a bike. This guidance sets out the main criteria.

### Fund criteria

Cycling Scotland is working with a network of partner organisations<sup>1</sup> to increase affordable access to bikes for children and young people who need a bike and wish to access one. Where demand for funding exceeds available monies, special consideration will be given to projects that seek to help tackle poverty, reduce inequality and are consistent with [climate change delivery plans](#) for a just transition to net zero as well as local, regional and national policies and strategies, such as the [Active Travel Framework](#), [Active Scotland Delivery Plan](#), [Scottish Government National Outcomes](#) and [Fairer Scotland Action Plan](#).

Project proposals are sought from Local Authorities, schools, community groups and third sector organisations working with young people who require access to bikes. Applications will be assessed on their ability to evidence and respond to identified need. Applications are welcome from communities and schools, requesting bikes for identified young people, or with existing waiting list for bikes for young people meeting eligibility criteria.

A suggested maximum of £50,000 capital is available to any one applicant organisation to ensure equity of access across Scotland. Requests for increased funding may be considered where there is delivery to multiple Local Authority areas. Please contact [cyclingfriendly@cycling.scot](mailto:cyclingfriendly@cycling.scot) to discuss before submitting an application.

Successful proposals should also demonstrate:

- Effective stakeholder engagement to identify and address barriers
- Potential for effective collaboration and partnership work
- Efforts to address inequalities and promote inclusiveness.

The assessment will also consider if:

- The proposed project represents value for money
- The proposed project is deliverable within 12 months
- The proposed project supports active travel and everyday cycling <sup>2</sup>
- Project deliverables are fully compliant with applicable regulations
- The proposal is of sufficient detail, accuracy and quality.

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<sup>1</sup> Partners include national organisations delivering programmes to increase walking and cycling rates across Scotland as well as representatives of organisations working with communities, bike reuse and supporting young people. These are: Cycling Scotland, Sustrans, Cycling UK, Scottish Cycling, Corra, Young Scot, Circular Communities Scotland.

<sup>2</sup> School funding bids should clearly evidence intent to deliver Bikeability Scotland or equivalent training.

## Eligible expenditure

- **Procurement of bikes and bike accessories for children and young people**
  - Additional support and questionnaires can be provided to inform requirements and plans.
  - [Recommended Specifications for Cycle Fleets and Pool Bikes](#)
  - Parameters for bike costs have been taken from findings in [Research Scotland Evaluation report](#) for refurbished and new push-bikes for ages 5-17.
- **Bike maintenance equipment**
  - Pumps, work stands and tools (but not consumables such as inner tubes)
  - Public repair stands
- **Cycling information boards**

## Ineligible expenditure

Funding will not cover

- Retrospective costs
- Maintenance and running costs of existing projects or services
- Staff costs / salaries
- Political campaigning or activities
- Activities promoting specific religious/other beliefs
- Loan repayments
- Projects that are solely designed to further the business interests of the organisation

Please consult Cycling Scotland's full [Terms & Conditions](#) applicable to development grants or contact the Cycling Friendly team for further advice.

## Conditions for bike distribution

- The supply of new bikes should be in line with current [guidance](#) to ensure quality and value for money.
- Refurbishment and reissue of bikes must meet or be equivalent to [REVOLVE](#) standard.
- The eligibility of recipients is determined through a collective criterion. Bikes to be accessed by those children facing barriers relating to cost and wider life challenges, and from following groups of young people:
  - Young carers and care experienced young people,
  - Those who cannot afford a bike or families are in receipt of benefits
  - Those with disabilities
- Eligible young people can self-refer to applicant organisation through engaged school, community group or youth organisation.

## Monitoring & Reporting

Successful applicants will be required to complete and return an interim and final project report. The reporting schedule will be issued with the grant offer. Further follow-up surveys may be requested.

Projects must undertake to provide reporting on

- Project spend and bike unit costs
- Number of cycles issued/in circulation (new, recycled/ re-use, subscription, adapted).
- Geographic spread of bikes issued / in circulation.
- Number of participating schools / community groups / bike library
- Number of beneficiaries
- Associated activity, indirect/directly linked:
  - Dr Bike
  - Essential Cycling Skills
  - Led ride programmes
  - Travel planning
  - Maintenance classes
  - Bike recycling (if applicable)
  - Second hand bike sales (if applicable)
  - One-to-one cycle training
  - Other activities to deliver the [Active Travel Framework](#) outcomes or mutually agreed priorities.

## Match funding

This fund can contribute up to 100% of the capital element of selected projects, such as procurement of bikes and bike accessories. Match funding or a financial contribution from the applicant party is not a strict condition for applications. However, proposals which feature financial contributions or value-in-kind carry additional merit during assessment. School funding bids should clearly evidence commitment or intent to deliver Bikeability Scotland or equivalent training.

In-kind contributions are non-cash contribution to the project made by the applicant organisation (e.g. staff time to deliver and manage the project, use of facilities, other goods or services relevant to the project paid for by the applicant). Match funding is any cash funding from other sources used to support the project.

Please contact [cyclingfriendly@cyclingscot.scot](mailto:cyclingfriendly@cyclingscot.scot) if you are unsure on what contributes match funding or an in-kind contribution.

## Application and assessment process

- **Pre-application support** - Cycling Scotland can provide advice on proposed projects in advance of an application being submitted. Available funds are limited and allocated on a competitive basis and applicants are encouraged to make contact and start developing their bid at the very earliest opportunity to avoid disappointment.
- **Application** - The link to the online application form will be listed on [www.cyclingscot.scot](http://www.cyclingscot.scot). Incomplete or late applications will not be considered.
- **Assessment and shortlisting** - Cycling Scotland will assess proposals on eligibility, quality and alignment to the fund criteria. Follow-up contact may be made with applicants to clarify any aspect of the proposals before submitting for a panel review.

- **Panel review** - An expert panel will undertake a review of shortlisted proposals and assess them against the fund criteria. The panel may consist of representatives from Cycling Scotland, Access to Bikes Advisory Group members, or active travel delivery partners<sup>3</sup>.
- **Grant offers and feedback** - Cycling Scotland will conduct a final administrative review and issue grant offers to successful applicants, fulfilling eligibility checks. Only proposals which have been shortlisted for panel review will be subject to feedback.

For VAT registered organisations, Cycling Scotland will not include any reclaimable VAT in the grant payment, as identified in your grant application and in accordance with [HMRC guidelines](#). Please contact Cycling Scotland if you have any queries or require further clarity.

## Appeals

Cycling Friendly development fund applications are submitted on a competitive basis and Cycling Scotland's decision is final. Cycling Scotland will provide feedback to unsuccessful applicants on request, however there is no right of appeal or arbitration.

## Grant expenditure

Where a grant offer has been made and accepted, grant expenditure should occur within 12 months of grant acceptance.

## Further advice

For further advice please contact [cyclingfriendly@cyclingscot.scot](mailto:cyclingfriendly@cyclingscot.scot)

## Associated support

- [Bikeability Scotland](#)
- **Cycling Friendly**
  - Destination facilities
  - Cycle parking/storage
    - Advice on procurement is available in the Cycling Friendly [guidance document for procuring cycle parking](#).

Cycling Scotland is a Scottish Charity, SC029760, regulated by the Scottish Charity Regulator (OSCR).

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<sup>3</sup>Active Travel Delivery Partner organisations are Cycling Scotland, Sustrans Scotland, Energy Saving Trust, Paths for All, Cycling UK Scotland, Living Streets Scotland, Forth Environment Link and CoMoUk