

### What is the fund?

The [Cycle Friendly Employer](#) Development Fund 2017/18 is aimed at encouraging and supporting organisations and workplaces across Scotland to take a leading role in increasing the number of journeys by bike.

Capital projects which are focused on improving cycling facilities and physical infrastructure – such as cycle parking, signage, changing facilities - are the key focus on this funding opportunity. Applicants can apply for up to 50% funding to deliver behaviour change initiatives in addition to their capital project.

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### How much is available?

Dependant on the level of demand, it is expected that Cycling Scotland will award individual grants of between £5,000 and £20,000.

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### Is match funding needed?

Match funding or a financial contribution from the applicant party **is not** a strict condition of this fund. However, proposals which feature financial contributions or value-in-kind would carry additional merit during scoring.

Through this fund, Cycling Scotland propose to contribute;

- **Up to 100% of the capital** (facilities development, materials, equipment) element of selected projects
  - **Up to 50% of the revenue** spend on softer measures – such a training, promotional events and activities.
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### Who is eligible?

The Fund is open to businesses and organisations located in Scotland who are working towards or have achieved the Cycle Friendly Employer Award.

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### What will Cycling Scotland Fund?

Examples of **eligible** expenditure would include;

- Installation or enhancement of cycle parking – increasing capacity and/or security
- Upgrade or installation of safer cycle routes – including signage
- Upgrade of onsite facilities – including changing areas, showers, lockers, drying areas
- Procurement of bicycles – to support a bike pool or hire fleet
- Creation of maintenance areas – including procurement of tools, but **not** consumables
- Creation of notice / information / promotional boards

Capital improvements will be at the core of successful proposals. However, Cycling Scotland will consider funding complimentary activities, examples of which are;

- Monitoring & Evaluation – including baseline data collection, audits, travel surveys / workshops, impact assessment

- Cycle training – including Cycle Ride Leader training and Essential Cycling Skills
  - Maintenance training
  - Promotional and engagement activities – such as targeted campaigns, festivals, led rides, Dr. Bike, bike breakfasts, travel planning, social marketing, Bike Week events
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### **What would be ineligible expenditure?**

Cycling Scotland strongly advise applicants to discuss ideas and proposals ahead of making a final application, however, we typically will not fund;

- 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 designed to further the business interests of an organisation
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### **What are the key dates?**

Launch Date: 4<sup>th</sup> January 2018

Deadline: 2<sup>nd</sup> February 5pm 2018

Panel Review: 9<sup>th</sup> February 2018

Notification: 23<sup>rd</sup> February 2018

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### **How to apply?**

1. Register for the Cycle Friendly Employer Award scheme, and complete the [online self-assessment](#)
  2. Once registered you will then receive an application pack via email
  3. In advance of applying, seek advice from Cycling Scotland's Workplace Development Officer
  4. Submit your application via email to [carolinehammond@cyclingscot](mailto:carolinehammond@cyclingscot) by 5pm 2<sup>nd</sup> February 2018
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### **Who to contact for more information?**

For further advice – please contact

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