

**CYCLE
FRIENDLY
EMPLOYER**



Cycle Friendly Employer Development Fund

Guidance for Applicants

April 2018

Cycling Scotland

Cycling Scotland is a registered charity (SC029760)

Cycling Scotland is a registered charity (SC029760) and a company limited by guarantee.

We receive funding from [Transport Scotland](#) to bring cycling out from the fringes of everyday life and into the mainstream. We aim to establish cycling as an acceptable, attractive and practical lifestyle option.

Vision

A sustainable, inclusive and healthy Scotland where anyone, anywhere can enjoy all the benefits of cycling.

Mission

Cycling Scotland is the nation's cycling organisation. Working with others, we help create and deliver opportunities and an environment so anyone anywhere in Scotland can cycle easily and safely.

Values

As individuals we will lead by example and as an organisation, our values are to be:

- Collaborative
 - Inclusive
 - Professional & evidence-driven
 - Ambitious
 - Sustainable
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2018-19 Cycle Friendly Employer Fund – Key Highlights

- ✓ Businesses and organisations located in Scotland are eligible to apply
- ✓ Grants of up to £25,000 available – focused on capital investment
- ✓ Deadline for applications – 9th July 2018
- ✓ Decisions made by 17th August 2018
- ✓ Support and advice of Cycling Scotland's development team available.

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1. Overview

Cycling Scotland's [Cycle Friendly Employer Award](#) is aimed at encouraging and supporting employers across Scotland to take a leading role in increasing cycle to work rates.

The award scheme recognises institutions that have made a commitment to promoting cycling, as a healthy, sustainable travel choice. It also sets out a pathway for those committed to becoming a Cycle Friendly Employer.

2. Registration

Workplaces are encouraged to register for the award and complete a self-assessment to identify strengths and areas for development.

Further guidance can be found in the [Cycle Friendly Employer Award Criteria](#)

You can register your organisation [here](#).

For further advice, please contact Caroline Hammond, Development Officer –

carolinehammond@cyclingscot 0141 229 5470

3. Cycle Friendly Employer Development Fund

Reducing single occupancy car use and increasing active travel options will result in reduced local transport related carbon emissions, protect our environment and increase health and wellbeing of the population.

This Cycle Friendly Employer Development Fund seeks to support projects which improve facilities and promote cycling, encouraging staff and visitors to travel by bicycle.

Projects supported by this grant will also contribute and align to the key aims of the *Cycling Action Plan for Scotland* (2017)¹.

4. Who Can Apply?

The Cycle Friendly Employer Development Fund is open to businesses and organisations who are working towards (or working to maintain) the Cycle Friendly status.

You can register your organisation [here](#).

5. Fund Criteria

This fund seeks to support the development of facilities to ensure that staff and visitors can access the benefits of cycling, as a healthy and sustainable travel choice.

Cycling Scotland will assess proposals on their ability to;

- Deliver an increase in cycling and cycling mode share
- Identify and respond to clear cycling potential and need
- Deliver outcomes consistent with [Scottish Government National Outcomes](#)

Successful proposals will also demonstrate;

- Effective stakeholder engagement, collaboration and partnership
- Strategic efforts to support active travel in the workplace
- Efforts to address inequalities and promote inclusiveness

Our assessment will also consider if;

- The proposal represents value for money
- The applicant is likely to attain necessary approvals to deliver the project
- The project proposed is deliverable within one calendar year
- Project deliverables are fully compliant with applicable regulations
- The applicant is making a financial or in-kind contribution (see Section 7)
- The proposal provides sufficient detail and quality for consideration

For further advice on any element of the above criteria, please contact Caroline Hammond, Development Officer - carolinehammond@cycling.scot 0141 229 5470

6. Funding Cap

Successful proposals will feature a dominant capital element and may include provision for complementary training and engagement activities to support behaviour change. Please see Sections 8 and 9.

Dependant on the level of demand, it is expected that Cycling Scotland will award individual grants of between **£5,000** and **£25,000**.

¹ <http://www.cyclingscotland.org/wp-content/uploads/2013/10/Transport-Scotland-Policy-Cycling-Action-Plan-for-Scotland-January-2017.pdf>

Please note; it is unlikely that any project will be awarded more than £25,000, bar exceptional circumstances.

Applications for less than £5,000 may still be considered if it can be evidenced that the project is likely to have a sufficient impact on cycling rates.

7. Match Funding

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.

8. Eligible Expenditure

This grant fund aims to facilitate projects which support improvement to cycling facilities and infrastructure.

Examples of **eligible** expenditure could 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

As per Section 7, it is unlikely that more than 50% of the revenue element of any project will be funded by Cycling Scotland.

9. 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

- Improvements or works which are already scheduled under a separate commitment – i.e. as condition of planning approval
- 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 the organisation

Projects must support functional journeys by bike, in line with the Cycling Action Plan for Scotland.

Please consult Cycling Scotland's full Terms & Conditions, or contact our development team for further advice.

10. Scoring & Assessment

The stages of assessment and selection are summarised as;

- Pre-application support

Cycling Scotland would be delighted to provide advice on proposed projects in advance of an application being submitted. The lead contact for this fund is Caroline Hammond, Development Officer – carolinehammond@cycling.scot 0141 229 5470

- Initial Assessment and Shortlisting

Cycling Scotland's development team will undertake an initial screening of proposals to assess quality and alignment to the fund criteria.

Follow-up contact may be made with applicants to clarify any aspect of the proposals, before a shortlist is finalised for a full panel review.

- Expert Panel Review

An expert panel will undertake a full review of shortlisted proposals and score accordingly, against the fund criteria.

The panel will consist of representatives from Sustrans, Transport Scotland and Cycling Scotland.

- Feedback

Only proposals which have been shortlisted and reviewed by the expert panel (but have not been approved for funding) will be subject to detailed feedback.

Cycling Scotland will endeavour to advise on the outcome of applications by 17th August 2018.

Please consult the attached *Grant Process Chart* for a full explanation of each stage of the review and award process.

11. Appeals

Cycle 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, however there is no right of appeal or arbitration.

12. How to apply

1. Register for the Cycle Friendly Employer Award scheme, and complete the [online self-assessment](#)
2. Download an application pack from www.cycling.scot
3. In advance of applying, seek advice from Cycling Scotland's development team
4. Submit your application by email to carolinehammond@cycling.scot 17:00, 9th July 2018

There is a limited amount of funding available for Development Grants during 2018-19.

Applicants are encouraged to start on their bid at the very earliest opportunity to avoid disappointment.

Incomplete or late applications will not be considered.

13. Further Advice

For further advice – please contact

Caroline Hammond
Development Officer
carolinehammond@cycling.scot
0141 229 5470