

2018-2019 Support Plus Funding: Guidance notes

1. Aim

To help deliver on the Scottish Parliament's motion that, 'every schoolchild should have the opportunity to benefit from cycle training', Cycling Scotland is committed to supporting all local authorities to deliver Bikeability Scotland, and to this end currently provides the following free of charge:

- Bikeability Scotland resources
- Cycle Trainer courses
- Cycle Trainer Plus courses, to help build capacity to deliver instructor training in-house.

Cycling Scotland will provide a financial support package to local authorities committed to increasing delivery of Level 2 on-road training. Please see section 3 of this document for details of what can be funded.

2. Eligibility

This funding is available to local authorities committed to delivering Bikeability Scotland training in line with prescribed national standards.

To qualify for this support, local authorities are required to meet the criteria detailed below.

1. Providing a named local coordinator with defined roles and responsibilities.
2. Providing a complete 2017-2018 data return identifying which schools are currently delivering Bikeability Scotland training, and committing to provide a data return and funding report for 2018-19.
3. Establishing an agreed target to increase on-road training delivery.
4. Agreement that funding provision is a catalyst towards achieving increased training.
5. Agreement to participate in Cycling Scotland's Quality Assurance programme.
6. Following the instructor training pathway recommended by Cycling Scotland (i.e. all instructors hold a Cycle Training Assistant, Cycle Trainer or Cycle Trainer Plus qualification).

Local authorities who received funding during the 2017/2018 academic year must provide a report and data return before full funding will be awarded.

3. What the grant funding can be used for

The Support Plus package is designed to enable local authorities to overcome barriers towards achieving a higher rate of on-road cycle training delivery. Measures considered acceptable for funding include:

Activity	Further details
Instructor mentor support	<p>Instructor mentors are experienced Cycle Trainers who can lead sessions and provide support to Cycle Training Assistants. An Instructor Mentor supports trained CTAs, and will not deliver training independently. However, they can count towards training ratios (currently a maximum of 16 pupils for 2 instructors). Every school that receives support from Instructor Mentors must provide at least one trained member of teaching staff to support practical delivery, and assist with pre-course learning.</p> <p>Local authorities can appoint or contract experienced instructor mentors to help cascade training:</p> <ul style="list-style-type: none"> 🚲 Instructor mentors must, as a minimum, hold a four-day Cycle Trainer certificate and be experienced delivering on-road Bikeability Scotland training. 🚲 Cycling Scotland can provide contributory funding of up to £150 for each full day of mentoring (equivalent to 4 x 90minute sessions), which includes all expenses. 🚲 The names of all mentors used must be given to Cycling Scotland. 🚲 Mentors will be required to have attended Cycling Scotland's one-day Mentor training programme. 🚲 Mentors will be subject to Cycling Scotland's Quality Assurance process, and keep a record of scheduled training dates.

Teacher cover	Cycling Scotland can contribute to teacher cover, to allow teaching staff time out of class to complete the one-day Cycle Training Assistant award or four-day Cycle Trainer course. This cover should not be used to provide staff cover when teachers are delivering training.
Volunteer registration with PVG	Recruitment of volunteers is the responsibility of the local authority delivering the training and registration with PVG is at the discretion of the local authority. Cycling Scotland recommends that all instructors are registered with the PVG scheme. Costs associated with administration and registration with PVG must be sustainable longer term.
Volunteer engagement	Funding is available to pay for local volunteer recruitment campaigns, and other activities designed to up-skill and engage volunteers.
Bicycle maintenance	The cost of training instructors in bicycle maintenance can be considered.
Bicycles and accessories	Cycling Scotland can consider funding a small pool of bicycles and accessories where the applicant can demonstrate that lack of bicycle provision is a barrier to increased participation, and if the conditions below are met: <ul style="list-style-type: none"> 🚲 If the local authority would like to buy bicycles for trainees, this will only be considered if Bikeability Scotland Level 2 on-road training is already delivered in at least 50% of the area's schools. 🚲 A plan for maintenance, storage and distribution must be in place. These details will be requested in an additional form, which will be sent to local authorities requesting funding for bicycles. 🚲 Trainees in areas of deprivation should be prioritised when distributing bicycles. 🚲 The cost of hiring bicycles for instructor training courses will be considered.
Additional coordinator time	🚲 We can consider funding salary costs for additional coordinator time, if you can show that this would help to increase the delivery rate for on-road Level 2 Bikeability training. We cannot provide funding for staff time that is already allocated to Bikeability by the local authority.
Level 3 programme	Cycling Scotland has developed a recommended Level 3 delivery package, details of which will be shared with all local authority coordinators. Instructor mentors may be appointed or contracted to deliver this, or their own Level 3 programme, where accompanied by at least one CTA trained member of teaching staff per school. However, Level 3 roll-out should not be prioritised over increased access to Level 2 on-road training.
Other	Any other items or activities will be considered for funding where the applicant can demonstrate how they will contribute to increasing the rate of on-road cycle training delivery.

4. Further details and application process

- Funding issued in the 2018-19 financial year must be allocated no later than 31st March 2019 and delivered by 30th June 2019. A final report on project spend is required by 31st July 2019.
- It is expected that all 2018-19 grants will be paid in two instalments, and that an interim report will be required, including a complete 2017-18 data return, prior to payment of the second instalment. This can be negotiated if it will present any barriers to delivering your project.
- The amount we will consider funding will depend on the local authority's ability to deliver on an increase in on-road cycle training. It is unlikely that any area will be awarded more than £20,000.
- Applications will be shortlisted by Cycling Scotland on their individual merits and prioritised against the criteria shown on the application form. Targeted increases in on-road delivery will be assessed against existing delivery rates.
- This scheme involves the distribution of public money; therefore all bids must be budgeted, programmed and planned in respect of aims, outputs and outcomes, benefits to local communities and monitoring and evaluation.
- To make the application process as straightforward as possible, we have removed all but the essential fields from the application form. All fields must therefore be completed, in order for your application to be accepted. If you don't believe a field is applicable to your application, please indicate this in the field.
- Completed applications should be submitted to davidcollins@cyclingscot.org before the closing date of 1st August 2018. Applications will be put forward to the Bikeability Scotland Delivery Group for approval. For further information, or to discuss a grant application, please call David Collins on 0141 229 5357.