



# SOCIAL HOUSING FUND FOR IMPROVED WALKING AND CYCLING FACILITIES

## APPLICATION GUIDANCE

- Social housing providers and registered social landlords located in Scotland are eligible to apply
- Grants of up to £25,000 available – focused on capital investment
- Applications open from April 2019
- Applicants can secure free services of a Living Streets Scotland auditor to inform application and provide recommendations as well as obtaining free advice and support from Cycling Scotland, SFHA and Sustrans Scotland.

### 1. Overview

This Fund seeks to support projects which improve facilities and promote walking and cycling. Where demand for funding exceeds available monies, consideration will be given to projects that seek to help tackle poverty, reduce inequality and are consistent with local, regional and national policies and strategies, such as [Cycling Action Plan for Scotland \(2017\)](#), [Active Scotland Delivery Plan](#) and the [Fairer Scotland Action Plan](#).

Please note that applications are assessed on the potential for projects to deliver an increase in walking and cycling opportunities that respond to evidenced need and demand.

### 2. Who Can Apply?

The Fund is open to social housing providers and registered social landlords who will actively promote walking & cycling options for residents.

### 3. Fund Criteria

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

Proposals will be assessed on their ability to:

- Enable an increase in walking and cycling
- Identify and respond to clear potential and need

Application 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

**Please note:** Proposed projects are assessed on their potential to deliver an increase in walking and cycling opportunities that respond to evidenced need and demand. Consideration will be given to projects that seek to help tackle poverty, reduce inequality and build a fairer and more inclusive Scotland and are consistent with local, regional and national policies and strategies, especially where demand for funding exceeds available monies. For further advice on any element of the above criteria, please contact [socialhousingfund@cyclingscot.org](mailto:socialhousingfund@cyclingscot.org).

#### 4. Funding Cap

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

#### 5. 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. It is strongly recommended that staff time spent in project delivery is calculated and recorded as *In-Kind*.

Applicants should consider current and ongoing maintenance as part of a match-funding contribution.

This fund proposes to contribute;

**Up to 100% of the capital** (facilities development, materials, equipment) element of selected projects

#### 6. Eligible Expenditure

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

Examples of **eligible** expenditure could include;

- A range of related infrastructure including; secure cycle parking systems
- Installation or enhancement of cycle parking – increasing capacity and/or security
- A range of street furniture including seating, litter bins and planters
- Upgrade of access points, gates
- Signage
- Improvement to exterior security lighting, handrails

- Procurement of bicycles – to support a bike pool or hire fleet<sup>1</sup>
- Upgrade and repurposing of unused areas (e.g. old coal stores, communal waste stores, janitor offices etc), which with proper security doors and lighting could accommodate bikes

## 7. Ineligible Expenditure

Applicants are advised to discuss ideas and proposals ahead of making a final application, however, the following will not be funded:

- 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

Please contact [socialhousingfund@cyclingscot.scot](mailto:socialhousingfund@cyclingscot.scot) for further advice.

## 8. Scoring & Assessment

The stages of assessment and selection are summarised as;

- Pre-application support
- Initial Assessment and Shortlisting
  - Follow-up contact may be made with applicants to conduct an audit or clarify any aspect of the proposals, before a shortlist is finalised for a full panel review.
- Panel Review
  - A panel will undertake a full review of shortlisted proposals and scored accordingly, against the fund criteria.
  - The panel will consist of representatives from Cycling Scotland, Living Streets, and Sustrans.
- 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.

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<sup>1</sup> Purchase of bicycles will be considered where there is an operational and maintenance plan in place. Support is available on implementation and running of pool bikes schemes and signposting is available to other sources of funding for e-bikes.

## 9. Appeals

The Fund applications are submitted on a competitive basis and the panel's decision is final. Feedback can be given to unsuccessful applicants, however there is no right of appeal or arbitration.

## 10. How to apply

- Email note of interest to: [socialhousingfund@cyclimg.scot](mailto:socialhousingfund@cyclimg.scot)
- Download an application pack from [Cycling.scot/SocialHousingFund](http://Cycling.scot/SocialHousingFund)
- Submit your application by **5pm on 31<sup>st</sup> May 2019** to: [socialhousingfund@cyclimg.scot](mailto:socialhousingfund@cyclimg.scot).  
There is a limited amount of funding available for Grants and applicants are encouraged to start on their bid at the very earliest opportunity to avoid disappointment. Please complete applications fully. Incomplete applications will not be considered.

## 11. Further Advice

For further advice and to submit applications please email [socialhousingfund@cyclimg.scot](mailto:socialhousingfund@cyclimg.scot) / 0141 229 5350.