



CYCLE FRIENDLY COMMUNITIES DEVELOPMENT FUND

CYCLING SCOTLAND

Cycling Scotland is a Scottish charity, SC029760, regulated by the Scottish Charity Regulator

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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1. OVERVIEW

The Cycle Friendly Communities programme works with a variety of community projects, including health groups, charities and housing associations to encourage and supports communities across Scotland to take a leading role in increasing the number of people who cycle locally. The programme provides funding as well as an award accreditation.

The Cycle Friendly Communities Development Fund (CFCDF) seeks to support projects which improve cycling facilities and promote cycling for a community, increasing access to bikes and opportunities to cycle.

Projects supported by this fund will contribute to and align with the key aims of the [Cycling Action Plan for Scotland](#) (2017) .

2. REGISTRATION

Applicants are encouraged to contact Cycling Scotland at an early stage if interested in applying to the CFCDF to discuss proposals. A dedicated Development Officer will be available to offer advice and guidance.

For further support, please contact Pete Mills, Development Officer – petermills@cycling.scot 0141 229 5358

3. WHO CAN APPLY FOR FUNDING?

The CFCDF is open to established (constituted) community focused groups who are actively working to increase opportunities for their community to cycle. To apply for funding, you must:

- Be working to address the cycling needs of your community
- Have made initial contact with Cycling Scotland to discuss an application
- Be able to adhere to funding timescales and reporting requirements

Local Authorities are not eligible to apply for the Development Fund, except in cases where they are supporting a community led initiative. Groups and organisations that have previously secured funding from Cycling Scotland are eligible to apply.

If your group is not currently constituted please contact Cycling Scotland to discuss your proposal.

4. FUND CRITERIA

This fund seeks to support communities across Scotland to take a leading role in increasing the number of people who cycle locally.

Cycling Scotland will assess proposals on their ability to:

- Deliver an increase in local cycling opportunities
- Identify and respond to clear cycling potential and need
- Deliver outcomes consistent with Scottish Government Strategic Objectives

Successful proposals will also demonstrate:

- Effective stakeholder engagement, collaboration and partnership working
- Efforts to address inequalities and promote inclusiveness
- Strategic efforts to support everyday cycling in the community
- Alignment to Scottish travel, health and environmental sustainability policies

Our assessment will also consider if:

- The application is eligible
- The project proposed represents value for money
- The project proposed is deliverable within required timescales
- The applicant has the required capacity to deliver the project
- The applicant is making a financial or in-kind contribution
- The proposal is of sufficient detail and quality

5. FUNDING CAP

Successful proposals are likely to be **focused on capital costs** and may include provision for complementary training and engagement activities in support of behaviour change. Please see Sections 8 and 9. Capital costs are generally assets, such as bikes, equipment, tools etc., while revenue costs could include sessional staff time, events and engagement work.

Revenue only bids will be considered though are less likely to be funded due to the focus of the budget on capital costs.

Dependant on the level of demand, it is expected that Cycling Scotland will award individual funds between **£2,500 and £20,000**.

Please note: it is highly unlikely that any project will be awarded more than £20,000.

In some instances, projects may be offered partial funding where appropriate.

6. MATCH FUNDING/IN-KIND CONTRIBUTION

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

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

Please contact Pete Mills, Development Officer (petermills@cycling.scot) if you are unsure on what contributes match funding or an in-kind contribution.

7. ELIGIBLE EXPENDITURE

This fund aims to facilitate projects which increase local cycling opportunities and support improvement to cycling facilities.

Examples of eligible expenditure would include:

- Procurement of bicycles – to improve community access to bikes, tackling inequality
- Installation or enhancement of cycle parking – increasing capacity and/or security
- Creation of maintenance hubs – including procurement of tools, but not consumables

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 course costs – including Cycle Ride Leader training and Essential Cycling Skills
- Maintenance training
- Sessional work/support eg. delivery of training activities
- Promotional and engagement activities – such as targeted campaigns, festivals, led rides, Dr. Bike, bike breakfasts, travel planning, social marketing

8. INELIGIBLE EXPENDITURE

Cycling Scotland strongly advise applicants to discuss ideas and proposals ahead of making a final application to avoid including ineligible costs - however we typically will not fund:

- Retrospective costs
- Maintenance and running costs of existing projects or services
- Staff costs/salaries (sessional work may be considered, as per Section 8)
- Political campaigning or activities
- Activities promoting specific religious/other beliefs
- Loan repayments

Please consult Cycling Scotland's full [Terms & Conditions](#), or contact a development officer for further advice.

9. SCORING & ASSESSMENT

The stages of assessment and selection are summarised as:

1. Pre-application support

Cycling Scotland will provide advice on proposed projects in advance of an application being submitted.

2. Assessment and Shortlisting

Following the application deadline, Cycling Scotland's Community Development Officer will undertake an initial screening of proposals to assess eligibility, quality and alignment to the fund criteria, before a shortlist is finalised for a full panel review.

Follow up contact may be made with applicants to clarify any aspect of the proposals.

3. Panel Review

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

4. 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 before 17th August 2018.

10. APPEALS

Please note that all Cycle Friendly Communities Development Fund applications are submitted on a competitive basis and Cycling Scotland's decision is final.

As above, Cycling Scotland would be willing to offer feedback to certain unsuccessful applicants, however there is no right of appeal or arbitration.

11. HOW TO APPLY

Contact Cycling Scotland's Community Development Officer to have an initial discussion on the suitability of your project for application to the award.

Complete the application forms provided by the Development Officer.

Submit your application by 17:00, 18th July 2018 to petermills@cycling.scot

There is a limited amount of funding available during 2018-19, however groups who are interested in the Cycle Friendly Community Award out with a funding period are encouraged to get in touch.

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

Incomplete applications will not be considered.

12. CYCLE FRIENDLY COMMUNITY AWARD

Cycling Scotland's Cycle Friendly Community Award is aimed at encouraging and supporting community groups across Scotland to take a leading role in ensuring that anyone, anywhere can enjoy the benefits of cycling.

The award recognises communities that have made a contribution to promoting cycling as a healthy, sustainable travel choice, and sets out a pathway for those committed to becoming Cycle Friendly.

While not a pre-requisite to access funding, Cycling Scotland encourages community groups who are developing local cycling opportunities to engage with the award as a project support tool and to gain recognition for their achievements.

Award criteria cover 7 areas: Plan of Action; Barriers, Needs & Opportunities; Funding; Monitoring & Evaluation; Community Engagement; Communication & Promotion; Partnership & Stakeholder Working, and is split between 3 grades – Bronze, Silver and Gold.

For further information on the Award, please contact Cycling Scotland.

FURTHER ADVICE

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