# Cycling Friendly Campus Development Fund

## Guidance for Applicants

## 2019/20

### In a nutshell:

- Colleges and Universities across Scotland are eligible to apply
- Grants of up to £25,000 available – focused on capital investment
- Deadline for applications – **13th of November 2019**
- Support and advice of Cycling Scotland's development team is available. For any queries, please contact the Cycling Friendly team at 0141 229 5359 or email: cyclingfriendly@cycling.scot

## 1. Who are Cycling Scotland?

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

## 2. Tips for Applying

- Read this guidance carefully, particularly Section 6 'Fund Criteria' which outlines the criteria that Cycling Scotland and the panel will score applications on. Section 7 'Eligible Expenditure' and Section 8 'Ineligible Expenditure' will give you an idea of the type of projects Cycling Scotland are able to fund.

- Ensure that you are registered for the Cycling Friendly Campus Award scheme. If your institution has not been involved in Cycling Friendly Campus, please register at https://www.cyclingfriendly.scot/

- Describe, in sufficient detail, the current barriers to cycling to or at your institution and demonstrate how the proposed measures will positively influence an increase in staff cycle rates.

- Evidence the need and demand. A travel survey, focus group or face to face consultation will give you a better idea of how staff can be encouraged to cycle, and show the panel that you have engaged with the stakeholders of the project.

- Where possible, provide additional evidence, e.g. extract/copy of the **latest travel survey** or bike counts.

- Bear in mind that the panel will review applications based on value for money and proportionate spend. For example, applying for an electric bike for each member of staff is unlikely to represent either.

- Cycling Scotland are unlikely to support applications towards individual bicycle storage lockers as they do not represent value for money, benefitting only a minority of the students/staff population. Cycling Scotland may consider a bicycle locker as a storage option for a loan electric bike, as this is a high value item, if all other storage options have been exhausted.

- Provide accurate, sourced costs for items and make sure that ancillary costs such as delivery and installation are accounted for. Estimate costs will only be considered in exceptional circumstances, e.g. tendering.

- Value In-Kind – include match funding, staff time spent on project management and delivery, additional support or purchases by your institutions, planned activities or events as a value-in-kind contribution. Make sure you fill in the costs associated and don't leave this section blank.

- Be succinct and clear – the overall quality of the application will be considered by the panel. Ensure that you describe your project proposal and the need clearly.

- Include photographs – this is a great way to give a better understanding of current cycling facilities. As they say, a picture speaks a thousand words!

- Attach further information as an appendix if you feel it supports your application.

## 3. Cycling Friendly Campus Award

Cycling Scotland's Cycling Friendly Campus programme supports colleges and universities in taking a leading role to make cycling an easy, accessible and affordable option to students and staff.

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

Further guidance can be found in the Cycling Friendly Campus Award Criteria.

## 4. Registration

Campuses are encouraged to register for the award and complete a self-assessment to identify strengths and areas for development. You can register your organisation here.

For further advice please contact cyclingfriendly@cycling.scot

## 5. Cycling Friendly Campus Development Fund

The Cycling Friendly Campus development fund, funded by Transport Scotland, supports Scottish colleges and universities to take a leading role in increasing the number of journeys by bike. Capital projects which focus on improving cycling facilities and physical infrastructure, such as cycle parking, signage and changing facilities. are the key focus of this funding opportunity.

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

## 6. Who can apply?

The Cycling Friendly Campus development fund is open to all Scottish colleges and universities (and associated organisations) who are actively working to promote cycling as a sustainable travel choice. Projects must be focused on campuses located in Scotland

**Note for repeat applicants:**
Prior to applying and as per the standard terms and conditions applicable to Cycling Scotland development grant awards:
Successful applicants from the 2016-17 and 2017-18 Cycling Friendly Campus Development fund **must** have provided Cycling Scotland with a **final project report**
Successful applicants from the 2018-19 Cycling Friendly Campus Development fund must have provided Cycling Scotland with either an **interim project report or a final project report**, depending on the status of their project.

## 7. How to apply?

- Register for the Cycling Friendly Campus Award scheme here. If you already are a Cycling Friendly Campus, please skip this step.
- In advance of applying, you are encouraged to seek advice from Cycling Scotland's Development Team
- Submit your application by email to cyclingfriendly@cycling.scot

Please note, there is a limited amount of funding available for Development Grants during 2019/20. Applicants are encouraged to start developing their bid at the very earliest opportunity to avoid disappointment. Funding requests **should be based on current quotations** and these should be submitted as **supporting evidence**. If in doubt, please contact Valentin Jeanjean, Development Officer.
Incomplete applications will not be considered.

## 8. Funding Cap

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

Please note: it is unlikely that any project will be awarded more than £25,000, unless there are exceptional circumstances.

## 9. Fund criteria

This fund seeks to support the development of facilities to ensure that campus staff, students and visitors can access the benefits of cycling as a healthy and sustainable travel choice. As opposed to previous years, the 2019/20 fund will be **exclusively restricted to capital projects and revenue elements will be not be considered.**
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Project proposals will be assessed on their;

- Potential for an increase in cycling and cycling modal share
- Ability to address identified barriers and needs
- Engagement of staff and wider stakeholders
- Potential for effective collaboration and partnership work
- Alignment to organisational, local, regional and national policies and strategies to support active travel
- Value for money, **including evidence of proposed project costs.**
- Overall quality and coherence

The assessment will also consider if;

- The proposed project will have a wider reach, address inequalities and promote inclusiveness
- Deliver outcomes consistent with Scottish Government National Outcomes
- The proposed project 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 9)

## 10. Eligible expenditure

This grant fund aims to facilitate projects which support improvement to cycling facilities and infrastructure.
Examples of **eligible** expenditure 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. Please note that projects including the development or expansion of pool of bicycles will require an additional form to be completed. Please contact Cycling Scotland's development team to discuss your project prior to submitting an application.
- 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 proposal.

## 11. 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

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Projects must support functional journeys by bike, in line with the *Cycling Action Plan for Scotland* (2017). Please consult Cycling Scotland's full Terms & Conditions or contact our Development Team for further advice.

Please also note that for VAT registered organisations, Cycling Scotland will not include any reclaimable VAT in the grant payment, as identified in your grant application and in accordance with HMRC guidelines. Please contact Cycling Scotland if you have any queries or require further clarity.

## 12. Match funding

Through this fund, Cycling Scotland propose to contribute up to 100% of the capital element of selected projects – such as facilities development, materials and equipment.
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

## 13. Scoring and 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.

- 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 applications are shortlisted 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 may consist of representatives from Paths for All, Transport Scotland, Cycling Scotland and other active travel organisations.

- Awards and Feedback

Cycling Scotland will conduct a final administrative review and send a grant offer letter to successful applicants. 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 within 8 weeks of submission.

Please note that, where demand for funding exceeds available monies, consideration will be given to applications 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, such as Cycling Action Plan for Scotland, Low Carbon Strategy and the Fairer Scotland Action Plan.

## 14. Appeals

Cycling Friendly Development Fund applications are submitted on a competitive basis and Cycling Scotland's decision is final. Cycling Scotland will provide feedback to unsuccessful shortlisted applicants, however there is no right of appeal or arbitration.

## 15. Grant expenditure and project reporting

Grant expenditure should occur within 12 months of grant acceptance.
Successful applicants are required to complete and return a 6-month and 12-month project report, and to undertake an 18-month and 24-month follow-up survey. The reporting schedule will be issued with the grant offer letter.

## 16. Further advice

For further advice please contact cyclingfriendly@cycling.scot