Cycling Scotland

Development Grant Process 2019-20

The following chart sets out the process and proposed timescales for the allocation and management of Cycling Friendly Campus Development Grand award, 2019-20. Please note that the below dates are subject to change without prior notification.

Planning, Consultation & Submitting — **9 Weeks**

Grant fund launched 11th September 2019

Planning: applicants are advised to start early, collect preliminary data and determine broad priorities.

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Consultation: applicants are encouraged to share ideas and draft proposals with the CS Development Team to ensure quality and compliance with fund criteria.

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Submission: All applications must be received by 10th January 2018.

Receipt & Screening — **1 1/2 Week**

Final Submission deadline 13th of November 2016

Eligibility Review: Cycling Scotland's development team will screen applications to assess completeness and eligibility. CS may seek further clarification from applicants.

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Shortlisting: Cycling Scotland's working group will assess bids against key principles and award criteria. Senior Officer will undertake QA role and a shortlist will be devised.

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Referral: Shortlisted applications will be referred for a full expert panel review with representatives from Cycling Scotland and partner organisations.

Grant Panel Review — 2 1/2 Weeks

Shortlisted applications sent to panel by 25th November 2019
Grant Panel Decision 11th of December 2019

Independent Review: Panellists will be asked to undertake an independent review of applications and return their initial comments and decision to Cycling Scotland, ahead of

Group Review: Cycling Scotland will rank applications based on independent scoring. The Grant Panel will meet discuss and evaluate applications and reach consensus.

Clarification & Conditions: The Grant Panel may request that Cycling Scotland seek further clarification from applicants regarding their bid and/or set specific conditions on any offer of grant.

Award — 4 Weeks

Applicants Notified of Outcome: w/c the 16th of December 2019

Grant Offer: CS will gather conduct a final administrative review and send a Notice of Award to successful applicants. Feedback will be offered to shortlisted applicants who are

Grant Acceptance: Applicant organisations who are successful will be given 30 days to return signed grant acceptance and references, if requested.

Payment Processed: Cycling Scotland will action payment of the funds to the recipients nominated account.

Post-Award Management — 6-12 Months

Timescales: Cycling Scotland will agree timescales and key milestones with the grant recipient. The reporting schedule will also be set.

Interim Report: Cycling Scotland will continue to support funded projects throughout lifecycle. Interim reports will be required to ensure the project remains on track. The Grant Panel will

Final Report & Accounts: Applications will be required to submit a final report, evaluating the successes and lessons learnt from the project – along with a final account and evidence.

Variations: Cycling Scotland seek approval of the Grant Panel in the case of any significant change to the scope or budget of a sponsored project.