



Cycling Friendly Employer Development Fund

Guidance for Applicants

2019/20

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

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 Employer Award scheme. Your Cycling Friendly Assessor is able to provide support and guidance when completing the funding application.
- Describe, in sufficient detail, the current barriers to cycling to or at work 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.
- 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 staff population. Cycling Scotland may consider a bicycle locker as a storage option for a workplace 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 workplaces, 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.

1. Cycling Friendly Employer Award

Cycling Scotland's [Cycling Friendly Employer Award](#) is aimed at encouraging and supporting employers across Scotland to take a leading role in increasing cycle to work rates. Reducing single occupancy car use and increasing active travel options will result in reduced local transport related carbon emissions, protect our environment and increase health and wellbeing of the population.

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

Further guidance can be found in the [Cycling Friendly Employer Award Criteria](#).

2. Registration

Workplaces 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

3. Cycling Friendly Employer Development Fund

The Cycling Friendly Employer Development Fund seeks to support projects which improve facilities and promote cycling, encouraging staff and visitors to travel by bicycle.

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

4. Who can apply?

The Cycling Friendly Employer Development Fund is open to businesses and organisations in Scotland who are working towards achieving or maintaining Cycling Friendly status. You can register your organisation [here](#).

5. How to apply?

- Register for the [Cycle Friendly Employer Award](#) scheme
- Download an application pack from [here](#)
- In advance of applying, 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. Incomplete applications will not be considered.

6. Fund criteria

This fund seeks to support the development of facilities to ensure that staff and visitors can access the benefits of cycling, as a healthy and sustainable travel choice. 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 7)

7. 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
- 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 proposals. However, Cycling Scotland will consider funding complementary activities where there is a direct link to capital improvements, e.g. maintenance training and procurement of maintenance equipment

8. 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

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.

9. Funding cap

Successful proposals will feature a dominant capital element and may include provision for complementary training and engagement activities to support behaviour change. Please see Sections 7 and 8.

Dependent on the level of demand, it is expected that Cycling Scotland will award individual grants of between **£5,000** and **£25,000** per site.

Please note it is unlikely that any project will be awarded more than £25,000, bar exceptional circumstances. Applications for less than £5,000 may still be considered if it can be evidenced that the project is likely to have a sufficient impact on cycling rates.

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.

10. 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.

11. 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 Sustrans, Transport Scotland, NHS Scotland and Cycling Scotland.

- **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.

12. 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.

13. 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.

14. Further advice

For further advice please contact cyclingfriendly@cycling.scot