

Cycling Friendly NHS Worker Fund

2020/21 Application form guidance

Overview

Cycling Scotland works with a number of NHS Scotland Health Boards to support an increase in numbers of NHS employees cycling to work, as part of our Cycling Friendly programme.

In response to the Covid-19 crisis, the new Cycling Friendly NHS Worker Fund will support NHS Scotland Health Boards increase access to bikes and essential equipment for staff to access a bike, using the existing policies, processes and governance accountability associated with existing Cycle To Work scheme in response to the current COVID-19 outbreak

Who can apply for funding?

NHS Scotland Health Boards can apply for grant funding from the Cycling Friendly NHS Worker Fund in order to enable their employees to purchase a bike or lock for their cycle commute in response to the COVID-19 outbreak. Each NHS Scotland Health board can apply for an amount to cover a grant for part-time, ancillary staff, Covid-19 temp staff.

What can you apply for?

NHS Scotland Health Boards can apply for between £2,500 and £15,000 for the following resources for staff:

- Bikes (to value of £500 grant issued as certificate for staff not meeting c2w criteria due to affordability, length of contract due to CV19 roles)
- Bike locks, secure D lock (to value of £60 grant issued as certificate for staff eligible for c2w scheme)

Successful applications will be processed with grant funding paid directly to the NHS Scotland Health Board.

Existing employees meeting criteria of the Cycle To Work salary sacrifice scheme can access a £60 certificate for a robust, sold secure D lock.

Certificates are redeemable with their chosen Scottish Cyclescheme Partner store to any NHS employee who has been approved for their Cycle To Work application¹.

Application & assessment

The stages of application and assessment are available in process document and summarised for ease as follows:

- Complete the application form, and submit to cyclingfriendly@cycling.scot
- Applications will be assessed on an ongoing basis by a Cycling Scotland Development Officer
- A decision will be made and communicated within 7 days of your application being submitted
- Applications will be accepted until 30 March 2021 or until the Fund is fully allocated.

¹Participating Cycle To Work scheme is Cyclescheme.
CFE NHS COVID-19 Guidance 20/21/ final

Fund criteria

Cycling Scotland will assess applications on their ability to:

- Identify and respond to clear cycling potential and need
- Deliver outcomes consistent with Scottish Government Strategic Objectives
- Cycling Scotland will award funds on a case by case basis.

Successful proposals will also demonstrate:

- Effective stakeholder engagement to respond to need
- Efforts to address inequalities and promote inclusiveness
- Strategic efforts to support everyday cycling in the workplace
- Ability to swiftly implement and promote scheme during Covid restrictions, incl. governance for screening eligible staff.
- Alignment to Scottish travel, health and environmental sustainability policies

Our assessment will also consider if:

- The application is fully completed.
- The proposal is of sufficient detail and quality

NOTE: Employees who are ineligible for the salary sacrifice scheme due to either having short term contract to undertake CV19 role or on grounds of affordability can access a certificate to the value of £500 to cover the cost of a bicycle and essential accessories. Only those employees who do not qualify for salary sacrifice C2W scheme are eligible for a bike certificate.

For £60 locks the process is:

1. Employees who apply and are approved for a Cyclecheme bike package between May and August will be eligible to receive an additional Cycling Scotland Lock Certificate for the value of £60
2. Cyclescheme will collate the Certificates issued and produce an additional Cyclescheme Lock Certificate
3. Each NHS Scotland Health Board is invoiced for the locks and pays the invoice within agreed payment terms
4. Cyclescheme dispatch the Lock Certificates to the employees email address
5. Employee redeems the cert with their chosen Scottish Cyclescheme partner store. If an employee cancels their Cyclescheme Certificate the lock certificate will also be cancelled.
6. Store redeems certificate on Cyclescheme B2B site
7. Store is paid in the usual way.

For employees not meeting CTW criteria the process for a £500 bike grant is:

1. Cyclescheme set up a "Grant" scheme for each NHS Scotland health board client.
2. Employee is directed to apply for Grant scheme if they fit into the category where they cannot apply/be approved for Cyclescheme

3. Employer approves/declines in the usual way on MySchemes platform
4. Cyclescheme invoice in the usual way
5. Cyclescheme dispatch certificate /issue on payment
6. Employee redeems certificate in usual way with a Scottish Cyclescheme Partner store
7. Retailer redeems in the usual way.
8. Store is paid in the usual way

Appeals

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

About Cycling Scotland

Cycling Scotland is a registered charity (SC029760) and a company limited by guarantee. We receive funding from Transport Scotland to enable employers across Scotland to support their staff to choose cycling as a healthy, sustainable and accessible way to travel to and at work.

The Cycling Friendly NHS Worker fund is a variation of the employer development grant fund, financed by Transport Scotland.