**Pedal for Scotland grant scheme**

**Grant application form for up to £1,000**

* for events with 50-250 participants

**2021**

For events with 250 – 700 participants use Pedal events grant application form

**Key information**

Applications are now live. There will be two rounds of funding as follows:

Round 1 – for events taking place before 30 June 2021 the deadline for applications was 30 November 2020

Round 2 – for events taking place before 31 October 2021 the deadline for applications is 12 noon on 8 March 2021.

Please consult the Pedal for Scotland Grant Scheme Guidance document when completing this application.

For further advice and to submit application please contact [info@pedal.scot](mailto:info@pedal.scot)

**General**

|  |  |
| --- | --- |
| Q1. Your information | |
| Applicant name |  |
| Applicant address |  |
| Lead contact name |  |
| Lead contact email |  |
| Lead contact phone |  |
| Job title |  |
| Local authority |  |
| Value of grant requested |  |
| How did you hear about fund? |  |

**Your event**

|  |  |
| --- | --- |
| Q2 – Event Details | |
| Event Name |  |
| Preferred event date |  |
| Is this a new or established event? |  |
| Link to proposed route |  |
| Proposed event HQ address |  |
| Proposed event distance (km) |  |
| How many km of the route is on-road? |  |
| Expected number of participants |  |
| Name of preferred event insurance provider (if identified) |  |
| Name of preferred first aid provider (if identified) |  |
| Please give a brief description of your proposed cycling event | |
|  | |

|  |
| --- |
| Q3. Please provide details on how you plan to organise and deliver the event and if you intend to work with any local partners. |
|  |

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| Q4. Please provide details on how you plan to promote the event to the local community and to reach those who may not normally cycle. |
|  |

How

n

planning and delivery of the project?

**Event delivery**

Q5. The following table details activities required to deliver a Community Cycling Event and the roles of both Cycling Scotland and the Event Applicant. As relevant to your event, please detail what aspects of the event you can deliver as in-kind support (IKS) or if you need to request grant funding to deliver.

|  |  |  |  |
| --- | --- | --- | --- |
| Item or activity description | Cycling Scotland  Deliver | Event Applicant  Deliver  (IKS) | Event Applicant Grant Fund Request |
| National Promotion | ✓ |  |  |
| Local Promotion |  |  |  |
| Provision of Event Insurance |  |  |  |
| Responding to queries from participants |  |  |  |
| Community Engagement |  |  |  |
| Volunteers/marshals recruited, checked and briefed |  |  |  |
| Liaison with Local Authority |  |  |  |
| Emergency services advised of event date/location |  |  |  |
| Risk Assessment |  |  |  |
| Venue Hire |  |  |  |
| Toilet Provision/Hire |  |  |  |
| Catering provision for on the day |  |  |  |
| First Aid for on the day |  |  |  |
| MC for on the day |  |  |  |
| Bike Repair Service for on the day |  |  |  |
| Event Promotion and Branding |  |  |  |
| Equipment (sustainable resources for future event use) |  |  |  |
| Vehicle Hire for event weekend |  |  |  |
| Medals for participants |  |  |  |
| Rider numbers and safety pins |  |  |  |
| Start/finish gantry |  |  |  |
| Finish line barriers |  |  |  |
| Direction Signage |  |  |  |
| Event Warning Signage |  |  |  |
| Stakes and tape |  |  |  |
| PA system |  |  |  |
| Event registration – tables, gazebos |  |  |  |
| Packs for marshals/volunteers, eg hi viz vests, etc |  |  |  |
| Radio system |  |  |  |
| Other, please detail |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

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| --- |
| Q6. Please provide details of your event insurance. |
|  |

**Budget plan**

Q7. Cost breakdown of items requested for funding.

**Note**: If the supplier and exact costs of services are unknown, please provide an estimate and state ‘TBC’. For further information, please consult the Grant Guidance document.

# Event budget

|  |  |  |
| --- | --- | --- |
| Item or activity description | Total item cost | Amount requested from fund |
| Venue Hire | £ | £ |
| Toilet Hire | £ | £ |
| First Aid | £ | £ |
| Volunteer support | £ | £ |
| Bike repair service | £ | £ |
| Event Promotion and Branding | £ | £ |
| Equipment (sustainable resources for future event use) – please provide details | £ | £ |
| Other, please detail |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total** | **£** | **£** |

in mid-November with details TBC.

# Event Income:

Pedal for Scotland Grant Scheme Events are expected to be community led, and not for profit. Please detail any other income you anticipate to deliver the event, such as sponsorship or event entry:

|  |  |
| --- | --- |
| Sponsorship (detail) |  |
| Standard entry fees (if applicable) |  |

How does your school currently promote cycling?

lease name any organisations/partners you intend to work with to deliver the project?

Examples could include local authority departments, retailers, community groups, social enterprises, national agencies, funding providers, Regional Transport Partnerships, etc