**Pedal for Scotland grant scheme**

**Pedal events - grant application form**

– for events with 250 – 700 participants

**2021**

For events with 50 – 250 participants use grant application form for up to £1,000.

**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

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lanning and delivery of the project?

**Event delivery**

Q5. The following table details activities required to deliver a Pedal for Scotland event and the role of both Cycling Scotland and the Event Applicant. Please detail what aspects of the event you can deliver as in-kind support 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 |
| Event website landing page and booking system | ✓ |  |  |
| National Promotion | ✓ |  |  |
| Local Promotion |  |  |  |
| Responding to queries from participants |  |  |  |
| £10million Public Liability Insurance in place |  |  |  |
| Cycle Hire Provider Confirmed |  |  |  |
| 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 |  |  |  |
| Traffic Management eg TTRO advert, signage |  |  |  |
| 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 |  |  |  |
| Event set up |  |  |  |
| Event breakdown |  |  |  |
| Other, please detail |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Budget plan**

Q6. 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’..

# Funds requested from Cycling Scotland

|  |  |  |
| --- | --- | --- |
| Item or activity description | Total item cost | Amount requested from fund |
| Venue Hire | £ | £ |
| Toilet Hire | £ | £ |
| Traffic Management eg TTRO advert, signage | £ | £ |
| Catering | £ | £ |
| First Aid | £ | £ |
| MC | £ | £ |
| Bike repair service | £ | £ |
| Event Promotion and Branding | £ | £ |
| Event Equipment (sustainable resources for future event use) – please provide detail | £ | £ |
| Vehicle Hire for event weekend | £ | £ |
| Cycle Hire provider | £ | £ |
| Other, please detail |  |  |
|  | £ | £ |
|  | £ | £ |
|  | TOTAL | £ |