**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 | Seaside Sustainability Network (SSN) |
| Applicant address |  |
| Lead contact name |  |
| Lead contact email |  |
| Lead contact phone |  |
| Job title |  |
| Local authority |  |
| Value of grant requested | £941 |
| How did you hear about fund? | Twitter |

**Your event**

|  |  |
| --- | --- |
| Q2 – Event Details | |
| Event Name | Seaside Sustainability Network (SSN) |
| Preferred event date | Mid-July (TBC) |
| Is this a new or established event? | New / **Established** |
| Link to proposed route | Ride with GPS |
| Proposed event HQ address | Seaside Scout Hall, Seaside Road |
| Proposed event distance (km) | 9km |
| How many km of the route is on-road? | 2km |
| Expected number of participants | 250 |
| Name of preferred event insurance provider (if identified) | XXX |
| Name of preferred first aid provider (if identified) | XXX |
| Please give a brief description of your proposed cycling event | |
| Seaside Sustainability Network Cycling FeteSSN is a local development group that promotes sustainability in and around the Seaside Community. We have 60 membersSeaside is a small town with 8,000 residents and three schools.Each June SSN has organised a cycle treasure hunt from the local Scout Hall which attracts up to 40 families. We would like to use the funding to expand our event and encourage more local families to take part.Our plan is to use the Scout Hall as an event base for a 9km route that will connect the seaside promenade and local park. Most of our route (approximately 7km) is on the esplanade or paths which are closed to cars. To link them up we plan to use two quieter streets. There is one busy road we need to cross half-way through the ride – we have asked the local council for support and they have offered to fund a temporary traffic light to support this.Our members have trailed the route on led-rides and we believe it can accommodate a mass-participation ride of up to 250 people.The ride is part of our wider fete and we will also run our annual treasure hunt and the local bike shop is keen to run a Dr Bike clinic. | |

|  |
| --- |
| Q3. Please provide details on how you plan to organise and deliver the event and if you intend to work with any local partners. |
| Our events officer has volunteered to organise the event supported by the committee. We have 60 members who will help sign and marshal the route and the local Cycling club has offered help with event registrations.  We have good relationships with the council who we have supported at community fun days and they have agreed to provide traffic management support to cross a major road during the ride.  The local Scout association have agreed to put on a coffee morning at the event as a fund raiser.  The local volunteer first aid team have agreed to support the event for a donation. |

|  |
| --- |
| 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. |
| We plan to promote the event through our facebook channels and through the local newspaper. We also have contacts with local head teachers who will share the information with the 700 school children who attend the three local schools.  Our local bike shop has agreed to provide a Dr Bike clinic at the event, and we would also like to use funding to offer vouchers to participants who need their bike fixed before the ride. |

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 |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| Q6. Please provide details of your event insurance. |
| We have been quoted £146 by onlinecycleinsurancecompany.co.uk to provide £5million public liability insurance.  Our ride leaders are affiliated with Cycling UK and we will also register the ride with them |

**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 | £240 | £0 |
| Toilet Hire | £ | £0 |
| First Aid | £160 | £0 |
| Volunteer support | £ | £0 |
| Bike repair service | £300 | £300 |
| Event Promotion and Branding | £150 | £150 |
| Equipment (sustainable resources for future event use) – please provide details | £225 | £225 |
| Other, please detail |  |  |
| Radio hire | £120 | £120 |
| Insurance | £146 |  |
| Traffic management on main road (supplied by council) | £750 | £0 |
| **Total** | **£2,091** | **£941** |

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) | SSN receives a £500 grant from a local manufacturing business that supports our activity and will provide branded direction signs |
| Standard entry fees (if applicable) | All participants will be invited to make a £3 donation to support our event and ongoing activities. |

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