

### Guidance for applicants 2021/22

#### Overview – About Cycling Scotland

Cycling Scotland is a Scottish Charity, SC029760, regulated by the Scottish Charity Regulator (OSCR).

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. Our vision is a sustainable, inclusive and healthy Scotland where anyone, anywhere can enjoy all the benefits of cycling.

As individuals we will lead by example and as an organisation, our values are to be:

- Collaborative
- Inclusive
- Professional & evidence-driven
- Ambitious
- Sustainable

Cycling Scotland offers a programme of support, including funding, from Transport Scotland and a national award accreditation for organisations in targeted settings to be Cycling Friendly.

#### Cycling Friendly programme

Cycling Scotland offers a programme of support, including funding from [Transport Scotland](#), to help workplaces, schools, campuses and communities across Scotland be cycling friendly and attain nationally accredited awards.

The Cycling Friendly development funds provide grants for projects that improve cycling facilities and encourage travel by bike in their respective settings.

Organisations can register for the Cycling Friendly award on [www.cyclingfriendly.scot](http://www.cyclingfriendly.scot) and are assessed and awarded on a site-by-site basis by Cycling Friendly assessors across Scotland. More information on the individual programmes can be found on the below links:

- [Cycling Friendly Employer](#) support and funding for employers and workplaces to increase commuting and business travel by bike.
- [Cycling Friendly Community](#) support and funding for community projects, including health groups, charities and organisations to encourage and support communities to increase the number of people who cycle locally.
- [Cycling Friendly Campus](#) support and funding for colleges and universities to make cycling an easy, accessible and affordable option to students and staff.

- [Cycling Friendly Secondary School](#) support and funding to support pupils to develop as cycle champions and implement action plans that will enable more people to cycle to and from school. Bids are encouraged from schools delivering cycle training or equivalent and schools that demonstrate a clear intent of doing so.
- [Social Housing Fund](#) support and funding to social housing providers and registered social landlords such as housing associations and local authorities to improve walking & cycling infrastructure for residents.

## Fund criteria

Cycling Friendly development funds support the development or improvement of facilities that will enable more people to cycle. Where demand for funding exceeds available monies, special consideration will be given to projects that seek to help tackle poverty, reduce inequality and are consistent with local, regional and national policies and strategies, such as the [Active Travel Framework](#), [Active Scotland Delivery Plan](#), [Scottish Government National Outcomes](#) and [Fairer Scotland Action Plan](#).

Project proposals will be assessed on their ability to:

- Deliver an increase in cycling and cycling modal share
- Evidence and respond to clear potential and need

Successful proposals should also demonstrate:

- Effective stakeholder engagement to identify and address barriers
- Potential for effective collaboration and partnership work
- Strategic efforts to support active travel and everyday cycling<sup>1</sup>
- Efforts to address inequalities and promote inclusiveness

The assessment will also consider if:

- The proposed project represents value for money
- The applicant is likely to attain necessary approvals to deliver the project
- The proposed project is deliverable within 12 months
- Project deliverables are fully compliant with applicable regulations
- The applicant is making a financial or in-kind contribution
- The proposal is of sufficient detail, accuracy and quality

## Eligible expenditure

Cycling Friendly development funds are focused on capital improvements that seek to support the development or improvement of facilities that will enable more people to cycle. Capital costs are generally assets, such as bikes, equipment, tools etc., while revenue costs could include sessional staff time, events and engagement work.

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<sup>1</sup> Secondary School funding bids should clearly evidence intent to deliver Level 3 Bikeability Scotland or equivalent training.

Whilst successful proposals are likely to be focused on capital costs, proposals for complementary activities to support behaviour change may be considered where there is a direct link to capital elements, e.g. bike maintenance training in conjunction with procurement of maintenance equipment.



### Examples of eligible expenditure include:

- **Cycle parking/storage<sup>2</sup> [Excludes Secondary Schools]**
  - Installation of new open cycle parking, sheltered cycle parking and/or secure cycle storage<sup>3</sup>
  - Enhancements to existing cycle parking/storage to increasing capacity and/or security
- **Destination facilities\***
  - Installation or refurbishment of shower and changing facilities
  - Lockers, storage and drying facilities for clothes or cycling gear

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<sup>2</sup> Not eligible for Cycling Friendly Secondary School funding

<sup>3</sup> Eligible costs include product, delivery, installation labour and required warrants or permissions. Individual bike lockers in a workplace setting are unlikely to be funded due to priority for communal parking facilities.

- **Pool bikes and pool bike accessories.** Additional support and questionnaires are provided to inform requirements and plans.
- **Procurement of bicycles for communities / schools / campus** to improve local community and student access to bikes, tackling inequality. Additional support and questionnaires are provided to inform requirements and plans.
- **Bike maintenance equipment for bike hubs**
  - Pumps, work stands and tools (but not consumables)
  - Public repair stands
- **Signage and other minor upgrades to cycle access routes\***
- **Cycling information boards\***

Examples of eligible expenditure for applications for Communities and Secondary Schools funding also include:

- **Monitoring & Evaluation** – including baseline data collection, audits, travel surveys/workshops, impact assessment
- **Cycle training** – including Cycle Ride Leader training and Essential Cycling Skills
- **Maintenance training**
- **Sessional work/support**
- **Promotional and engagement activities** such as targeted campaigns, led rides, Dr. Bike and bike breakfasts.

## Ineligible expenditure

Applicants are strongly advised to discuss ideas and proposals ahead of making a final application to avoid ineligible expenditure. Projects must support functional journeys by bike, in line with the [Active Travel Framework](#).

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.

Cycling Scotland will typically 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**

Please consult Cycling Scotland's full Terms & Conditions applicable to development grants or contact the Cycling Friendly team for further advice.

## Funding cap

Dependent on the level of demand, it is expected that Cycling Scotland will award individual grants as outlined below:

- **Cycling Friendly Employer:** Workplace grants between £5,000 and £25,000 per site<sup>4</sup>.
- **Cycling Friendly Community:** Community grants between £2,500 and £20,000
- **Cycling Friendly Campus:** Colleges and Universities grants up to £25,000 per campus.
- **Cycling Friendly Secondary School:** School grants up to £4,000.
- **Social Housing Fund:** Registered Social Landlord grants between £5,000 and £25,000 per site.

Project proposals that benefit multiple sites or joint applications will be considered, subject to prior discussion with your Cycling Friendly Development Officer.

## Match funding

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 for applications. However, proposals which feature financial contributions or value-in-kind carry additional merit during scoring.

In-kind contributions are non-cash contribution to the project made by the applicant organisation (e.g. staff time to deliver and manage the project, use of facilities, other goods or services relevant to the project paid for by the applicant). Match funding is any cash funding from other sources used to support the project.

Please contact [cyclingfriendly@cyclingscot](mailto:cyclingfriendly@cyclingscot) if you are unsure on what contributes match funding or an in-kind contribution.

## Application and assessment process

- **Pre-application support** - Cycling Scotland can provide advice on proposed projects in advance of an application being submitted. Available funds are limited and allocated on a competitive basis and applicants are encouraged to make an expression of interest online and start developing their bid at the very earliest opportunity to avoid disappointment.

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<sup>4</sup> Applications for lower amounts may be considered if it can be evidenced that the project is likely to have a sufficient impact on cycling rates.

- **Application** - When a Cycling Friendly development fund is open, the link to the online application form and the closing date will be listed on [www.cycling.scot](http://www.cycling.scot). Incomplete or late applications will not be considered.
- **Assessment and shortlisting** - Cycling Scotland will assess proposals on eligibility, 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 panel review.
- **Panel review** - An expert panel will undertake a review of shortlisted proposals and assess them against the fund criteria. The panel may consist of representatives from Cycling Scotland, NHS Scotland or active travel delivery partners<sup>5</sup>.
- **Grant offers and feedback** - Cycling Scotland will conduct a final administrative review and issue grant offers to successful applicants, fulfilling eligibility checks. Only proposals which have been shortlisted for panel review will be subject to feedback.

## 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 applicants on request, however there is no right of appeal or arbitration.

## Grant expenditure and project reporting

Where a grant offer has been made and accepted, grant expenditure should occur within 12 months of grant acceptance. Successful applicants are required to complete and return an interim and 12-month project report. The reporting schedule will be issued with the grant offer. Further follow-up surveys may be requested

## Further advice

For further advice please contact [cyclingfriendly@cycling.scot](mailto:cyclingfriendly@cycling.scot)

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<sup>5</sup>Active Travel Delivery Partner organisations are Cycling Scotland, Sustrans Scotland, Energy Saving Trust, Paths for All, Cycling UK Scotland, Living Streets Scotland, Forth Environment Link and CoMoUK