
Cycling Scotland

Adult Cycle Training fund

Application guidance

For supporting training providers with capacity building and organisational development for expanding access to adult cycle training.

2023-24

Aims

Access to cycle training is essential to ensure that walking, cycling and wheeling are available to all.

The aims of this round of funding is to:

- Develop instructor capacity across Scotland through provision of additional support to delivery providers.
- Encourage more people to use their bikes, more often, for everyday journeys by funding high quality, free-to-access cycle training for adults and family groups in different parts of Scotland.
- Reduce some of the barriers to participation through the provision of equipment, including cycles, to lend to trainees who do not have their own.

Cycling Scotland has a suite of resources to help adults develop the skills and confidence to make journeys by bike, as individuals or with their families.

Cycling Scotland invite training providers who can commit to the criteria laid out in this document to apply for funding.

Eligibility and criteria

In order to ensure that good quality cycle training is available nationwide, Cycling Scotland would like to expand the network of providers who can offer National Standard cycle training opportunities, including free ACT training.

Q1. Organisational details: You must tell us more about your organisation and supply the name and contact details for a 'lead contact' who we can communicate with about your funding application.

Q2. Eligibility: Any organisation can apply, providing they are able to commit to meeting the criteria outlined below.

Delivery providers must:

- Be a registered company, charity or public body, or a constituted community group.
- Have existing or relevant transferable experience to deliver National Standard cycle training at all levels.
- Ensure that all cycle training sessions are delivered by fully qualified cycle trainers (CTs), who have undergone additional training in first aid and safeguarding.
- Be able to provide cycles for trainees to use during training, if required.
- Hold the relevant insurance cover for cycle training activities.
- Have adequate policies and procedures in place to ensure health and safety and organisational compliance.
- Be able to commit to a Service Level Agreement based on the roles and responsibilities outlined in [Appendix A](#)

Funded ACT sessions must:

- Be delivered in line with the National Standard for Cycling, by fully qualified cycle trainers, who have attended the current 'Adult Cycle Training Instructor Orientation' session (online).
- Be free for the trainee.
- Be delivered, and reported on, in the grant funding period (*before end June 2024*).

Successful organisations may be required to enter into a formal agreement (Service Level Agreement/SLA) with Cycling Scotland before any funded activities take place. This will be based on the roles and responsibilities outlined in Appendix A of this document.

Q3. Tell us more about your record of delivering adult cycle training sessions. If you currently have no experience, please outline similar activities your organisation has completed recently.

Q4. Tell us more about how you will identify your audience and promote cycle training opportunities (300 words max). How will you ensure there's enough demand to fill places on the sessions you deliver?

Q5. Instructors: Indicate the number of instructors who are trained/or will need trained as cycle trainers to deliver these sessions.

Q6. ACT sessions: Indicate the number of sessions you aim to deliver within the grant funding period and the number of individuals you are planning to reach.

Q7. Family cycle training: Indicate the number of sessions you estimate you aim to deliver within the grant funding period and the number of individuals you are planning to reach.

Q8. Cargo bike training: Indicate the number of cargo bike sessions you estimate you aim to deliver within the grant funding period and the number of individuals you are planning to reach.

Your project budget

Cost breakdown of requested funding: Be clear about how much funding you are asking for and exactly what you aim to spend it on.

Q9. List the type of organisational capacity building that you need the funding for. E.g.:

- Contribution towards cycle trainer costs including expenses.
- Contribution towards required additional training and certification, for example first aid, PVG, child protection courses.

Include the proposed date of purchase of any items, which must be prior to the allocation of funds deadline.

Q9 - Cost breakdown for organisational capacity building				
Business support costs	Cost per item	Number of item(s)	Total cost requested from fund	Proposed date of purchase dd/mm/yy
<i>Backfill for staff on cycle trainer course</i>	£100	3	£300	31/07/23
<i>First aid training & certification</i>	£80	3	£240	15/07/23
		Total	£ 540	

Q10. List the type of sessions you will provide and their cost.

Where you intend to provide a series of sessions building the capacity of an individual or the same group of individuals (e.g. a series of adult on-road training sessions) indicate the unique participants trained in the series (e.g. series of adult on road training sessions (2 hours each/3 sessions/4 people per course)).

Milestone completion date must be before the end of the grant funding period and delivery milestone.

Adult Cycle Training sessions must support adults accessing National Standard cycle training to develop skills and confidence to cycle independently, or with their families.

This funding cannot be used to support experiential activity such as led rides or events.

If you have any queries about the types of session that can be funded, please get in touch before submitting your application.

To accompany the delivery of Adult Cycle Training sessions, there is also some funding available that can be spent on items of equipment to overcome identified barriers. These include, but are not limited to:

- Cycles
- Racks
- Child seats
- Tag-alongs
- Trailers

For advice on purchasing cycle fleets, please review and comply with the information in [Cycling Scotland's guidance paper](#)

Q10 - Cost breakdown of requested funding for cycle training delivery				
Type of session (and length) /Series of developmental sessions for specific groups /Specific item(s)	Cost per session / item	Number of sessions / items	Total cost requested from fund	Milestone completion date dd/mm/yy
<i>Adult beginner session (1.5 hours, 1:1)</i>	£30	15	£450	30/06/24
<i>Adult on-road session (3 hours, 1:1)</i>	£60	10	£600	30/06/24
<i>Family riding session (2.5 hours, 1 family)</i>	£55	12	£660	30/06/24
<i>Series of adult on-road sessions (2 hours each/3 sessions/4 people)</i>	£60	3	£180	30/06/24
<i>Child seat and rack</i>	£120	1	£120	31/07/23
		Total	£ 2010	

Application process

The application submission deadline is specified on the application form.

Applications must be submitted by email, to traininggrantfunding@cyclingscot.org

All fields must be completed. Cycling Scotland will consider value for money as part of the criteria.

Prior to application, support and advice is available. Please contact: traininggrantfunding@cyclingscot.org to arrange an appointment.

Applications will be reviewed by a panel convened by Cycling Scotland to assess eligibility and alignment to the funding criteria. Follow-up contact may be made with applicants to clarify any aspect of their application.

This scheme involves the distribution of public money; therefore all bids must be budgeted, programmed and planned in respect of aims, outputs and outcomes, and benefits to local communities.

In the event of the 'Adult Cycle Training fund' being oversubscribed, consideration will be given to projects that seek to support underrepresented groups or communities, help tackle poverty, reduce inequality, and build a fairer and more inclusive Scotland and are consistent with local, regional and national policies and strategies, such as Active Travel Framework, Low Carbon Strategy and the Fairer Scotland Action Plan. Please note that applications are assessed on the potential for projects to deliver an increase in cycling opportunities that respond to evidenced need and demand.

Applicants will be informed of the decision by the date as specified on the application form and payment will be made on receipt of a signed Service Level Agreement.

About Cycling Scotland

Cycling Scotland is the nation's cycling organisation. Working in partnership with other organisations, with funding from Transport Scotland, we help create an environment for everyone in Scotland to cycle easily and safely. Our vision is of a sustainable, inclusive and healthy Scotland where anyone, anywhere can enjoy all the benefits of cycling. For more information please visit www.cyclingscot.org

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

Appendix A: Delivery provider roles and responsibilities.

Cycling Scotland will:

- Provide continuous professional development (CPD) and networking opportunities, and mentoring, for qualified cycle trainers and identified providers.
- Provide other free training (including places on CT courses) and support for providers who wish to increase their capacity.
- Provide grant funding for equipment, including cycles (purchase or hire).
- Provide access to the Cycling Scotland bookings system (the cycling hub) for those who wish to use it, and an alternative method of reporting for those who don't.
- Develop and maintain effective resources to support delivery of cycle training, including promotional materials.
- Signpost enquiries to ACT providers listed on the Cycling Scotland map.
- Provide funding in line with agreed sessional rates for the provision of an agreed number of free cycle training sessions.
- Provide free online 'ACT Instructor orientation' sessions for instructors who will be delivering funded cycle training sessions.
- Share information on other relevant grant funding opportunities.

The delivery provider will:

- Supply contact information that can be shared with members of the public and added to the map of training providers, and update Cycling Scotland if these details change.
- Engage with Cycling Scotland's quality assurance programme.
- Ensure that CPD opportunities are offered to all instructors.
- Keep accurate records of funded sessions, and details of trainees so that their feedback can be sought.
- Assist with the future evaluation of the funding.
- Report back to Cycling Scotland at the interim stage and at the end of the funding period:
 - The number and type of cycle training sessions delivered.
 - The number of trainees trained.
 - Participant monitoring information (using reporting method supplied by Cycling Scotland).
 - Expenditure (any unspent funds must be returned to Cycling Scotland).
- Assist in promoting and publicising cycle training opportunities and resources to adults in their area.
- Include a link to Cycling Scotland's training webpage on their own website, and in all publicity relating to these funded sessions.
- Ensure branding used to promote funded training is in accordance with Cycling Scotland's guidelines.
- Be able to signpost members of the public to other cycling facilities, groups and projects, including other organisations who can provide affordable access to bikes and bike maintenance.

Useful contacts

At **Cycling Scotland** contact: traininggrantfunding@cycling.scot for more information and support.