



Third-party supplier grant fund

Application guidance

For supporting third party suppliers with capacity building and organisational development for expanding access to cycle training.

2022-23

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 business support to delivery providers.
- Encourage more organisations to develop as service providers on the Scotland Excel Bikeability Scotland Framework, which will enable the organisation to bid for contracts to deliver cycle training (framework number 0319).
- 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.

Through the 'Essential Cycling Skills' (ECS) brand, 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 third-party suppliers 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 ECS 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](#)
- If applying to become a service provider on the Scotland Excel Bikeability Scotland Framework to deliver cycle training; be able to commit to the responsibilities outlined in [Appendix B](#).

Funded ECS sessions must:

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- Be delivered in line with the National Standard for Cycling, by fully qualified cycle trainers, who have attended the current 'ECS Orientation' session (online).
- Be free for the trainee.
- Be accompanied by the 'ECS guide' – this should be supplied to each trainee, either electronically or on paper, alongside details of the ECS webpage.
- Be delivered, and reported on, in the grant funding period (*before end June 2023*).

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. ECS adult cycle training: 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. ECS 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. ECS 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. There is funding available for organisational capacity building for the delivery of cycle training, and to prepare your organisation to join the Scotland Excel Bikeability Scotland Framework. Indicate if you are applying for funding for one or the other, or tick both sections if applying for funding for both.

Q10. 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.

Costs associated with increased premium for insurance cover up to £5 million in order to comply with Scotland Excel requirements. Please include a quote from your insurer if you require additional public liability insurance cover¹. If these are estimated costs, add 'TBC' besides the figures.

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

¹ Examples of relevant insurers can be provided by Cycling Scotland
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Q10 - Cost breakdown for organisational capacity building and/or access to the Scotland Excel Bikeability Scotland Framework

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	30/09/22
<i>First aid training & certification</i>	£80	3	£240	31/10/22
<i>Insurance premium increase, (quote attached)</i>	£500	1	£500	30/11/22
		Total	£ 1,040	

Q11. 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.

ECS training 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 ECS sessions, there is also some funding available that can be spent on items of equipment. 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](#)

Q11 - 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)</i>	£30	15	450	31/10/22
<i>Adult on-road session (3 hours)</i>	£60	10	600	28/02/23

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<i>Family riding session (2.5 hours)</i>	£55	12	660	31/03/23
<i>Series of adult on-road sessions (2 hours each/3 sessions/4 people)</i>	£60	3	£180	30/04/23
<i>Child seat and rack</i>	£120 TBC	1	120	31/10/22
		Total	£ 1830	

How to apply

The application submission deadline is specified on the application form.

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

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.scot 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.

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.cycling.scot

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 ECS 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 'ECS 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 ECS map, 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 end of the funding period:
 - The number of cycle training sessions delivered
 - The number of trainees trained
 - Monitoring information about the trainees
 - Expenditure (any unspent funds must be returned to Cycling Scotland).
- Ensure training is delivered in line with current and relevant public health guidelines.
- Assist in promoting and publicising cycle training opportunities and resources to adults in their area.
- Include a link to Cycling Scotland's ECS webpage on their own website, and in all publicity relating to these funded sessions.
- Ensure branding is used to promote funded training 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.

Appendix B: Scotland Excel Bikeability Scotland framework

What is the Scotland Excel Bikeability Scotland framework?

Scotland Excel is the centre of procurement expertise for the local government sector in Scotland. Established in 2008, its remit is to secure best value for customers and to improve the efficiency and effectiveness of public sector procurement in Scotland.

Scotland Excel develops and manages collaborative contracts for products and services where a strategic requirement is identified across the public sector. Scotland Excel facilitates the development and sharing of best procurement practice and take an active role in ensuring that the needs of the public sector are understood within the wider landscape of procurement reform.

Scotland Excel encourages organisations of all sizes to participate in the collaborative tender opportunities. Scotland Excel are committed to delivering an open and fair tendering process in line with Public Contracts (Scotland) regulations and follow the Scottish Government's 'procurement journey' tendering process to provide a consistent experience for all.

The procurement is split into 32 geographical lots each representing a local authority area. The lot structure has been designed to provide local authorities with a mechanism to procure Bikeability Scotland training providers and is intended to be open to service providers ranging from small or medium sized enterprises to large or multi-national corporations.

The Dynamic Purchasing System (DPS) is an electronic system established by a contracting authority to purchase commonly used goods, in this case, Bikeability Scotland training. Joining the DPS provides organisations with the opportunity to subsequently bid for relevant future opportunities which arise and procured by local authorities.

During the Period of the DPS, 1st August 2019 until 31st July 2023, 'Invitations to Tender' (ITTs) may be issued by local authorities as and when required. Organisations should note that there is no guarantee of any level or continuity of business and that the total DPS value stated within the contract notice over the period of the DPS as stated is estimated only.

What are the benefits to being listed on the Bikeability Scotland framework?

- Your organisation will be eligible to submit bid on Invitations to Tender (ITT) from local authorities where your organisation wishes to operate.
- Supports scalable business growth of your organisation by developing a long-term agreement with local authorities in areas where your organisation wishes to operate.
- Small, medium, consortium or sub-contracted bids accepted which allows for greater co-operation and collaboration between existing or new third party providers.

What are the requirements to be listed on the Bikeability Scotland framework?

Insurance requirements:

- Employers' liability insurance – to a minimum indemnity limit of £5 million for, each and every claim, without limit to the number of claims.

- Public liability insurance – to a minimum indemnity limit of £5 million, for each and every claim without limit to the number of claims.
- **Motor vehicle insurance - in accordance with the provisions of the current Road Traffic Act 1988, vehicles used during the delivery of the service must have valid and appropriate insurance.**

Other requirements:

- All instructors trained to cycle trainer level.
- All instructors to have first aid (2-day outdoor emergency)
- **All instructors to have current PVG documentation.**

General conditions of contract for services

- The full general conditions of contract for services are available for download from the Scotland Excel website.

Useful contacts

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

At **Scotland Excel** contact: Ewen Macluskie ewen.macluskie@scotland-excel.org.uk for more information and support.