

Please note that this application form is specifically designed to capture the required level of information to allow the selection panel to make an informed decision and incomplete applications can not be considered. Please read the guidance notes which contain more information on the criteria and on which applications can be considered.

Your Local Authority

Q1. Will the project have a separate title?

If the project does not yet have a title you may enter a temporary working name.

Q2. What is the name and principle function of your organisation or group?

This should be the name of the organisation/group with overall coordinating, financial and managerial responsibility for the Project and a description of its primary role eg Active Schools Team, Road Safety Team.

Q3. Local Authority Name and contact address

Address

Postcode

Telephone

Fax

Email

Q4. Who is the organisation's/group's primary contact for the project?

(this should be the person completing the application, who can be contacted during normal office hours.)

Title (Mr, Mrs, Ms, other)

Name

Position in the organisation/group

Your Project

Q5. Please give a brief description of your project (up to 300 Words). This should include links to other school cycling or active travel initiatives eg Cycle Friendly Schools.

Q6. When are you planning for your project to take place?

Start Date

Month/Year

End Date

Month/Year

Q7. Please provide details of your project plan.

Project aim:			
Tasks/outputs <i>eg. Recruit and train 6 additional volunteer trainers</i>	Outcomes <i>eg. motivated volunteers delivering cycle training at a local school</i>	Timescale <i>eg. by end of February 2011 This should clearly indicate key project milestones.</i>	How will you measure effectiveness? <i>eg. No. of trainers. Number of participants in training, no of additional schools where training is offered.</i>

This table forms the basis of a 'project plan' for your work. This information is also important for other funders and partners and helps you to keep focussed on your key tasks. **You may find this easier to complete and attach as a separate document**

The overall **aim** tells us why your project should exist and the broad longer-term impact you want to have on the lives of the people you work with. This should be brief, focused and inspirational. It should state what you are hoping to achieve.

- The **tasks** or **outputs** (the things you plan to deliver). These should be as detailed as possible.
- The **outcomes** are the changes, benefits, learning or other effects that occur as a result of your tasks and outputs. In particular how many additional schools and children are providing and receiving training. Target schools should be identified.
- **Timescale.** This plan should contain detailed timings on when you aim to have these tasks/outputs delivered. Cycling Scotland will request monthly reports on timing and budgetary milestones, and request that we are informed as soon as possible if there are concerns about deviation from this plan.
- **Measuring Effectiveness.** Methods of collecting information to evaluate how effective your outputs are and whether you have achieved your outcomes can involve both quantitative and qualitative approaches.

Q8. Describe how this proposal meets the funding criteria as set out in the Guidance Notes

1. Coordination and commitment

How does the project;

- Demonstrate an awareness of other stakeholders and their level of engagement and cooperation.
- Assign responsibility for management of the project to specific groups or individuals.

2. Building Capacity

The project should increase the numbers available to deliver cycle training. Please indicate baseline figures for current trainers and indicate the % level increase that the programme will facilitate.

(Note: Please double click on cell below to activate the spreadsheet and calculate your target increase %)

No of Qualified:			
	Cycle Trainers	Oriented Cycle Trainers	Cycle Training Assistants
Current Level			
Anticipated level			
% Increase	#DIV/0!	#DIV/0!	#DIV/0!

How does the project;

- Increase the number of volunteers
- Support volunteers
- Match volunteers with outlets
- Increase commitment from new schools and delivery outlets
- Increase the number of qualified and orientated instructors available

3. Increasing Delivery

Please indicate baseline figures for current levels of uptake and indicate the % level increase that the programme will facilitate. We anticipate that funding would facilitate a minimum increase of 3-4 % for on road delivery of level 2.

(Note: Please double click on cell below to activate the spreadsheet and calculate your target increase %)

	No of Pupils Receiving :				No of Schools Delivering:			
	Level 1	Level 2	Level 2 On Road	Level 3	Level 1	Level 2	Level 2 On Road	Level 3
Current Level								
Anticipated level								
% Increase Autosum	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

How does the project increase access to National Standard cycle training across the community, for example;

- Engage commitment from schools with no current provision
- Increase the number of schools with an on-road training venue
- Increase the number of schools offering multistage delivery
- Match volunteers and instructors with schools and other delivery outlets

4. Enhancing Quality

How does the project align delivery the National Standard, for example;

- Support a shift to on-road delivery for level 2
- Provides multi-stage delivery
- Increase the competence of the instructor workforce
- Improve monitoring and evaluation of delivery

5. Sustainability

How does the project build and maintain levels of Cycle Training delivery over the next 3 years?

6. Wider links

How is the application enhanced by links with cycling in the wider community and other factors ?

Financial & Management

Q9. Total Estimated Project Cost (inclusive of VAT)?

Q10. Total Amount Bid For (inclusive of VAT)?

Q11. Cost breakdown for items which funding is being requested for? Total must equal that for item 10, and relate exactly to the details given in Q7.

Item or Activity	Total Cost of Item	Amount Requested From Cycling Scotland	Tick below to confirm if item is an asset
	£	£	<input type="checkbox"/>
	£	£	<input type="checkbox"/>
	£	£	<input type="checkbox"/>
	£	£	<input type="checkbox"/>
	£	£	<input type="checkbox"/>
	£	£	<input type="checkbox"/>
	£	£	<input type="checkbox"/>
	£	£	<input type="checkbox"/>
Totals			

If the total cost of the project is more than you are applying for please tell us where the remainder of the funding will come from:

Funding Body	Amount	Progress
	£	
	£	
	£	
	£	

Please tell us about contributions your own Local Authority or group are making to the project

Q12. Is there other funding or in kind contributions secured for this project?

Yes Value of secured funds:

Q13. How will any staff and volunteers be managed?

Q14. Who will manage the grant fund and how will this be accounted for?

Please specify name and contact details (this should be someone who can be contacted during normal office hours.)

Title (Mr, Mrs, Ms, other)

Name

Date of Birth (DD/MM/YYYY)

Position in the organisation/group

How long have they been involved with the group?

Q15. Contact address for correspondence

Same as above

Different, use address below

Address

Postcode

Telephone

Fax

Email

If you have any specific communication needs, let us know what they are.

Textphone

Sign Language

Other language
(please specify)

Other