

Aim

The purpose of the Bikeability Scotland Fund (the Fund) is to increase the numbers of children receiving the three levels of the Bikeability Scotland programme with the focus on increasing on-road delivery at level 2 in line with the National Standard. Our aim is to assist local authorities to achieve these outcomes by increasing and upskilling the volunteer workforce, supporting the shift to on-road delivery and making multi level cycle training more accessible to more young people and adults where appropriate.

The following information is designed to assist grant applicants by explaining how your grant will be assessed against the grant criteria. These guidance notes will also help you through the process of making an application. Please note that the 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 cannot be considered.

Eligibility

Cycling Scotland will fund local authority projects which demonstrate a coordinated approach and commitment to achieving the aims detailed above. If your submission upholds these aims and meets the criteria detailed below, then we will consider one submission per local authority area for support. Applicants who have received funding through other CS sources will only be considered if the required evaluations or case studies have been submitted.

Local authorities, departments or groups who apply to the Bikeability Scotland Fund must be based in Scotland, be able to produce audited accounts for the expenditure of public funds; be able to fulfil a coordinating role across the authority, participate in the Sustrans Hands Up survey and belong to one of the following categories:

1. Road Safety Units supporting local authorities to provide the Bikeability Scotland programme.
2. Local Authority Education Department.
3. Local Authority Active Schools Team.
4. Community Development sections within Scottish Local Authorities and schools provided that:
 - i. the bid is in partnership with a group or groups defined in 1 or 2
 - ii. no other funding is provided through Cycling Scotland or partner organisations for cycle training.

Schemes outside the Scope of the Fund.

The Fund is not intended to be the source of funds for large-scale or long-term projects, nor is it intended to provide funding for cycle parking facilities or infrastructure for educational institutions to help schools achieve Cycle Friendly status. School cycle parking infrastructure may be best supported through a school travel plan. For more information on travel plans contact your local School Travel Coordinator/Manager. For more information on the Cycle Friendly School Award contact Cycling Scotland.

What would be considered for funding:

- Encouraging, supporting and developing volunteers.
- Ensuring candidate bikes meet maintenance standards.
- Supporting paid staff to undertake new or additional training, e.g. first aid, maintenance.
- Identification and recording of suitable local training venues.
- Pool bikes and other equipment, where sustainable solutions have been investigated.

We will not fund:

- Regular running costs to continue **your current activity** (new activity will be eligible).
- Items that only benefit individuals.
- Retrospective costs.
- Wages and cover for staff.
- Political campaigning or activities.
- Activities promoting specific religious/other beliefs.
- Endowments.
- Loan repayments.

How long is project funding for?

Funding will be offered as a one-off grant. All project transactions must be accounted for by the end of the financial year (**March 31st 2012**), with actual settlement of invoices and other payments made by the end of the first quarter of the following financial year (**30th June 2012**). Delivery of the projects can be on-going throughout the year.

Contribution

The amount we will consider funding will depend on the contribution of the project to the aims of the Fund as stated above. Projects which significantly increase the number of schools delivering and increasing the numbers of children receiving multi level training with on-road delivery at level 2 will be prioritised. While no maximum contribution has been set it is anticipated that funding for each project will be in the region of £5000 - £10000 depending on the number of projects funded.

How will grant submissions be assessed?

Applications will be assessed on their individual merits and prioritised against the following set of criteria, each of which should be addressed in the application:

Coordination and Commitment

At all stages from inception, through application, execution and evaluation, the project should demonstrate a coordinated and committed approach to delivering Bikeability Scotland across the local authority area with evidence of appropriate stakeholder involvement. For example:

- 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.

Building Capacity

The project should increase the numbers available to deliver cycle training. For example:

- Increase the number of volunteers, establishing appropriate targets.
- Provide on-going support to volunteers.
- Match volunteers with delivery outlets.
- Increase commitment from new schools and delivery outlets.
- Increase the number of qualified and orientated instructors available.

Your application should clearly indicate baseline levels for the number of instructors and specify anticipated increases using the table provided.

Increasing Delivery

The project should 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.

Your application should clearly state current baseline figures for multi level delivery, and specify anticipated % increase from the project using the tables provided. We anticipate that funding would facilitate a minimum increase of 3-4 % for on road delivery of level 2.

Enhancing Quality

The project should align delivery with the National Standard, for example:

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

Sustainability

The project should build and maintain levels of Cycle Training delivery over the next 3 years.

Wider links

Additionally, the application will be enhanced by:

- Demonstrating a commitment to increasing levels of cycling.
- Demonstrating a commitment to increasing the numbers of Cycle Friendly Schools in the local authority area and/or a commitment to travel planning.
- Improving curricular links and opportunities for outdoor learning.
- Participation of the local schools in the planning and running of local projects.
- Demonstrating how your initiative will promote any lessons learned from your work and share best practice with those currently working in the sector.
- Demonstrating how the Bikeability Scotland programme will link to other cycling opportunities both formal and informal e.g. links to after school activities, clubs and progression programmes.

Completing the application form

This scheme involves the distribution of public money and, therefore, all bids must be budgeted, programmed and planned in respect of the following, with clear evidence presented in the application:

- Aims, outputs and outcomes.
- Working with appropriate groups and accepting responsibility for actions.
- Co-operative working and partnership arrangements.
- Benefit to local communities as a result of grant funding.
- Proposed publicity.
- Monitoring and evaluation – guidance on this process is available on request and will be supplied to successful applicants. Funded projects will require clear planning regarding project milestones and budget, and monthly reports will be required.

The application form provides the opportunity for applicants to demonstrate how their proposal meets these requirements, only applications which clearly demonstrate alignment to the criteria will be considered.

Grant application procedure

Applications will be considered by an independent selection panel against the above criteria.

The closing date for applications is the 14 October 2011, and applicants will be notified shortly after the selection panel meets.

For further information or to discuss a grant application please contact:

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