

2. CityConnect Community Grants – Application Guidance

1. Introduction

This scheme has been identified to enable community organisations to deliver grass-roots engagement work within West Yorkshire. The work must encourage or allow people who are in employment or seeking a job and/or apprenticeship to use active travel modes to access employment, training or education opportunities.

£150,000 is allocated for this scheme; this is broken down into a nominal amount of £30,000 per West Yorkshire district. Groups and organisations can apply for grants of up to £10,000. Grants will be allocated via a competitive process whereby groups and organisations complete and application form to apply to receive funding and are awarded based on their:

- alignment with objectives (section 2 in Background Information document)
- ability to deliver the outcomes (section 3 in Background Information document).

The application form can be found at: www.cyclecityconnect.co.uk/grants

Applications scoring less than 40% will not be considered for funding.

2. Application Deadlines

Please submit all applications to cityconnect@westyorks-ca.gov.uk by midnight on **31 December 2017**

Successful applicants will be notified by **10 January 2018**

Offer letters and agreements will be sent out by **12 January 2018**

These should be signed and returned by **19 January 2018**

Payment will be made via BACs transfer after the details requested in the offer letter are submitted and signed.

The project must be complete and all monitoring information (see section 6) returned by **31st July 2018**

3. Who can we fund

- Your project must be delivered within West Yorkshire.
- You can apply for a grant if you are a constituted community, voluntary or not for profit organisation/group. You do not need to be a registered charity to apply. If you

are not one of these organisations you may still be eligible to apply if your application is made by a suitable organisation that can act as an accountable body.

- You can apply for more than one grant (to deliver separate projects). The grant process is competitive and unfortunately it may not be possible to fund all applications that meet the eligibility criteria.
- You must have a bank account in the organisation's name which requires at least two people to sign each cheque or withdrawal
- You must use the money on your project, deliver all activities and return your monitoring information by **31st July 2018**.

4. What we can fund

The CityConnect Community Grant Scheme can provide grants of up to £10,000 to deliver grass-roots engagement work to encourage or allow people who are in employment, seeking a job and/or apprenticeship to use active travel modes as everyday transport to access employment, training or education opportunities (here forth known as a commuting trip)

Examples of projects could include, but are not limited to:

- **Projects** or activities which assist/encourage people in walking or cycling for their commute – e.g. personalised walking/cycling journey planning for a commuting trip.
- **Projects** or activities which encourage skills which are directly associated with/transferrable to cycling or walking for a commute for the target audiences – e.g. fitness, balance, coordination, awareness activities leading to skills which would enable an individual who has expressed an interest in commuting via cycling or walking to do so.
- **Projects** or activities which make an environment or area more accessible to individuals for which this is a main barrier to them cycling to work, training or education.
- **Projects** or activities which facilitate or purchase materials which would directly enable a person, who didn't before, to cycle/walk for their commute.
- **Projects** or activities which aim to change people's attitude to commuting via active means – e.g. targeted marketing campaigns which address specific barriers to cycling for a target group.

The above are intended as examples, we would welcome innovative ideas and suggestions which will encourage more people to walk and cycle as part of their everyday lives.

If you are not clear if your project meets the criteria or is suitable for this grant, please contact cityconnect@westyorks-ca.gov.uk

5. What and who we can NOT fund

- You will not be eligible for funding if you are an individual or sole trader, profit-making organisation, statutory organisation (other than those listed above) or an organisation not established in the UK
- Projects directly funding changes or additions to infrastructure and physical public area features. This includes streetlights, on street bike parking, new bike paths or tracks, changes to the public highway and/or public land improvements. Only in exceptional circumstances would we fund a permanent structure
- Projects which require planning permission which has not already been granted
- Projects that are already complete or costs incurred before you have been awarded a grant
- Projects that cannot be completed before 31 July 2018
- Projects where activities funded are delivered outside of West Yorkshire
- Projects for which the main beneficiaries are under 16
- Costs incurred when making your grant application
- Day-to-day running costs of your organisation, including costs associated with staff not directly involved in delivery of proposed activities
- Endowments or investments (to provide a source of income)
- Loans or interest payments
- Existing activities where you have already secured funding from other sources
- Fundraising activities for your organisation or others
- Items that mainly benefit individuals (for example equipment that is not shared by a group/community)
- Projects where you are requesting more than £10,000 (including VAT)
- Ongoing staff costs
- Political or religious activities
- Purchase of alcohol or tobacco products
- Routine repairs and maintenance
- Contributions towards vehicle purchase, hire or fuel where vehicles are used to transport beneficiaries outside the eligible areas
- VAT that you can recover (i.e. you must not claim from us any VAT that you can claim back from HM Revenue and Customs)
- Projects which directly replicate or compete with existing CityConnect Offers, for example: Bike Friendly Business, Bike Friendly Schools, City Connect Cycles, Walk Friendly Workplaces (details of these can be found on the CityConnect website)

6. Monitoring

As a condition of you receiving grant money you will be asked to monitor progress and results of the project. The process for this will be confirmed in the grant offer letter.

Examples of methods of monitoring projects includes, but is not limited to:

- The collection of baseline and follow up surveys from participants (survey will be provided)
- Case studies (template will be provided)
- List of participants (head count)

This information must be returned to CityConnect by **31st July 2018**

We encourage you to include time and associated costs for the collecting and inputting of data throughout your project within your cost breakdown (see question 25 on Application Form)

All data collected must be processed in accordance with the City Connect Data Processing Agreement (see separate document)

You will need to complete an end of project report on a template provided by WYCA.

7. Further Information

If you are awarded a grant you **must ensure you keep records and evidence of expenditure** as we will need to see these. Failure to provide these may mean you have to repay all or some of your grant.

If you are procuring products or services as part of your project we strongly suggest that you obtain three quotes to ensure value for money. We may request to see evidence of this as part of the above.

Any marketing material (online or printed) produced as part of a project must contain the CityConnect logo, confirming to the CityConnect Brand Guidelines which can be found on the website at: cyclecityconnect.co.uk/documentation