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| **FUNDING ORGANISATION DETAILS** |
| **FUND TITLE** | Cycle Friendly Campus Fund |
| ORGANISATION | Cycling Scotland |
| MAIN BUSINESS | National Organisation for Cycling (Vehicular)  |
| ADDRESS | 24 Blythswood Square |
| WEBSITE | [www.cyclingscotland.org](http://www.cyclingscotland.org) |
| CONTACT / POSITION | Paul Wright | Development Officer |
| EMAIL / ‘PHONE | paulwright@cyclingscotland.org |  |

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| ***Fund factors*** | ***Your fund: application requirements*** |
| 1. ***Eligibility/criteria***
 |
| ***What criteria for eligibility are there? E.g:**** *Applicant: access authority/access authority-community and or external body partnership*
* *Geographical area*
* *Community involvement*
* *Community benefit – may be specific to a certain sector e.g. young people*
* *Item specific – e.g. website development*
 | * Applicant organisation must be associated with a college or university
* Project must be primarily focused on increasing student cycling rates
* Further guidance can be found at [www.cyclingscotland.org/our-projects/award-schemes/cycle-friendly-campus](http://www.cyclingscotland.org/our-projects/award-schemes/cycle-friendly-campus)
 |
| 1. ***Funding application timings and deadlines***
 |
| * *Are there stages/rounds for the application?*
* *Could funding be withheld due to non-delivery by one partner (e.g. access authority cross-boundary project)?*
 | * The deadline for applications for 2015-16 is Friday 12th June 2015
* No further funding rounds are anticipated this year.
* It is hoped that the fund will be available in 2016.
 |
| 1. ***Funding limits***
 |
| * *Are there different limits depending on project? If so what are they?*
 | * The standard limit is £10,000
* Exceptional bids may secure a higher level of funding, dependant on need and availability
 |
| 1. ***Match funding***
 |
| * *Is match funding applicable?*
* *To what level / percentage?*
* *What is eligible/ineligible?*
 | * Bonus points can be scored for bids which are supported by additional funding from another source. Match funding isn’t a strict condition of qualification
* Value in kind – such as commitment of staff resource – would be taken into account also.
 |
| 1. ***Other related funding sources***
 |
| * *Are there other related or alternative funds?*

*What are they?*  |  |
| 1. ***Funding release/receipt***
 |
| * *When will funding be released?*

 *Before/during/on completion of project?** *What are the spend deadlines?*
* *Can money be carried over to another financial year?*
 | * *July 2015*
* *Funds must be spent 1 year from receipt*
* *Funds cannot be carried over beyond the 1 year period*
 |
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| ***Fund factors*** | ***Your fund: application requirements*** | ***Actual fund requirements*** |
| 1. ***Project control and authority***
 |
| *Do you require landowner/manager written permissions if not applicant?* | * Yes
 |
| 1. ***Demonstration of need***
 |
| * *Is demonstration of need required?*
* *In what form e.g. stakeholder consultation, survey results, feasibility study*
 | * Baseline activities should involve as assessment of requirements, involving meaningful stakeholder engagement
* It is possible to build in a consultation phase into the actual funded project
* Ultimately, Cycling Scotland want to see a coordinated approach to
 |
| 1. ***Outcomes***
 |
| * *Do you specific required outcomes?*

*If so what are they?** *Do you require success to be measured in a specific way? What way(s)?*
 | * Increase in journeys made by students, by bicycle
* Increase of use of bicycle to, from and around campus
 |
| 1. ***Maintenance***
 |
| * *Is a commitment to maintain the project asset required? For what period?*
 | * An asset management plan may be requested if the project involves the installation of a cycling facility
* A maintenance plan may be required to explain the after care of any new infrastructure
 |
| 1. ***Costing***
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| * *To what level of detail should a project be costed?*
 | * There should be a budget line for each item of expenditure.
* The application form supports this format.
* A final account will be required at the end of the project
 |
| 1. ***Planning***
 |
| * *Do you require a detailed project plan?*
* *Can work start before applying for funding?*
 | * Yes – the application template supports this
* Starting without confirmation of funding wouldn’t be advisable
 |
| 1. ***Monitoring and reporting***
 |
| * *How do you expect a project to be monitored and reported on?*
* *Do you require a formal report – if so in what format?*
 | * Quarterly reports will be required – updating on progress and spend
* We can provide simple templates – but you are free to use your own, so long as the report is complete.
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***(SOAN - March 2015)***

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