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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](mailto: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* |
| ***Page 1 of 2*** | |
| ***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*** | |
| * *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. |

***(SOAN - March 2015)***

***Page 2 of 2***