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| **FUNDING ORGANISATION DETAILS** |
| **FUND TITLE** | Cycle Friendly and Sustainable Community Fund |
| ORGANISATION | Cycling Scotland |
| MAIN BUSINESS |  |
| ADDRESS | 24 Blythswood Square, Glasgow, G2 4BG |
| WEBSITE | <http://www.cyclingscotland.org/>  |
| CONTACT / POSITION | Shona Morris | Development Officer |
| EMAIL / ‘PHONE | shona@cyclingscotland.org  | 01412295446 |

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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*
 | * Constituted Community Group

**Criteria;*** Promotes behaviour change to encourage modal shift and account for associated carbon emission reductions
* Promotes local cycling activity and infrastructure in your community
* Delivers a sustainable cycling project that supports the wider community
 |
| 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)?*
 | ***3rd Quarter – Date TBC*** |
| 1. ***Funding limits***
 |
| * *Are there different limits depending on project? If so what are they?*
 | Maximum funding for CFSCF is £5,000 or £15,000 for Cycle Friendly Community Award Development Grant |
| 1. ***Match funding***
 |
| * *Is match funding applicable?*
* *To what level / percentage?*
* *What is eligible/ineligible?*
 | No need for match funding |
| 1. ***Other related funding sources***
 |
| * *Are there other related or alternative funds?*

*What are they?*  | Cycle Friendly Community Award Development Grants (up to £15,000) |
| 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?*
 | *When decision has been made by Grants panel, once a reference has been received and grant acceptance letters have been returned. 12 month spend deadline – money may span 2 financial years* |
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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?* | *n/a* |
| 1. ***Demonstration of need***
 |
| * *Is demonstration of need required?*
* *In what form e.g. stakeholder consultation, survey results, feasibility study*
 | *Identified need required to be explained and identified – flexible in approach* |
| 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)?*
 | *Flexible but needs to be identified in application – relevant to criteria* |
| 1. ***Maintenance***
 |
| * *Is a commitment to maintain the project asset required? For what period?*
 | *n/a* |
| 1. ***Costing***
 |
| * *To what level of detail should a project be costed?*
 | *100% Itemised budget* |
| 1. ***Planning***
 |
| * *Do you require a detailed project plan?*
* *Can work start before applying for funding?*
 | *Yes – retrospective costs cannot be incurred* |
| 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?*
 | *A project plan will be developed at application stage outlining the M&E plan. This is flexible and can include a variety of techniques. Cycling Scotland can offer advice on this.* *6 and 12 month monitoring reports are required – templates are produced for this.* |

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

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