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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](mailto: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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