Cycle Access Fund Cycle Parking/Storage Strand Application Guidance

The Cycle Access Fund – Cycle Parking/Storage strand has a 2-stage application process. The first stage provides us with background information on your organisation, the people you are working with, and the idea for your storage project.

Please note that forms cannot be saved as you progress. We recommend downloading the Microsoft Word version of the Application Stage 1 form to view all questions and complete an offline draft.

The first stage of the process is the longer of the two application forms and we require you to provide as much detail as possible to enable us to best assess all applications and determine who should progress to the next stage. Once your stage 1 application has been approved you will receive the stage 2 application form and be introduced to a grant officer who will be there to help you with your project budget and submit your final application.

Please ensure that you read all the steps carefully and understand what is required to give your organisation the best chance of securing Cycle Access Funding.

Section 1 – Eligibility

The Cycle Access Fund is not available in every Local Authority area and there is an eligibility check to see if your organisation is in one of our Regional Transport Partnership funded areas SPT, SESTran and ZetTrans.

You will also be asked which strand of the funding you would like to apply for – bikes for individual use, bikes for shared use which may include storage, or funding for storage only. While it is possible to apply for more than one funding strand, you will only be able to hold one grant at a time. If you would like to apply for multiple funding strands, we will contact you to discuss your preference. Please note, we anticipate that this will be an extremely popular fund and there can be no guarantee of receiving funding.

Section 2 – Organisation Details

We will ask you for a second contact; please ensure you provide us with a different email address and contact number for that person. Your second contact should be someone with seniority within your organisation, a manager,

or board member, where appropriate. Please also ensure that this person is aware that you have put their details on the form and that we may contact them in your absence. Both contacts will receive an email confirmation of the first stage application submission. After that, only the primary contact will receive emails regarding the progression of your application.

Please use the following format http://www.website.com for your website and Facebook addresses. The website address is a mandatory field but if you do not have one then you can put your social media details there in the same format. You will be required to upload a copy of your organisation's governance documents. The documents required will depend on the organisation and further instructions and relevant downloads will be available when you select your organisation type, so please make sure that you have these to hand when completing the form.

Please note: To avoid future delays to your application, it is worth advising your finance department that, if successful at this stage, you will be asked to provide a copy of the organisation's bank statement or complete a finance template at the next stage.

Section 3 – Current Activities

This is your opportunity to tell us about your community and the people that you are working with, and to highlight any work that you are doing with people who are struggling financially. If you provide any specific services to help people who are financially struggling, please outline them here. Please include how you monitor the impact of your work. Please note that we are looking for a minimum of 50 words in this section, but we encourage you to provide as much information as you can, and to include data and statistics if you have them.

Section 4 – Your Storage Project

You should demonstrate how your project will meet a particular need in your community. Please outline your current storage situation and your plans for your storage project. Please consider any alterations and enhancements that you might need and consider security. 50 words is the minimum for answers in this section, but again, please try to provide a full picture of your proposed project.

You will also be asked some questions about your proposed storage site and any works required prior installation.

Section 5 GDPR and Privacy

Please read the privacy policy and tick the box to confirm that you are happy to proceed with the application.

Section 6 Review and Submit

Use the back arrows to go through your application and make any changes before you submit. You will receive a confirmation email with a PDF copy of your application after submission.

Stage 2 Webform Sections

Second stage application and budget sheet guidance

Before you fill in the next application form, you should have already:

- chosen the storage solution and got a quote from the supplier for all your requirements
- completed an itemised project budget sheet (See Section 2 below for how to complete, along with the guidance in the budget sheet)
- You will also need to upload a recent bank statement, so make sure that you have access to one before you begin.

You will be allocated a grant officer to support you through the application process.

Completing the Application Form

Section 1: Bank Details

Please provide your bank account details and ensure that the organisation name used in the application matches the name on your bank statement exactly. Your organisation name as it appeared in your first stage application form will be pre-populated in this form so you can check that these details match.

You will be asked to upload a recent bank statement. This can be redacted but must clearly show the account details and the date of issue. Please take care when entering the bank details; **if there are any errors you will be asked to resubmit the grant application.**

Section 2 Project Budget Sheet

Please add your organisation name to the top of the project budget sheet

Your project budget sheet has 2 sections Section A Storage Requirements and Section B Admin Fee. Please complete the relevant sections for your project. Please note that Section B will be calculated for you.

When the budget sheet is completed, carefully transfer the totals into the webform and upload a copy of the budget sheet and the quotes that you got from your supplier. This will tell us how much funding you need and what you plan to buy if your application is successful.

Please double check your figures as we cannot amend applications. **If there are any errors, you will be asked to resubmit your grant application.**
Please remember to include VAT in your figures if you are VAT Registered. If you are unsure, please ask your organisation's finance officer.

Section 3: Agreement

In this section we ask you to confirm that you understand the Monitoring, Reporting and Data Collection requirements and agree to complete these tasks in a timely manner.

Qualifying Conditions

The application process will remain open until all the grant funding has been awarded. At the latest this will be **31 March 2026**

If you have any questions regarding your application, then please contact the [Cycle Access Fund Team](#)