|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| * Please complete the eligibility questions on the first page of the online form to determine what documents you will be required to upload depending on your organisation type. * All questions are shown on this document however when you are completing the online form, some will only be shown dependant on your previous answer selections. * Questions will state a minimum word count. The majority require more than 50 words. Highlight text to see a word count at the bottom left of the screen. | | | | | | |
| Organisation Details | | | | | | |
| Governance Doc/Finance Template upload | | | | | | |
| *Please answer the eligibility questions on the first page of the online form and click next to establish which document applies to your organisation type.* | | | | | | |
| Organisation Details | | | | | | |
| **Organisation/Trading Name** | | | |  | | |
| **Business Registered Name (if different to Organisation Name)** | | | |  | | |
| **Charity No. (if applicable)** | | | |  | | |
| **Business Reg No, (if applicable)** | | | |  | | |
| **Address, including postcode** | | | |  | | |
| **Website** | | | |  | | |
| **Facebook** | | | |  | | |
| **Has your business/organisation previously worked with or been funded by Cycling UK?** | | | | | | |
|  |  | Yes | | | | |
|  |  | No | | | | |
| *This question is only applicable if you selected ‘No’*  **Please tell us about your business/organisation**  We would like to understand how your application for funding fits into your organisation.  Please give details of services and activities you provide. | | | | | | |
|  | | | | | | |
| **Primary Contact Details** | | | | | | |
| **Name** | | | |  | | |
| **Email** | | | |  | | |
| **Landline Number** | | | |  | | |
| **Mobile Number** | | | |  | | |
| **Position/role** | | | |  | | |
| **Availability – Please select when you are normally available** | | | | | | |
|  |  | | Mon AM | |  | Mon PM |
|  |  | | Tue AM | |  | Tue PM |
|  |  | | Wed AM | |  | Wed PM |
|  |  | | Thu AM | |  | Thu PM |
|  |  | | Fri AM | |  | Fri PM |
|  |  | | Every weekday | |  | Any other detail you wish to add below: |
|  |  | |  | |  | |
| **Secondary Contact Details** | | | | | | |
| *The secondary contact should be someone with seniority within your organisation, a manager, or a board member, where appropriate.*  *We will only contact the secondary contact if we are unable to reach the primary contact for an extended time.* | | | | | | |
| **Name** | | | |  | | |
| **Email** | | | |  | | |
| **Landline Number** | | | |  | | |
| **Mobile Number** | | | |  | | |
| **Position/role** | | | |  | | |

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| Repair Strand –  Please continue to next orange headed section if this does not apply to you. | | | |
| Repair Fund | | | |
| This strand is to support people who are struggling financially; it is not means tested, so we rely on you as a grant holder to be able to identify suitable candidates in your community.  **Please give details of your relevant and established community links and partnership work. Please detail how these links will help you to reach suitable bike repair recipients.** | | | |
| (Please type more than 50 words) | | | |
| Monitoring & Evaluation | | | |
| Data collection is an important requirement of funding through the Cycle Access Fund. | | | |
| **Please tick to confirm you agree to submit the following until May 2026:** | | | |
|  |  | A monitoring form for each repair carried out and within 5 days of the repair. | |
| Grant Details | | | |
| Each repair grant application can be for a minimum of £200 and a maximum of £2,000. | | | |
| **What value of grant are you applying for?** | | | £ |
| Applications are usually processed within 15 working days from the date of submission. | | | |
| **When do you anticipate you will start to offer services as part of the repair strand?** | | |  |

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| Recycle Strand –  Please continue to next orange headed section if this does not apply to you. | | | |
| Recycle Fund | | | |
| This strand is to support people who are struggling financially; it is not means tested, so we rely on you as a grant holder to be able to identify suitable candidates in your community.  **Please give details of your relevant and established community links and partnership work. Please detail how these links will help you to reach suitable bike recipients.** | | | |
| (Please type more than 50 words) | | | |
| Monitoring & Evaluation | | | |
| Data collection is an important requirement of funding through the Cycle Access Fund. | | | |
| **Please tick to confirm you agree to submit the following until May 2026:** | | | |
|  |  | A monitoring form for each person who receives a bike and within 5 days of the handover. | |
| Grant Details | | | |
| Each recycle grant application can be for a minimum of £250 and a maximum of £2,000. | | | |
| **What value of grant are you applying for?** | | | £ |
| Applications are usually processed within 15 working days from the date of submission. | | | |
| **When do you anticipate you will start to offer services as part of the recycle strand?** | | |  |

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| Bank Details | | | |
| **Most Recent Bank Statement / Finance Template Upload**  **If you have not already done so, please complete the eligibility questions on the first page of the online form to determine which of these two documents applies to you.** | | | |
| Please note: Funds cannot be paid into personal bank accounts.  To avoid delays with your application, please check the following details are clearly visible on the document before uploading: | | | |
|  |  | Statement date (less than 3 months old) | |
|  |  | Account Name (must match your organisation or business registered name) | |
|  |  | Sort Code | |
|  |  | Account Number | |
|  |  | Bank Name | |
| **At this point you are asked to upload your bank statement or finance template.** | | | |
| **Bank Details** | | | |
| **Please enter the details of the bank account the grant will be paid into, ensuring they match those on the uploaded bank statement.** | | | |
| Business Trading Name / Account Name | | |  |
| Sort Code | | |  |
| Account Number | | |  |

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| GDPR and Privacy | | |
| Cycling UK (“we”, “us”, or “our”) is committed to protecting and respecting the personal and organisational data that we hold.  If at anytime you would like to remove any data, please contact: [**cycleaccessfund@cyclinguk.org**](mailto:cycleaccessfund@cyclinguk.org) . If you have questions about our policies please contact Cycling UK’s Data Protection Officer: [**dpo@CyclingUK.org**](mailto:dpo@CyclingUK.org).  A full copy of our Privacy and Data Protection Policy can be found at [**www.cyclinguk.org/privacy**](http://www.cyclinguk.org/privacy). | | |
|  |  | I confirm I have read and agree to Cycling UK's privacy policy. |
| ***At this point you are asked to upload your signature to confirm acceptance of the grant payment.*** | | |
| **How did you hear about the Cycle Access Fund?** | | |
|  | | |

You are now ready to submit your application form online