

Cycle Access Fund

Grant Application Guidance

This guide provides guidance on completing an online application form through the Cycling UK website for the **Cycle Access Fund 2026-27**.

There are **two types of section** in this guide:

▲ **General guidance for all applicants** – indicated by **bold orange sub-headings** and an **orange triangle ▲**

★ **Specific guidance for each strand** of funding – indicated by **bold blue sub-headings** and a **blue star ★**

This guide:

- Offers additional information and explanation about the key questions and requirements in the online application forms.
- Supports but **does not duplicate** the FAQ documents that can be downloaded from the [Cycle Access Fund homepage](#).

Before completing the online application form, please ensure that:

- You have carefully read all the appropriate FAQs and guidance for the strand/s you are applying to
- You understand what is required in your responses to give you the best chance of success in your Cycle Access Fund application

To make a strong application you should:

- Demonstrate how your project will:
 - **Meet a particular need in your community**
 - **Promote inclusivity and support those who struggling financially**
 - **And how you will manage the delivery and logistics** of your project
- Provide **data and evidence** wherever possible to support your application. For example you could provide;
 - Data from the [Scottish Index of Multiple Deprivation \(SIMD\)](#)
 - Data on levels of participants receiving Universal Credit or equivalent
 - Information on households struggling to manage financially (whether receiving or not receiving benefits), etc.

- Agree to **complete the required Monitoring and Evaluation activities** for your grant and to actively support Cycling UK in gathering data from your project's participants/users.

▲ General guidance

For applying to the Cycle Access Fund

▲ The application process

The Cycle Access Fund has a 2-stage application process for all strands **except** for the **Repair and Recycle**.

This document offers a guide to the Stage-1 application form for three strands only; Strand 1: Individual Bike Ownership; Strand 2: Shared Use Cycles, and; Strand 5: Cycle Parking & Storage.

Apply online

All applications **must be submitted online**. Please note that the online web forms **cannot be saved as you progress**. We recommend downloading the Microsoft Word version of the Stage-1 application form to view all questions and complete an offline draft.

Stage-1

The Stage-1 application requires the most detail and is the longer of the two application forms. This provides us with background information on your organisation, the people you are working with, and your idea for a Cycle Access Fund project.

We require you to provide as much detail as possible to enable us to best assess all the applications we receive and determine who should progress to the next stage.

Stage-2

If your Stage-1 application has been approved; you will then be sent 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.

▲ Application requirements

During the **Stage-1** application process you will be required to upload the following documents:

- Proof of **organisation type**.

Depending on the type of organisation you represent this will be either:

- A **governance document** (e.g. Memorandum and/or Articles of Association; Constitution; Incorporation document etc)
- Your **public liability insurance certificate**
- A populated **finance template on your organisation's headed paper**

▲ The Stage-1 application form

These guidelines give further detail about the specific questions you will be asked on the application form.

▲ Eligibility

- 1) Your **Local Authority** determines your eligibility to apply for funding from your Local Authority Cycle Access Fund (CAF)
- 2) Select the **CAF strand/s** you will apply to:
 - You can apply to more than one strand at Stage-1.
 - If your Stage-1 application is successful your grant officer will be in touch to discuss how your applications will be processed individually to Stage-2.
- 3) Your **Organisation Type** determines what documentation we will require you to upload.
- 4) Eligibility requirements:
 - **All applicants must comply with Fair Work First** (where applicable) by paying the Real Living Wage at minimum; and have up-to-date **public liability insurance**
 - Applicants to the **Individual Bike Ownership and Shared Use** strands are required to have up-to-date **Safeguarding** policies and procedures in place
- 5) In this section you can download the relevant guidance and proforma documents to complete your application

▲ Organisation Details

- 1) All applicants must upload the required **Governance** and/or **Financial Management** documents; the type of organisation you represent will determine the type of document required (see **Application Requirements** section above).
- 2a) It is vital that the **Organisation/Trading Name** used in the application matches **the name on your bank statement** exactly. This is because if you are successful at Stage-1, this name will be pre-populated on your Stage-2 application form.
- 2i) Please use exactly the following format **http://www.website.com** for your **website** and **social media links**. Please note it must be written **http://** not **https://**
The website address is a mandatory field but if you do not have one then you can enter a link to your social media in the same format.
- 3) The **Primary Contact** is both:
 - The lead applicant and

- The main point of contact for the CAF team when providing application support and grant management
- 4) The **Secondary Contact** must have a different email address and contact number from the Primary Contact.
Your secondary contact should be someone with seniority within your organisation, a manager, or board member. Please ensure that this person is aware that you have put their details on the form and that we may contact them in your absence.

▲ **Current Activities**

- 1) Tell us about your current work (50 words minimum).

This is your opportunity to tell us about :

- **Your community** and the people that you are working with
- Any work that you are doing with, or **services you provide** for, **people who are struggling financially**
- How you promote **inclusivity and diversity** within your work
- How you **monitor the impact** of your current work

Please include evidence and data where you have it.

★ Guidance for each strand in the Stage-1 application form

★ Strand 1: Individual Bike Ownership

In selecting people in your community who will receive bikes from Individual Bike Ownership CAF funding, we rely only on **your professional judgement** to ensure bikes are going to people who need them the most in your community.

There are **5 criteria** for Individual Bike Ownership recipients. You must ensure all recipients are:

- Are aged 16+ or have parental/carer consent if under 16
- Agree to share their own (or their parent/carer's) postcode and email address with Cycling UK
- Have somewhere both **indoors** and **secure** to store the cycle, **or** to have access to a **secure outdoor cycle storage**
- Agree to complete **up to three** short evaluation surveys to let us know how they are getting on with their new bike
- Agree to return the bike to your organisation for redistribution if they are not using it

1) Please specify how you have chosen suitable bike recipients.

During the Stage-1 application you should have a clear idea of the people or communities who will be the recipients of the funded bikes. This can be provisional **at this stage** but at Stage-2 you will be required to have a final list of individuals. Please tell us how you have selected the individuals or communities you intend to nominate to receive bikes. What is your current working relationship to them?

2) Monitoring & Evaluation

2a) How will you maintain engagement with bike recipients after they have received a funded bike?

As the funded organisation we rely on you to maintain a supportive relationship with every recipient to ensure they are able to use their funded bike as part of their everyday journeys.

Please ensure you tell us **how you plan to maintain contact with your bike recipients** and **support them to use their bikes** and make the most of the opportunity of a funded bike.

2b) As the funded organisation, you are required to:

1. Ensure that **every recipient** of a funded bike completes a **baseline survey** at the time of bike handover
2. Submit a monitoring form **within 5 days of the handover** with details of each bike
3. Complete a **delivery partner survey**

3) **Cycle Details**

- 3a) A maximum of 10 cycles can be purchased per Individual Bike Ownership application.
- 3b) What type(s) of cycle will you purchase? If you need support choosing the right bikes we have produced [a bike buying guide](#)¹ to help you. We will only consider purchasing e-bikes or non-standard cycles (trikes, cargo bikes etc) where there is a mobility need, health condition or disability.
- 3c) If you do not have a bike shop or supplier in mind we can help to put you in contact with reputable local shops and suppliers.

★ **Strand 2: Shared Use Cycles**

In this section please ensure you tell us how you will manage the maintenance, logistics and storage of a Shared Use Cycles project.

1a) **Tell us about your project plans and what you will do if your application is successful?**

Please outline **your proposed Shared Use project**. Tell us about your plans to either start a new Shared Use scheme, or to expand an existing project. For example, you can include details about **how you plan to manage the project**. e.g.:

- Who will be responsible for managing loans?
- How will you ensure that each user of your **Shared Use** project is a competent cyclist?
- How will you cover the ongoing maintenance costs?

1b) **How does your proposed project meet a particular need in your community?**

Successful applicants will demonstrate that their project **promotes inclusivity** and **tackles inequality**.

Please outline how your project will do this, using **data and evidence** where possible.

2) **Monitoring and Evaluation**

¹<https://www.cyclinguk.org/article/buying-bike-guide-cycle-access-fund-grant-recipients>

If your application is successful you will be required to support Cycling UK by gathering and reporting data from your Shared Use project.

As the grant recipient you must:

- Ensure that each new user of the Shared Use project **completes a new monitoring form**
- **Keep accurate records** of the **total monthly uses** of the Shared Use cycles and report these to Cycling UK

3) Cycle Details

- 3a) A maximum of 10 cycles can be purchased per Shared Use application.
- 3b) If you do not have a bike shop or supplier in mind we can help to put you in contact with reputable local shops and suppliers.
- 3e) If you need support choosing the right bikes we have produced [a bike buying guide](#)² to help you.

4) Storage Details

Shared Use Cycles schemes with multiple bikes will often also have a clear requirement for dedicated storage. You can apply to Strand 5: Cycle Parking & Storage to support this.

- 4b) If you are **not** applying to funding for storage for your Shared Use project; then we will ask you to tell us about your existing facilities and capacity to securely store the proposed Shared Use cycles.

★ Strand 5: Cycle Parking & Storage

1) What storage or storage enhancements are you looking for? (50 words minimum)

- Outline your current storage situation and your plans for your storage project. Aim to provide a full picture of your proposed project.
- If you need support choosing the right storage solution we have produced [a storage buying guide](#)³ to help you.
- Tell us what storage issues you currently have and how you would like to address these
 - e.g. Lack of parking/storage or inefficient storage, wasted space etc
- Consider any alterations and enhancements that you might need
- **Please consider security** carefully
- Include weblinks to any specific storage solutions you have in mind

² <https://www.cyclinguk.org/article/buying-bike-guide-cycle-access-fund-grant-recipients>

³ <https://www.cyclinguk.org/article/guide-cycle-storage-options-cycle-access-fund>

3) Please tell us about your proposed parking/storage site

You can apply for CAF funding whilst still seeking permissions to site your storage project however, please note:

- **Obtaining permissions can take a long time**
- If your Stage-1 application is successful and you **do not yet have full permissions for installing your storage project**; you will be required to provide a clear plan and timeline for obtaining the appropriate permissions in order to progress to Stage-2
- Your grant officer will discuss this with you in detail if you are successful at Stage-1

If you **do not** have permissions to install your storage project we require you to tell us **who you will require permission from** (e.g. own organisation, external landowner, council etc) and **the process and an estimated timeline** for gaining the permissions you need.

If you would like to enter more information about your site please select the 'additional information/other' check box and enter information in the text field.