

## Grant application process and qualifying conditions

Access Bikes has a 2-stage application process beginning with the [Expression of Interest Form](#). This provides us with some background information on your organisation and the people you are working with.

### Webform Application Process

Following the submission of an Expression of Interest Form (EOI), the Access Bikes team will provide an application pack containing guidance and information to help you through the process and deliver the objectives of Access Bikes

Organisations will then be invited to make an online application via the webform. As part of this application, you will be asked to complete a fully itemised budget to work out the costs of your project and the precise funding required.

We will also provide you with a bike recipient selection guide to help you identify people in your community who would benefit from a bike from Access Bikes and a list of suppliers of cycles and equipment in your area.

### Qualifying Conditions

The application process will remain open until all the grant funding has been awarded. At the latest this will be **31 January 2024**.

Once an application has been submitted, Cycling UK will review the application and the following qualifying conditions will be considered, but are not limited to;

- Location, as we want to ensure a good spread of grants throughout Scotland.
- Offering ongoing support to people on low incomes.
- Ability to identify at least 3 and up to 20 people who would benefit from having a bike.
- Ability to deliver the Delivery Plan and Evaluation Requirements.
- Ability to comply to our general grant conditions.

You will receive a response to your application within four weeks of submission. Cycling UK will provide one of three outcomes to all applicants:

- **Approval** – an application has been approved in full.
- **Rejected** – an application has been rejected in full or partially. Where possible and appropriate we will provide feedback.
- **On Hold** – an application has been put on hold, due either to a lack of clarity or while information is sought. While on hold we can discuss issues or concerns raised by either party.

### Approval

If an application is **approved**, the named contact on the grant application will receive a formal Grant Offer Letter and Grant Agreement Document by email. Once the Grant Agreement is signed and returned; the grant payment will be paid between 3 – 5 working days.

### Rejected

If an application is **rejected**, applicants will be notified of the reasons behind the decision. Future applications will still be considered.

If you have any questions regarding your application, then please contact the [Access Bikes team](#).