

Big Bike Revival 2021: programme guidance

1 Organisations eligible to deliver

The types of organisations that are eligible to deliver the programme and apply for grant funding are:

- Cycling UK affiliated Community Cycle Clubs
- Cycling UK affiliated groups
- Bicycle recycling centres
- Not for Profit organisations (IE. registered charities, social enterprises, community interest companies, voluntary led groups)
- Training organisations
- Local authorities
- Independent bike shops

Please note:

- We cannot pay grant funds into a personal bank account. If you are applying for a grant, you'll need to access an organisational or business bank account.
- If you are a sole trader without a business account, at our discretion we may request additional information to verify your trading status.
- Organisations who are providing cycling activities on a regular basis, as their main activities or as a primary income, MUST have a public liability insurance policy and be able to provide Cycling UK with a valid copy of the policy when requested. The validity of the policy must be at least until the Delivery Period ends on 31 December 2021. If your policy expires before this date, we expect to receive a current copy of your policy on renewal. The policy holder MUST be identified in the insurance policy as an organisation eligible to deliver cycling activities.
- Organisations must be registered and active in England.
- Eligibility to deliver and apply does not automatically equate to becoming a delivery partner. All applicants are reviewed against approval criteria and Cycling UK reserves the right to approve or reject an applicant based on any information provided on the application submitted, or any information that Cycling UK currently has or acquires as a result of an organisation applying to take part in the programme.
- If your organisation is not providing cycling activities on a regular basis, as a main activity or primary income, Cycling UK has arranged liability insurance for activity providers organising one-off special events which are part of the Big Bike Revival programme, Bike Week and the Women's Festival of Cycling. A summary of the insurance provided for Big Bike Revival events is detailed in the [Cycling UK Guidance note 5 - Special Events Insurance](#) on the Cycling UK website.

2 Application process and qualifying conditions

Organisations must apply by submitting an online application and follow all advice given herein. Applications are reviewed on a weekly basis every Monday. All applications are subject to a review process and following qualifying conditions will be considered, but are not limited to:

- Eligibility to deliver.
- Ability to submit and deliver a reasonable delivery plan that aligns with the aims and objectives of the programme.
- Ability to submit and deliver a reasonable events programme that aligns with the fix-learn-ride model.
- Ability to submit a relevant expenditure plan that aligns with your events and funding criteria.
- Commitment and ability to collect and return beneficiary data no later than 48 hours after each event.
- Ability to comply to our general terms and conditions.

After the review process is complete, 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, and where possible and appropriate, reasons and decisions will be provided.
- **On Hold** – an application has been put on hold, due either to a lack of or clarity of information, or to discuss issues or concerns that have arisen by either party. In this eventuality, a member of our team will contact the applicant to discuss any follow-up actions required before proceeding. This outcome carries the provisional expectation of a final outcome.

Approval

If an application is approved, the contacts provided on the application submitted will receive a formal email correspondence that the application has been approved. If this notification is received, you'll receive instructions about providing further documentation, which you agree to submit and sign prior to commencing delivery. This includes but is not limited to:

- Grant Agreement
- Grant Claim Form
- Copy of a valid Bank Statement
- Data Agreement
- Copy of a valid Public Liability Insurance

If your organisations' application is **rejected**, it is not intended that this outcome will reflect on future applications, unless additional information, other notification or advice is provided.

Eligibility to deliver does not automatically equate to becoming a delivery partner. Cycling UK reserves the right to approve or reject an applicant based on any information provided on the application submitted, or any information that Cycling UK currently has or acquires as a result of an organisation applying to take part in the programme.

Your organisation can only apply for one Big Bike Revival grant at a time. Additional grant applications will be reviewed on case-by-case basis and are subject to the availability of funding, and the fulfilment of conditions on any previous applications.

3 Guidance on completing each section

The application - **CANNOT BE SAVED FOR LATER** - please ensure you have all information to hand before you begin.

Before filling in your application, you'll have an opportunity to read **Schedules 1 and 2 of the Grant Agreement online**. This will ensure you understand the Delivery Plan in full. As a guide, the type of information you will need to provide when applying is listed below. There are 8 sections to fill-in, here's a brief description of each:

1 About your Organisation

We require details about:

- Organisation name, address, postcode, social media addresses, etc.
- Organisation type IE. Charity, Social Enterprise, Independent bike shop, etc.
- Contact of details the person(s) responsible for the delivery.

2 About your Organisations' activities

We require knowledge about:

- The activities you currently provide.
- Whether your activities are provided on a regular basis.

3 Funding Agreements

We require your agreement on:

- Collecting and returning data from all attendees within 48 hours after your event.
- Our Terms and Conditions

4 a) Delivery plan

We require details on your delivery plan under the headings of:

- Which type of FIX-LEARN-RIDE event you will deliver.
- What you are going to deliver (the details on your event types).
- How you are going to deliver your events (with what resources).

- Where your events will be delivered (which locations).
- Who your audience is.
- And how many events will you deliver.
- You'll have the opportunity to provide any additional information.

Tell us if you are a delivering Dr Bike events at a Workplace.

Tell us if you are a Workplace applying for funding to encourage your employees to cycle to work.

You must provide a COVID19 protocol telling us how you will adhere to current guidance, to maintain the health and safety of the public and maintain social distancing.

b) Event dates

We require you to provide us with a committed amount of event dates and details.

Your events must fall within the delivery period: begin on 17 May and end on 31 December 2021.

We understand that event dates may need to change due to unforeseen circumstances such as inclement weather. In this eventuality, you will need to keep us up to date on any changes and amendments. Just contact your local Cycling Development Officer to make those changes.

The events need to be listed with the following information:

- Name
- Location
- Date
- Start time
- Finish time
- Duration

5 a) Grant request

Grant requests are viewed on a case-by-case basis and organisations must provide a breakdown of their costs as listed below. There are two levels of grants available:

Up to £1,500 – we expect applicants to deliver at least one part of the model and deliver 5 events or more.

Up to £3,000 – we expect applicants to deliver at least two parts of the model and deliver 10 events or more.

b) Grant review criteria

The purpose of awarding grants is to support the delivery of events. Your budget and expenditure must consist of all reasonable costs and necessary resources to deliver events. In addition to the approval criteria outline above, we also consider these aspects following before awarding funding:

Type of events	We expect that delivering the types of events that fix bikes and teach skills will demand higher costs than leading led bike bikes.
Number of events	We expect that the funding being awarded to delivery partners aligns with providing services of value to relevant communities.
Expenditure	We expect that costs are associated with the delivery of events.
Delivery Plans	We expect to see a comprehensive and well thought through plan.
Data agreement	We expect delivery partners to understand and agree to collect and return data after each event and with 48 hours of collecting.
Past performance	We take into account the past performance and experience of each applicant.
Development plans	We take into account each applicants long term development plans for sustaining cycling activity locally.

c) Costs

When submitting your costs, please provide information as follows:

Staff:	this might include qualified professionals, bike mechanics, skilled ride leaders or trained cycle instructors.
Equipment hire:	this might include cones high-vis jackets, helmets or bikes.
Consumables:	this might include brake pads, inner tubes, cables, lubricant or small parts.
Promotion:	this might include printing Big Bike Revival materials, media advertising or social media posts. Please note this cost should not exceed 7% of your total grant funding request.
Sustenance:	this might include volunteer expenses, refreshments, or snacks.
Transport:	this might include transportation of goods to and from the event location. Please note this cost should not exceed 5% of your total grant funding request.
Personal Protection Equipment:	this might include hand sanitiser, wipes, face masks, disposable gloves, or paper tissue.
Venue and location:	this might include venue hire or location fees.
Items 9, 10, 11, 12:	additional space for you to provide information on other costs you will encounter to deliver.

6 Downloadable resources

This section provides you with information on the programme resources available to help you promote your events and collect the data. These are all FREE to download from our website. These include:

- Posters
- Social Media assets
- Cycling UK and Big Bike Revival logos
- Data guidance
- Attendee list
- Privacy policy

We offer you the option to be represented on our map and you are able to specify which location details you prefer us to use.

7. Resources to order

This section provides you with information on promotional resources we have available to help promote your events and are FREE to order. These include:

- Banner
- Bunting
- Event arrows

We'll ask you to provide us with a relevant postal address so we can post you a pack of materials.

8. Training and Volunteers

You are able to express interest and request training opportunities. The courses on offer are FREE to access, one-day course and consist of:

- Ride leader course
- Basic maintenance course
- First Aid course

You are able to express interest in registering on Assemble our volunteer recruitment and management platform. Name a person from your team to be responsible and we'll contact them directly.

Preview and submit

Here you have a chance to preview your application, go back and change any information before submitting.

On submission

You'll receive a copy of all the information you submitted.