

## Grant application process and qualifying conditions

### Cycle Share Fund 2023-24

#### Webform application process

The Cycle Share Fund has a two-stage application process beginning with the Expression of Interest Form (EOI). This provides us with some background information on your organisation, the people you are working with, the scheme you are applying to the fund for, and your reasons for applying to this fund.

Following the submission of an EOI, the Cycle Share Fund team will assess your application during a grant panel which meets monthly. We use a scoring sheet to assess applications at the grant panel meetings and scores will help to inform the next stage of the application.

Successful applicants at this stage will be invited to make an online application containing a project budget form to work out the costs of your project and the precise funding required. Please note that the application cannot be saved so please complete the project budget form before starting the grant application.

The budget form will work out the calculations, so you won't need a calculator. Once you have added all the details to the form, please transfer the totals to the application form and upload the spreadsheet.

Before we can pay the grant, we need to verify your bank account details. We will do this in two stages: 1) Upload a photo or scan of a recent bank statement clearly showing your sort code and account number to the webform. 2) We will then call you to confirm these details.

Applications for £100,000 and over will be subject to additional scrutiny.

#### Qualifying conditions

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

- Evidence of promoting inclusivity and supporting those who are least likely to have access to a cycle of their own
- 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 further 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 Cycle Share Fund team](#).