# Big Bike Revival for Key Workers (Scotland) Grant Application Form

# Big Bike Revival for Key Workers (Scotland) Grant

The Big Bike Revival for Key Workers (Scotland) Grant is funded by Transport Scotland and aims to cover specific costs for organisations to support key workers (free of charge) in using their bike to either travel to/from their workplace or in the course of their work. Ensuring more people cycle for everyday journeys, is the mission that sits at the core of Cycling UK, its’ members and the network of sustainable cycling groups that is supports.

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| --- | --- |
| Organisation Name: |  |
| Grant amount(*Max £2,000*): | £ |
| Main Contact: |  |
| Full Postal Address:Line 1 |  |
| Line 2 |  |
| Postcode |  |
| Local Authority |  |
| Telephone: |  |
| Email: |  |
| Type of Organisation: |  |

## How to participate

If your organisation offers basic mechanical repair services or the loan of bicycles (standard, e-bike and cargo bikes) and accessories (panniers, locks, helmets etc.) and can support key workers during COVID-19 then we would like to hear from you.

Please note that if you are a charity then you must follow the OSCR Guidelines with regards to provision of services during COVID-19, this can be found [here](https://www.oscr.org.uk/news/charities-and-coronavirus-an-update-from-the-regulator/).

We are offering grants of up to £2,000 (inclusive of any VAT charges) for you to provide these specific services at no cost to key workers. Funding can be used to cover incremental costs associated with supporting key workers during COVID-19, for example:

* To purchase additional bike maintenance spares
* To cover the staff costs for mechanics
* To cover the cost of bike loans and any associated transport/delivery costs
* To cover the cost of bike accessories e.g. locks, helmets and panniers.

Key workers must provide you with evidence of their status e.g. Key Worker Nomination Letter, email from their employer/organisation or work pass.

N.B. The BBR for Key Workers (Scotland) Grant does not cover insurance in relation to the above services. The insurance for these services remains the responsibility of the of grant applicant.

## Key Dates

* **Fund opens**: April 2020.
* **Fund closes**: 31st July 2020.
* **Response Time**: we endeavour to notify all applicants of the funding decision within 1 week.
* **Delivery dates**: all funded BBR for Key Workers (Scotland) Grant activity must take place before the end of August 2020.

Completed applications should be sent to your Development Officer for approval. A list of Development Officers can be found [here](https://www.cyclinguk.org/bigbikerevival/scotland). Once agreed with your Development Officer, they will submit your application for review at our Grant Panel.

# Tell us about your organisation

Which of these services does your Organisation provide?

* Bike Maintenance Services - Yes / No
* Bicycle Loans (standard bicycle, e-bike and/or cargo bike) - Yes/ No
* Accessories (locks, helmets, panniers etc.) - Yes / No

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| Please list the top 5 employers of key workers which are within a 15 mile radius of your premises? |

# Tell us about your Big Bike Revival for Key Workers plan

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| Brief description of the mechanic services or bike loan services you can provide to support COVID-19 key workers (max 200 words): *e.g. we have the capacity to offer mechanic services 3 days per week, we can loan 10 standard bikes and 3 e-bikes* |

# COVID-19 – Risk Assessment

Due to the risks associated with COVID-19 and the social distancing rules, please confirm that you will have a Risk Assessment in place for the services you offer. This should cover areas such as: all staff/customers will stay a minimum of 2m apart, only contactless payments will be accepted, staff will wear a new pair of gloves when touching bicycles, all bicycles will be sanitised before being loaned out and on return, operating an appointments only system. A template will be provided in the Grant Offer Pack.

* We have a COVID-19 Risk Assessment or will create one for provision of these services.

# Social Media

|  |  |
| --- | --- |
| Facebook ID: |  |
| Twitter Account: |  |
| Website Address: |  |

Please provide details for your Organisation’s social media accounts

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| Evaluation ProcessTo enable us to evaluate the impact of this Grant, recipients will be responsible for providing us with some data.  The evaluation requirements for Organisations are:   * Provide Cycling UK with an email address for each of the key workers they provide cycling support services to for free. This data will be stored by Cycling UK and removed from Cycling UK’s records after August 2020. * Advise key workers that they will receive two surveys from Cycling UK. * Complete a survey at the end of the grant period to capture how many key workers were supported, how many staff were supported etc.   The evaluation requirements for key workers are that they complete two surveys sent by Cycling UK. One shortly after they receive the services from the Grant Recipient and the second will be at the end of the grant period. |

# Budget

|  |  |
| --- | --- |
| Item | Cost (£) |
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|  |  |
|  |  |
| TOTAL COST (inclusive of any VAT charges) (***Max £2,000***) |  |

# Big Bike Revival for Key Workers (Scotland) Grant

## Participating Organisation Terms & Conditions

Acceptance of these terms and conditions is required for CYCLING UK to pay you a Big Bike Revival (BBR) grant.

These Terms and Conditions together with any letter or email which CYCLING UK may send to you regarding the awarding of a grant shall together constitute a contract between you and CYCLING UK (the “Contract”). This is a legal document and if you do not meet these terms and conditions fully, you may be breaking the contract between you and us.

**The Contract is between:**

CYCLING UK registered charity number SC042541, company number 0025185, whose registered office is at Parklands, Railton Road, Guildford, Surrey, GU2 9JX. (“CYCLING UK”)

And

***Insert Organisation Name and Full Address***

Contract Commencement date: xx/xx/2020

Contract Finish date: 31st August 2020

**TERMS AND CONDITIONS**

* The Organisation can only receive one payment from CYCLING UK unless specific arrangements have been agreed.
* A BBR grant is a restricted fund and must be used for the purpose it was given to deliver the activities detailed in your application.
* A BBR grant is for your Organisation and must not be gifted or transferred to any third party organisation.
* CYCLING UK reserves the right to reclaim the grant if it has not been spent in accordance with these Terms and Conditions.
* Please keep records of payments made and copies of any receipts to show how your grant has been spent. Records may be required for financial audit purposes and should be retained for a period of 7 years.
* Any unspent grant must be returned to CYCLING UK within 30 days following 31st August 2020.
* Grants can only be awarded to Organisations that have an appropriate level of liability insurance cover to provide the services outlined in your application.
* CYCLING UK may ask to see a copy of relevant policies and procedures such as liability insurance, child protection policy and risk assessments.
* Your organisation must comply with the project evaluation process which will be outlined by your Cycling UK Development Officer on receipt of funding.
* All promotional and publicity material for your activity must recognise CYCLING UK through words and branding. Only the supplied BBR branded imagery can be used electronically, in printed publications or on promotional materials. Usage of supplied materials must conform to the supplied branding guidelines.
* By accepting this grant, you understand and accept that CYCLING UK may wish to use details of your project, outcomes and quotes in future promotional or publicity material.
* By signing this agreement, you acknowledge the following terms and conditions will be upheld regarding intellectual property, confidentiality, data protection, equality and discrimination:
* Both parties shall not unlawfully discriminate on the grounds of gender, race, disability, age, sexual orientation or religion and belief when engaged in any of the activities detailed under this agreement
* Both parties shall abide by the Data Protection Act and subsequent legislation in respect of all personal data collected and shared under this agreement. Both parties shall be Data Owners and have access to the data in perpetuity
* Each party will keep confidential all information obtained from each other party, in any form, that is confidential in nature, or expressed to be confidential and will not disclose that information to any third party
* Both parties will retain all respective Intellectual Property rights, title, ownership and interest in the patents, trademarks, service marks, design rights (whether registered or otherwise), copyright materials, trade or business names and other intellectual property rights vested in it at any time, whether present, contingent or future.
* If you break any of these conditions, one or more of the following may apply.
  + You may have to pay back all or part of the grant
  + We may end this agreement immediately

We will decide what to do and the amount you will have to pay back (if any). When we are deciding, we may think about whether, in our opinion, the conditions were broken because of factors outside your control.

The CYCLING UK Grant Claim form must be signed by a person authorized to sign for the organisation. Payment will only be made on receipt of a fully completed and signed form – we accept pictures of the signed form if you cannot scan the form or do not have an e-signature.

I accept these terms and conditions and can confirm that I have an appropriate level of liability insurance cover to provide the services outlined in this application.

|  |  |
| --- | --- |
| **Name:** |  |
| **Date:** |  |
| **Organisation:** |  |
| **Role in Organisation**: |  |

# BBR for Key Workers (Scotland) Grant Claim Form

### Please ensure all info is provided otherwise payment of your claim maybe delayed

|  |  |
| --- | --- |
| **SECTION 1 – GRANT RECIPIENT DETAILS** | |
| **Centre / Project Name:** |  |
| **Primary Contact:** |  |
| **Full Postal Address:** |  |
| **Telephone:** |  |
| **Email:** |  |

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| **SECTION 2 – AMOUNT BEING CLAIMED** |
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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SECTION 3 –** **BANK DETAILS** | | | | | | | | | | | | |
| **Name of Bank:** |  | | | | | | | | | | | |
| **Account Name (as shown on statement):** |  | | | | | | | | | | | |
| **Account Number:** |  |  | |  | |  |  |  | |  | |  |
| **Sort Code:** |  | |  | |  | |  | |  | |  | |

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| **SECTION 4 - CERTIFICATION** |
| I Claim £………… From Cycling UK in anticipation of acceptance of this grant application form. I certify that, to the best of my knowledge and belief, the information supplied is accurate, the expenditure will be spent for the sole purpose of delivering the grant activities and that no other grant has or will be claimed from Cycling UK towards these costs.  Signature\*: Full Name:  Organisation: Date: |

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| **SECTION 5 – INTERNAL USE ONLY** |
| Signature: ………………………………………………. Full Name: ………………..……………………………….  Date: …………………………………………….……..………… Code: ………………………...……………………………. |

\*How to create an e-signature: <https://www.youtube.com/watch?v=6m_S5dFjDGg>