



# COMMUNITY CYCLING FUND GRANT 2025/26

## Application form

Before you start to complete this form, please ensure that you have read the CCF Grant Guidance Notes which can be found [here](#)

### 1. Organisation Details

Organisation name .....

Organisation email address .....

Contact number .....

Organisation address .....

Website .....

Social media links .....

Event business provider    Yes            No

Organisation structure .....

(ie constituted group, social enterprise, community trust, private business)

### 2. Event Name

.....

### 3. Point of Contact (if different from above)

Name .....

Email address .....

Phone number .....

### 4. Event Details

Provide event details and dates;  
Please specify if your organisation is running the event themselves  
or Using a professional event organiser/ business



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### 5. Reason For Funding

What Is the Funding For?

How much funding do you require?

What is the additional benefit this funding will achieve?

Is your event dependent on receiving this funding?

### 6. Financial

For community groups/organisations only – please tell us about your organisation's income and expenditure for this last year

End of year balance £

Current bank balance £

Total cash/unrestricted reserves available? £

Total restricted/committed funds £

Please provide information regarding any ring-fenced or committed funding for specific activity:

Businesses - Please provide financial evidence as detailed in the checklist to include annual accounts.



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### 7. Event Benefits

Please tell us how the event will

- Attract a high level of community engagement
- Generate a media profile and publicity for the area
- Demonstrate evidence of demand
- Link to other cycling and sustainability strategies
- Develop active travel behaviour change

If your application is successful you will be required to provide the following;

- Event management plan
- Health and Safety/Risk assessments
- Marketing and media plan
- Environmental Sustainability Plan

### 8. Audience

Please tell us about the people who will benefit from this event

If children, young people under 18 or vulnerable adults please provide details of protection policies and how these are reviewed. Please provide a copy of these or give full details below :-



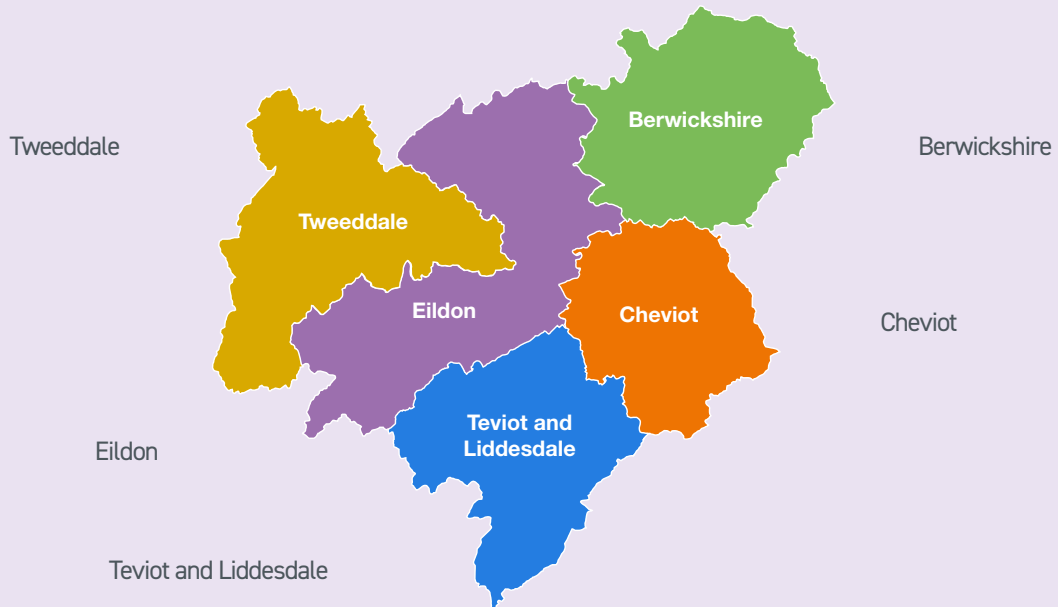
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### 9. Event Impact and Benefits

You will also need to submit a full evaluation including impact and financial evidence within three months of the date of your event. . **A template form will be provided.**

### 10. Locality





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### 11. Project Expenditure

| Description                          | Funding Source (Income Only) | Actual for last Event | Budget for this Event | Confirmed/Unconfirmed (Income Only) |
|--------------------------------------|------------------------------|-----------------------|-----------------------|-------------------------------------|
| <b>INCOME</b>                        |                              |                       |                       |                                     |
| Local Authority                      |                              |                       |                       |                                     |
| Other Public Sector Funding          |                              |                       |                       |                                     |
| Amount requested from Event Scotland |                              |                       |                       |                                     |
| Trusts /Foundations                  |                              |                       |                       |                                     |
| Sponsorship                          |                              |                       |                       |                                     |
| Ticket Sales                         |                              |                       |                       |                                     |
| Merchandising                        |                              |                       |                       |                                     |
| Other Income                         |                              |                       |                       |                                     |
| <b>Total Income</b>                  |                              |                       | £                     |                                     |

|  |  |  |   |  |
|--|--|--|---|--|
| <b>EXPENDITURE</b>                             |  |  |   |  |
| <b>Administration</b>                          |  |  |   |  |
| · General Administration                       |  |  |   |  |
| · General Insurance                            |  |  |   |  |
| · Travel & Accommodation                       |  |  |   |  |
| · Staff Salaries & Fees                        |  |  |   |  |
| · Management Fees (if applicable Not over 25%) |  |  |   |  |
| · Other Administration Expenses                |  |  |   |  |
| <b>Subtotal Administration</b>                 |  |  | £ |  |

|   |  |  |  |  |
|---|--|--|--|--|
| <b>EVENT COSTS</b>  |  |  |  |  |
| · Event Evaluation/Bid Costs                                      |  |  |  |  |
| · Sanction Fees (if appropriate)                                  |  |  |  |  |
| · Facility/Venue  |  |  |  |  |
| · Other Production Costs (Plant, Equip. Hire, Crew, Security etc) |  |  |  |  |
| · Health and Safety   |  |  |  |  |
| · Insurance   |  |  |  |  |
| · Ceremonies  |  |  |  |  |
| · Entertainment/Artistic Programme (fees and costs)               |  |  |  |  |



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### 11. Project Expenditure continued.

|                                    |  |   |   |  |
|------------------------------------|--|---|---|--|
| · Hospitality                      |  |   |   |  |
| · Cost of Merchandising            |  |   |   |  |
| · Travel, Accommodation & Services |  |   |   |  |
| · Communication (Radios etc)       |  |   |   |  |
| · Ticket Production                |  |   |   |  |
| · Other Event Expenses             |  |   |   |  |
| <b>Subtotal Event Costs</b>        |  | £ | £ |  |

|   |  |   |   |  |
|---|--|---|---|--|
| <b>MARKETING AND PROMOTION EXPENSES</b> |  |   |   |  |
| · Advertising                           |  |   |   |  |
| · Design Fees & Print Production        |  |   |   |  |
| · Direct Mail /Distribution /Display    |  |   |   |  |
| · Internet                              |  |   |   |  |
| · Promotions                            |  |   |   |  |
| · Market Research                       |  |   |   |  |
| · Other Marketing & Promotions Expenses |  |   |   |  |
| <b>Subtotal Marketing and Promotion</b> |  | £ | £ |  |

|                                     |  |   |   |  |
|-------------------------------------|--|---|---|--|
| <b>TOTAL EXPENSES</b>               |  | £ | £ |  |
| <b>ADD CONTINGENCY</b>              |  |   |   |  |
| <b>TOTAL EXPENSES + CONTINGENCY</b> |  | £ | £ |  |

|                        |  |   |   |  |
|------------------------|--|---|---|--|
| <b>Surplus/Deficit</b> |  | £ | £ |  |
|------------------------|--|---|---|--|

If your total project cost is more than the amount you are applying for, please tell us about any other funding that you are applying for:

| Funder | Funding Requested | Status of the application |
|--------|-------------------|---------------------------|
|        | £                 |                           |
|        | £                 |                           |
|        | £                 |                           |
|        | £                 |                           |
|        | £                 |                           |



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### 11. Project Expenditure continued.

Please tell us what grants your group has received from Scottish Borders Council or any other funder within the last three years

| Date | Project Title | Amount |
|------|---------------|--------|
|      |               | £      |
|      |               | £      |
|      |               | £      |
|      |               | £      |
|      |               | £      |

### 12. Constituted Groups

If your group is constituted do you have

|                            |     |    |
|----------------------------|-----|----|
| Equal Opportunities Policy | Yes | No |
| Equality Statement         | Yes | No |
| Sustainability Policy      | Yes | No |

Note :- all events must event align with local/national event, tourism, environmental strategies including Net Zero.



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### 13. Agreement, Checklist, Contact and Privacy Policy

By signing and submitting this application form you are confirming the following:

- You wish to apply for funding on behalf of your group/organisation/business
- The answers to the questions in this form are true and accurately reflect your group/organisation or business, its finances and your funding request
- You give us permission to make public this application form with appropriate redaction of confidential information
- You will deliver the project/activity as described in this application form
- You understand if you make misleading statements or withhold information, your application will become invalid and your group/organisation/business will be required to return any monies received in full
- You will provide monitoring and evaluation for any funding awarded and comply with the terms and conditions of the fund
- You accept that if information about this application is requested under the Freedom of Information Act we will release it in line with the requirements under the Act
- You will have any relevant insurance cover in place in respect of the planned event for which funding has been applied

|                        |  |          |  |
|------------------------|--|----------|--|
| Forename(s):           |  | Surname: |  |
| Position in group/org: |  | Date:    |  |

#### **IMPORTANT**

**Your application can only be considered once all the questions on this form are completed and all relevant documents listed in the following checklist are provided:**

- A copy of your constitution or rules, dated & signed
- A copy of your bank statement, less than three months old
- A copy of your most recent annual accounts (less than 15 months old), dated & signed as approved. (New organisations should submit estimates of income and expenditure for the first 12 months)
- Copies of 3 quote/estimates for items of expenditure over £1,000
- Copy of one quote/estimate for items of expenditure under £1,000
- A copy of your Equal Opportunities Policy or Equality Statement and Sustainability Policy if you have one
- A copy of lease agreements, written permissions or planning permissions where appropriate

**Failure to attach/enclose the requested documentation with your application will result in the application being returned to you for completion, and therefore delayed.**

**Please note: Constitutions, bank statements and annual accounts, annual accounts must all be in the same name as the name of the applicant group/organisation/ business given on page one of this application.**

Your application may be made public with the appropriate information redacted.

For assistance in completing this form and all other queries please contact the Communities and Partnerships Team at Scottish Borders Council at [communitycyclingscheme@scotborders.gov.uk](mailto:communitycyclingscheme@scotborders.gov.uk), or on 0300 100 1800.

All completed forms and attachments should be submitted via email to [communitycyclingscheme@scotborders.gov.uk](mailto:communitycyclingscheme@scotborders.gov.uk).

Further information can be found on the Scottish Borders Council website:  
<http://www.scotborders.gov.uk/cyclingfund>