COMMUNITY CYCLING FUND GRANT 2025/26
Guidance Notes

CCF Grant Guidance Notes for application form which can be found **here**

WHAT IS THE COMMUNITY CYCLING FUND GRANT?

The Community Cycling Fund Grant is a fund to :-

• Deliver cycling activity and events to encourage and inspire new and existing cyclists to participate in a fun and safe environment;

• Reach and engage new audiences to participate in organised and inclusive cycling activity and events with accessibility at the core;

• Encourage cycling with a focus on engaging under-represented groups, including children and young people, girls and women;

• To connect and add value to existing cycling initiatives, programmes, events and infrastructure;

• To promote, celebrate and provide legacy from the 2023 UCI Cycling World Championships held in Scotland and the power of the bike.

The Grant operates in line with the principles of best practice and Scottish Borders Council's Code of Practice for Following the Public Pound.
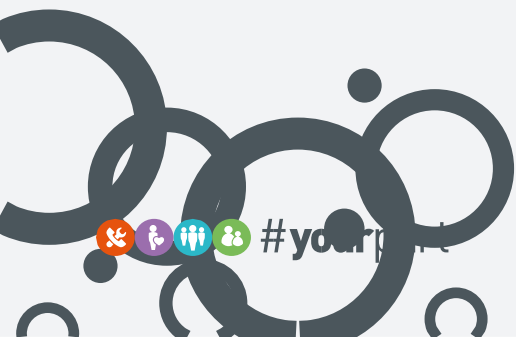
WHO CAN APPLY & HOW MUCH IS AVAILABLE?

• Applications are welcomed, from legally constituted community organisations, and eligible community groups who have a management committee, constitution and their own bank account. Eligible businesses may also apply subject to conditions.
• The total grant fund is £20,000 and the level of award available per grant is between **£3,000 to £5,000.**

WHAT CAN FUNDING BE USED FOR?

• Enhancing existing events with new cycling opportunities
• Cycling innovations which develop, enhance or grow cycling participation and/ or the event and improve accessibility
• Free small activities and events which provide local communities the opportunity to celebrate the power of the bike and take part in cycling
• Costs supporting sustainable practices as part of a wider event

WHAT ITEMS ARE INELIGIBLE?

• Core delivery costs for existing events

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- Funding gaps left by other funds being withdrawn
- Hospitality costs
- Gifts and competition prizes

WHAT HAPPENS IF I RECEIVE FUNDING?

If you have been successful, you will receive an award letter specifying the terms and conditions. You must sign and return a full copy to us within 3 weeks. Funding will not be paid until we have received a signed award letter. Following receipt of the signed award letter and acceptance of the terms and conditions, grants will be paid either directly into your bank or building society account or paid out by cheque. Please note: if you are successful, it can take up to one month for us to process your payment. You will also need to submit a full evaluation including impact and financial evidence post event within 3 months of the event.

HOW WILL PROJECTS BE ASSESSED?

The applications will be reviewed by an assessment panel and the criteria for evaluation are:

- 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
- Have detailed safety and event management plans
- Have detailed marketing and media plans
- Able to provide copy bank statements
- Provide a detailed budget
- Value for money (ROI)
- Agree to provide an Economic Impact Evaluation (post event)
- Demonstrates community engagement (business or otherwise)
- Showcase, promote and sell local produce/ services
- Support local business
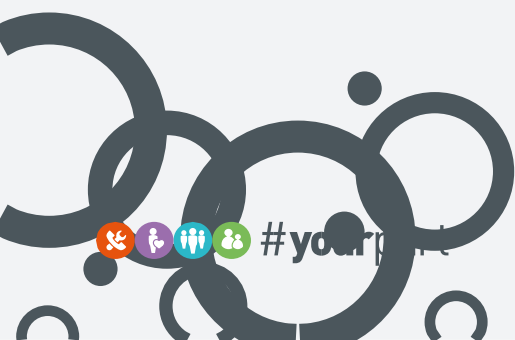- Aspiration to provide a legacy from the event

WHAT IS THE TIMESCALE FOR FUNDING?

The Evaluation Process can take up to four weeks and if you are successful, it can take up to one month for us to process your payment

WHAT DO WE NEED TO COLLATE BEFORE WE APPLY?

You will need to provide
- A copy of your constitution or rules, dated & signed if you have one
- A copy of your bank statement, less than three months old

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- 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 quotes/estimates for items of expenditure over **£1,000**, also need one quote for each item of expenditure under £1,000 unless there are valid reasons why fewer quotations are available
- A copy of your Equal Opportunities Policy/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 will result in the application being delayed. Please note: Constitutions, bank statements and annual accounts must all be in the same name as the name of the applicant.

SUPPORT

For advice on other funding opportunities, please contact: Grants Administrator at Scottish Borders Council: communitygrants@ scotborders.gov.uk or on 0300 100 1800. The Third sector interface for the Scottish Borders; https://borderstsi.org.uk/coming-soonyour-new-third-sector-interface/ on 01896 755370. For assistance in completing this form and all other queries please contact the Communities and Partnerships Team at Scottish Borders Council on 0300 100 1800. All completed forms and attachments should be submitted via email to communitycyclingscheme@scotborders.gov.uk Further information can be found on the following website:
www.scotborders.gov.uk/communitygrants You can get this document on tape, in Braille, large print and various computer formats by contacting the above address.
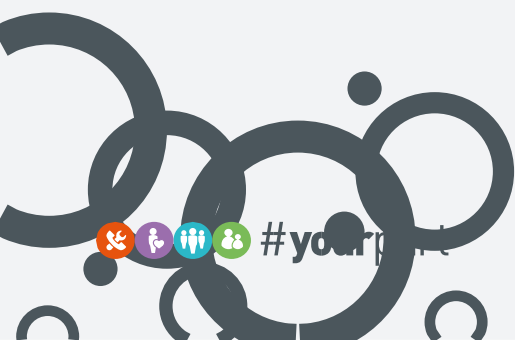
STANDARD TERMS & CONDITIONS

The grant will be used only for the purpose set out in your application form. The grant will not be used to pay for any goods or services ordered or paid for before approval. Acknowledgement of the grant may be given in your annual report, Chair or Secretary's reports at your AGM, the accounts which cover the period of the grant and in all publicity material produced. Any publicity material must include the Scottish Borders Council logo. The Scottish Borders Council Community Cycling Fund Grant can use your name (and the name of your project) in its own publicity materials. As per the offer letter, the grant will be monitored using a Grant Evaluation Form which will be sent to Scottish Borders Council within three months of the date of completion of the project or by 31st March 2026 at the latest. Receipted invoices will be attached to the Grant Evaluation Form. The grant will not be increased. Financial records relating to the grant must be kept for at least 2 years. The grant will be repaid to Scottish Borders Council in the following circumstances:

If the application form is found to have been completed dishonestly or the supporting documents give false or misleading information

If equal opportunities practice is not followed when employing people, recruiting new members or in providing services

If any member of your governing body, staff or volunteers act dishonestly or negligently in their duties during the grant period You will not dispose of any equipment or asset without first receiving agreement, in writing, from Scottish Borders Council. Your group shall comply with all relevant legislation that affects the way you carry out your project.

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PRIVACY AND SUPPORT

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, or on 0300 100 1800. All completed forms and attachments should be submitted via email to communitycyclingscheme@scotborders.gov.uk

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

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