

Cycle Parking Grants for Charities and Community Interest Companies

Guidance – 2016 / 2017

Background

As a part of a wider investment in cycling, Transport for Greater Manchester (TfGM) is offering grants to Charities and Community Interest Companies (CIC's) in Greater Manchester who wish to install new or improved cycle parking facilities for use by visitors/clients and members of the public.

Cycling is a great low cost travel choice, which can improve access to employment and educational opportunities as well as support healthy living. It can also reduce car dependency and demand for parking in residential areas.

Cycle parking grants can support charities and CIC's to deliver a range of cycle parking facilities that enable and encourage staff, visitors and clients to travel more easily by bike.

The closing date for applications is 3rd January 2017

Who can submit a bid?

Any registered charity or organisation with CIC status.

Definitions

CIC's and Social Enterprises

Organisations applying must have legal CIC status.

CICs are limited companies which operate to provide a benefit to the community they serve. They are not strictly 'not for profit' and CICs can, and do, deliver returns to investors. However, the purpose of CIC is primarily one of community benefit rather than private profit.

Charities

The organisation must have 'charitable purposes' that help the public (known as being 'for public benefit') and be registered in the UK as a charity.

What are the eligibility requirements?

To be eligible to apply TfGM requires that applicants:

Your organisation is a registered charity or has CIC status and deliver services within Greater Manchester or for the benefit of residents of Greater Manchester

TfGM can only fund projects on sites located within Greater Manchester.

Provide evidence that the proposal officially has the support of the Charity or CIC

It is preferable to have identified a need that is a barrier to utility cycling.

Promote the grant funded facilities to potential users

TfGM are seeking to award grants to organisation which are committed to promoting and facilitating sustainable travel choices. As a result successful organisations are expected to actively promote projects to staff, visitors, clients and the public to maximise the success of grant funded projects.

Monitor progress and allow site visits to verify completion

Successful applicants will be required to monitor progress and allow TfGM staff to carry out site visits to inspect grant funded facilities or activities, and validate any in-kind contributions.

Have relevant consents in place for the project

TfGM will only fund projects that have any necessary planning consent (if applicable), and have the permission of the land or premises owner (if a leasehold premises). It is the responsibility of grant holders to secure these permissions and abide by any required actions.

Please note that these grants are intended for existing organisations with a lack of adequate cycle storage provision. Cycle storage that is the subject of an existing planning requirement, as part of a wider development, would be ineligible for this funding.

Be responsible for cleaning and maintaining the facility and ensure its ongoing management.

The facility must be kept in place and available to staff, visitors, clients and the public for a minimum of 5 years. The applicant must ensure the facility is cleaned and maintained. Any necessary ongoing management and monitoring of use must be maintained by the applicant for a similar agreed period, e.g. ensuring the facility is used only for the intended purpose, and where appropriate ensuring that distribution of keys or other access arrangements continues to be facilitated. These arrangements can be delegated to a responsible group but ultimate responsibility will remain with the organisation applying for the funding.

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How much funding is available and when does it need to be delivered by?

The maximum grant per organisation is £10,000. In exceptional circumstances, applications exceeding the thresholds may be considered.

The level of grant applied for should be proportionate to the number of potential cyclists that will use the facility.

The bids should fall into one of three categories each with a funding threshold as detailed in the table below. Please refer to Appendix D of the TfGM Design Guidance (Tables D1, D2, D3) for examples of the three levels outlined below.

Maximum grants and timescales

Type	Level 1: Cycle Parking Stands	Level 2: Covered Cycle Parking	Level 3: Secure Cycle Parking
Max Grant	Up to £2,000	Up to £6,000	Up to £10,000
Delivered by:	29th May 2017	31st July 2017	25th September 2017

Organisations may be able to bid for a further grant at a later stage, provided funding is available, if they identify additional projects they would like to deliver.

What contributions are needed from organisations?

Organisations can apply for up to 100% of the proposed costs of installing new or improved cycle parking facilities.

Matching contributions, either financial or in-kind, are not a pre-requisite but is strongly recommended as the most successful projects are those that have a demonstrable commitment by the organisation to encouraging active travel and cycling. As well as any financial contributions, in-kind contributions such as the provision of staff time, materials, use of land or building space or

the promotion of sustainable travel to visitors, clients and staff, would be welcomed. Examples of activities that could be considered as in-kind contribution are listed below:

Example Activity	In-kind Contribution
Staff time to develop the project	Liaise with staff, visitors, and carry out a cycle audit, develop a proposal, obtain quotes etc.
Promotion of TfGM’s free cycle training and maintenance sessions to tenants (see here for further details)	Use of premises/community venue, distribution of marketing materials Promotion to residents through established communication channels
Provision of cycling facilities	Land to build facilities on Parking spaces given up Promotion to staff, visitors and clients Additional supporting works i.e. lighting, signage
Arranging organised rides in the community	Staff time to organise and work with TfGM to develop rides Promotion to staff, visitors and clients
Organising events to promote cycling	Use of premises / community venue for a community event Staff time

How can Charities/CICs apply?

To apply for a grant, organisations are required to complete an application form and attach supporting justification including a recently developed project plan, a site audit and details of community support where applicable.

Applicants must include 2 verbal quotes for work between £100 and £1,000, and 3 written quotes for work between £1,001 and £10,000 from reputable suppliers, in line with TfGM’s procurement policy.

What can my organisation bid for?

Grants are available to fund the capital cost of installing new and/or improving existing cycle parking facilities in areas that can be accessed by a visitors, clients, staff and public.

Parking facilities must meet the technical criteria set out in the attached guidance notes – see Appendix 1

Examples of potential interventions that could be eligible for funding are given below:

Storage in communal areas:-

- Cycle stands in reception / ground floor entrances
- Refurbishment / re-designation of existing facilities – such as coal sheds, drying rooms, plant rooms, garage blocks etc.
- New secure cycle shelters and / or lockers at internal or external sites
- Refurbishment of failed / abandoned provision
- Provision or expansion of CCTV systems and lighting

What can my organisation not bid for?

Grants will not be made available to fund:

- Projects that start before the grant is awarded or costs incurred bidding for the grant
- Schemes which are part of a planning obligation or planning permission for the site
- VAT incurred on procuring goods or services outlined in the grant proposal
- The costs of obtaining planning permission
- Expenditure incurred after 31st December 2017

What happens next?

TfGM will assess your application against the criteria below and inform you if your application is unsuccessful. It is expected that there will be a high demand for this funding therefore it is very important that you include as much information as possible about how your project meets the criteria.

A legal agreement will be issued by TfGM which needs to be signed by the authorised signatory of both parties.

Organisations which are successful will be expected to arrange and pay for the works and reclaim the costs from TfGM on completion and provision of evidence. *No work should be commenced until the relevant legal agreement has been signed by both parties.*

How will applications be evaluated?

Successful applications are expected to clearly demonstrate that measures:-

- Are likely to be effective in increasing and promoting sustainable travel and decreasing single car occupancy journeys
- Meet identified transport solutions for visitors, staff and clients and are appropriate for the site

- Have broad support within the organisation
- That identify an ongoing management strategy
- Are achievable within budget and timescales
- Provide value for money

Please note however applications for Charity/CIC Cycle Parking Grant funding are competitive and TfGM does not guarantee that any application will be approved to receive funding. It is entirely at the discretion of TfGM whether funding applications are approved to any organisation and all applications will be considered on their merit.

Where can we get guidance and technical advice?

We recommended that you talk through your grant ideas with TfGM's cycling team before completing the application form on 0300 123 1675 (option 3) or email cycling@tfgm.com

The technical criteria for the cycle parking facilities are set out in the attached Appendix 1.

Proposals that do not meet these criteria will not normally be considered for funding. Should an applicant have special reasons for submitting a proposal that does not meet the criteria they should discuss the proposal urgently with the TfGM Cycling Team before submission.

For more detailed information, technical advice or examples of best practice please visit the links below.

Cycle Parking Guidance

TfGM Design Guidance (pages 39-45)

Sustrans Cycle Parking Guide

Cambridge Cycle Parking Guide

Some Parking Infrastructure providers

<http://www.cyclehoop.com/>

<https://www.broxap.com/shelters/cycle-shelters-cycle-storage.html>

<http://www.cycle-shelters-direct2u.co.uk/>

<http://www.falco.co.uk/products/cycle-parking/>

Does my organisation require planning permission?

It is your responsibility to check with your local planning authority whether permission is required for your facilities. Planning permission is likely to be required for any compounds, shelters or enclosures but is not normally required for open stands.

If planning permission is required, it is the responsibility of the bidding organisation to ensure all relevant permissions, including that of the landowner, are in place prior to commencing of the

project. The costs of obtaining such permissions cannot be funded through this grant. Your local planning authority can advise on applying for planning permission.

What happens after completion of the project?

Once the project has been completed the organisation must provide evidence of completion and payments after which TfGM will arrange payment of the agreed grant amount.

Any overspend or unidentified costs will be funded directly by the organisation itself. TfGM will only pay for costs incurred up to the agreed grant amount.

As part of your grant claim you will be required to submit evidence of spend (supplier invoices, receipts, works orders, etc) as well as photos of the installed projects. An inspection may also be carried out by TfGM as well as completing or taking part in future evaluation of the project.

We expect the organisation to deliver engagement activities with visitors, staff, clients and stakeholders promoting the facilities as well as TfGM's cycling offer. TfGM can offer assistance, such as providing a Dr. Bike session, and would use this opportunity for media coverage or case study.

Appendix 1

Guidance for Cycle Parking

Please use the Greater Manchester Cycling Design Guidance (GMCDG) to help guide setting out your cycle parking proposals. The information below in places builds upon the GMCDG Appendix D – Cycle Parking Guidance and relates more specifically to parking for residential applications. If in doubt concerning any technical acceptability of your proposals please contact the TfGM cycling team.

However, in order to give your application the best chance of success your cycle parking should meet the following criteria:

1. General principles

- **Accessibility:** Parking facilities for residents should be located as close as possible to the resident's homes [the GMCDG states within 30 metres on page 39; however in the context of residential cycle parking we would expect this to be reduced to well within 10 metres from user's origin]. Applicants may want to investigate several smaller cycle parking facilities in preference to one large which may be less convenient. The facility should cater of all types of cycles;
- **Covered:** Parking facilities for residents should be secure with locking doors, covered and offer protection from the weather;
- **Security:** The facilities should be designed to be well lit, covered by natural surveillance and lockable ensuring resident access only [parking facilities should allow for the bicycle frame and a minimum one wheel to be secured];
- **Future Proof Demand:** The applicant should allow for projected increases in cycle parking demand when proposing a quantity of spaces for grant funding [applicants clearly demonstrating an understanding of the baseline cycle parking demand and forecasted future demand would be welcomed. The GMCDG outlines the minimum [page 40] cycle parking spaces should be provided at 5% of the total number of residents, proposals should be encouraged to aspire to this percentage increase if appropriate; and
- **Managed Facilities:** This will allow for access to be administered and to provide ongoing maintenance to the facility. Applicants proposing managed facilities will be welcomed as this demonstrates a commitment to encourage cycling from the organisations.

2. Cycle Stores / Shelters

- Cycle stands should be of the "Sheffield" type (inverted U) and can be individually fixed or fixed in sets [however, if the applicant can demonstrate suitability of other types of cycle parking (e.g. providing for additional capacity or 'sensitivity' issues) which fully meet the General principles above these may be considered during the evaluation process]. Sheffield stand specific dimensions are as follows:

- Sheffield stands should be between 750mm and 850mm tall;
- The distance between the uprights on a Sheffield stand should be between 700mm and 1000mm;
- Where Sheffield stands are installed in a row, parallel to each other there should be at least 1200mm spacing between them to allow access to bikes parked on both sides;
- Sheffield stands should be installed no closer than 1000mm to the side wall or edge of the storage area;
- Sheffield stands should be installed no closer than 1000mm from the back (or front) wall or edge of the storage area;
- For further guidance on stand dimensions please refer to page 7 [drawing no. 'LCN/01'] of the Cycling England Design Portfolio – Chapter C.04 Cycle Parking at the following link - http://www.ciltuk.org.uk/Portals/0/Documents/The%20Hub/Design%20Toolkit/C04_Design_portfolio_cycle_parking.pdf;
- Cycle stores must have secure lockable doors; and
- Where padlocks are used they should be protected by lock boxes.

1. **Cycle Lockers**

- Where cycle secure lockers are provided these should employ dual locking mechanisms;
- Cycle lockers should include a facility for the user to securely lock their cycle to the structure within the locker;
- Access to lockers must be managed by the bidding organisation;
- Lockers should enable bicycles to be stored without the need to manually lift; and
- Lockers should be of a suitable dimension to enable storage of accessories such as helmets along with the bicycle.

Proposals that do not meet these criteria will not normally be considered for funding. Should an applicant have special reasons for submitting a proposal that does not meet the criteria they should discuss the proposal urgently with the TfGM Better by Cycle officer before submission.