

Expression of Interest Guidance – Shared Use strand

The Cycle Access Fund - Shared Use strand has a 2-stage application process beginning with the Expression of Interest Form. This provides us with some background information on your organisation, the people you are working with, and your idea for a Cycle Access Fund project.

The expression of interest (EOI) form is the first stage of the process and is the longer of the two application forms. We require you to provide as much detail as possible in the EOI form to enable us to best assess all applications and determine who should progress to the next stage.

Please ensure that you read all the steps carefully and understand what is required to give your organisation the best chance of successfully progressing to the next stage of the Cycle Access Fund application process.

Webform EOI Sections

Section 1: Eligibility

The Cycle Access Fund is not available in every Local Authority area and there is an eligibility check to see if your organisation is in one of our Regional Transport Partnership funded areas.

You will also be asked which strand of the funding you would like to apply for – bikes for individual use or bikes for shared use. While it is possible to apply for both funding strands, you will only be able to hold one grant at a time. If you would like to apply for both funding strands, we will contact you to discuss your preference. Please note, we anticipate that this will be an extremely popular fund and there can be no guarantee of receiving funding from either strand.

Section 2: Contact Details

Please use the following format <http://www.website.com> for your website and Facebook addresses. The website address is a mandatory field but if you do not have one then you can put your Facebook details there in the same format.

We will ask you for a secondary contact; please ensure you provide us with a different email address and contact number for that person. Your secondary contact should be someone with seniority within your organisation, a manager, or a board member, where appropriate. Please also ensure that this person is aware that you have put their details on the form and that we may contact them in your absence. Both the primary and secondary contacts will receive an email confirmation of the EOI submission. After that, only the primary contact will receive emails regarding the progression of your application.

You will be required to upload a copy of your project governance documents (i.e. Memorandum or Articles of Understanding or Constitution) to the application form so

please make sure that you have these to hand when completing the form. If you are applying on behalf of a large organisation such as a Local Authority or educational establishment, you will also be asked to provide evidence that you have a cost centre to verify your means to receive funding for this project, such as a letter from your finance department.

Please note: To avoid future delays to your application, it is worth advising your finance department that, if successful at this stage, you will be asked to provide a copy of the organisation's bank statement at the next stage.

Section 3: Current Activities

This is your opportunity to tell us about your community and the people that you are working with. Highlight any work that you are doing with people who are struggling financially. If you provide any specific services to help people with the cost-of-living crisis, please outline them here. Please include how you monitor the impact of your work. Please note that we are looking for a minimum of 50 words in this section, but we encourage you to provide as much information as you can, and to include data and statistics where relevant.

Section 4: Your Cycle Share Project

You should demonstrate how you will meet a particular need in your community, promoting inclusivity and supporting those who are least likely to have access to a cycle of their own. Outline whether you are applying to start a brand new cycle share scheme, or if this funding will allow you extend an existing scheme.

50 words is the minimum for answers in this section, but again, please try to provide a full picture of your proposed project.

10 is the maximum number of bikes that we can support with this fund.

Please outline the types of bikes that you would like to buy.

You will also be asked if you have a bike shop in mind or if you would like us to introduce you to a local supplier.

Section 6: GDPR and Privacy

Please read the privacy policy and tick the box to confirm that you are happy to proceed with the application.

Section 7: Review and Submit

Use the back arrows to go through your application and make any changes to your application before you submit. You will receive a confirmation email with a PDF copy of your application.