



**Application   
Guidelines  
2019**

**Application deadline: Monday 16 September 2019 at 5pm**

Walking & Cycling Grants London Application Guidelines

Walking & Cycling Grants London (WCGL) is a grants programme funded by Transport for London and administered by Groundwork London. The programme is aimed at groups that are traditionally under-represented in walking or cycling (through income, health, ability, skills and access to information or equipment).

The programme aims to make London a more healthy, inclusive and sustainable city by helping Londoners discover the joys of walking and cycling. Walking is a fantastic and non-intimidating way to introduce exercise to people, can help reduce social isolation and get people involved in their local community. Cycling is an affordable and fun way to get around and explore the city, as well as being a quick, reliable and convenient form of transport. Both walking and cycling offer a range of social, health and well-being benefits which can result in Londoners living safer, happier and healthier lives.

The objective of the grants programme is to establish successful sustainable projects and strengthen community groups’ capacity for continued development. Projects should promote skill-sharing and partnership working to deliver projects that meet the individual needs of local communities. Projects should aim to encourage more walking or cycling, more often, more safely.

**The deadline to submit your application is Monday 16 September at 5pm.**

**IMPORTANT:**

**Please apply via the online application portal, accessible through** [**www.WCGL.london**](http://www.WCGL.london)

The grants programme provides funding to get walking and cycling projects off the ground or appeal to a new audience. The funding can be used to buy tools and equipment and cover running costs as well as offer training for those people in the community who are not confident with their current walking or cycling ability or who have to start from scratch. Ideas for new and innovative projects to encourage walking and cycling with a particular audience are also welcomed. It is a great way for communities to set up and run projects that encourage walking and cycling.

**Contact us to discuss your project:  
WCGL**[**@groundwork.org.uk**](mailto:cyclinggrantslondon@groundwork.org.uk)0207 239 1286

Please ensure that you have read through these guidance notes and the Planning Your Walking & Cycling Project Guide carefully before completing your application. We have also included the marking criteria (Scoring Guidelines) in Appendix 2 to aid you with completing the application form. We would also recommend that you discuss your project with the Grants Administrator at Groundwork London for further advice and guidance.

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1. Type of grants available

Organisations that have not received Cycling Grants London funding (the predecessor to WCGL), OR those that have received previous CGL funding but are developing a new project\*, can apply for a total of £10,000 over three years:

**\*A project is considered new if it meets at least one of the following criteria:**

* The project has a new deliverable, or objective
* It is targeted to a distinct new audience
* It is delivered from a new branch of an existing organisation
* It is delivered in a new geographic location
* It is a completely different project/idea from the one that was funded by the CGL or CCFL fund before
* Year 1 – up to £5,000
* Year 2 – up to £3,000
* Year 3 – up to £2,000

You can only apply for Year 2 and Year 3 grants in conjunction with and at the same time as you apply for the Year 1 grant. At the end of each year your project will be assessed to determine that it was delivered according to plan. Funding for Year 2 and 3 will only be released if this condition has been met.

Each organisation can submit up to 3 applications in the 2019 WCGL funding round. The individual projects in each application need to meet the eligibility and evaluation criteria. E.g. an organisation may want to apply for 3 different grants to cover projects delivered at 3 of its branches; or develop 3 different and distinct projects.

Please note that whilst it is possible to apply for 3 grants per organisation, justification for making multiple applications must be robust: proposed projects will be judged against the scoring criteria set out in Appendix 2 of these guidelines, and will be expected to score at least ‘Very Good’ and preferably ‘Excellent’ against those criteria. Funding through WCGL is limited, so we urge applicants to consider the merits of submitting more than one application before doing so. For advice and guidance on multiple bids, please contact the grants administrators at Groundwork London.

2. Eligibility and assessment criteria

## 2.1 Eligible organisations

To be eligible for the WCGL programme your organisation must operate within Greater London and be one of the following groups:

1. A community group (an organisation or association of persons with the primary aim of working to provide services and benefits to the community).
2. A charitable or third sector organisation
3. A not for profit organisation, Community Interest Company (CIC) or Social Enterprise

Please note that we will ask you to provide evidence of the legal status of your organisation.

Schools and ‘for profit’ businesses are not eligible to apply for WCGL funding. In order for a school to be eligible, the application needs to be administered by a social enterprise, or charity, and the project needs to engage with children and the community beyond the enrolled school pupils at the particular school the project is held at.

## 2.2. Essential criteria and application assessment

The grants scheme is competitive, so it is important that you provide clear and detailed information and that you complete your application as fully as possible.

We will first check that your organisation is eligible to apply and that your project meets the following **two essential criteria** (Part 3 of the Application):

* **Activity Criteria**: your project will encourage beneficiaries to walk and cycle as a means of transport, exercise or leisure for infrequent, lapsed or new walkers and cyclists. This should include but it is not limited to encouraging beneficiaries to walk or cycle more often and/or to feel safer or more confident when walking or cycling.
* **Beneficiary Criteria** (reaching diverse communities): Your project will encourage groups that are traditionally under-represented in walking or cycling as detailed below.

Your project must appeal to and engage with groups that are traditionally under-represented in walking or cycling; where individuals have barriers to walking or cycling such as income, equipment, health, ability, skills or access to information which may be overcome through participation. For example: BAME (Black, Asian and Minority Ethnic) groups, deprived groups, NEETs (not in education, employment or training), disability groups, respite care, people with health problems, those with sensory impairments, youth, 60+, families, LGBT or women.

If your organisation is eligible to apply, and your project proposal meets the two essential criteria above, we will assess whether each section of your application meets the following assessment criteria.

**Applicant details**(Part 1 of the Application)

* Applications should be from constituted community groups, charitable organisations, or groups representing the wider community. Evidence of this will be requested should your application be successful. If you are unsure which your organisation is please contact Groundwork London

**Project description**(Part 2 of the Application)

* Project aims are realistic and achievable and in line with the objectives of the grants programme.
* The application provides sufficient detail to show how the project will be delivered.
* Any equipment identified is reasonable and clearly contributes to the aims of the project.
* The skills and resources held by the organisation are adequate to enable the successful delivery of the project.

**Essential criteria**(Part 3 of the Application)

* As detailed above in 2.2
* The project targets at least one specific group.
* An explanation of how the target group(s) will be reached has been provided.
* Application shows number of expected beneficiaries and how this number has been calculated.
* Application explains how the project will be publicised and through what means.

**Project plan and calendar**(Part 4 of the application)

* The duration of the project and expected start date and end date are reasonable and match the calendar of the grant applied for.
* The proposed calendar specifies all the activities to be funded by the grant and provides an adequate level of detail (high level of detail for Year 1, more general detail for Year 2 and 3).
* An explanation for how the organisation will ensure that the activities are delivered and beneficiaries reached has been provided.

**Grant budget breakdown**(Part 5 of the Application)

* The budget is clear and reasonable and adds up.
* The application provides an explanation of how the costs have been worked out.
* Where applicable, match funding sources have been identified to meet any funding shortfall.
* Projects should be sustainable beyond the period of grant funding.

**Declaration and data protection**(Part 6 of the Application)

* The terms and conditions and data protection declaration sections have been checked and signed by the appropriate person.

3. Submitting your application

**Contact us to discuss your project:**We encourage you to discuss your project with the grants administrator at Groundwork London. Conversations can happen before the application period opens and any time until the application deadline. They can help you with questions you may have about the application process and give you advice on how to fill in the application.

[**WCGL@groundwork.org.uk**](mailto:WCGL@groundwork.org.uk)0207 239 1286

The application period will be open between 29 July and 16 September 2019.

**The deadline to submit your application is Monday 16 September at 5pm.**

**IMPORTANT:**

**Please apply via the online application portal, accessible through** [**www.WCLG.london**](http://www.WCLG.london) ***NB if you submit other than via the routes above your application may not be registered***

4. Notification of outcome

Applications will be assessed by a panel formed by representatives from Transport for London and Groundwork London.

You should be notified of the outcome of your application on Friday 1 November. We will inform you by email.

Decisions are final and it is not possible to appeal against these decisions, although we will try to provide feedback to assist any future grant applications you may wish to make.

5. Grant payment

If your application is successful, the grant will be paid directly into the organisation’s bank account. For this to happen, your project needs to have a bank account.

Setting up business or community organisations’ bank accounts can take some time. We recommend you start this process as soon as possible. If you have questions regarding this, please do not hesitate to contact the grants administrator at Groundwork London.

If your organisation does not have a bank account you have the possibility of designating another organisation to administer the payments of your grant on your behalf. If you choose to do so, please note that we will ask you to provide evidence of the legal status of this organisation and proof that they have agreed to administer the payments of your grant.

**Payments to successful projects will be made by mid December**, provided bank details and initial monitoring information have been provided.

6. Declaration

The person completing the application form needs to provide their contact details and sign part 6 of the application form. Hereby that person will confirm that they have read the guidance notes for completing this application form and that all the information provided is true and correct.

It is a requirement of your grant that you submit monitoring figures and photographic evidence of your project activities (see section 7.1 Monitoring, in the Terms & Conditions below). Groundwork London needs to store this information and share it with the funders, Transport for London.

For reasons of data protection, you need to confirm that you understand this when you apply. We also ask that you confirm that you understand the other information regarding data protection contained within the application form.

7. Terms and conditions

**In order to be eligible for funding, you must read and agree to the Terms & Conditions.**

**Please read this section carefully before completing your application form to ensure that the project you design will meet the Terms & Conditions.**

## 7.1 Monitoring

Monitoring the outcomes of your project is an essential requirement of all projects. The information will help the funders to understand the value and benefits of the funding against their objectives. This information will also be used to evaluate the success of your project in Year 1 and Year 2 in order to release Year 2 and Year 3 funding.

All projects must:

* keep a record of all Walking & Cycling Grants London money spent (you should keep all invoices and receipts)
* keep a register of attendance and type of activities delivered
* complete an online entry and exit questionnaire
* collect feedback from participants
* provide an end of project report (two page report including photographs and testimonials/quotes) and other progress updates as requested by the grants administrator
* provide photos and quotes to illustrate the activities of the project

**N.B. You are responsible for making sure that   
any photographs submitted are cleared for use by Groundwork London and Transport for London in line with the Terms and Conditions**.

**Groundwork London will provide you with monitoring forms for all of the above.**

Groundwork London and Transport for London retain the right to inspect your attendance and activity register at any time during the funding period. You will be required to submit the full register towards the end of the project year.

**FAILURE TO PROVIDE THIS INFORMATION MAY RESULT IN FUNDING BEING WITHDRAWN**

## 7.2 Obtaining and managing equipment for the project

* Some applications include proposals to purchase equipment for use by either the community or staff. **The following rules apply in all cases EXCEPT where specifically exempted in the covering letter concerning your grant:** Where bicycles or other equipment are purchased – such as waterproofs, pedometers, walking boots, walking poles, water bottles or backpacks etc. - they must be kept as a pool for general use, hire or loan.
* Where cycles are hired out to users, all proceeds must be reinvested into the project: maintaining/repairing the cycles, PR to develop the scheme, into creating a site travel plan, or other appropriate uses to develop or sustain your project.
* For walking groups, when loaning equipment such as walking boots you must ensure these are returned at the end of the session. If you choose to let participants take these home, you must have assurance that they will return to further sessions with the borrowed equipment. You may wish to offer the equipment as a ‘prize’ for attending all of the sessions.
* You must nominate an individual who will be responsible for administering the pool of bicycles or other equipment. That person should be trained in basic cycle mechanics (if bikes). The cost of a staff member being trained in maintenance can be incorporated into your budget.
* Pool cycles must be insured against theft and relevant public liabilities. Costs can be included in your budget.
* Whilst equipment remains the property of the funders for five years from the date of purchase, it is the project’s responsibility to insure and maintain it for the duration of the project. You will need to provide evidence of this and any cost incurred can be included in your application.
* Groundwork London reserves the right to reclaim the equipment purchased with Walking & Cycling Grants London funding should the project fail to deliver or breach the Terms & Conditions of the grants scheme. If this happens, the equipment will be allocated to another project.

## Unless the project is purchasing specialist bicycles for use by people with special needs or disabilities, or cargo bikes, the maximum cost that Walking & Cycling Grants London will fund is £300 per bicycle.7.3 Promotional materials/media

Many applications request funds for promotional materials and media exposure. The purpose of the grant is to raise local awareness of positive messages about walking or cycling and as such, a degree of publicity is essential.

However, the promotional activity must also be reasonable and proportionate to the walking or cycling activities. We cannot double-fund or pay for services available for free or from your local authority.

A template press release will be provided to you.

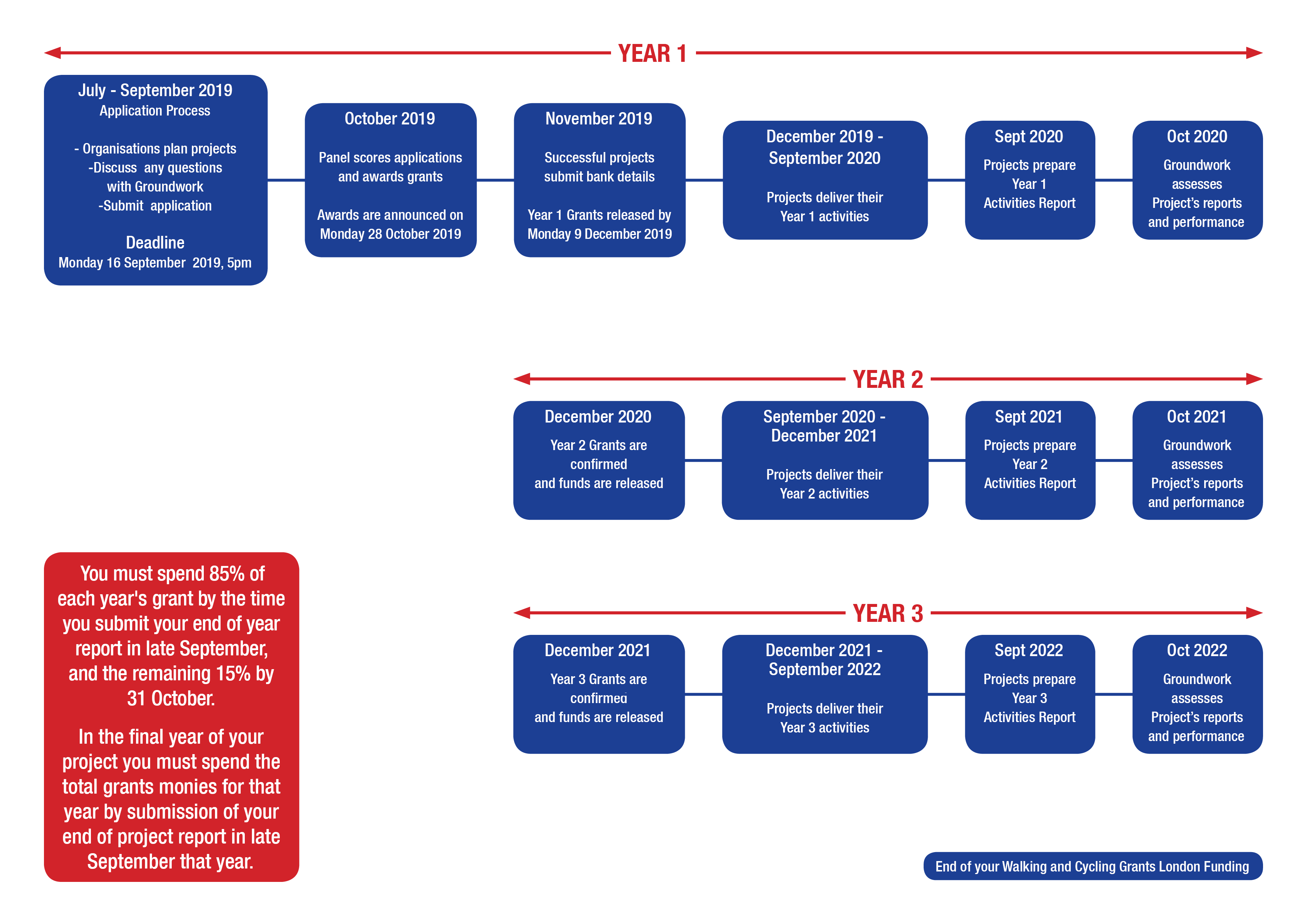
## 7.4 Payment of grant

You will be notified of the outcome of your application by email. Payments to successful projects will be made as stated at section 5 above. Groundwork London reserves the right to request receipts and invoices for all grant funding distributed directly to and spent by you. This means you must keep **a full record of all grant money spent**, throughout the duration of the project.

If your application is successful, the spending deadline for your grant funding, dependant on the length of your project, is:

* Year 1 Grant: You must spend 85% of your Year 1 grant by the submission of your end of year / project report in late September 2020 and the remaining 15% by 31 October 2020. If you have been awarded a Year 1 grant only you must spend the total by submission of your end of project report.
* Year 2 Grant: You must spend 85% of your Year 2 grant by the submission of your end of year / project report in late September 2021 and the remaining 15% by 31 October 2021. If you have been awarded a Year 1 grant only you must spend the total by submission of your end of project report.
* Year 3 Grant: You must spend your Year 3 grant by the submission of your end of project report in late September 2022.

Appendix 1: Walking & Cycling Grants London -  
Calendar overview - year 1 to 3 grants



Appendix 2: Walking & Cycling Grants London -  
Scoring guidelines

This Appendix sets out guidelines on how applications will be assessed.

Below is a general guide to the scoring bands applied, including a description of the standard of answer required to qualify for a particular scoring band.

Following this general guide, specific guidelines are provided for each of the Parts in the Application Form. It is strongly advised that consideration is given to both the general guide to scoring bands and the Part specific guidelines when completing the Application Form.

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| General Guide to Scoring Bands | | |
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| Scoring Band | Score | Description |
| Unacceptable | 0 | Answers fail to demonstrate how the project meets the section’s criteria, and provide an insufficient understanding of that element of the project. |
| Weak | 1 | Answers offer weak evidence of how the project meets the section’s criteria and cover some, but not all, of the criteria to a sufficient standard. |
| Good enough | 2 | Answers offer adequate evidence of how the project meets the section’s criteria, with the majority of the criteria covered to a sufficient standard. |
| Very good | 3 | Answers offer very good evidence of how the project meets the section’s criteria and covers all of the criteria to a sufficient standard or above. |
| Excellent | 4 | Answers offer comprehensive evidence of how the project meets the section’s criteria and covers all criteria, exceeding requirements and offering added value. |

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| Part 1 – Applicant Details (NB: applicants must meet all criteria of this section, therefore can only score ‘Not met’ (0) or ‘Met’ (1).  If any criteria are not met, then the remainder of the application will not be reviewed) | | | | | | | | | | |
|  | | | | |  |  | | |  |  |
| Criteria | | | | | | | | | | |
| **Location** – the applicant operates in Greater London, and the proposed project will be based within Greater London.  **Organisation** – is a: community group; charitable or third sector organisation; or a not for profit organisation, Community Interest Company or social enterprise.  **Bank Account** –the applicant has a bank account, or has requested that another organisation administer payments of the grant, with an explanation of why this is necessary.  **Funding** –the applicant has either not received funding from WCGL or CGL before, or is applying for funding for a new project which has not previously received funding. | | | | | | | | | | |
|  | | | | |  |  | | |  |  |
| Scoring Band | | Score | Description | | | | | | | |
| Not met | | 0 | The applicant fails to meet **any** of the criteria. | | | | | | | |
| Met | | 1 | The applicant meets **all** criteria. | | | | | | | |
| Part 2 – Project Description | | | | | | | | | | |
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| Criteria | | | | | | | | | | |
| **Project idea** –is clear and in line with the activities the fund aims to support.  **Aims and objectives** –are realistic and achievable and in line with the objectives of the grants programme.  **Delivery** –the application provides sufficient detail and thought to show how the project will be delivered, including a description of key activities.  **Equipment** – necessary equipment is identified, is suitable and clearly contributes to the aims of the project.  **Skills and resources** –the skills and resources held by the organisation are described and show the ability of the organisation to successfully deliver the project. | | | | | | | | | | |
|  | | | | | | | | | | |
| Scoring Band | Score | | | Description | | | | | | |
| Unacceptable | 0 | | | Answers fail to meet the standards described in the ‘Good Enough’ scoring band below, and show a lack of understanding of what is required for the project description. | | | | | | |
| Weak | 1 | | | Answers provide incomplete information for the criteria described in the ‘Good Enough’ scoring band below, and show weak understanding of what is required for the project description. | | | | | | |
| Good enough | 2 | | | The majority of the following criteria should be met to a sufficient standard:  **Project idea** is clear and in line with the activities the fund aims to support.  The **aims and objectives** are realistic and achievable and in line with the objectives of the grant programme.  The application provides sufficient detail and thought to show how the project will be **delivered**. The specific activities to be delivered are explained and it is clear how many will be delivered.  The following two criteria may be covered more generally:  Some, but not all, of the necessary **equipment** may be identified.  The **skills and resources** possessed by the organisation are good enough for the project to be successfully delivered but may not be clearly identified or may seem quite basic. | | | | | | |
| Very good | 3 | | | Meets all the criteria described in the ‘Good Enough’ scoring guidelines, or goes beyond them:  Full information is provided as to how the project will be **delivered**, and how this will contribute to the project’s success.  Any **equipment** identified is suitable and clearly contributes to the aims of the project.  The **skills and resources** held by the organisation are described and will enable the successful delivery of the project. | | | | | | |
| Excellent | 4 | | | Exceeds all of the criteria described in the ‘Good Enough’ guidelines above. Covers all of the above giving extra information and detail. In particular, it clearly describes all aspects of the project (e.g. activities, equipment, resources) and how these are arranged and planned to ensure that all the objectives of the grant scheme are surpassed. | | | | | | |

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| Part 3 – Essential Criteria | | | | | | |
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| Criteria | | | | | | |
| **Target group –** project targets a distinct group that are traditionally under-represented in walking or cycling. Examples of such groups are given in section 3.1 of the Application Form.  **Barriers to walking or cycling** **–** the barriers which exist to the target group are described.  **Overcoming barriers** – the ways in which those barriers are overcome and the target group is encouraged to walk or cycle more often or more safely are described.  **Reach and engagement** – methods by which the target group will be reached, communicated with, engaged etc. are described.  **Number of beneficiaries** **–** the expected number of beneficiaries, and the method by which the expected number has been calculated, is described. | | | | | | |
|  | | | | | | |
| Scoring Band | Score | | Description | | | |
| Unacceptable | 0 | | Answers fail to meet the standards described in the ‘Good Enough’ scoring band below, and show a lack of understanding of target group(s), barriers, activities, methods of engagement and calculating beneficiaries. | | | |
| Weak | 1 | | The answers provide incomplete information for the criteria described in the ‘Good Enough’ scoring band below, and show weak understanding of target group(s), barriers, activities, methods of engagement and calculating beneficiaries. | | | |
| Good enough | 2 | | The majority of the following criteria should be met to a sufficient standard:  There is a clear **target group** or groups which is/are under-represented in walking or cycling that the project aims to engage with.  The **barriers to walking or cycling** that the target group(s) faces are correctly identified and at least partly described.  The proposed activities are correctly designed and are appropriate to **overcome the barriers** specified in the application.  The proposed measures to **reach and engage** with the target group(s) are adequate and realistic.  The **number of beneficiaries**, and how this has been calculated, are realistic, understandable and suitable considering the activities set out in the project description. | | | |
| Very good | 3 | | Meets all the criteria described in the ‘Good Enough’ scoring guidelines, or goes beyond them:  Reasons for under-representation in walking or cycling of the **target group(s)** are identified and understood.  The **barriers to walking or cycling** for the target group(s) are clearly described.  Understanding and clear description of how the methods proposed to **overcome the barriers** will achieve that aim is shown.  Methods to **reach and engage** the target group(s) show an understanding of the best ways that is achieved with the specific group(s).  The method of calculating the **number of beneficiaries** is clear and links directly back to the activities set out in the project description. | | | |

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| Part 3 – Essential Criteria - continued | | | |
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| Scoring Band | Score | Description |
| Excellent | 4 | Exceeds all of the criteria set out in the ‘Good Enough’ guidelines described above, giving extra information and detail:  Demonstrates a clear and comprehensive understanding of the **target group(s)** and why barriers facing those group(s) may exist.  Demonstrates extensive knowledge of the activities etc. planned and a fully developed understanding of why those should be successful in **overcoming the barriers faced** by the specific targets group(s).  Demonstrates extensive understanding of the best methods to **reach and engage** the specific target group(s) and knowledge that will allow a flexible and adaptable approach to ensuring that this is successful.  Demonstrates extensive understanding of why the planned activities will reach the specified **number of beneficiaries**, and allows a flexible and adaptable approach to ensure that numbers are achieved should any assumptions or circumstances change within the project. |

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| Part 4 – Project Plan and Calendar | | | | | | |
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| Criteria | | | | | | |
| **Duration of the project** –the duration of the project and expected start date are reasonable and match the calendar of the grant applied for.  **Proposed Calendar** –all activities to be funded are specified and provide an adequate and suitable level of detail for different aspects of the project (i.e. high level of detail for year 1, more general and flexible detail for years 2 and 3).  **Timely delivery** –an explanation of how the organisation will ensure that activities will be delivered and beneficiaries reached has been provided. | | | | | | |
|  | | | | | | |
| Scoring Band | Score | Description | | | | |
| Unacceptable | 0 | Answers fail to meet the standards described in the ‘Good Enough’ scoring band below, and show a lack of understanding of necessary activities to carry out the project, the activities themselves, time necessary to complete activities and necessary publicity, administrative tasks and set up tasks. | | | | |
| Weak | 1 | Answers provide incomplete information for the criteria described in the ‘Good Enough’ scoring band, and show weak understanding of necessary activities to carry out the project, the activities themselves, time necessary to complete activities and necessary publicity, administrative tasks and set up tasks. | | | | |
| Good enough | 2 | The majority of the following criteria should be met to a sufficient standard:  The plan and calendar clearly set out the **duration of the project**, with a clear start and end date. Those dates lie within the grant period (i.e. the project must start after funding would be awarded and complete prior to the required date for submission of final report).  The **proposed calendar** sets out the activities to be carried out, including any set-up activities. Detail on activities will be reasonably detailed for Year 1, with a more flexible approach taken to Years 2 and 3 to allow for adaptation of the project in line with experiences from Year 1.  The application describes how **timely delivery** of the project will be ensured. The timing of activities will be set out on a weekly basis and will be appropriately sequenced. | | | | |
| Very good | 3 | Meets all the criteria described in the ‘Good Enough’ scoring guidelines, or goes beyond them:  The **proposed calendar** provides clear detail of what the all activities will consist of. This will include any publicity, set up, engagement and initial administrative tasks. The level of detail will be high for Year 1, but a more general planning level for Year 2 and 3 to allow for review of the activities in those years following evaluation of Year 1 of the project.  The calendar ensures **timely delivery** of the projectthrough a good understanding of the various activities, the time they will take and how timings may need to be altered according to other factors (difficulties in engagement, any variation in beneficiaries, weather, change of resources etc.). | | | | |
| Excellent | 4 | Exceeds all of the criteria set out in the ‘Good Enough’ guidelines described above, giving extra information and detail:  The **proposed calendar** describes all activities thoroughly and clearly, providing a comprehensive description of all aspects of the project. It will show an understanding of the type of amendment that may need to be made to the project in Year 2 and 3, depending on evaluation of Year 1.  The plan ensures **timely delivery** of the project by providing suitably precise dates and timeframes when activities will take place. It will show an understanding, and take account, of risks to the delivery of the project; describing solutions to those risks should they arise. | | | | |

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| Part 5 – Grant Budget Breakdown | | | | | | |
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| Criteria | | | | | | |
| **Budget** –clear, reasonable and adds up.  **Explanation of cost** – the method by which budgeted costs have been calculated is set out.  **Match funding** –where applicable, sources of match funding have been identified.  **Sustainability** –Projects should be sustainable beyond the period of grant. | | | | | | |
|  | | | | | | |
| Scoring Band | Score | | Description | | | |
| Unacceptable | 0 | | The budget fails to meet the standards described in the ‘Good Enough’ scoring band below, is mathematically incorrect, insufficiently describes what items money is required for and shows a lack of understanding of budgeting for projects. | | | |
| Weak | 1 | | The budget provides incomplete information for each of the criteria described in the ‘Good Enough’ scoring band below, has minor mathematical errors, needs further clarity as to items money is required for and shows a weak understanding of budgeting for projects. | | | |
| Good enough | 2 | | The majority of the following criteria should be met to a sufficient standard:  The **budget** sets out the costs for all elements of the project, with a breakdown by item to be purchased and is mathematically correct.  The **costs are explained**, setting out how the figures within the budget are arrived at, including any relevant hourly or unit rates, the basis for any estimated costs and quotes where appropriate.  **Match funding** sources and amounts are set out, covering any shortfall between the grant requested and the total project cost. The grant requested and match funding must be mathematically correct in relation to total project cost.  The budget describes and supports the **sustainability** of the project past the grant period. | | | |
| Very good | 3 | | Meets all the criteria described in the ‘Good Enough’ scoring guidelines, or goes beyond them:  The **budget** covers all elements of the project and fully itemises all expenditure.  The **explanation of cost** breaks the calculation of expenditure down into constituent parts where there is a repetition of a cost or a group of expenditure (e.g. ‘tools’ would be broken down in ‘Allen keys, oil, tyre pump, truing stand, chain whip’ with the cost listed separately for each).  **Match funding** describes, where appropriate, any limitation in use of that match funding and how those limitations might be met. Similarly, if there are elements of project expenditure which are not claimable under the WCGL scheme, the match funding which will cover this is set out.  A general plan of how **sustainability** of the project will be ensured is included. An understanding of assuring sustainability of projects is shown. | | | |
| Excellent | 4 | | Exceeds all of the criteria set out in the ‘Good Enough’ guidelines described above, giving extra information and detail:  The **explanation of costs** will include information on quotes, brands and models where appropriate.  **Sustainability** of the project past the grant period is fully described, including an explanation of how this level of sustainability will be reached during the grant period. A comprehensive understanding of assuring sustainability of projects is shown. | | | |

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| Part 6 – Declaration  (NB: all applicants must meet all criteria below to be awarded a grant.  Where a score of ‘Met in part’ is provided in line with the guidelines below, any deficiencies must be corrected prior to any funds being released) | | | | | | |
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| Criteria | | | | | | |
| **Name** – of the lead contact is provided and is clear, and is the person completing and submitting the application.  **Date** – is completed and relates to final submission of the application.  **Signature** – is provided. This cannot be a typed name. The declaration page can be provided:  in hard copy signed; printed, signed and scanned; printed, signed and a clear photograph provided; or by use of an e-signature.  **Data protection** – questions are answered. | | | | | | |
|  | | | | | | |
| Scoring Band | Score | Description | | | | |
| Not met | 0 | The criteria are not met. | | | | |
| Met in part | 1 | The criteria are met aside from a proper signature (as described in the criteria) being provided or data protection questions being answered. | | | | |
| Met | 2 | All criteria are fully met. | | | | |