

Awarded projects guide 2020

Congratulations on receiving a Walking and Cycling Grants London grant!

We want to support you to deliver a successful walking or cycling project which will help get more Londoners involved with active travel. This guide contains key information and resources that will help you manage your grant and deliver your project successfully. It is important that you read it carefully so that you are aware of your obligations (such as the monitoring requirements of your grant) and opportunities we offer to support your project (such as the free Walking and Cycling Grants London training programme).

Groundwork London has a dedicated Grants Team who will work with you during the delivery of your WCGL project. We are here to help and are happy to support you with any questions or needs you may have.

Contact us

To discuss your project or any aspects of the grant management:

wcgl@groundwork.org.uk

020 7239 1286

For further information visit:

<http://www.wcgl.london>

[@GroundworkLON](#)

[#walkcycleldn](#)

[facebook.com/GroundworkLondon](https://www.facebook.com/GroundworkLondon)



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1. Communications

As a WCGL recipient, you will no doubt be keen to publicise your success and promote your new project. This section provides you with tips and tools in order to communicate your grant success and promote your project activities effectively.

1.1 Website and Social Media

Some projects underestimate how important an online presence is; even if you operate locally an online presence will help attract new participants, gain local support for what you do and may even attract future funders.

You may not feel that you have the time to maintain a website and you may not need one, so don't set up a website if you can't give time to updating it. There are often hosting and building costs associated with creating a website. A good alternative to a website is using social media in a targeted way. Facebook, Twitter, Instagram and blogs are free and allow you to connect with your users, funders, local press and the wider public. Don't set up a social media account unless you are going to be able to post on it fairly regularly; inactive accounts reflect poorly on your project and organisation. Before you decide which channel or channels to engage with, find out which ones your audiences use; ask the people you work with and those who you are wanting to engage.

Whether you have a website or not, social media is a great way to:

- Promote your organisation's activities and achievements
- Connect with and learn from other groups delivering similar projects
- Hear about events to which you can link your activities

- Hear about funding or training opportunities
- Get local press coverage
- Encourage others to promote and spread the word on your behalf
- Reach new audiences
- Connect with local community forums or blogs to promote your activities



Potential funders might also check your online presence to get to know more about your project and find out what you do.

If you don't know how to use social media there's plenty of guides online, some of which are specifically designed for charities, voluntary groups or small businesses. You can find one such example here:

www.charitycomms.org.uk/articles/charity-comms-social-media-guide

Successful WCGL projects will be invited to marketing and communications training course that covers the basics of the above points

(please see training section page 13 for more information).

We can help you reach a wider social media audience and celebrate your project online by sharing your posts with our followers. Make sure you follow and connect with us on the following social media platforms.

On Twitter

[@GroundworkLON](#)
[@TfL](#)
[#walkcycleldn](#)

On Facebook

www.facebook.com/GroundworkLondon
[#walkcycleldn](#)

On Instagram

<https://www.instagram.com/groundworklondon>
[#walkcycleldn](#)



1.2 Press Releases

Promote your grant success and project.

When you have accepted your grant and have a timescale for project activity, we recommend that you issue a press release to local press and relevant online media. This will help raise the profile of your group and project locally and in turn help you to attract more interest and participation in your project activities.

Please use the Walking and Cycling Grants London press release template on page 23 to write your press release.

To obtain a supporting quote from TfL to include in your press release, email KateHilsen@tfl.gov.uk or ClaireJermamy@tfl.gov.uk at least 5 working days ahead of when you plan to issue your press release.

You should also include the supporting quote from The London Marathon Charitable Trust which is included on the press release template.

Ensure that you promote your new or continuing project in the press release. Give potential participants information about how and when they can get involved in the project and how they will benefit – i.e. by meeting new people, getting active or learning new skills.

Always include contact details for yourself and your project, including your group's website address and social media accounts, if you have them. A journalist may wish to contact you for more information and will also want to publish your website address or contact details so that readers can easily find out more about your group and the project.

Include a quote, from a project participant if possible. If it's a new project the quote could come from yourself, as the project co-

ordinator / manager, and relate to your aims for the forthcoming project. Or you could ask a participant who will take part in the project to provide a quote about why they are looking forward to taking part.

Target press and media. In addition to local borough or regional newspapers think about other press or online media that would be appropriate to target. For example, if your project is aimed at engaging young people, there may be local online communities or youth forums that you could send your press release to, in addition to local press.

Send photographs with your press release. If you have carried out similar activities in the past, it's a good idea to send a photo or two with the press release to illustrate the project. Always ensure that you have consent from the people who feature in the photographs (see page 28 on data protection and consent).

By providing a good quality photograph, journalists and editors will often be far more likely to include the story. Always provide a caption in the press release for each photograph you supply, with the names of the subjects and a description of the activity.



1.3 Key Walking and Cycling Grants London messages

Walking and Cycling Grants London is a grants programme funded by Transport for London in partnership with The London Marathon Charitable Trust and administered by Groundwork London.

The programme aims to promote safer and more liveable streets in London. It seeks to promote walking and cycling as not only means of transport, but also a route to greater personal freedom, better health and well-being and stronger, more social communities.

The objective of the Walking and Cycling Grants London programme is to establish successful, sustainable walking and cycling projects and to strengthen community groups' capacity for the delivery and development of inclusive community walking and cycling activities. Walking and Cycling Grants London projects aim to encourage more walking and cycling, more often and more safely.

1.4 Acknowledging your WCGL grant

The terms and conditions (which you received when awarded your grant) requires you to display the "Funded by Transport for London" and "In partnership with The London Marathon Charitable Trust" logo's (see below) on all promotional material, both digital and print, that you produce for your Walking and Cycling Grants London project:

Funded by



In partnership with



The two logos should sit together with the Transport for London Logo first. They should be of equal size ensuring enough space left around the logo's as per the exclusion zones highlighted below.

Transport for London:

Please ensure no other graphic elements are placed within a minimum area, equivalent to 0.25 its roundel bar width (x), all around it.



The London Marathon Charitable Trust:

Please ensure there is clear space surrounding the logo equal to the height of the L of 'London':



1.5 Photography and filming

A strong image can say more than a thousand words. Photographs are a great way to document your project and will also help you promote future activities and may even help you to secure additional funding to continue or expand your project activities.

Once your project is underway, arrange to take some quality photographs of participants during the project activity or training sessions. These should be high resolution photos, in colour, and not blurry. Any photo taken from a reasonably up-to-date smartphone should be fine. We suggest having a quick check after taking a photo to see if it's good quality or not, with people placed well in the photo. Please do bear in mind the most up to date government guidelines on social distancing if taking photos of more than one participant.

Photography requirements

WCGL projects should be aware that submitting photographs of your activity is a monitoring and evaluation requirement of your grant. Tell your participants in advance that you will be taking photographs and always ask their permission and ensure you have written consent for any images you use, in any way, to publicise your project (see template on page 25).

When sending photos for a printed publication (i.e. newspapers and magazines) the photos should be saved as high resolution JPG files.

Digital images for use on social media and websites can be lower resolution smaller files.



1.6 Data protection and consent

Photographing or filming individuals is the collection of 'personal data' and therefore falls under data protection rules. It is your duty to comply with the terms of the latest Data Protection Act legislation.

The purpose of a consent form is to provide information for someone so they can make an informed decision about whether to give their consent. You must ensure you have a signed consent form for all images you intend to use. You must scan and save all consent forms with the saved photos.

If your group or organisation doesn't have a photo/ film consent form, you can use the template form on page 25.

2. Monitoring & Record Keeping Requirements

As a recipient of a WCGL award you have to fulfil the following monitoring requirements. Please note that the monitoring information you provide and whether we receive it by the deadlines will be used to determine whether your project qualifies to receive year two and year three funding (where applicable). The

table below lists the monitoring requirements for year one. For multi-year projects, information for years two and three will be provided when the year two and year three grant is released.

Monitoring requirement	Detail	Tool	Deadline
Number of participants	You will be asked the number of participants your project has reached at two points: <ul style="list-style-type: none"> In March 2021 (see more in 'March Report' below) At the end of the year (through the Project Leader Survey – see below) 	You are required to keep an attendance register to record how many participants attend each of your activities.	22 March 2021 & 20 September 2021
Participants' Feedback	You need to make sure the participants of your project provide feedback over the duration of your project, and then share this with the grant administration team as part of your end of year reporting (see 'End of Year Evaluation Report' below).	You are required to use one of the following forms (which are provided at the same time as this guidance) to record participants' feedback: <ul style="list-style-type: none"> Participants Questionnaire Hands Up Survey (for children or participants not able to complete a questionnaire) These are sent with this guide.	20 September 2021
March Report	You will be asked to provide a mid-year report in March. This will cover the following areas: <ul style="list-style-type: none"> Activities to date and progress against your project plan and calendar Number and type of participants 	Please use the 'March Report'. We encourage you to familiarise yourself with the 'March Report' before starting the delivery of your project, so that you can plan your monitoring accordingly. It be published	22 March 2021

	<ul style="list-style-type: none"> • Expenditure to date • Any quotes or testimonials received to date • Other comments on your project to date 	into your online account soon, and we will let you know when it is.	
Project Leader Survey	<p>At the end of the year you will be asked to complete a Project Leader/Exit survey providing quantitative details of your project's activities. Examples include:</p> <ul style="list-style-type: none"> • The number of people you have engaged • The % of participants who walk and/or cycle more as a result of your project 	<p>We will ask you to complete the Project Leader/Exit survey as part of your 'September Report'.</p> <p>We encourage you to familiarise yourself with the 'September Report' before starting the delivery of your project, so that you can plan your monitoring accordingly. It be published into your online account soon, and we will let you know when it is.</p>	20 September 2021
September Report	<p>At the end of the year you will be asked to submit an 'End of Year Evaluation Report' providing details of:</p> <ul style="list-style-type: none"> • The impact of your project • Lessons learnt • How you have reached your target group • At least three testimonials from participants • Blog post • How you have spent your grant • Feedback about the programme 	<p>Please use the 'September Report'.</p> <p>We encourage you to familiarise yourself with the 'September Report' before starting the delivery of your project, so that you can plan your monitoring accordingly. It be published into your online account soon, and we will let you know when it is.</p>	20 September 2021
Photos	<p>You are expected to take photos to illustrate your project's activities and engagement with your beneficiaries.</p> <p>You will need to submit at least three photographs along with signed consent forms with your September Report.</p>	<p>We encourage you to read this Awarded Projects Guide and use the Photo Consent form (which is provided as a template in this guide).</p> <p>We may also send a professional photographer or videographer to take photos or videos of your project. We will let you know in advance if we want</p>	You can submit photos over the duration of your project and we encourage you to do so. The final deadline to submit photos is 20 September 2021 with your September Report.

		to do this with your project.	
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3. Risk assessments

You should undertake a risk assessment for your project. This helps to focus on what the key risk elements for project activities are and what actions you might need to take to mitigate these risks and safeguard your beneficiaries. This is especially pertinent as projects will still be taking place during the Covid-19 pandemic and subsequent restrictions. Whilst the majority of project activities and events are successful and pass without incident, sometimes something does go wrong, and often is something that could have been avoided or planned for, had it been identified earlier.

Risk assessments should be carried out in advance of project activities, as part of the planning process. It will be necessary to review the risks at key stages and add anything new that wasn't considered at the planning stage.

A risk assessment template is provided on page 28 which will need to be tailored to suit your project or event. Below are some points that you should consider (this is not an exhaustive list). Please remember that risks can change, appear and disappear (particularly as the pandemic and restrictions change) so they need to be monitored dynamically and you need to be ready to respond swiftly.

Location

- Where is it? Are there any obvious hazards? Do these change from day to day or at different times of the day?
- Have you been to the location? (You should always visit a chosen location a few days before an activity/event to make sure there haven't been any recent changes such as road works, accessibility issues, etc.)

- Are there any age restrictions necessary for using equipment?
- How is the Covid-19 pandemic and government restrictions going to affect the project?
- Who else will be using the location when you intend to use it?
- Is there much traffic? Does this affect your planned activities/event and how will you deal with this?
- Are surfaces even and/or well paved, wide enough for the participants, and free of clutter/potential hazards?
- If there is a hazard, what is the potential for it to cause a problem to your participants? What is the likely scale of the problems? And how likely is it to happen?
- Are there adequate facilities (toilets, etc.)
- Explain how you address/mitigate each identified hazard.



Equipment

- Is what you intend to use (walking boots, bicycles, tools, equipment) fit

for purpose? Is it suitable and safe for the proposed use?

- Consider whether you need storage, for example to lock away bicycles or walking boots.
- Will you need accessories such as helmets, high-vis vests, walking poles, locks, spare parts, puncture repair kits? If so, who will supply them?
- If you are providing equipment for use by participants/visitors, how will this be allocated? Signing in & out? Register? Who will be responsible for this?
- Have you checked that your activities/events are covered by your insurance?

People

- Do you have sufficient staff and/or volunteers to run your activities/event? Do you need to recruit more? Will they be fully briefed?
- Do you have all staff and volunteers' contact details? What about emergency contact details?
- Are staff and volunteers able to work with participants/visitors? Remember, when working with children and vulnerable adults a DBS check is required:
www.gov.uk/disclosure-barring-service-check/overview
- Have you identified who of your staff and volunteers are First Aid trained? Are they happy to be the designated First Aider for your activities/events?
- Does any member of staff or volunteers suffer from medical problems (diabetes, epilepsy, asthma) that may need to be dealt with during your activities/event?

General

- Keeping a record - Make sure someone is in charge of keeping a register of attendance.
- If you intend to take photographs, do you need permission?
- Are there financial costs related to your activities/event?
- Do you need any dispensation or permission to run your activities/event? (E.g. access to venue, dispensation during work hours, etc.)

Covid-19

- What risks does Covid-19 pose to the project, staff, volunteers and participants?
- What government guidance do you need to follow?
- Are there further local restrictions for the area the project is taking place in, which are different from national restrictions?
- What procedures do you need to follow if someone is diagnosed with Covid-19?
- Is there a maximum group size that needs to be adhered to?
- What signs need to be put up, and what information needs to be disseminated to people?

The latest Covid-19 updates and guidance can be found at www.london.gov.uk/coronavirus

For more information you can check:

Health & Safety Executive website:
www.hse.gov.uk

Event Safety Guide:
<http://www.hse.gov.uk/event-safety/>

HSE Covid-19 latest guidance:
<https://www.hse.gov.uk/coronavirus/>

4. Training Programme

All funded projects will be invited to take part in training courses, free of cost, to help upskill your staff and volunteers.

Groundwork will send a training programme and booking form towards March 2021 and we are hoping courses will be delivered between April and August 2021, however this is subject to change and possible cancellation as we continue to move through the pandemic. Please do bear with us.

Please note that spaces on these courses are limited. We aim to offer as many spaces as possible to each of the organisations. However, please be aware that we may not be able to meet all the preferences of the staff and volunteers within your organisation.

Spaces will be allocated according to all organisations' preferences and need for the training.

Whilst the specifics of the programme have not yet been confirmed, examples of subjects that may be covered are:

- Bike Maintenance
- Engaging Your Community
- Using Microsoft Excel

- Stretching and Breathing Techniques
- Route Planning (walking or cycling)
- Marketing and Communications
- Finance and Accounting
- Project Management
- Further Fundraising
- Volunteer Management.



5. Fundraising Tips

There are a number of ways to find extra funding for your project. Get in touch with your local council, or Community Voluntary Service (CVS) as they'll know if there are any local grants or other sources of funding.

You could try approaching local businesses. For smaller businesses, speak to the owner and for larger businesses ask to talk to someone who works in community relations or the Corporate Social Responsibility (CSR) team.

Researching online is a great way to find sources of grant funding. Funding Central (<http://www.fundingcentral.org.uk>) is a great place to start. It's a free resource which lists thousands of funding and finance opportunities. Similarly, The National Lottery's funding page is a great way to identify the most suitable funding programme for your project: www.tnlcommunityfund.org.uk/funding

We have included some further links in the funding sources sections below which might be useful when looking for additional funding.

The organisations below all work to support different kinds of not-for-profit groups and

Directory for Social Change: providing information and training for charity organisations, including training on fundraising	www.dsc.org.uk
VolResource: information for voluntary and community organisations	www.volresource.org.uk
NCVO: Championing volunteering and civil society	www.ncvo-vol.org.uk
Charity Commission: The regulator for charities in England and Wales	www.charitycommission.gov.uk/start-up-a-charity
Co-operatives UK: has plenty of guides on the legal, financial and organisational aspects of running a not-for-profit organisation	www.uk.coop/simplylegal

most of them have sections on how to do accounting and how to find new sources of grant funding. Even though each of them is designed to support a particular kind of group (i.e. community groups, charities or co-operatives) a lot of the information they provide is in fact useful for all kinds of groups.

(a) Local organisations:

There are plenty of other local organisations (including councils) that support groups in their boroughs. You can do an internet search or speak to your local CVS. Your council will be able to provide you with a contact for the latter if you can't find them online.

(b) Umbrella organisations:

The organisations in the table below offer a range of support to community groups, NGOs and third sector organisations.

(c) Funding sources:

The links in Section Six below and on our website may also assist in identifying further funding opportunities.

6. Useful Links

TfL website

Walking webpage:
tfl.gov.uk/modes/walking/

Cycling webpage:
tfl.gov.uk/modes/cycling/

Walking and cycling through Experience London blog:
<https://londonblog.tfl.gov.uk/>

TfL routes and maps to plan your walking or cycling route:
tfl.gov.uk/maps

Walking Organisations

Ramblers:
www.ramblers.org.uk

The Long Distance Walkers Association:
www.ldwa.org.uk

Walking for Health, England's largest network of health walks:
www.walkingforhealth.org.uk

A list of walking clubs in London:
www.ramblingclubs.com/index.php/listings/tag/rambling-clubs-in-london

Walking training plans

British Heart Foundation walking training zone:
www.bhf.org.uk/how-you-can-help/events/training-zone/walking-training-zone

London to Brighton Challenge training plan:
www.london2brightonchallenge.com/uploads/17-london-2-brighton-challenge-walkers-training-1.pdf

Walk the Walk Training Plans:
www.walkthewalk.org/training/training-plans

Walking guides and events

British Heart Foundation find a walking group:
www.bhf.org.uk/information-support/heart-matters-magazine/activity/walking/walking-groups/find-a-walking-group

Go Jauntly Walking maps for London:
www.gojauntly.com/blog/2018/11/28/go-jauntly-version-2?intcmp=56645&intcmp=56822

Self-guided London walks:
www.walklondon.com

Saturday walkers club provide free-to-use public transport friendly walks:
www.walkingclub.org.uk

Time Outdoors, providing advice and listing of events:
www.timeoutdoors.com/events/walks

Cycling Organisations

British Cycling:
www.BritishCycling.org.uk

London Cycling Campaign:
www.lcc.org.uk

Sustrans:
www.sustrans.org.uk

Cycling UK:
www.cyclinguk.org

Bikeability Trust:
www.bikeability.org.uk

Cycle Training

TfL Cycle Skills Portal:
www.tfl.gov.uk/modes/cycling/cycle-skills

Cycle Skills training through your borough:
www.tfl.gov.uk/forms/12421.aspx

TfL online Cycle Skills course:

cycle-skillsonline.tfl.gov.uk

Bikeability instructor training:

<https://professionals.bikeability.org.uk/>

Cycling events in London

RideLondon:

www.PrudentialRideLondon.co.uk

Bike Week:

www.cyclinguk.org/bikeweek

Tour of Britain:

www.TourofBritain.co.uk

London Cycling Campaign events:

www.lcc.org.uk/events

Maps & Route planning

West End walking routes:

<http://content.tfl.gov.uk/walking-times-and-steps-shops-attractions-west-end.pdf>

Walkit best walks in London:

<https://walkit.com/london/>

Route you walking and cycling route planner:

www.routeyou.com/en-gb

Footways network of quiet and interesting streets in central London:

<https://footways.london/>

7. Terms and conditions

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

7.1 Monitoring

7.1.1 Monitoring the outcomes of your project is an essential requirement of all projects. The information will help the funders (Transport for London and The London Marathon Charitable Trust) to understand the value and benefits of the funding. This information will also be used to evaluate the success of your project in year one and year two in order to release funding for the following year.

7.1.2 All projects must:

- a. Keep a record of all Walking & Cycling Grants London money spent (you should keep **all** invoices and receipts)
- b. Keep a register of attendance and type of activities delivered
- c. Adhere to the latest data protection legislation
- d. Complete an online entry and exit questionnaire
- e. Collect feedback from participants
- f. Provide an end of project report (two page report including photographs and testimonials/quotes) and other progress updates as requested by the grants administrator
- g. Provide photos and quotes to illustrate the activities of the project
- h. Ensure that they do not act in a way that would bring Groundwork London, Transport for London and The London Marathon Charitable Trust into disrepute

7.1.3 You are responsible for making sure that any photographs submitted are cleared for use by Groundwork London, Transport for London and The London Marathon Charitable Trust to be used in publications, websites, social media channels and the general press. This means you need to obtain signed consent from those who are clearly recognisable in your photographs.

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

7.1.5 Groundwork London, Transport for London and The London Marathon Charitable Trust 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.

7.1.6 Failure to provide this information may result in funding being withdrawn.

7.1.7 The funders (Transport for London and The London Marathon Charitable Trust) may contact grant recipients during the term of the Grant Agreement, and for up to one year after the project end date.

7.2 Obtaining and managing equipment

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:

- a) Where bicycles or other equipment are purchased – such as waterproofs, pedometers, walking boots, walking

- poles, or backpacks, they must be retained by the organiser or 'pooled' for general use, hire or loan
- b) 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
 - c) 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 equipment home, you must have assurance that they will return it promptly. You may wish to offer the equipment as a 'prize' for attending all the sessions
 - d) You must nominate an individual who will be responsible for administering the shared 'pool' of bicycles or other equipment. That person should be trained in basic cycle mechanics (for pool cycles). The cost of a staff member being trained in maintenance can be incorporated into your budget
 - e) Pool cycles must be insured against theft and relevant public liabilities. Costs can be included in your budget
 - f) 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
 - g) 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

- h) 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 £500 per bicycle.

7.3 Promotional materials/media

7.3.1 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.

7.3.2 However, the promotional activity must also be reasonable and proportionate to the walking or cycling activities and where possible, free promotional opportunities should be used such as social media or local community channels. We cannot fund promotional opportunities that are available for free or from your local authority. A template press release will be provided to you. We will also provide details on use of logos and acknowledgement of funding within awarded project information, which you must follow.

7.4 Payment structure

7.4.1 Payments to successful projects will be made as stated in the grant offer letter. 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.

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

- a) Year one grant: You must spend 85% of your Year one 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 one grant only you must spend the total by submission of your end of project report.
 - b) Year two Grant: You must spend 85% of your Year two grant by the submission of your end of year project report in late September 2022 and the remaining 15% by 31 October 2022. If you have been awarded a grant for a two year project only you must spend the total by submission of your end of project report.
 - c) Year three Grant: You must spend your Year three grant by the submission of your end of project report in late September 2023.
- b) act in accordance with such policies and procedures;
 - c) commit to safe recruitment, selection and vetting and carry out appropriate checks on all members of staff, volunteers and others involved with the organisation and the project who have contact with children or adults at risk, including (where applicable) DBS checks, checking references, requiring proof of identity and relevant qualifications and carrying out a face-to-face interview; and
 - d) under no circumstances permit any individual who is considered to pose a risk to children or adults at risk to be deployed to work with these groups.

7.4.2 Where grant funding has been awarded for a project over more than one Year Transport for London may, in its absolute discretion, withdraw the whole or any part of the grant funding for Year two and/or Year three on giving you not less than [one] months written notice prior to the start of Year two and/or Year three (as appropriate).

7.4.3 Please note: these may be subject to change due to issues around the Covid-19 pandemic and related government restrictions. We will keep you updated on any changes.

7.5 Projects involving Vulnerable People

If your project or the operation of your project will involve work with children or adults at risk you must:

- a) have in place all necessary safeguarding policies and procedures in a form that is robust and fit for purpose;

7.6 Delivering projects safely during the Covid-19 pandemic

It is likely that social distancing and other public health measures introduced to combat the spread of Covid-19 may continue for some time, potentially for the whole duration of projects funded through WCGL. It is imperative that all projects always follow the latest public health guidance. The latest Covid-19 updates and guidance can be found at:

www.gov.uk/coronavirus

7.7 Insurance

7.7.1 All projects must have public liability insurance and all bikes or walking or cycling equipment purchased with WCGL funds need to be insured against theft. If your organisation does not currently have public liability insurance, the cost of this, and of bike theft insurance, can be covered by the grant as part of your budget. Make sure you find a quote for these costs and include it in your budget breakdown.

7.7.2 If asked, you will need to supply copies of confirmation of any such insurance cover. This includes employee and public liability insurance and insurance that covers the full replacement value of any assets or equipment funded by this grant.

7.8 Reporting Serious Incidents

7.8.1 You must notify Groundwork London promptly, and in any event within two working days, of any Serious Incident occurring in respect of the project.

7.8.2 A Serious Incident means an adverse event, whether actual or alleged, which results in or risks significant:

- (a) harm to any organisation or individuals connected with the project.
- (b) loss of grant monies or damage (beyond economical repair) to assets or equipment funded by the grant.

7.9 Withdrawal and Repayment of Grant Funding

Transport for London may, in its absolute discretion, withdraw the grant funding and terminate this grant by serving written notice taking immediate effect and/or demand repayment of all or part of the grant and/or cancel any unpaid part of the grant in any of the following circumstances, if –

- a) You are in material breach of any of the terms of grant, in particular the terms and conditions set out in this section 7.
- b) Any information you have provided in connection with the grant is materially inaccurate or misleading.
- c) Any event occurs in relation to a project or to your organisation which is in the reasonable opinion of Transport for London likely to have a material adverse effect on the project or the reputation of Groundwork London, Transport for

London or The London Marathon Charitable Trust.

- d) Members of your governing body, volunteers or staff act at any time during the project dishonestly, negligently or in any other way that, directly or indirectly, is or has the potential to be to the material detriment of the reputation of Groundwork London, Transport for London or The London Marathon Charitable Trust.
- e) There is a significant risk that the Grant is unlikely to fulfil the purpose for which it is made.
- f) At any stage you do not provide information that would affect Transport for London's decision to award, continue or withdraw all or part of the grant.
- g) You are or become legally ineligible to hold the grant.
- h) You cease to operate, make an arrangement with your creditors or become insolvent.

8. How we use your personal data

Groundwork are known as the 'Controller' of your data which means we have ultimate responsibility about how your data is used. We will only collect the personal data about you that we need to deliver our service and will share your details with Transport for London and The London Marathon Charitable Trust (the funding bodies) for assessment and administration of the grant scheme. Your information will not be processed outside of the EEA (European Economic Area).

We will process the personal data you provide for the purpose of administering your grant application (assessing your application, grant due diligence, processing grant payments grant variations, grant monitoring, end of grant reporting). If you are successful we will use this information for administration of your grant on the basis of a contract (the Grant Agreement) between yourself, Groundwork, Transport for London and The London Marathon Charitable Trust.

We are required to keep data for seven years from the end of an operational programme in case an auditor requires it, after which time it will be destroyed securely. If you do not agree to us using your details in this way, we will be unable to deliver our services to you.

If you consent for us to use your information for marketing, we will keep it until you notify us that you no longer wish to receive this information. You can unsubscribe from marketing at any time.

Your personal information will not be shared for purposes other than those stated above unless you agree to it at a later time.

Under data protection legislation, you have a number of information rights which include:

- (a) The right to request copies of your personal information

- (b) The right to question any information we have about you that you think is wrong or incomplete
- (c) The right to object to how we use your information or to ask us to delete or restrict how we use it.
- (d) In some cases, the right to receive a copy of your information in a format that you can easily re-use.

If you have questions or wish to raise a complaint regarding how we handle your data you can contact Groundwork London's Data Protection Officer at GWLONDON.GDPR@groundwork.org.uk, write to 18 – 21 Morley Street, London, SE1 7QZ or call 02079221230.

If you still have concerns about how your data is being handled you can lodge a complaint with the Information Commissioners Office of 0303 123 1113 or visit <https://ico.org.uk/>

Press Release: For immediate release

{Your group / organisation} has been awarded a **{amount}** Walking and Cycling Grants London Grant for **{project purpose}**

Walking and Cycling Grants London is a programme funded by Transport for London in partnership with The London Marathon Charitable Trust and managed by the environmental regeneration charity Groundwork London. It offers funding of up to £10,000 over three years to community groups such as residents' associations, charities and youth groups for projects that encourage people of all ages and backgrounds to walk and cycle safely.

{Briefly describe what type of walking or cycling activities the grant will fund, who the participants will be and when and where the activity will take place. Ensure you set out any specific activities where applicable}

{Quote by project participant or organisation's manager/co-ordinator, describing the benefits of the project and thanking Walking and Cycling Grants London}

{Insert your supporting Transport for London quote here}

Olu Alake, Strategic Partnership Programme Lead for The London Marathon Charitable Trust, said:

"The London Marathon Charitable Trust is proud to be working in partnership with Transport for London on their Walking and Cycling Grants London programme. It will be exciting to see the impact that **{insert your organisation's name here}**'s project will have in creating new opportunities for **{walking/cycling}** **[delete as appropriate]** within the local community, helping to fulfil The Trust's mission of inspiring activity.

End

Press contact: **{Your group's press contact's name, email and phone number}**

Email KateHilsen@tfl.gov.uk or ClaireJermamy@tfl.gov.uk at Transport for London to request your supporting quote at least 5 working days ahead of when you plan issue your press release.

**MAYOR
OF LONDON**

**LONDON MARATHON
CHARITABLE TRUST**



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Notes to Editors

About {Your organisation's name, it's activities, aims and objectives}

About Walking and Cycling Grants London

Walking and Cycling Grants London (WCGL) is a grants programme funded by [Transport for London](#) in partnership with [The London Marathon Charitable Trust](#) and administered by Groundwork London.

We fund grants of up to £10,000 over three years to community groups and organisations, to deliver projects and programmes that remove the barriers to walking and cycling and enable all communities to enjoy the benefits of active travel.

Projects create confidence in participants, provide upskilling opportunities, enable greater physical, social and economic mobility, improve physical and mental health, reduce social exclusion and strengthen communities.

Since the scheme began in 2015, we've awarded over £1m in grants, supported over 180 projects across all 33 London boroughs, with over thirty two thousand participants benefitting from the scheme.

www.wcgl.london

wcgl@groundwork.org.uk

T: 020 7239 1286

About Groundwork London

Groundwork London is a social and environmental regeneration charity. For almost 20 years we've been at the forefront of environmental and social regeneration in London; changing places and lives for the better, in some of the capital's most disadvantaged neighbourhoods. In today's challenging social and economic climate the work we do has never been more important; creating better places, improving people's economic prospects and helping people to live and work in a more sustainable way. Our three over-arching objectives are: **creating better places, promoting greener living and working** and **improving people's prospects**.

www.groundwork.org.uk/london

[@GroundworkLON](#)

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Photography and filming consent form

This form **must** be completed **before** photography/video filming takes place.

1. To be completed by {your organisation} project staff

Project or event Date

Project staff name

2. Consent (To be signed by adults & young people aged 16-18)

I understand that {your organisation} is taking photographs or filming to promote the project and that my consent is valid for five years from the date of signing. I permit {your organisation}, Groundwork, Transport for London (TfL) and The London Marathon Charitable Trust (The Trust) to:

- Issue the photographs to local and national press to accompany articles about Walking and Cycling Grants London;

Use the photographs in any printed or online publications (this includes (but is not limited to) publicity materials such as leaflets, brochures and posters, books, newspaper and magazine articles, television programmes and other digital content) produced by {your organisation}, Groundwork, TfL or The Trust;

- Reproduce the images or film e.g. on {your organisation}, Groundwork, TfL or The Trust websites, YouTube or social media channels. I understand that websites can be seen throughout the world and not just in the United Kingdom, where UK law applies.

I understand I can withdraw my consent at any time by sending an email to {your organisation email address} and that all personal information will be held in accordance with data protection legislation.

Name of person in image (adult/young person)

Signature of person in image

Contact details/email or phone number

3. Parental/guardian consent (To be completed by parent / guardian of all under 18s)

I understand that {your organisation} is taking photographs or filming to promote the charity's work and that my consent is valid for five years from the date of signing. I permit {your organisation}, Groundwork, TfL and The London Marathon Charitable Trust (The Trust) to:

- Issue the photographs to local & national press to accompany articles about Walking and Cycling Grants London;
- Use the photographs in any printed or online publications (this includes (but is not limited to) publicity materials such as leaflets, brochures and posters, books, newspaper and magazine articles, television programmes and other digital content) produced by {your organisation}, Groundwork, TfL or The Trust;
- Reproduce the images/film e.g. on {your organisation}, Groundwork, TfL or The Trust websites, YouTube or social media channels. I understand that websites can be seen throughout the world and not just in the United Kingdom, where UK law applies.

I understand I can withdraw my consent at any time by sending an email to {your organisation email address} and that all personal information will be held in accordance with Data Protection Legislation.

Name of person in image (under 16s)

Name of parent/legal guardian

Signature of parent/legal guardian

Contact details/email or phone number

Photography and film consent guidance

Your guide to obtaining consent for someone appearing in a photograph or film that will be used for publicity purposes by **{your organisation}** Groundwork, Transport for London (TfL) or The London Marathon Charitable Trust (The Trust).

Policy statement

It is our policy that where we are planning to use an image (photograph or video film) for materials in the public domain, consent must be obtained by the subject or an appropriate parent or guardian, as set out in the following consent form.

Photographing or filming individuals is the collection of 'personal data' and therefore falls under data protection rules. These guidelines comply with the terms of the Data Protection Act 2018. **The purpose of the Consent Form is to provide information for the person giving consent so they can make an informed decision about whether to give their consent.** Where possible the consent form should be completed in the presence of a **{your organisation}** member of staff who understands the form and can answer questions about use of images.

The consent form must be completed before the photography or filming takes place.

Why does **{your organisation}** need images?

{Your organisation} needs to take photographs and/or film project participants and events to help promote **{your organisation}**, the project and the Walking and Cycling Grants London scheme.

Who should read this form?

{your organisation} staff, photographers or volunteers tasked with obtaining consent **and** those asked to give consent if they ask for more information, including parents or legal guardians.

How are the images used?

The images may be used in a range of materials to promote **{your organisation}**, Groundwork, TfL, The Trust, and Walking and Cycling Grants London. This includes (but is not limited to) publicity materials such as leaflets, brochures and posters, books, newspaper and magazine articles, television programmes, social media and other digital content.

How long does consent last?

Consent is valid for 5 years from date of consent given. However, image consent can be changed or withdrawn at any time by notifying **{your organisation's contact}**

When is consent needed?

Photographing / filming in crowds at events

We **do not** require written consent to be obtained if it is reasonable to assume that the person is aware that their photograph may be published and that neither the photograph itself nor the context in which it is used could cause any potential harm or distress to that person.

At an event, poster signs **must** be displayed and if possible attendees should be notified **prior to the event** that a photographer/film-maker will be present on the registration form or invitation. However if the photographer takes a photo of an individual at the event, written consent **must** be obtained.

Photographing / filming at events with children / young people (under 18s)

If a child is identifiable, specific parental consent is needed (section 3 in the form). Sometimes a school can distribute and collect consent forms in advance of an event taking place, which need to be signed by a parent or guardian. If this is the case, the school teacher responsible should sign the schools photo/film consent form.

Photographing / filming individuals (adults & young people)

Written consent is required in compliance with the data protection legislation

Who can give consent?

It is good practice to involve children and young people (or adults who have limited understanding to give their own informed consent) in the consent process as much as possible.

Adults:

If subjects are over 18 (adult) and have sufficient understanding to give their own informed consent, only section 1 & 2 of the form need to be completed.

If subjects are over 18 (adult) and do not have sufficient understanding to give their own informed consent, sections 1, 2 & 3 of the form need to be completed.

Children and young people:

If subjects are under 18 and have sufficient understanding to give their own informed consent, sections 1, 2 & 3 of the consent form need to be completed.

If subjects are under 18 but **do not** have sufficient understanding to give their own informed consent, sections 1 & 3 of the consent form need to be completed.

Risk Assessment Template

Activity/event description			
Date, time and address of activity/event		Number of participants expected	
Does the location have a health and safety policy, emergency operating procedures?		Are there any particularly vulnerable participants (e.g. children, old people etc.)	
First aider name		Number of staff and volunteers booked	
First aider contact number on day of activity/event		Location of first aid kit	

Identification of hazards and who may be harmed	Risk Level			Precautions to remove hazard, reduce risk level	Risk level after implementation of control procedures		
	Low	Med	High		Low	Med	High
(add more rows if needed)				(add more rows if needed)			

Date of risk assessment		Assessment Review Date	
Completed by		Completed by	
Signature		Signature	

Hazard Checklist Example (please note that this is not an exhaustive list of kinds of activities and/or hazards)

Group Bike Rides / Cycle Training / Guided or Led Walks			
Road crossings	<input type="checkbox"/>	Un-roadworthy bicycles	Weather conditions
Sharing route with other users	<input type="checkbox"/>	Lost riders/walkers	Children
Poor surfaces	<input type="checkbox"/>	Poor Health/Fitness	Other
Maintenance workshop			
Handling tools	<input type="checkbox"/>	Handling oils and lubricants	Other
Lifting bikes	<input type="checkbox"/>	Slippery surfaces	

