WALKING AND CYCLING GRANTS

A TfL COMMUNITY PROJECT

Guide to planning your project 2023

Application deadline: 10.00, Friday 1 September 2023

MAYOR OF LONDON

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Introduction

This guide will help you to plan your walking or cycling project in a way that will meet the Walking & Cycling Grants London (WCGL) criteria as specified in the [Application guidelines](#).

On behalf of Transport for London and The London Marathon Foundation, Groundwork London has a dedicated grants team that works with applicants to develop project ideas and provide guidance and support throughout the grant process: from offering initial advice and ideas through to implementation and project completion. We also have teams of outreach officers who work with communities across London, so if there are particular groups and audiences you're aiming to reach through your project, we can offer tailored support to help you achieve this.

Contact us
To discuss your project or any aspects of the application process:

wcgl@groundwork.org.uk
020 7239 1286

For further information visit:
wcgl.london
Facebook.com/GroundworkLondon
[@GroundworkLON](#)

[#walkcycleldn](#)

Contents

1. Walking & cycling activities

There are a diverse range of activities that you can deliver to encourage members of your local community to walk or cycle. As part of developing your project idea, it is important that you identify the participant groups that you would like to work with, consider what barriers to walking or cycling they may have, and tailor the activities offered to best support them. Different groups are likely to have different needs.

A list of some common barriers to walking and cycling and ideas of activities to overcome them are listed below.

We recommend that you view examples of previous projects' activities by visiting the case studies section on our website:

https://wcgl.london/casestudies

Alternatively visit the Community ideas hub, where you will find information about previous projects which could be easily replicated elsewhere in London:

https://wcgl.london/communityideashub

Access to a bike	Refurbished, old or abandoned bikes can be sold at affordable prices, or setting up a local bike hire scheme can be a way to increase cycling access in your community.
Lack of confidence	Cycle and walking training can increase confidence. WCGL will also offer training to successful projects through our training programme, for example ride leader training, walking leader training, bike maintenance training, route planning, and more.
Knowledge of local routes	Offering group walks or rides is a very good way to show people where they can walk or cycle in their local area. You can find the seven routes of the Walk London Network at tfl.gov.uk/modes/walking/top-walking-routes and links to leisure routes, maps and cycle ways at tfl.gov.uk/modes/cycling/routes-and-maps
Bike maintenance skills	Often people stop cycling when they get a puncture or their brakes stop working. Learning how to do basic repairs can support people to look after their bikes and resolve minor problems for themselves, therefore saving money and keep cycling for longer.
Cultural aspects	Consider the cultural needs of the participants that you will be working with. For instance, if they speak a language other than English, ensure you can communicate with them in that language. You may want to think about how participants might feel about walking or cycling and if there is a way you can promote walking or cycling in your community so that it is seen in a more positive light?
Time and work constraints	Think of whether your participants may have work or family commitments and how your activities can be planned around these. For instance, will attendance be higher if activities are delivered during the day, in the evening or at weekends? Could you be offering a crèche for children? Or get the children involved in the activities?

Lack of walking equipment	When people want to start walking as an activity, they may feel they need to upgrade their shoes and socks, and get some specialist equipment, such as poles, pedometers, and rucksacks etc., or get technology to help them such as apps or maps. Consider offering this equipment to your participants, if relevant to your activities.
Mobility impairment and lack of fitness	Consider whether the mobility or fitness of your participants may require the use of special walking shoes and clothes, or non-standard cycles such as ability bikes. You may also have to plan routes to factor in impairments too, such as shorter routes, avoiding inclines, level ground, or wider paths.

2. Engaging with people

Perhaps you want to organise a group walk or cycle with your local community, go on a guided nature walk, refurbish second-hand bikes, take people on sensory or mindfulness walks, or train participants in new bike maintenance skills. Whatever you think your area or community group might need, the simplest way to gain support, recruit volunteers, or find out what people want to get involved with is to ask the people who live near you. Ask your friends, family, neighbours or parents at your local school what activities would help them to get out walking or cycling, and what the issues might be that stand in their way, that your project could help overcome.

You could also find out local opinions and get ideas of activities and support for them by asking local community forums, estate associations, youth groups, older people's groups, disability forums, community centres, faith groups, or schools. You can do this using social media or by putting up posters to advertise your ideas or to recruit volunteers in local shops and supermarkets, libraries, community and leisure centres, even in the local pub.

When working with your participants or volunteers, ensure that you:

- Introduce them to the project and give them a clear idea of what you're trying to achieve
- Provide a safe environment: make sure any risks are identified, minimised and covered by adequate insurance
- Offer support: if you have a large project, you could name supervisors to take responsibility for giving groups the support they need
- Resolve difficulties: make sure your volunteers know where to raise any concerns or problems
  Ensure that everyone feels welcome to participate
- Follow the government guidelines around obtaining DBS certificates and safeguarding measures to put in place: www.gov.uk/government/organisations/disclosure-and-barring-service
- Follow the latest government guidance on delivering projects during the Covid-19 pandemic: www.gov.uk/coronavirus

3. Delivery plan and calendar

Once you have decided on your project idea, you need to plan the delivery of your activities and produce a realistic calendar.

It is important that your calendar includes all the activities necessary for the successful delivery of your project. In looking at the setup stage, you'll need to think about:

- Setting up activities: Do you need to set up a workshop space, buy tools or hire equipment? How long will this take?
- Training of staff and volunteers: Are staff and volunteers of your project going to attend training in order to deliver the project? If so, you need to think about when and where the training will take place, making sure that it happens at an appropriate point.
- Outreach and communications: Make sure you plan enough time to communicate your project and engage with your participants. Working with groups you haven't worked with before will require more time and resources than engaging with a well-established group of participants.

Delivery of activities:

- How many sessions or events are you going to deliver and when? Is the timeline realistic and achievable?

And finally, monitoring, reporting and learning:

- You will need to plan monitoring of your project whilst it is being delivered, but also allocate time at the end to make sure you produce your final report and any evaluation work within the required timeframe. You will want to consider what you have learnt from running the project for future projects too.

WCGL calendar

It is really important that you familiarise yourself with the WCGL calendar and the grants' payment and spending dates (both can be found in the Application guidelines) and that you plan your project calendar accordingly.

4. Information for walking projects

There are a broad range of walking activities that would be eligible for grant funding. Walking projects could include walking to discover local areas and parks, walks that help to reduce social isolation, or walks that get people more healthy and active.

4.1 Route planning

One barrier that people may face is not knowing how to plan walks around the areas in which they live. You may wish to run a project which takes people on led walks, but also gives them the tools to plan and undertake their own walks in their local area.

You can find lots of walking routes and maps on the TfL website:

tfl.gov.uk/modes/walking/

Quick walks between stations:

https://londonblog.tfl.gov.uk/2020/07/16/station-walks/?intcmp=62534

West End walking map:

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

Footways London network of quiet walking routes:

https://footways.london/

Go Jauntly walking maps on your phone:

https://walks.gojauntly.com/walking/gb/england/greater-london

4.2 Equipment

Whilst planning your project, you should think about what equipment you might need to purchase to ensure there are no barriers for people taking part. This could include things like waterproofs, walking poles, backpacks and pedometers.

You should also consider how to store any equipment, and whether you will need an indoor venue for any activities, such as warm-up exercises, or route planning or workshops.

4.3 Getting to walks

Walking projects are a great way to explore your local area, however you may also wish to take your project participants further afield to different parts of London. To do this you will need to consider how to transport them. You should aim to make this as environmentally-friendly and risk-free as possible, whilst being appropriate for the participants you hope to engage with.

4.4 Rewards

A good way to engage people in activities is to provide a reward or incentive for taking part in all or many of the sessions. This could be

earning walking equipment such as walking poles or boots, to enable them to continue after the project has ended.

4.5 Additional activities

You may also wish to combine walking with other activities to add interest, such as a walk around a local area that involves discussing local history, a walk that culminates in a park where you have arranged some games or crafts, or a walk to somewhere that participants can relax and socialise. You should ensure that any cost of these additional activities are a small proportion of the costs of the overall project – the majority of costs must be connected with walking.

4.6 Infrastructure works/ studies

Please note that WCGL will not fund any infrastructure works for walking, or studies/activities which aim to assess where such works may need to be undertaken. We suggest that where you may have identified a need for such works you should contact the public body who is accountable for that location.

5. Information for cycling projects

5.1 Cycle training

It is important that cycle training is offered to all participants in cycling projects. This is so they can be taught the basic cycling control and safety skills for their personal cycling development. All cycle training should follow the guidance in the National standard for cycle training issued by the Department for Transport:

www.gov.uk/government/publications/national-standard-for-cycle-training

Your project can directly offer cycle training, or signpost participants to undertake the free Cycle Skills sessions offered by London boroughs. Before including the cost of cycle training in your funding application, check if any of these can be funded by your borough council:

tfl.gov.uk/forms/12421.aspx

You can also brush upon your cycle skills with the free TfL online cycle skills course:

cycle-skillsonline.tfl.gov.uk/

Cycle training offered through your project

If you decide to provide cycle training through your project, you can either (a) train your own instructor or (b) work with external training providers.

a) In-house cycle training – train your own instructor(s):

To become a cycle instructor you will need to complete a four-day practical course in instructing cycle training delivered by a 1st4sport Recognised Delivery Centre (RDC), pass a half-day post course assessment and register on the Bikeability Trust instructor database. You will need to be a competent cyclist before attending this course.

You will need to renew your registration each year, so you will need to factor this into your budget.

For information about instructor cycle training and registration on the Bikeability instructor database visit:

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

You may choose to start your project working with external cycling instructors while training one or more of your own staff who can take over the cycle training sessions once they have completed their training. Upskilling staff in this way is an ideal way to ensure your project is sustainable beyond the WCGL grant.

Please contact your chosen training provider to obtain a quote to make sure you are budgeting for the right amount.

b) External cycle training providers for groups:

You are encouraged to check with your local borough if they can provide an instructor for the cycle training sessions you will be delivering through your project. If this option is not available to you there are a variety of cycle training providers in London:

Bikeworks

http://www.bikeworks.org.uk

Cycle Confident

www.cycleconfident.com/

Cycling Instructor

www.cyclinginstructor.com/

Cycle Experience

www.cycleexperience.com

Vandom Cycles:

https://www.vandomecycles.co.uk/

5.2 Bike maintenance training

You need to ensure you have enough resources to maintain bikes in a safe working order throughout the project and beyond. You can apply for funding to train individuals within your organisation, or work with a service provider to deliver bike maintenance sessions and maintain the bikes owned by the project. Mechanic training providers in London, among others, include:

London Bike Hub:

https://londonbikehub.com/maintenance-training/

Cycle Confident:

www.cycleconfident.com/courses/maintenance/

Bikeworks

www.bikeworks.org.uk

London School of Cycling:

www.londonschoolofcycling.co.uk/content.php?id=15

There are two kinds of mechanics training:

a) General training:

This covers a wide range of courses from essential maintenance (covering puncture repair and brake and gear maintenance) to more advanced courses. Different training providers offer a variety of courses and levels of training. Please check the providers' websites for more details and to decide the most adequate level of training your mechanic(s) will need.

b) Professional training:

There are two kinds of professional mechanics training, City and Guilds and Cytech (both include three levels of accreditation). These are more in depth and more expensive courses. Please consider whether this level of training is necessary for the activities that your organisation will be developing. This course is recommended for projects running a build-a-bike scheme or fully restoring bikes to roadworthy condition.

As an alternative to carrying out maintenance work yourself, you may be able to partner with a local bike shop or community cycle centre to agree a reduced rate for repairs. However, you will still need at least a few of the project delivery team to have basic maintenance skills, such as fixing punctures, adjusting seats, tightening brakes etc.

5.3 Purchasing and Acquiring Bikes

There are several ways you can source bikes for your project. However you source your equipment, always make sure that the quality and type of bike is appropriate for your project.

Donated / unwanted bikes

There are a number of places from which you may be able to source bikes for free. In previous years groups have obtained bikes from:

- The Police (stolen and abandoned bikes which are not claimed) or the local council
- Donations from the public
- Discarded bikes at refuse sites

You may find that bikes need repairs and/or reconditioning prior to use in your project. If your group does not have the skills to carry out those activities, you may be able to partner with a local bike shop or community cycle centre to have essential works completed at reduced rates or for in-kind payment, such as offering promotion for them, or signposting to their organisation for your participants.

Second-hand bikes

Ask for proof of ownership before purchasing second-hand bikes, that way you can ensure that the bikes are from a reputable source and are less likely to have been stolen. Bike shops can provide you with second-hand bikes that have been fully serviced and you can be sure the bikes are in roadworthy condition.

There are a number of local community bike shops that recondition donated or unwanted bikes, which they are able to sell at low prices. Many of these will also undertake repairs at low prices.

The following organisations provide useful information on recycled bikes and recycling:

London Community Resource Centre:

www.lcrn.org.uk

Reuse Network UK

https://reuse-network.org.uk/

New bikes

You can purchase new bikes with your WCGL funding. The grant can cover the cost of standard bikes up to £500. When needed, non-standard bikes such as trikes, tandems and cargo bikes, may be purchased at higher rates. If you need further guidance on this, contact the grants team at wcgl@groundwork.org.uk or on 020 7239 1286.

5.4 Storage

Before purchasing bikes for your project, it is important to consider where you will store them. Most insurance providers may require that they are locked in a secure place but please do check your policy to ensure that you are adequately covered.

Garages, secure lockups and other storage areas are an option, and a variety of bike storage designs are available, including the use of repurposed shipping containers.

Please note that WCGL does not fund cycle parking equipment such as racks.

Applicants to WCGL should consider including bike storage costs in their funding proposal if required.

6. Additional funding, support and training

6.1 General

Walking and cycling are fantastic ways to get around in London, and have huge mental and physical health benefits too. Here are some general resources which detail the changes, opportunities and updates taking place:

Cycling and walking investment, grant funding, research and infrastructure case studies:

www.gov.uk/government/collections/cycling-and-walking

TfL's Walking webpage:

tfl.gov.uk/modes/walking/

TfL's Cycling webpage:

tfl.gov.uk/modes/cycling/

6.2 Additional funding

There are a range of resources available to assist you in finding additional funding, for example:

- My Funding Central is a resource which lists thousands of funding and finance opportunities (free if your organisation's turnover is less than £30,000 p.a.):
https://www.myfundingcentral.co.uk/

- Funds Online is a database with over 8,000 funders:
https://fundsonline.org.uk/

- The National Lottery's funding finder tool can help identify the most suitable funding programme for your project:
https://www.lotterygoodcauses.org.uk/funding

- Borough cycling officers or Community Voluntary Service (CVS) will be able to advise of any other funding available locally. Search online for these organisations in your borough.

You may also be able to secure funding from larger businesses, such as banks or other international corporations. The best place to start would be to see which ones have offices in your borough, and then contact their Corporate Social Responsibility (CSR) team.

6.3 Advice

The following organisations can provide information on a number of different topics, from project accounting to fundraising techniques:

- Directory of Social Change provides information and training for charity organisations, including training on fundraising:
http://www.dsc.org.uk/

- VolResource provides information for voluntary and community organisations:
www.volresource.org.uk

- NCVO champions the voluntary sector and provide guidance to support charities, community groups and social enterprises:
www.ncvo-vol.org.uk

- The Charity Commission is the regulator for charities in England and Wales: www.charitycommission.gov.uk/start-up-a-charity

- Co-operatives UK produces guides to legal, financial and organisational aspects of running not-for-profit organisations: https://www.uk.coop/resources/simply-legal

6.4 Training and knowledge sharing

Groups that are awarded grants will have the opportunity to attend free training on a range of subjects. Each group can send at least one individual on any of these courses. Training available may include:
- Bike mechanic training
- Engaging with volunteers
- Ride leader training (walking and cycling)
- Inclusive cycling training
- Walk leader training
- Marketing and communication
- Basic and intermediate Excel
- Monitoring and evaluation training

- Using Outlook
- Project management

Spaces on courses will be limited, but we will try to ensure that all WCGL-funded projects can benefit from the training.

In addition to formal training, we also facilitate knowledge and resource sharing between successful groups. You will be invited to join the WCGL Facebook group, and there will also be opportunities for face-to-face networking with other projects, dependent on any government restrictions that might be in place.

The Community Ideas Hub on the WCGL website provides project ideas and inspiration, advice, resources and guides for running a project efficiently and successfully: https://wcgl.london/communityideashub

7. Taking health precautions when delivering your project

The health of participants should be front of mind when delivering your projects. Please use responsible precautions and consider the vulnerability of your participants when delivering your project, especially if anyone is suffering from colds or viruses such as Covid-19. For the latest health advice and guidance, please consult the NHS website.

8. Insurance

It is critical to have adequate insurance for your project and any equipment you will be purchasing.

Public Liability insurance covers claims that could be made by members of the public or for incidents that could occur in connection with your project activities. This insurance covers the cost of claims for personal injuries, loss or damage to equipment or property and is therefore vital to projects of this kind.

If you're buying bikes that are going to be part of a pool you'll also be required to insure them. You will need to do some research to find a good deal and a policy that will cover your needs. You may be able to get a combined policy that covers your public liability insurance and your bikes, boots and/or other equipment.

VoIResource Insurances Services provides Information on different insurance companies: www.vr.volresource.org.uk/services/insurance

We encourage you to get quotes from a few different providers to find the best deal.

9. DBS checks

For projects involving children and/or vulnerable adults, your organisation must have a safeguarding policy, and DBS checks are a requirement for all trainers, helpers, and anyone else working with these participants. Further information to obtain these check can be found at: www.gov.uk/disclosure-barring-service-check/overview

If needed, you can include any costs related to this in your budget.

10. Useful links

TfL website

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

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

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

Use 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

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/informationsupport/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 provides 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

Ride London:
www.PrudentialRideLondon.co.uk

Bike Week:
www.cyclinguk.org/bikeweek

Tour of Britain:
www.TourofBritain.co.uk

London Cycling Campaign groups and events:
https://www.lcc.org.uk/groups-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