

Pre Application Information Sheet 2023

Application deadline: 10.00, Friday 1 September 2023

Pre-Application Information

Walking & Cycling Grants London (WCGL) is a grants programme funded by [Transport for London](#) in partnership with [The London Marathon Foundation \(LMF\)](#) and administered by the environmental and social regeneration charity [Groundwork London](#). The programme is aimed at groups that are traditionally under-represented in walking or cycling, through income, health, culture, ability, skills and access to information or equipment.

New applications will be accepted from Wednesday 26 July to **10.00, Friday 1 September 2023**. Applications can be made through [here](#).

To be eligible to apply for WCGL, your organisation must operate within Greater London and be either:

- A community organisation
- A charity or third sector organisation
- A not-for-profit organisation, community interest company (CIC) or social enterprise.

Projects that are suitable for funding are those which:

- Increase walking and cycling in London (including new, lapsed or occasional cyclists)
- Increase confidence in walking and cycling
- Increase walking and cycling frequency
- Make bike ownership more accessible
- Introduce exercise to people who are particularly inactive via walking and cycling
- Reduce social isolation and get people involved in their local community

Organisations can apply for up to £10,000 over three years:

- Year one – up to £5,000
- Year two – up to £3,000
- Year three – up to £2,000

Your project can also run a one year only or two years only.

You can only apply for the year two and year three grants at the same time as you apply for the year one grant. At the end of each year your project will be assessed to determine that agreed outcomes and targets were achieved. Funding for years two and three will be released on satisfactory submission of the end of year report, where targets have been met.

Please note: funding for years two and three are not guaranteed and is up to the discretion of the fund.

Information we will need on the application form

Applicant information

- Contact details, and details about your organisation
- Status of your organisation's bank account (we will not need bank account details at this stage)
- Details about the grant you are applying for

Project description

- Project name, location, London borough/s the project will take place in, and details about your project
- You will need to explain:
 - What the project is
 - The aims and intended outcomes of the project
 - How your project will be monitored and evaluated
 - How your project will be delivered
 - What equipment you will need
 - How your project will contribute to the aims of WCGL, as set out in the application guidelines.
- You should be as clear, specific and detailed as you can to give your application the best possible chance of success

Participants and recruitment

- The three target groups that are going to benefit from the project. The target groups for WCGL that you can run a WCGL project for are:
 - Ethnic Minorities (we will ask for further specifics)
 - Disadvantaged (includes issues such as low income, lack of outside space nearby, lack of living space in homes, being in receipt of benefits, free school meals or other social issues)
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- NEET (Not in Education, Employment or Training)
- Disability groups - Physical, Sensory (vision, hearing, speech etc.), Mental Health, Other
- Carers
- People with a limiting long-term illness
- Young People (up to 24 years old)
- Women
- People with non-physical health problems (Learning Difficulties, mental health concerns)
- People 60 years of age or more
- LGBTQ+ (Lesbian, gay, bisexual and transgender)
- Homeless
- Refugees or asylum seekers
- Other target group (please specify)

- What barriers currently exist for these people, how you will recruit them to your project, and the targeted participant numbers per year.

In order to ensure projects support as many Londoners as possible and offer good value for money, there is a maximum cost per participant of £166.66 for each year of funding. I.e., If you are applying for the maximum grant amount of £10,000 over three years, your project must aim to support at least 60 participants. This means that the minimum number of participants over the three years would look like this:

- Year 1 $£5,000 / £166.66 =$ at least 30 participants
- Year 2 $£3,000 / £166.66 =$ at least 18 participants
- Year 3 $£2,000 / £166.66 =$ at least 12 participants

However, please note the following:

- We encourage projects to engage with as many people as possible whilst delivering an effective project, as we will be assessing value for money. For example, we would expect to see a higher number of participants for a cycle confidence project that works with women rather than an ability bike session for individuals with specific and complex needs.
- We expect participant numbers to be realistic and suitable for your participants and activities.
- Applicants must have robust reasoning for exceeding this maximum cost per participant
- If you feel your project participants have additional needs which means they require more support and you may need to exceed this maximum cost per participant, please discuss this with the grant administrators before applying: 020 7239 1286, wcgl@groundwork.org.uk

Participant number per year should be new participants each year, not cumulative. For example: If you are aiming to engage 50 participants each year, this would be:

- Year one: 50
- Year two: 50, **not** 100
- Year three: 50, **not** 150

Project plan and calendar

- The start and end dates of your project
- A timeline of your project, with **ten** key dates/time periods for year one, and **five** key dates for years two and three. For example:
 - January 2024 – Recruitment – recruit volunteer coordinator and five volunteers
 - February to March 20234 – Project marketing and promotion around local community
 - April 2024 – start delivering session

Budget breakdown

You will need to complete and submit a spreadsheet detailing how you intend to spend the grant money for each of the years that you are planning to deliver your project. You can view the spreadsheet here: [WCGL Budget Spreadsheet](#)

You should obtain quotes for all items listed in your budget to ensure it is as precise as possible.

You will be asked to provide details of any match funding for your project (if any), the source of the match funding, and whether it is secured or unsecured. Match funding is not a requirement for WCGL, and we will prioritise projects that may not be able to take place without WCGL funding.

You will need to include details of how you have worked out your costs, and how the project will continue to run after the funding period has concluded.

If you have any questions about the above, or would like to discuss your project idea with us, please contact us wcgl@groundwork.org.uk, or call 0207 239 1286.