Completing this form Walking and Cycling Grants London Application Form 2023 Walking & Cycling Grants London (WCGL) is a grants programme funded by Transport for London in partnership with The London Marathon Foundation 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).
Completing this Form: Please complete and submit this application form if you are wishing to apply for funds from the Walking and Cycling Grants London. Please ensure you read the <u>Application guidelines</u> and the <u>Guide to planning your project</u> before completing this application form. These documents contain key information on both completing this application form and developing your walking/cycling project. It is also strongly recommended that you read the <u>Model application form</u> . Your application may be rejected if you do not provide all the information required for us to make an assessment. Your application form will be assessed, and if your organisation and project are eligible for funding it will be shortlisted to be reviewed at a grants panel meeting, where a panel of individuals will decide whether to fund your project. Refore completing your application form, please make sure you are able to meet the following requirements:
 Must operate within Greater London Your organisation must be one of the following: a. A constituted community group (an organisation or association of persons with the primary aim of working to provide services and benefits to the community) b. A charitable or third sector organisation
 Participant Criteria (reaching diverse communities): Your project will encourage groups that are traditionally under-represented in walking or cycling, where individuals have barriers to walking or cycling such as income, equipment, health, social reasons, ability, skills or access to information which may be overcome through participation. For example: Ethnic minority groups, disadvantaged groups (including issues such as low income, lack of outside space, living space in homes, receipt of benefits, free school meals and other social issues), NEETs (not in education, employment or training), disability groups (physical, sensory, mental health, other), carers, people with a limiting long term illness, young people (up 24), women, people 60 years of age or more, LGBTQ+, homeless, refuges or asylum seekers, people with non-physical health problems (learning difficulties, mental health concerns), or people from other under-represented groups. Please tick the box to confirm you answer 'Yes' to the above statements Yes Additional Information and Support for completing the application:
Please refer to the Online application user guide for help on how to fill out this form. Please provide us with sufficient information to establish if your project is eligible for grant funding. Find out more about Walking and Cycling Grants London on the website. For further help on filling out this form, please contact Groundwork on 0207 239 1286 or by emailing WCGL@groundwork.org.uk You can navigate through different parts of the form by using the stage tabs at the top of the page. Please avoid using the back button in your web browser, otherwise you may lose work.
You will also have the opportunity to review your completed form prior to submission. We strongly advise you use Microsoft Edge, Internet Explorer or Mozilla Firefox, as other web browsers do not fully support the application portal. Applicant details Part 1 - Applicant details Main contact for application
This should be the person who is responsible for this application and answering any questions that we may have. 1.1 First Name John Last Name Doe 1.2 Name of organisation / group you represent
Position Held in Organisation Fundraiser 1.3 Please provide the full postal address of your organisation Address Line 1 1 Address House
Address Line 2 Address Street Address Line 3 London Postal Code N1 6RR
1.4 Telephone Number 0207 0000 0000 1.5 Email Address john.doe@islingtonwalkingclub.com Project delivery person contact details
This should be the person who will be responsible for the delivery of the project and will be contacted to answer queries relating to the project, if you are successful. 1.6.a First Name Mary Last Name Smith 1.6.b Position Held in Organisation Project Officer
1.6.c Telephone Number 0207 0000 0000 1.6.d Email Address mary.smith@islingtonwalkingclub.com 1.7 Where did you find out about Walking and Cycling Grants London (WCGL)? Groundwork Newsletter
About your organisation or group 1.8 What is the nature of your organisation? Please tick as appropriate Please note that you will be asked to provide evidence about the legal status of your organisation Charitable or third sector organisation If 'other', please describe
1.9.a Does your organisation have a bank account with at least two signatories? If your application is successful we will pay the grant to your organisation directly. For this to happen, your organisation needs to have a bank account with at least two signatories. Please note that personal bank accounts are not acceptable. Setting up an organisation's bank account can take some time. We recommend you start this process as soon as possible. Please tell us whether your organisation has a bank account Yes 1.9.a If you have answered 'no' to the question above and you would like the grant to be paid into another organisation's bank account, please provide the name of the organisation that will administer the payments of your grant. Please note that if you are successful we will ask you to provide evidence of the legal status of the other organisation and proof that they have agreed to administer the payments of your grant on your behalf. 1.9.c Please explain why it is necessary for the payment to be made into another organisation's bank account.
About the grant you are applying for 1.10 Has your organisation received a Walking and Cycling Grants London (WCGL), Cycling Grants London (CGL) or Community Cycling Fund for London (CFFL) grant in the past? Yes If you answered 'no' go to question 1.11.
1.10.a If you answered 'yes' to the question above, please note that projects that have previously received WCGL/CCFL funding can only apply for funding again if they are applying to fund a new project. Select whether you are applying again to fund a new project. Please see the Application guidelines for detailed information on what we consider a 'new' project to be. Yes 1.10.b Please indicate below how the project you are wishing to fund is new and differs from your previous project. Max. 150 words
Previously, we received funding to deliver training to older people in the borough of Islington. This project is a new project in that it aims to specifically support young school children, 12 years old - 17 years old, with the goal of increasing both the ability and confidence in walking for 30mins every day for the whole of the summer holidays. The project targets teenage females specifically, as young women in Islington have been urging us for a similar project, for years. 1.11 Please indicate how many grant years you are applying for by entering the grant sum/s below for each separate year. You can request up to £10,000 over three years. You can only apply for funding for year two and three at the same time that you apply for the year one grant.
Please note, if your application is successful, there is no guarantee that your project will receive multi-year funding. At the end of each funding year your project will be assessed to determine whether your project met its aims and objectives. Funding for year two and three will only be released if this condition has been met. For more detailed information on funding please refer to the Application guidelines Year one - up to £5,000 Year two - up to £3,000
Year three - up to £2,000 2000 Total 10000.00 Project description
Part 2 - Project description 2.1 Type of project Please select the type of project you are applying for Walking 2.2 Name of your project
2.3.a Is the project being delivered at the same address as the organisation address? Yes 2.3.b Full address of where the project will be delivered Please fill in with your organisation's address if this is where the project will be delivered Project Address Line 1
1 Address House Project Address Line 2 Address Street Project Address Line 3 London Postcode
2.3 London borough(s) where the project will be delivered Please select all that apply Islington 2.5 Project description Please explain what your project is, what the aims and objectives are, how it will be delivered, what equipment will be used and how it will contribute to the aims of WCGL, as set out in the application guidelines.
Be as clear and detailed as you can. Feel free to use bullet points to help you answer the question and help those assessing your application form. Bear in mind that the individuals assessing your application will not have previous knowledge about your project or organisation. Please describe your project [max. 500 words] Coming out of the pandemic we realised there was a real need in the community for reconnecting people with their local services and exploiting the vast array of green spaces. We saw demand for our services grow through 2023, with an increase in the number of referrals from local GP surgeries particularly from young women. We therefore wanted to offer a dedicated service targetting young women, sharing the benefits of regular walks. Our aim is to empower and raise awareness for women, create a safe environment where women feel acknowledged, heard and valued. We believe that supporting and guiding young women in overcoming their challenges, facing their fears and building their self esteem, will lead to better relationships and better decision making, allowing women to tell stronger and more in cortrol. We do this by walking and talking through parks and spaces throughout the borough of the area of Islington. The sessions will east to sudde a range of different parks and values throughout the area of Islington. The sessions will enable young women to share their stories, build relationships, gain valuable excersice - building a sense of empowerment, achievement and support, Guiding and supporting women so they live healthier and happier lives. The project will in Year 1: - See a target of at least 10 young women (18-25 years old) join us each week for the walks. - We will aim for at least 5 young women to become volunteers, help coordinate the walks and support the promotion of the activity - Our poal will be to tran 2 of the volunteers to become walk earliers, it leads the young women to become vo
2.6 What skills and resources does your organisation have that will enable you to deliver your project? [max. 150 words] The organisation has: - DBS checked volunteers and staff members - Staff members frained in mental health first aid) - Staff trainded in First Aid - Staff trainded in First Aid - Experience in delivering regular walks throughout Islington with a wide variety of audiences (older people, refugees and SEND participants) Our Project Manager, Mary, is a young women, who is trained to tackle mental health issues and has 3 years experience of coordinating walks and has successfully developed a number of community walks. Mary has built great contacts within schools, universities, GP surgeries and community centres.
Participants and recruitment Part 3 - Participants and recruitment Maximum cost per participant In order to ensure projects support as many Londoners as possible and that projects offer good value for money, there is a maximum cost per participant of £166.66 for each year of funding.
l.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 ÷ £16.66 = at least 19 participants * Year 3 £2,000 ÷ £16.66 = at least 12 participants * Year 3 £2,000 ÷ £16.66 = 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 on the grant administrators before applying: 020 7239 1286, www.wegl@groundwork.org.uk * 3.1 What is the total expected number of participants for that year only, and not accumulative or participants who have continued. For example, if you are aiming to engage 50 participants seach year, this would be: Year one: 50, not 150 Year three: 50, not 150
Year one 60 Year two 30 Year three 30
3.2 Explain how you have calculated the number of participants your project will engage with. [max. 150 words] We currently have around 20 referrals from the local community and building a list of potential participants that may benefit and become a regular walker. Based on our experience of working within this community and the wide range of contacts we have, we believe there will be interest and capacity to build the sessions further. We anticipate an average of 10 participants on each walk with a maximum capacity of 20, however we can respond if this does grow further, with assistance from any volunteers. Across the 15 walks we would anticipate at least 60 unique individuals. In Year 2 and 3, we would aim to see at least 2 new members join each walk to help bring new energy into the group and help with the turnover of people.
3.3.a Thinking about the people you are looking to engage with, which three groups of people will get the greatest benefit from you project? Please select three only. Women Young people (up to 24) Ethnic minorities If selected 'Other' please list in the box below 3.3.b If you selected Ethnic Minorities above, please indicate which individual groups will have the greatest benefit from your project below. Mixed / Multiple ethnic groups Mixed / Multiple ethnic groups-White and Black Caribbean Mixed / Multiple ethnic groups-White and Black African Asian / Asian British Black / African / Caribbean / Black British-African
Black / African / Caribbean / Black British-Any other Black / African / Caribbean background Other ethnic group 3.3.c Any further information you think is useful please detail below [max. 150 words] We aim to work alongside a variety of organisations to gather potential participants this includes - GP Surgeries, Women's Aid (Charities & CVS's), promote through the local council, Metropolitan University etc.
Barriers to walking and cycling What barriers to walking and cycling (as a means of transport, exercise or leisure) exist for your target group(s)? How will your project aim to address these barriers to encourage them to walk or cycle more often or more safely? How will those barrier(s) be overcome? Ways to address cycling barriers could include: provide access to bikes, provide cycle training, provide maintenance training, expose them to cycling, employ local cycling advocates, provide talks on cycling, provide bike fitting, employ staff who are from the target group(s) themselves, run activities at a time and in a location suitable to the target group(s). Ways to address walking barriers could include: provide the target group(s) with a reason to engage in regular walking activities, provide information on local walking routes to local attractions, provide high visibility vests to ensure safety, provide pedometers to monitor and track progress, employ staff who are from the target group(s) themselves, run activities at a time and in a location suitable to the target group(s). 3.4 Please describe what barriers exist for your target participants and how these will be addressed through your project. [max. 200 words] Barriers to walking can be the following: - If Health-Piness - Companions in the following: - Confidence and expectations We will try and tackle these by being: - Welcoming to all that seek our assistance and be pro-active to try and reach members
- Share information on walking, adapting to the needs of our participants. Help them build their fitness and set them achievable goals - Regular walks allow people to see us meet and want to take part, by building a community they hopefully will want to join - Mentoring and support on the walks will help tackle some of the uncertainty, communication with participants is key to keep them involved - The messages and images we will use to promote the group will reflect the participants we will be working with to build familiarity
3.5 How are you planning to reach and engage with these target groups? [max. 200 words] We will be working across our current network to spread the word and encourage people to take part. - Local charities, organisations and community hubs that may be able to refer participants or share the information to their networks - Posters and Flyers in the community to share the group - Online through facebook community groups, instagram and linking with groups that may be able to share our messages - Local newsletters and emails to our community
3.6 What is the total expected number of volunteers involved in the project per year? Year one 5 Year two 5
Year three 5 3.7 How many participants are expected to progress to becoming volunteers per year? Year one 5
Year three 3 Project plan and calendar
Part 4 - Project plan and calendar 4.1 What is the duration of your project? Expected Start Date Please note: this must be after Tuesday 2 January 2024 January 08, 2024 Expected End Date
Please note: this must be before Priday 25 September 2026 September 18, 2026 4. 2 Project set up and delivery calendar Make sure you familiarise yourself with the WCGL Calendar in Appendix 1 and the Payment of grant information (including spending deadlines) in section 7.4 of the Application guidelines and ensure you develop your project plan and calendar accordingly. Please detail the proposed dates of the activities you are expecting to deliver with your grant. Things that may be included are: • Set up tasks (i.e. buying equipment) • Training for staff or volunteers (i.e. route planning, mechanics or cycle training) • Publicity activities • Activities to be delivered for the participants. Make sure that you detail all the activities/sessions that you intend to deliver with the grant. We expect a high level of detail for year one. We will accept more general planning for years two and three at this stage. The delivery calendar for years two and three will be reviewed as part of the end of the end of year one evaluation. Year one (January 2024 - September 2024) Please provide a nameline for the orderery of the project in year one, with at least ten key dates@me periods. wice this has 2024 - General planning of routes and delivery. wice this an 2024 - General planning of routes and delivery. March - mid-project upon your formation and proteins, assests to share Fiels - Share Assests with potential participants, potential participants. March - mid-project upon your formation participants (Hands Up Survey or Questionaire) September - Rolle feet neededs from participants (Hands Up Survey or Questionaire) August September - Collect teechack from participants (Hands Up Survey or Questionaire)
Year two (January 2025 - September 2025) Please provide a timeline for the delivery of the project in year two, with at least five key dates/time periods. Leave blank if you are not applying for funding for this year. January 2025 - Reflect on past year, the needs of participants, new routes and planning February 2025 - Contact participants, dates of walks March - April - delivery of walks every 2 weeks March - mid-project report End of April - Reflect on delivery so far, participants ability, number of participants, potential routes leading into the Summer, further reach May - September - Collect feedback from participants (Hands Up Survey or Questionaire)
September - End of Year report September - December - Regular walks continue with volunteers, advice and support where required Year three (January 2026 - September 2026) Please provide a timeline for the delivery of the project in year three, with at least five key dates/time periods. Leave blank if you are not applying for funding for this year, January 2026 - Reflect on past year, the needs of participants, new routes and planning February 2026 - Contact participants, dates of walks March - April - delivery of walks every 2 weeks March - Indi-project report End of April - Reflect on delivery so far, participants ability, number of participants, potential routes leading into the Summer, further reach May - September - Cellect eledback from participants (Hands Up Survey or Questionaire) September - Food of Yar report September - Food of Yar report September - Food of Yar report
Grant budget breakdown Part 5 - Grant budget breakdown Important Information on the Grant budget breakdown spreadsheet This section of the application form requires you to fill out a spreadsheet with the specific details of how you intend to spend the grant money for each of the years that you are planning to deliver your project.
Make sure you familiarise yourself with the following information before completing this section, and ensure you plan your budget accordingly: - Application guidelines - Section 7.4 of terms and conditions - WCGL calendar in appendix 1 of application guidelines You should aim to obtain quotes for all items listed in your budget to ensure it is as precise as possible. Please note that: • Your organisation will be provided, as part of the project scheme, with access to free ride leader training and first aid training for at least one volunteer or member of staff. You do not need to include this cost in your application. • In order to conduct activities with the public your organisation needs to have public liability insurance. If your organisation does not currently have public liability insurance, make sure you include this cost in the budget. • You will also need to insure any equipment purchased as part of the project against damage or theft. If necessary, make sure you include this cost in the budget if the equipment will not be covered by any current insurance you may have. • For projects involving children and/or vulnerable adults, DBS checks are a requirement for all trainers, helpers, and anyone else working with these participants. These costs can also be included in your budget if required. Completing the form
Steps to fill out and complete the grant budget breakdown: 1. Download the 'Grant budget breakdown' spreadsheet from the link directly below this text in 5.1.a 2. Open the Excel file on your computer and click 'enable editing' at the top 3. Read the instructions carefully 4. Fill out the spreadsheet with the budget for each year that you are applying for funding for using the tabs at the bottom 5. Save the file with your changes 6. Upload your completed Grant budget breakdown using the attachments link below 7. If you have any questions or need any support, please et in touch with the grant administrators as early as possible,