**West Yorkshire Combined Authority Community Grants: guidance and application**

The West Yorkshire Combined Authority is supporting third-sector organisations to help people who have been working, or are returning to work, to make more journeys by bike, through offering small grants of up to £5,000.

The activities these grants will support should be targeted at keyworkers and volunteers who have been working during the COVID-19 outbreak, and people returning to work.

Delivered through the West Yorkshire Combined Authority’s CityConnect programme, which enables more people to travel by bike or on foot, the grants will be available to not-for-profit organisations.

This will be a competitive grant application process. The grant process will open from 8July 2020\* and will close at midnight on Wednesday 22July 2020.

**What might these small grants be used for?**

* Offering practical help to enable workers to cycle to work, including
* Bike and cycle equipment loans and donations
* Community based, low-cost bike hire schemes
* Free and reduced-cost bike repairs and servicing
* Training and support to enable workers to maintain and repair their own bikes
* Subsidised discounts on bike and essential equipment purchases, such as bike lights, locks, helmets, simple tools for on-journey repairs
* Upskilling workers and volunteers so they continue to offer support to workers who want to start making essential journeys by bike in the longer term
* Specific training or practical support to enable workers to cycle safely and confidently to work, bike maintenance training and instruction, such as virtual Dr Bike sessions
* Additional information and guidance such as route planning advice

These items give an example of what a grant might support, but we are interested in other innovative approaches which may practically support people to start or continue cycling to work.

* This grant is for work with keyworkers and/or people who are returning to work after the COVID-19 lockdown. Keyworkers are staff and volunteers who offer essential services away from their home, including NHS staff, care workers, public transport workers, emergency services retail staff and volunteers responding to the COVID-19 outbreak. For current further guidance on who is a keyworker, details are given [here.](https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision)
* The work must be delivered within West Yorkshire. All beneficiaries must either live in or work in West Yorkshire.

**Which organisations can apply?**

* You can apply for a grant if you are a constituted community, voluntary or not-for-profit organisation. You do not need to be a registered charity to apply. If you are not one of these organisations you may still be eligible to apply if your application is made by a suitable organisation which can act as an accountable body.
* You or your accountable body must have a bank account that requires at least two people to sign each cheque or withdrawal.
* All participants must deliver all activities by 31 December 2020, then spend all grant monies and return monitoring information by the17 February 2021**.**

**What can you spend this grant on?**

The grant can be spent on items or activities including:

* Bike parts and workshop essentials – replacement parts for bikes loaned, repaired or serviced.
* Essential equipment keyworkers such as bike locks. For subsidies, robust evidence must be given for the discount offered to keyworkers.
* Bikes – robust evidence, such as invoices or receipts, detailing the cost of any purchases will be required.
* Transport costs such as collecting or delivering bikes to keyworkers, collecting donated bikes, or for bike repair or servicing activities away from your base. Please estimate expected costs at [HMRC mileage rates](https://www.gov.uk/government/publications/rates-and-allowances-travel-mileage-and-fuel-allowances/travel-mileage-and-fuel-rates-and-allowances#approved-mileage-rates-from-tax-year-2011-to-2012-to-present-date). For vehicle hire, please estimate hire and fuel costs.
* Cost of offering different types of training, including paying for freelance instructors / trainers. Please give an estimate of the amount and type of training you plan to offer, and associated costs of freelance workers.
* Cost of paying for temporary staff members to support this project such as temporary cycle mechanics.
* Costs of any additional bike and equipment storage facilities associated with the project, such as additional storage capacity for a low-cost bike hire scheme.

**What we cannot fund**

* + You will not be eligible for funding if you are an individual or sole trader, profit-making organisation, or an organisation not established in the UK.
  + Projects that cannot complete all activities before the end of December 2020.
  + Costs incurred when making your grant application.
  + Day-to-day running costs of your organisation, including costs associated with staff not directly involved in the delivery of proposed activities.
  + Endowments or investments.
  + Loans or interest payments.
  + Existing activities where you have already secured funding from other sources.
  + Fundraising activities for your organisation or others.
  + Ongoing staff costs.
  + Contributions towards a vehicle purchase.
  + VAT you can recover (i.e. you must not claim from us any VAT you can claim back from HM Revenue and Customs)

**Monitoring**

We will require you to collect some basic information for monitoring. We are aware organisations are currently very busy. We will provide a simple template which grant recipients can ask beneficiaries to complete. We will ask for a short report on the numbers of people you have worked with and some basic details of your work for each month. This will be collected through a short questionnaire. All data collected must be processed in accordance with the Combined Authority’s Data Processing Agreement.

**Further Information**

If you are awarded a grant you must ensure you keep records and evidence of expenditure as we will need to see these. Failure to provide these may mean you have to repay all or some of your grant.

**Grant Application**

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| **What has your organisation achieved so far?**  Please tell us what your organisation has done so far to support keyworkers and others to cycle during the Covid-19 outbreak. How many people have you assisted to date.  Please tell us briefly what you have done before the Covid-19 outbreak to support and encourage more people to make essential journeys by bike, particularly journeys to work or training / study sites. |
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| **Please describe how you plan to use the grant.**  Please describe your reasons for wanting to take the measures you are seeking funding for. |
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| **How will you communicate / ‘get the word out’ to keyworkers &/or returning workers who may benefit?**  What contacts do you have with employers of keyworkers and employers in general? Would you welcome any support from CityConnect to help make links with employers? |
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| **Please give estimated costs for items / activities you will use the grant for.**  We appreciate that it may be difficult to give precise costings at this point, but please do so if possible. If costs are estimated, please specify this. |
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| **Please estimate the number of workers that will benefit from this funding and any breakdown of the different services you will offer them.** |
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| **We agree to fulfil the monitoring requirements outlined above**  ***Yes / No*** (Please delete) |
| **We agree to keep CityConnect informed of stories &/or case studies.**  **We agree to offer practical support to help with any communications / stories created by CityConnect. *Yes / No*** (Please delete) |