Introduction

In response to the Coronavirus pandemic, the number of people travelling by bike and on foot is likely to increase. The CityConnect *Bike Friendly Business* grant is intended to help businesses create a workplace that enables more people to make everyday journeys by bike.

Our grant scheme for businesses continues to offer grants of up to £5,000 and can be spent on things such as cycle parking, pool bikes, and storage lockers. The grant application form and FAQs are included in this guide.

Participating organisations typically see an increase of 20% in the number of people travelling by bike, which can help alleviate car parking pressures, and is great for employee health and well-being. [Npower](https://www.cyclecityconnect.co.uk/case-studies/making-cycling-to-work-easy-meet-lee-ashworth-workplace-environmental-and-safety-compliance-manager-at-npower-in-leeds/) in east Leeds were one of the first to see the benefits of the scheme.

# Bike Friendly Business grant application

## CityConnect is offering grants of up to £5,000 so your organisation can go the extra mile, enabling more people to travel by bike.

The requirement of the grant is that you will be encouraging more people to arrive at your premises by bike, as well as promoting local cycling infrastructure.

**Before completing the form, read the FAQs and note the guidance on funding for bike parking and pool bikes.** Please ensure you follow the advice that accompanies the questions, and once completed, submit electronically to [cityconnect@westyorks-ca.gov.uk](mailto:cityconnect@westyorks-ca.gov.uk)

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| Q1a. Name of Organisation  Q1b. Number of employees | Click here to enter text.  Click here to enter text. |
| Q2. Address | Click here to enter text. |
| Q3. Contact Name | Click here to enter text. |
| Q4. Telephone | Click here to enter text. |
| Q5. Email | Click here to enter text. |
| Q6a. How much money are you requesting from CityConnect? **Please be as accurate as possible** | Click here to enter text. |
| Q6b. What is the value of any cash match funding your organisation is providing? | Click here to enter text. |
| Q6c. Total available budget (**total of questions 6a and 6b**) | Click here to enter text. |
| Q7. On what do you intend spending the total budget?  **You must provide a full breakdown of costs, and where applicable, attach any relevant quotes or links. Make sure this figure tallies with the total available budget** | Click here to enter text. |
| Q8. Tell us how you think this will encourage more people to travel by bike to your organisation.  **We really want to fund things that are overcoming known barriers to travel by bike at your organisation, so please include evidence that you are addressing any specific barriers employees have identified.** | Click here to enter text. |
| Q9. What is your forecasted increase in the number of people travelling by bike?  **Please input a whole number**. | Click here to enter text. |
| Q10. In what way will your organisation continue to promote travel by bike?  **Here we are looking for evidence of the things you are going to do as an organisation to actively promote travel by bike.**  **Be as specific as possible** | Click here to enter text. |
| Q11. Please tell us where you heard about the CityConnect Bike Friendly Business scheme. | Choose an item.  If you selected ‘Other’, please tell us Click here to enter text. |

**Frequently asked questions**

**What can my grant be spent on?**

Grants may be spent on a whole host of things, from cycle parking to pool bikes, a contribution towards washing and changing facilities, or bike maintenance sessions.

If you are applying for a grant for cycle parking, we have a preferred contractor who will need to conduct a site visit and provide a quote. **Please** [**contact us**](mailto:cityconnect@westyorks-ca.gov.uk) **and we can arrange this** **with our contractor**

If you are applying for pool bikes consider who your target audience is within your organisation, whilst relatively expensive, ebikes are a fantastic addition to pool bike fleets and a great way of flattening hills and extending the distance people could ride. To ensure value for money and quality, we have a preferred supplier of bikes. **Please** [**contact us**](mailto:cityconnect@westyorks-ca.gov.uk) **so we can advise type of bike and cost**.

**What evidence should I supply?**

We want to fund things that help overcome any barriers that people might have to travelling by bike. We recommend you do a short employee survey to help identify these and positive things you can do to enable travel by bike; we can assist with this.

If you’re buying goods or services other than bike parking and pool bikes, then **you must provide us with quotations that match the amounts you’re asking us for**.

**Where can I buy the things we are asking for?**

Many local bike shops across West Yorkshire are still trading, and there are a limited number of people still providing training services. There are also a number of online retailers who also provide bike parts. If you are unsure, then please [contact us](mailto:cityconnect@westyorks-ca.gov.uk) and we can advise.

**How can we continue to promote travel by bike?**

You don’t have to spend lots of money to encourage more people to travel by bike. Adopt a casual dress code; make sure your intranet page includes advice on travelling by bike and that employees are aware of it (this might be as simple as providing a link to an existing online resource, or a dedicated page for active travel; if you have a travel policy include cycling and *positively encourage* this choice (also if employees make journeys for work using their own bike, allow them to claim HMRC’s approved rate of 20p per mile); some organisations even give employees additional time off or retail vouchers for travelling by bike. You could also use your existing cycle commuters to support less confident colleagues with route planning advice, and help with basic maintenance issues.

**I still need advice**

For more advice and resources visit [www.cyclecityconnect.co.uk/get-cycling/support-for-businesses/](http://www.cyclecityconnect.co.uk/get-cycling/support-for-businesses/) or email us at [cityconnect@westyorks-ca.gov.uk](mailto:cityconnect@westyorks-ca.gov.uk)