# **Community Active Travel Hubs - grant application guidance notes**

This guidance accompanies the CityConnect Community Active Travel Hubs grant application. Please read these notes carefully before completing your grant application.

## **Objectives**

The development of a network of community active travel hubs, helping create spaces that will:

* Provide people with a place where they can access support and encouragement to walk, wheel, and cycle for a range of purposes.
* Provide people with a place to access current information about active travel, including maps, details about walking, cycling and wheeling routes, groups, and other supporting activities.
* Provide people with a place to access the equipment and services they need to travel actively.
* Enable people of all abilities and backgrounds to access services offered by the hub.

## **Expected outcomes**

* People accessing the services offered by the community active travel hub.
* Increase in the numbers of people walking, wheeling and cycling.
* Increase in the number of people accessing led rides, led walks and training sessions.
* Increased knowledge and awareness of the support available.
* A positive contribution to improving health and reducing health inequalities through introducing active travel and physical activity into people’s routines.
* Increased levels of engagement with local consultations on schemes such as active travel neighbourhoods or new greenway routes.

## **What should your hub provide?**

We would like applications to meet the following criteria:

Essential:

* Support for all active modes of travel.
* A person to manage and run the hub according to the objectives above. This person will have excellent knowledge of local walking, wheeling and cycling initiatives, and the barriers people face to travelling actively.
* Good working relationships with key local stakeholders to help link in with existing active travel opportunities.
* The hub must be an inclusive space that actively welcomes everyone.
* Equipment that helps support uptake of walking, wheeling, and cycling; for example, waterproof jackets or other clothing that make outdoor activity more comfortable and accessible, a fleet of bikes available for loan (this might include ebikes, adapted bikes and cargo bikes).
* The capacity or space to be able to host bike maintenance training or the knowledge of where this takes place to signpost people.
* The capacity or space to be able to host learn to ride, beginner, and improver cycle training or the knowledge of where this takes place to signpost people.

*Desirable*

* A fixed location such as an existing building with suitable welfare facilities.
* Space to offer small bike repairs and servicing
* A link with a community walking group and/or a community cycle club (or a vision for setting one up).
* Delivery of inclusive cycling, walking and wheeling sessions.
* A programme of supportive, confidence building led walks and guided rides in traffic-free or lightly trafficked environments.
* One-to-one support is offered at regular intervals to help people develop a long-term habit.
* The hub must be able to operate flexibly, offering its services as a mobile provision when required.
* Secure parking for bikes, scooters etc.

### **Terms of application**

* You can apply for a grant if you are a social enterprise, registered charity, community interest company, or private limited company registered or constituted in the UK. 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 will not be eligible for funding if you are an individual or sole-trader or an organisation not established in the UK.
* You or your accountable body must have a bank account that requires at least two people to sign each cheque or withdrawal.
* You must be based in West Yorkshire.
* You may partner with local activity providers and/or your local authority.
* You must have appropriate insurance for any activities you plan to deliver and provide evidence of this.

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

The grant can be spent on a wide range of items or activities, including:

* Site refurbishment costs to create an active travel hub.
* Cost of training staff and volunteers, including paying for freelance instructors or trainers.
* Ongoing staff costs associated with the running of your hub.
* Cost of paying for temporary staff to support your proposal.
* Costs of delivering activities such as led walks, community street audits, or led rides.
* Purchase of new or refurbished bikes – robust evidence, such as invoices or receipts detailing costs, will be required.
* Bike parts and other essential equipment such as tools.
* Purchase of new or recycled clothing.
* Transport costs, such as collecting donated bikes or for bike repair/servicing - please estimate 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), or for vehicle hire please estimate hire and fuel costs.
* Costs of any additional storage facilities associated with your project.
* Costs of producing maps, information leaflets etc.

The above list is not exhaustive. If you are unsure about what can and can’t be funded through this grant programme, or you would like to discuss your ideas further, please contact us at [cityconnect@westyorks-ca.gov.uk](mailto:cityconnect@westyorks-ca.gov.uk).

### **What we cannot fund**

* Projects directly funding changes or additions to infrastructure and physical public realm features. This includes streetlights, on-street bike parking, new bike paths or tracks, changes to the public highway and/or public land improvements. Only in exceptional circumstances would we fund a permanent structure.
* Any 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.
* Contributions towards a motor 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**

If you are awarded a grant, you will be required to provide us with regular financial updates and monitoring and evaluation reports.

### **Branding and communications**

If you are awarded a grant, you will be provided with:

* A partner toolkit – this will include guidance on how to communicate about your project.
* CityConnect brand guidelines – all marketing and communications materials must adhere to these.
* Any external communications, such as press releases, should be produced with the support of the Combined Authority communications teams.

If you are awarded a grant, **you will be required to provide at least two case studies** about a person benefitting from the project. You will be provided with guidance on how to collect the information and the necessary permission forms.