# **CityConnect Cycle Hubs Grant Application Form**

## **Introduction**

When we make walking, cycling and public transport our first choice, it benefits us all. It tackles congestion, improves our air quality, and connects people with jobs, education and training. Enabling more people to walk and cycle has a vital role to play in helping us tackle the climate emergency - we need to increase cycling trips by 2000% and walking trips by 78% if we are to achieve our aim of becoming a net-zero carbon economy by 2038. As part of this work, we want to develop a network of active travel hubs across West Yorkshire that will build on the work already underway to help people change the way they travel.

Communities across our region are seeing the benefits of new, high-quality cycling and walking infrastructure, including the Bradford Leeds Cycle Superhighway, Bradford’s Canal Road Cycleway, routes in Leeds city centre, the Castleford Wakefield Greenway, a series of canal towpath upgrades in Bradford, Kirklees and Calderdale, and Scarborough Bridge, York. Through the CityConnect programme, the Combined Authority also delivers a series of campaigns and engagement initiatives to help break down barriers to participation. This includes free adult cycle training, as well as support for businesses, schools and grassroots initiatives to boost the number of people choosing to walk and cycle.

Find out more information at [www.cyclecityconnect.co.uk](http://www.cyclecityconnect.co.uk).

**Community active travel hub grant application**

Throughout this document we refer to ***‘active travel’*** or ‘***active journeys’****.* This includes cycling, walking, running, scooting, or by wheelchair / mobility aid (‘*wheeling*’). ‘Utility trips’ include travel to work, school and other educational facilities, the shops, leisure facilities, and as part of a longer journey by public transport. Although we are referring to ‘Active Travel Hubs’, these will also be places people can access support to walk, wheel, and cycle for exercise and leisure, recognising that this is likely to be a starting point for many.

The Combined Authority is offering grants of up to £50,000 to support organisations to become a hub for active travel engagement work, enabling more people to walk, cycle, scoot, and wheel for leisure and recreation, for health, and to make more active journeys more often. This work supports the CityConnect programme, local authority active travel schemes, and other public health initiatives.

We want West Yorkshire to be a place where everyone can travel actively. The hubs will provide people with a place to access information about cycling, walking and wheeling in the district, including route advice, walking and cycling groups, and other group activities. They will also provide people with a place to access the equipment and support they need to enable them to be more physically active. We would like to create hubs that will be focal point for engagement work in the district, a source of knowledge, communal spaces that people feel comfortable using.

This funding is open to social enterprises, registered charities, community interest companies, local authorities, and private limited companies registered in the UK. A track record of delivering active travel engagement work is not essential, but a commitment to developing one is. We would welcome applications from two or more organisations working collaboratively, and this may include working with a local authority.

This will be a competitive grant application process. The grant application window will open on **Monday 16 May 2022** and will close at midnight on **Friday 15 July 2022**.

Before completing the form, [please](#Guidance) read the accompanying guidance document, and ensure you follow the advice that accompanies each question. Once complete, submit this form electronically to [cityconnect@westyorks-ca.gov.uk](mailto:cityconnect@westyorks-ca.gov.uk).

### **Section A – Applicant details**

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| Lead organisation name | Click or tap here to enter text. | Type of organisation | Choose an item..  If ‘other’ please specify  Click or tap here to enter text. |
| Company or charity registration number (if applicable) | Click or tap here to enter text. | | |
| Registered address in full | Click or tap here to enter text. | | |
| Address of proposed hub | Click or tap here to enter text. | | |
| Full name of primary contact | Click or tap here to enter text | | |
| Telephone number | Click or tap here to enter text | | |
| Email address | Click or tap here to enter text | | |
| For consortium applications of two or more organisations, please provide the names of all other organisations involved | Click or tap here to enter text | | |

### **Section B – Project details**

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| **1) Tell us about your organisation(s).**  Please provide a short summary of what your organisation does. For consortium bids, please include relevant information for all organisations.  We’d like to know:    When was your organisation established and why?  What kind of work does your organisation do and with who?  What would you say are the main achievements of your organisation? | Click or tap here to enter text | |
| **2) Details of any relevant assets owned by the organisation(s). For example, any buildings, bikes, cycle maintenance equipment etc.** | Click or tap here to enter text | |
| **3a)** **Describe how your hub proposal will meet the essential and desirable criteria as laid out in the guidance notes.**  We would like to create a network of hubs that are a focal point for active travel engagement work across the region, helping people overcome their barriers, giving them the confidence and the skills to be more active, every day. The essential and desirable criteria reflect this.  For details of some of the existing engagement work delivered through CityConnect, visit [www.cyclecityconnect.co.uk](https://www.cyclecityconnect.co.uk/)*.*  ***Question weighting – 50%*** | Click or tap here to enter text | |
| **3b)** **Supporting statement**    Use this space to provide us with additional details of your active travel hub.  Please cover:    Any existing partnerships and routes into your community that will add value and increase the number of users of your hub.  Qualifications or other credentials of paid staff and volunteers.  Any in-kind match funding your organisation will provide.  ***Question weighting – 20%*** | Click or tap here to enter text | |
| **4) Equality, diversity, and inclusion (EDI)**  The Combined Authority’s vision is to be a leader recognised nationally for its focus and commitment to EDI.  Please use this space to tell us how your hub will ensure its services will be accessible to everyone. Include details of how the site is accessible to people with disabilities.  ***Question weighting – 20%*** | Click or tap here to enter text | |
| **5) Financial sustainability**  Use this space to tell us how you intend on making your hub financially sustainable beyond the seed funding period of one year? For example, this could be a business model that shows a source of revenue, or evidence of income generation from other services the hub will offer.  ***Question weighting – 10%*** | Click or tap here to enter text. | |
| **6) Itemised budget**  *Please provide us with:*  The amount of funding you are applying for (**maximum of £50,000**).  Any cash match funding you are providing.  An itemised budget breakdown, attaching any relevant quotes. Where costs are unknown or uncertain, please provide us with a reasonable estimate.  **Please ensure the item cost in the budget breakdown equals the total budget.** | 1. Grant funding requested 2. Cash match funding 3. **TOTAL BUDGET (a + b)** | Click here to enter value.  Click here to enter value.  **Click here to enter value.** |
| **Itemised budget breakdown:**  Click or tap here to enter text. | |