

West Yorkshire Combined Authority

# Active Travel Fund Community Grant Application Guidance 2024

**Please complete and send this to [cityconnect@westyorks-ca.gov.uk](mailto:cityconnect@westyorks-ca.gov.uk)  
by midnight on Monday 8th April 2024**

The West Yorkshire Combined Authority is supporting third-sector organisations to help people to cycle and walk more as part of their everyday lives, through offering small grants of up to £5,000.

Delivered through the West Yorkshire Combined Authority's Active Travel Behaviour Change programme, which enables more people to travel by bike, wheelchair or on foot, the grants will be available to not-for-profit organisations.

This will be a competitive grant application process. The grant application window will open on **Monday 11th March** and will close at midnight on **Monday 8th April 2024**.



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Authority

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Mayor of  
West Yorkshire

# 1. What might these small grants be used for?

## Potential walking or wheeling projects

Offering support and opportunities to people to incorporate more walking, scooting or running into their daily life, for example:

- Walk leader training for members of the community to offer group walks
- A programme of led walks for targeted groups in your community, such as older people, people with mental or physical health problems, people who are lonely or vulnerable, families on low incomes or parent/carer and child
- Information and guidance about local walks or improvements to the accessibility of routes
- Walking activity to improve fitness and wellbeing for people who are currently inactive
- Themed walks/scoots/runs to encourage people to explore routes in their local area
- Befriending walks – facilitating people living locally to walk together in small groups
- Walking equipment for those on low incomes, for example warm and waterproof clothing
- Initiatives to encourage people to swap short car journeys to journeys made on foot or by wheelchair
- Route guides for wheelchair accessible journeys

## Potential cycling projects

Offering practical help and opportunities to enable people to start or continue cycling, for example:

- Community based, low-cost bike hire schemes
- Free or reduced-cost bike repairs and servicing, or training to allow people to maintain their own bikes
- Subsidised discounts on bike and essential equipment, such as bike lights or locks
- Upskilling members of the community to support people wanting to make journeys by bike in the longer term
- Group cycling activities for those who are lonely or isolated

## Activities to support cycling for families or those with health issues

- Providing information and guidance such as route planning advice
- Ride leader training to allow members of the community to lead group rides.

**The above lists give examples of what a grant might support, but we welcome any innovative approaches which may support people to start or continue cycling and walking.**

## 2. Terms of application

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, however your organisation must be registered on Companies House, the Charity Commission or the Financial Conduct Authority registers. You can ask another organisation to hold funds for you if you do not meet these criteria.

- 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.
- You must deliver all activities by 30th November 2024, then spend all grant monies and return monitoring information by the 31st January 2025
- You must be based in West Yorkshire. All beneficiaries must either live in or work in West Yorkshire
- You may partner with local activity providers
- You must have appropriate insurance for the activity you plan to deliver and provide evidence of this

## 3. What can you spend this grant on?

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

- Bike parts and essential equipment
- Purchase of new or refurbished bikes – robust evidence, such as invoices or receipts, detailing costs will be required
- Transport costs, such as collecting donated bikes or for bike repair/servicing - please estimate costs at HMRC mileage rates, or for vehicle hire please estimate hire and fuel costs
- Cost of offering 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
- Cost of paying for temporary staff to support your project
- Costs of any additional bike and equipment storage facilities associated with your project

**The above list is not exhaustive. If you're unsure about what can and can't be funded through the Community Grants programme, or you'd like to discuss your ideas further, please contact email [cityconnect@westyorks-ca.gov.uk](mailto:cityconnect@westyorks-ca.gov.uk)**

## 4. 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 directly funding changes or additions to infrastructure and physical public area 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
- Projects that cannot complete all activities before the end of November 2024
- 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)

## 5. Monitoring

We will require you to collect some basic information for monitoring. We are aware organisations are currently very busy. We will give you training on what information you need to gather. We will ask for a short report on the numbers of people you have worked with and some basic details of your work including feedback from participants on our end of grant report. This will be collected through a short questionnaire. All data collected must be processed in accordance with a Combined Authority Data Processing Agreement.

## 6. Branding and Communications

If you are awarded a grant you will be provided with

- A partner toolkit – this will provide you with guidance on how to communicate about your project.
- West Yorkshire Combined Authority brand guidelines – all marketing and communications produced must adhere to these

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

## 7. Further Information

- The grants are for up to £5000. You do not need to apply for the full amount
- We will support you in delivering these projects. If you are finding delivering difficult, we can work together to find a solution

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.

**If you would like to apply for a grant for a group of people to take part in an activity, but are not aware of organisations / people who can provide this activity, please contact us at [cityconnect@westyorks-ca.gov.uk](mailto:cityconnect@westyorks-ca.gov.uk) and we will be able to suggest some local organisations who can help.**



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