

BIKEABILITY GRANTS. 2012-15
LOCAL HIGHWAY AUTHORITY BIKEABILITY GRANT APPLICATION
GUIDANCE

Grant purpose: The purpose of the Grant is to deliver a programme of Bikeability cycle training for children attending compulsory education in England.

Q1a Please enter the name of your Local Highway Authority (LHA) as well as the locations covered by your LHA. Note that bids can only be made by Local Highway Authorities or a Local Authority with responsibility for cycle training in England. Grants are not available to London Boroughs. Partnership applications led by an LHA are welcomed. These can be:

- Integrated Transport Authorities (ITAs) bidding for constituent local authorities;
- LHAs that are delivering Bikeability in partnership with School Games Organiser Host Schools - SGOHS (formerly SSPs); and
- LHAs that are delivering Bikeability in partnership with other bodies, such as those in the third sector.

Q1b Please provide the details of any partners who will be involved in your Bikeability delivery programme.

Note that DfT prefers and encourages joint bids between LHA and SGOHSs. It is desirable that LHAs should lead joint bids and retain responsibility for ensuring appropriate grant use and providing monitoring data. It should also be noted that SGOHSs only have confirmed funding until 31st August 2013, therefore effective contingency plans will need to be agreed between LHA and SGOHS.

Q1c&d Please enter the contact details of the officer responsible for signing off this application form. If necessary please give us additional contact details of the officer(s) who will be the main contact for delivering and monitoring the grant bid if successful (only complete Q1d if the contact is different to Q1c).

Q2a Please complete the summary table detailing your proposed Bikeability delivery. This should detail the overall grant applied for and Bikeability places to be delivered broken down by Bikeability level. This should be for each of the financial years 2012-13, 2013-14 and 2014-15 (inclusive of any associated VAT cost on training delivery). Local funding should also be included where indicated, please see Q2b for further detail.

Please note that all grants will be subject to review and the signing of a new grant agreement before the start of each financial year. Training for each financial year must be completed by the 31st March. Grants cannot be claimed retrospectively for training undertaken prior to 1 April 2012 or for any period beyond 31 March 2015.

If you are not applying for all 3 years it is possible to apply for a shorter period. However, please note that should you wish to submit another bid in later years, this may mean that funds will not be available.

Subject to funding availability, an opportunity will be provided for new LHAs/SGOHS to apply for funding in time for the start of each financial year.

PLEASE SEE ANNEX A FOR FURTHER DETAIL ON GRANT FUNDING COVERAGE, USE AND MONITORING REQUIREMENTS

Q2b. Previously the Department only funded cycle training above what an LHA already offered at the point of joining the scheme. This will no longer be a requirement. However, it is mandatory for local contributions to be explored towards supporting the delivery and overall costs of Bikeability in order to maximise the number of places delivered by the programme. This will be a priority for the Department when considering applications. The level of contribution will be at the discretion of the bidder but should be proportionate to their overall available resources.

Applicants should complete the table provided. The first column is for the title of the contribution. The second column in the table is for component contributions (CC) such as (but not limited to):

- Revenue funding used to promote and deliver cycle training for children (aged 9 -14). This may include Bikeability level 1. CC – Number of places funded and the cost per head.
- Officer time and resource dedicated to promoting and administering Bikeability. CC – The name and cost of each element including the number of staff hours and their total gross salary cost.
- Services provided by partner organisations that directly relate to cycling for children (aged 9 – 14) CC – The name and cost of each element including the number of staff hours and the total gross salary cost where applicable.
- Volunteer hours directly related to cycle training. CC – Activities covered by the volunteer as well as the number of hours provided. Please also include what these hours would have amounted to in terms of total gross salary cost.

The third column should record the total financial value for each contribution listed. Where non cash contributions are being made, for example where staff time is being contributed, the number of hours contributed per financial year and the total gross salary cost for those hours should be recorded.

Where possible please provide a letter of support from any contributors outside of your LHA. Where a financial contribution has been made, the letter should be signed by the authorised budget holder. All correspondence should be held by the LHA and made available to the Department on request.

If you provide insufficient evidence, you may be contacted for further details and this may result in grant agreements or payments being suspended or withdrawn.

Q2c. Please state your previous delivery performance against your original 2010/11 bid or final bid if a reduction was agreed by the DfT during the year. This should be recorded as the number of places bid for and the total number of places delivered.

Q3 If known at the point of application, please provide the Bikeability scheme's name and registration number for the training providers that you will be using. Where more than one scheme is being used, please list them all.

All of the Bikeability training that is funded by DfT must be delivered by a registered Bikeability scheme/s and led by qualified National Standard Instructors who have live membership with an Instructor Training Organisation (ITO). The courses must also be those that have been correctly registered with Bikeability.

Q4 Please confirm that you have considered the following aspects as part of your Bikeability delivery planning for the period 2012 – 15. Applicants should fill in the table as indicated. Plans will be subject to spot checks by DfT and should therefore be available on request. Further details on the type of aspects to be included in Bikeability delivery planning are detailed under the appropriate headings below:

(A) **Maximum value for money:** Confirmation that you have explored the best value for money when considering your Bikeability delivery options. This could include considering different delivery options (in house or contracted out to a third party) and gaining 3 or more quotes (where applicable).

(B) **Achievable Bikeability delivery programme:** Confirmation that the numbers of children to be trained and the delivery timetable are achievable and realistic against the funding bid for and your available resources. Bidders should also ensure they have full cooperation from the local Schools/Projects receiving training and any delivery partners as appropriate.

Bidders should also consider allowing for slippage in their Bikeability delivery time table to cover things such as postponed courses due to poor weather conditions. If you are outsourcing your training delivery this will involve agreeing capacity for re-booked courses in advance with your training provider(s).

(C) **Measures taken to avoid cancelled places/courses:** Confirmation that you have contingency plans in place to avoid cancelled training places or courses. This could include measures such as requesting training confirmations in advance and providing a minimum notice period for cancellations. Schools could also be asked for a list of children who may take the place of any child who has to pull out of training unavoidably at short notice (for example, due to illness). Whether training is delivered in house or by a registered Bikeability scheme, appropriate contingencies should be discussed to cover instructor cancellation at short notice.

(D) **Risk Management:** Confirmation that should any of your LHA resources required for the delivery of Bikeability be reduced or withdrawn, you have contingency plans in place. This could include measures such as re-delegation of work, contingency funding sources or insurance as appropriate and effective handover provisions.

(E) **Monitoring:** Confirmation that you have appropriate resource to provide biannual monitoring returns and any other delivery information when requested. Please note that failure to provide satisfactorily completed monitoring returns may result in your grant being suspended or withdrawn. Topics to be monitored can be found in Annex A.

Q5 Please provide brief details of how you will promote Bikeability. Brand use should be in line with the guidance on the Bikeability website. Promotion should have a particular emphasis on encouraging an increase in cycling take-up (weighted towards cycling to school but leisure is also acceptable). Improving awareness of road safety is also important. The associated health benefits of cycling is also desirable. Please see the Bikeability website for possible resources.

Q6a. All local authorities should contact local SGOHSs to check whether they are submitting Bikeability grant applications themselves. This is most important where there is a history of delivery through the School Sport Partnership network. Bidders are reminded that DfT would prefer and encourage LHAs to work in partnership with SGOHSs and submit a joint bid. This should include appropriate contingency plans should SGOHS funding be withdrawn from 31st August 2013.

Q6b. Please ensure this section has been read and understood before signing off the application.

Q6c. The signatory to this form should be the budget holder or a line manager of the budget holder who is responsible for this service area.

Q7. Please provide the requested bank and payment details.

SIFT CRITERIA

Please note that the DfT is unable to guarantee that funding will be available but will seek to accommodate as many bids as possible. In the event the DfT receives grant bids which exceed the funds available, the following sift criteria will apply:

STEP 1

All local authorities and SGOHSs that are proposing to fund more than 90% of their Bikeability training places using DfT grant will be given grant offers reduced by an equal share of the total "bid excess", up to a maximum reduction of 50% of the grant bid.

For example, if the total amount of excess bids equates to 100 training places and 10 of the applicants have requested funding from the DfT which equates to 91% or more of their bid, each of those bids would be reduced by 10 places provided this did not reduce individual bids by more than 50%.

STEP 2

If step 1 is not enough to balance funding and bids, the grant offers for local authorities and SGOHSs that are either bidding for the first time, or who delivered less than 75% of their final agreed grant allocation in the last grant year (excluding those bidders which had a reduction under STEP 1) will be given grant offers reduced by an equal share of the total remaining bid excess, up to a maximum reduction of 25% of the grant bid.

For example, if the total amount of excess is 40 places and there are 4 applicants who are either bidding for the first time or did not meet their 10/11 final grant allocation in full, each of those bids would be reduced by 10 places provided this did not reduce individual bids by more than 25%.

STEP 3

If step 2 and 3 is not enough to balance funding and bids, all bids, including those already reduced under steps 2 and 3, will be reduced by an equal share of the remaining bid excess.

For example, if the total amount of excess is 20 places and there are 10 applicants, each of those bids would be reduced by 2 places.

APPLICATION TIMEFRAMES

Applications should be made by 16th January 2012. General enquiries to the fund in advance of applications being submitted should be emailed to Rachel Dodd at DfT: Rachel.dodd@dft.gsi.gov.uk.

Enquiries about applications after they have been submitted should be submitted to Steer Davies Gleave: bikeabilitygrants@sdgworld.net.

Applications will be assessed during January/February with grant offers to be sent week commencing 20th February 2012. A signed copy needs to be returned by the 31st March 2012.

ANNEX A

FUNDING COVERAGE, USE AND MONITORING REQUIREMENTS

There is no minimum or maximum bid for any single LHA but you will be asked to assess and confirm that your bid is deliverable and realistic.

The grant is related to the number of children trained and not the outcome of the training (i.e. not the number of Level 2 awards made).

Provided that one training place is provided for every £40 of grant bid for, grant funding can be used to:

- Train instructors and assistant instructors;
- Pay instructors to deliver Bikeability;
- Purchase award materials;
- Contract out delivery to a third party;
- Fund administrative resource for the promotion and co-ordination of Bikeability delivery;
- Buy and maintain a pool of bikes and/or safety equipment to allow children (particularly from deprived areas) who may not have their own bikes to gain access to Bikeability training.

Training should be delivered in accordance with the corresponding level of the National Standard for cycle training. Grant funding is aimed at children aged between 9 – 14*. However, where training is provided to children with Special Educational Needs, they should be under 16 or still attending compulsory education.

* Level 2 training should be aimed at children in school years 5 – 7 inclusive and Level 3 training aimed at children in school years 7 – 9 inclusive. If an LHA wishes to deliver training to children in other school years, please discuss this with DfT.

Bikeability Level 1 course places are not eligible for DfT funding (except where Level 1 is part of a combined Level 1 and 2 course), but can be counted as local contributions (see question 2 b).

All proposed Bikeability delivery must include the Bikeability award which consists of a badge and certificate. These must be provided to every trainee except in the case where a trainee has failed to successfully complete the course. In a combined Level 1 and 2 course, if a trainee does not reach Level 2 but has reached Level 1, the trainee should be given the Level 1 award.

Training can be provided in state or non-state schools. Prioritisation of funding is a matter for the LHA however, no grant will be paid for cycle training at any schools which prohibit cycling to school.

Training may also take place through other projects (such as sports clubs) to school children aged 9 -14 providing data is collected to identify the school these children attend. This information should be submitted as part of the biannual monitoring where indicated.

Grant cannot be claimed to train children who are being trained through another programme that already offers National Standard Level 2 and/or Level 3 training as part of its programme and funding.

It is possible for a proportion of the grant to be released in advance of training although this will be limited to a maximum of 25% of the total grant. If there are circumstances where an LHA needs an advance of more than 25%, please submit a written request to DfT outlining why this is necessary.

Adjustments to grant funding levels will be possible during the grant period, but this will be subject to agreement by DfT at the time. If you are unable to deliver all of the places that you have been given grant for you should inform DfT as soon as possible so that the funding can be reallocated.

LHAs are expected to take reasonable steps to ensure full attendance at Bikeability courses (see question 4). Where cancellations have been unforeseen and unavoidable, total grant allocation can be used to cover cancelled courses or non-attendance on courses up to 10% of the total grant allocation. The cost of any training above the £40 grant available and above the 10% allowed for lost training places must be found by the LHA applying for grant.

All claims for funding in arrears will be conditional upon DfT having been provided with satisfactory evidence that the training has been carried out through the monitoring process. Note that you must be able to submit evidence on request confirming the number of places bid for and funded have been provided. Booking confirmations and attendance sheets are acceptable. Grant payments may be recovered or withheld if you fail to submit information by a given deadline.

Monitoring will take place twice annually. Grant recipients must respond within the time frames given otherwise grants may be suspended or withdrawn. Information about the outcomes of training will be required as part of the grant monitoring process. Topics to be monitored include:

- Whether training was delivered in-house or by contractors
- Number of funded places delivered
- The name of each school that received training and the number of places delivered at each school listed
- Training delivery costs per place
- Total amount spent

- Total places bid for but not delivered
- Total amount unspent

Monitoring sheets will be sent to grant recipients direct by Steer Davies Gleave.