

COMMUNITY WALKING AND CYCLING FUND 2020 APPLICATION GUIDANCE

1) What is the Community Walking and Cycling Fund?

The Community Walking and Cycling Fund was set up in March 2019 by Waltham Forest Council to provide financial assistance to community groups who are working to encourage and facilitate residents of Waltham Forest to walk and cycle more. Walking and cycling are proven to improve physical health and mental wellbeing, increase social cohesion and reduce loneliness. The aim of the fund is to develop and support the work of community groups to reach more residents than the Council would ordinarily be able to, and to ensure as many people as possible enjoy these benefits.

The 2020 Community Walking and Cycling Fund is being supported by [Ashden](#).

2) Who can apply and how much can I apply for?

Applicants must be applying as part of a constituted voluntary or community sector group or organisation that will deliver the project. A constituted group means that the group has a formal structure, its own bank account and an agreed constitution. This is a statement of the aims and rules of the group and what the group wants to do. Please see below for details of required documentation for applicants.

The maximum amount a group can apply for is £2,500, however applications for over this amount will be considered if the project can be proven to be exceptional. Groups are welcome to submit applications for multiple projects however the total amount of funding requested across all projects should not exceed £2,500. Considering the limited amount of funds and the variety of local projects anticipated, the amount awarded to a group may be less than what was applied for.

To find out more about how to become a constituted group, visit [My Community](#) or speak to [Community Waltham Forest](#). Community Waltham Forest can provide advice and hold 'starting up' workshops every three months.

3) What type of projects can be funded?

The aim of the Community Walking and Cycling Fund is to support innovative projects that will enable more people in Waltham Forest to walk and cycle, in turn creating healthier and happier communities. Your project could be to get people and communities to walk together, create

opportunities for residents to learn to ride or maintain a cycle, or bring to life an idea which will make cycling and/or walking attractive and fun modes of transport.

The fund can be used to pay for equipment, tools, kits, training and activities. Up to 20% of your application amount can be allocated to project management costs. If you are unsure if your idea can be funded, please contact the team via the contact details provided or attend one of the drop-in sessions detailed below.

Projects are expected to start in March/April 2020 and end by September 2020.

4) What projects were funded in 2019?

- CarryMe Bikes - Baby Biking
- Higham Hill COG - BMX for all
- Go Further Cycling - Epping Forest E-Bike Adventures
- London Playing Fields Foundation - Green Hearts
- Salaam Peace - Bike and Gym
- Queens Boundary Community - Markhouse Walk and Ride About
- StowSteppers
- Waltham Forest Tamil Sangam
- Walk and Talk for Your Life
- Cycle Sisters - Weekend Guided Cycle Rides

Recipients of 2019 funding are eligible to apply to the 2020 Community Walking and Cycling Fund.

5) What is the deadline for applying to the Community Walking and Cycling Fund?

The deadline for submitting an application to the Community Walking and Cycling Fund is 5pm on Friday 29 November 2019.

6) What types of documentation do applicants need to provide?

To apply to the Community Walking and Cycling Fund, you must be a constituted group and will need to include the following supporting documentation as part of your application.

Required:

- A completed application form
- A project plan, including projected budget requirements, and measurable outcomes
- A copy of your organisation's constitution
- A copy of your group's recent bank statement or opening statement if you are a new group. If you have been established for 15 months or more, please also provide a copy of your previous years' accounts.

- A copy of your Public Liability Insurance. If you do not have public liability insurance, you can include this in your project costs and you must provide it before completing your project.

Dependent on your organisation and project:

- If you employ staff, you must provide a copy of your Employer's Liability Insurance.
- If your project will be delivered in a school, provide a document confirming approval from the appropriate Head Teacher(s).
- If your organisation is working with children or young people up to the age of 18, you must provide both;
 - A copy of your Safeguarding Policy. Please ensure it is in line with [Waltham Forest's Safeguarding Children Board](#)
 - The name and Disclosure and Barring Service (DBS) vetting number of any adults who will be working with children and evidence that safer recruitment checks have been completed.
 - If you are purchasing DBS checks as part of your application, please upload written agreement that this will be in place before you begin your project.
- If your organisation is working with vulnerable adults you must provide both:
 - A copy of your Safeguarding Adults Policy and Procedure which also outlines the training of staff and volunteers and how you will ensure staff are trained as part of their induction and where this will be recorded and monitored.
 - The name and Disclosure and Barring Service (DBS) vetting number of any adults who will be working with the vulnerable adults. If you are purchasing DBS checks as part of your application, please upload written agreement that this will be in place before you begin your project. Please also advise on the action you will take if there are any records on the DBS certificate.

7) What type of projects or costs cannot be funded?

The Community Walking and Cycling Fund cannot be used to fund political or religious events. The funds cannot be used to cover the cost of items such as alcohol, cigarettes or used towards profit-making activities and gambling.

You cannot apply for funds to cover projects that have already happened or for items that have already been bought. Only costs outlined in your application will be reimbursed. Please contact the team if you are unsure.

8) What is the payment plan?

We will make an initial payment of 50% of the granted awarded to your constituted group's bank account on your project start date. The remaining 50% will be paid in June 2020.

Under exceptional circumstances, the full grant amount can be paid on your project start date where this can be demonstrated as essential to the delivery of the project **but you must tell us this as part of your application process.**

All projects must be completed and evidence of outcomes achieved sent to your Council project coordinator by Friday 16 October 2020.

Projects completed after this date will not be reimbursed.

9) What do you mean by outcomes?

Waltham Forest's [2020 Vision](#) details the objectives of the Enjoy Waltham Forest walking and cycling programme, these include:

- To increase cycling mode share to 10% by 2020
- To reduce short car trips mode share from 40% (2012 baseline) to 35% by 2020
- For people cycling to reflect the diverse population of the borough
- Women should outnumber men cycling as they do in the borough's population
- To reduce the number of children driven to school and increase the amount walking and cycling
- To reduce the likelihood of people cycling being hurt or injured on the borough's roads

An outcome is a result you expect your project to achieve, and these should aim to contribute to one or more of the 2020 Vision objectives listed above. Your project is likely to have more than one outcome, here are some examples:

- An outcome of an over 60s weekly walk may be that 'older people feel less lonely in the community'.
- An outcome of a community cycle club may be that 'residents get to know neighbours they hadn't spoken to before'.

You can also include any specific targets for your project in your application. For example, when setting up a cycling club your target may be 'to engage 30 local young people between the ages 14-20'.

Having clear outcomes will also help you plan your project. When you have finished your project you will need to provide evidence of delivering your outcomes in order to be eligible to apply for future funding. For example, what was the feedback from participants? Did you reach the number of people you hoped to reach? Have you seen any lasting change in your area?

10) Support for applications

If you would like further information or support in applying for the Community Walking and Cycling Fund, the council will be holding two drop-in sessions on the following dates:

- Friday 8 November 2019 – 10am-12pm – Reception Room G, Waltham Forest Town Hall
- Thursday 14 November 2019 – 5pm-7pm – Reception Room G, Waltham Forest Town Hall

11) What is safeguarding and how can I get help?

If you are working directly with residents, all individuals within your organisation should be able to recognise the different types of abuse, identify the signs and where to go for help. Even if you are not part of a formal organisation, it is your responsibility to ensure you have undertaken relevant safeguarding training.

If you are concerned that a child or an adult with care and support needs is being abused or neglected or is self-neglecting, please contact the London Borough of Waltham Forest immediately on **020 8496 3000** or follow this link to complete [an online referral form](#).

For further guidance regarding Safeguarding Policy and Procedure and DBS checks, visit [the Community Waltham Forest safeguarding](#) webpage.

For further guidance on Safeguarding Adults, visit the London Borough of Waltham Forest [Safeguarding Adults](#) webpage.

12) How are funding decisions made?

When the funding opportunity closes, Councillors and Council Officers will assess and evaluate all applications received against the aims set out in this guidance document.

13) What happens if my application is successful?

You will be informed via email if your application has been successful in January 2020. Once you have accepted your offer and agreed to the terms and conditions, you will be allocated a project coordinator from the Council who will be your point of contact throughout your project.

Please note that you may not be awarded the full amount that you requested; if you are unable to deliver the project with the awarded amount, you can decline the offer.

You will only be reimbursed up to the value your project was awarded.

A list of the successful project names and award amounts will be uploaded to the Enjoy Waltham Forest and Waltham Forest Council websites.

14) What happens if my application is not successful?

We anticipate a high volume of applications; unfortunately, not all applications will be successful and some successful applications may be allocated less money than they applied for.

Unsuccessful applicants are encouraged to apply for other funding streams such as:

- [Community Waltham Forest](#) can provide advice to organisations and groups about raising funds.
- [Funding Central](#) is an online database for charities and community groups. It is free to use if your group's annual income is less than £30,000 a year.
- [SpaceHive](#) is a crowdfunding platform which supports local initiatives.

15) Promoting your project and sharing its success

If your project is successful, you will be sent a copy of the Waltham Forest Council and Enjoy Waltham Forest logos. Please ensure that the logos are visible on all printed, web and any other media material together with sufficient text acknowledging the support of the Community Walking Cycling Fund. You should also invite and welcome Councillors and/or council officers to any official opening or similar events as part of your project – please liaise with your project coordinator to arrange this.

We want to hear how your project went and share its success. Please take photos of your project in action and let us know what participants said. If you are taking photos of people, please ensure you have their written permission to take their photo and let them know it could be used by the council to promote walking and cycling initiatives in Waltham Forest.

16) Hints and tips for completing your application

- Try and tell a story with your application; what is the story now, what are you going to do to make a change and what do you hope to achieve at the end?
- Remember that projects should help residents enjoy a good quality of life so consider how your project will help as many residents as possible across Waltham Forest.
- Try to give as detailed a breakdown of costs as possible; this will help Council officers understand how you plan to spend the money.
- When looking for a quote, check the price at more than one place to get the best value for money.
- Check you have attached all necessary documents before submitting your application.