

TOP CYCLE LOCATION
Grant Application Form (CYCLING IMPROVEMENTS)

As part of the Birmingham Cycle Revolution Project, Birmingham City Council are offering employers in the local area a grant of up to £10,000 to help improve cycling facilities within the workplace. This grant will improve facilities and infrastructure for cyclists who actively commute to work by bicycle.

For any queries/assistance please contact Jennifer Coombs on 0121 303 7674 or Gill Brook on 0121 675 6935 or email Jennifer.coombs@birmingham.gov.uk.

Name of Workplace: _____
Number of employees: _____
Address: _____
Contact name: _____
Role: _____
Tel: _____
E-mail : _____

Should this application be successful, we agree to spend our Top Cycle Location grant on improvements to cycle facilities/equipment on site, as agreed with support from the Smarter Choices team and detailed within this application.

Signature: _____

Existing Facilities

Number of current (secure) cycle storage places on site					
Number of shower units on site:	Male: _____				
	Female: _____				
Do you have any of the following facilities (Please tick):	Changing Rooms	Yes		No	
	Lockers	Yes		No	
	Drying room	Yes		No	
Number of loan bikes					

Current cycling promotion

How many people currently cycle to work?	
Have you got a Bike to Work scheme?	
Do you take part in any other cycling related promotional activities e.g. led rides etc.	

Future Facilities for cyclists

What (additional) cycle facilities/equipment would you like to see installed?	
Is your workplace willing/able to contribute towards the total cost of cycle facilities/equipment? If yes, please state how much? *	

* Match funding is not essential, however if you are able to contribute even a small amount towards your facilities/equipment within the time constraints of the process (i.e. before the end of this financial year), your application will be prioritised above workplaces without match funding.

Costings

Please state which company/companies you have selected to provide your cycle facilities/equipment and the quote they have provided. Please continue on additional pages if necessary and attach a copy of the quote with your application form.

Company	
Quote	

Future Plans for cycling

As a result of installing new cycle facilities/equipment and running a range of activities through the Birmingham Cycle Revolution Top cycle location scheme, please tell us how many more visitors and staff you would like to see cycling to the workplace in one year.	
Staff	%
Visitors	%

Even if your grant application is not successful, there may be an opportunity to access a pool of free loan bikes through 'Big Birmingham Bikes'. Please tick here if you would like to find out more about this scheme. ☐

Please note that your grant **must only be spent on cycle facilities/equipment**. You will need to pay for your facilities before February 29th 2016 and we will require proof of payment. Subsequent installation will be audited by a member of the Smarter Choices team.

Thank you for completing your application form
Please now return to:

jennifer.coombs@birmingham.gov.uk

or

Smarter Choices,
Birmingham City Council, 4th Floor,
1 Lancaster Circus, Queensway, Birmingham
B4 7DQ

1. Your company must be located within the Cycle City Ambition Bid area (see attached map).
2. The attached Top Cycle Location action plan document is for your information only at this stage. This will need to be completed within 6 weeks of receiving grant approval. We will provide further guidance at a later stage.
3. We will endeavour to issue grants which will promote cycling at your workplace. As each workplace has such different requirements, we can be flexible on our funding limit. However, please ensure that your request for grant funding supports a resource that will encourage more cycling to the workplace.
4. You will need to gather 3 quotes for the cycling facilities/equipment improvements work, and include it within your application.
5. Applications will then be evaluated, with successful submissions notified as soon as possible.
6. Should your application be successful and approved, your grant will be issued on receipt of invoice for facilities/equipment.
7. Cycle facilities/equipment must be installed and paid for by 29th February 2016. Please ensure that the company you choose to provide the cycling facilities/equipment improvements can meet this requirement.
8. Further to the completion of the works, we will require a copy of the invoice demonstrating that the works were paid for.
9. Please note that your grant must only be spent on cycling facilities/equipment. Installation of facilities will be audited by a member of the Smarter Choices Team. If you do not spend the money as agreed, we will request full reimbursement.
10. Workplaces that are part of the LSTF Smart Network, Smarter Choices and Bike North Birmingham Projects are not eligible to apply in the first tranche of grant funding.
11. It is a condition of the funding that you hold a promotional event to publicise the new cycle facility, which can be supported by the Smarter Choices Team.

<http://www.birmingham.gov.uk/bcr>