

COMMUNITY CYCLING EVENTS STRAND

EXPRESSION OF INTEREST (EOI) GUIDELINES AND CRITERIA 2023



Scotland
The Perfect Stage



About the fund

The Community Cycling Fund is a joint initiative between the 2023 UCI Cycling World Championships, EventScotland, Cycling Scotland and **sportscotland**. The fund has been developed with the aim of creating a national celebration of cycling across all of Scotland's 32 Local Authority areas, in the build up to the 2023 UCI Cycling Worlds, and to create a lasting benefit from the Championships post event.

This Community Cycling Fund will be made up of **two separate funding opportunities** specifically targeting development activity and events. The first opportunity, the Development strand, will be administered by **sportscotland**, and second strand, the Events strand being administered by EventScotland. The investment through both these strands will deliver new and additional cycling opportunities, engaging and encouraging local communities to get more people riding bikes.

Community Cycling Fund Objectives

The overall objectives of the Community Cycling Fund are as follows:

- *Deliver a programme of free cycling activity and events (across 32 Local Authorities) to encourage and inspire new and existing cyclists to participate in a fun and safe environment;*
- *Reach and engage new audiences to participate in organised and inclusive cycling activity and events;*
- *Engage local communities creating a platform to encourage cycling with a focus on engaging under-represented groups, including children and young people, girls and women;*
- *To connect and add value to existing cycling initiatives, programmes, events and infrastructure;*
- *To promote, celebrate and raise awareness of the 2023 UCI Cycling World Championships and the wider policy ambitions of the event and the Power of the Bike.*

Who can apply to the Community Cycling Fund?

The fund is open to all 32 Scottish Local Authorities who are planning to deliver cycling activity and events in the build up to the 2023 UCI Cycling World Championships.

The Events strand is an open fund for Local Authorities and other organisations to apply into. The following organisation types are eligible to apply: self-employed (through limited company or as a sole trader), Sport and Leisure Trusts, BID companies, partnerships and incorporated businesses, charitable organisations, and community groups. **Non-Local Authority** organisers can **only** apply with the endorsement of their Local Authority.

Local Authorities can be awarded funding through the Development strand and can also apply into the Events strand.

How much funding is available for organisers?

Events strand – applicants can apply to EventScotland for awards from £5k to £15k.

When do events need to take place?

The fund is designed to create and support activity and events in 2022 and 2023.

The second round of funding for the Events strand will support activity taking place from the 1 April 2023 to the 2 August 2023.

Community Cycling Fund Festivals Strand EOI Guidance 2023

Delivered by EventScotland, the Events strand supports events designed to deliver against the aims of the fund with funding priority given to Local Authority activation and geographical spread. The following activities are considered eligible for funding:

Festivals - eligible costs:

- *Enhancing existing events with new cycling opportunities that promote the 2023 UCI Cycling World Championships*
- *Cycling innovations which develop, enhance, or grow cycling participation and/or the event*
- *Free small activity and events which provide local communities the opportunity to celebrate the power of the bike and take part in cycling*
- *Costs supporting sustainable practices as part of a wider event*

Festivals - ineligible costs:

- *Capital costs including cycling equipment and infrastructure purchases*
- *Core delivery costs for existing events*
- *Purchase of bikes*
- *Funding gaps left by other funds being withdrawn*
- *Hospitality costs*

Events strand application process

The process to apply is as follows:

- *Expression of Interest*
- *Panel*
- *Agreement of funding*

1. Expression of Interest (EOI)

Organisers are invited to submit an EOI to EventScotland by **5pm, Wednesday 16 November 2022**. The EOI form is available [here](#) and should be completed and returned in a word format to apply@eventscotland.org. Each applicant will receive an email acknowledging receipt.

2. Panel

All EOIs will be considered by a panel made up of representatives from EventScotland, **sportscotland**, Cycling Scotland, 2023 UCI Cycling World Championships and Scottish Cycling to establish which EOI will be progressed to a fuller application.

After the panel, a member of EventScotland will be in touch to discuss the EOI. Applicants will be informed of the outcome and if they have been successful to be considered for funding and answer any further questions.

3. Agreement of funding

Successful applicants need to sign and return the grant award agreement and accept the terms and conditions before the funds will be paid into the organisation's bank account. Successful applicants will be required to provide updates on progress in alignment with the schedule to be agreed as part of the grant agreement. This will be followed by a full post-event outcome report on completion of the event.

Conditions of Events strand funding

- *Events and activity must take place in Local Authority areas across Scotland.*
- *Events need to be public facing.*
- *Event activity supported by the Community Cycling Fund must be free for participants and spectators.*
- *The event component is open to public facing cultural and sporting events that take place in a live and hybrid format. Hybrid activity can be classed as both in person attendance and an online opportunity to engage with participants/audiences. Entirely virtual events are not eligible for funding through this fund.*
- *Applications that are not directly from Local Authorities must be endorsed and/or supported by the relevant Local Authority/ies.*
- *Applications must be made by legally constituted organisations. Alternatively, eligible community groups will have a management committee, constitution and their own bank account.*
- *Events already being supported by EventScotland via another other EventScotland funding programme for 2023, excluding the Events Industry Support Funds, and Pivotal Events Businesses Fund, will not be eligible to apply to this fund.*
- *Events that secure funding through the Community Cycling Fund are not eligible to apply into any other EventScotland funding programmes for the same event .*

- *Financial support cannot be retrospective, and the requested activity must not already be in process.*
- *Applicants must provide evidence that the event requires financial support. A balanced and achievable event budget showing other income sources, should be presented.*
- *Event budgets should have financial and/or in-kind support from the appropriate Local Authority and/or other public agencies.*
- *Applicant organisations should adhere to Fair Work First principles and guidance where relevant.*
- *Due diligence will be undertaken for all applicants; the financial health of the applicant organisation will be taken into consideration during the assessment process.*
- *Applicants should ideally have an organisation/business bank account, however if this does not exist additional finance checks will be required for verification purposes.*
- *A maximum of **two** individual events may be supported per applicant organisation for 2023. If an applicant has multiple companies set up to deliver a range of events which apply to this fund, this will also be considered during the assessment process.*
- *There is a limited amount of funding available and there is **no guarantee** that applications will be successful in securing funding.*

Accessibility and Freedom of Information

If you require the forms to be made available to you in another format for accessibility reasons, please contact apply@eventscotland.org. If you receive grant funding from this Fund and it is subsequently determined that you have provided false or inaccurate information as part of your application, VisitScotland will seek to recover, with costs, all sums awarded to you from this Fund.

VisitScotland is subject to the Freedom of Information (Scotland) Act 2002 and may be obliged to release information about your application or grant award in response to any requests received.

Data protection

EventScotland will use the data provided by you in the application form and supporting documentation to assess your application for grant funding, contact you regarding your application and for grant management purpose (for example, managing the fund beyond the grant award stage).

Information provided by applicants as part of the process and/or the supporting documentation may be shared with the Scottish Government, relevant Local Authorities and/or other Scottish public sector bodies for verification purposes and reporting. If you want to find out more about what we do with your data, please see our [Privacy Policy](#).