



Department
for Transport

Bikeability Grants 2016-20 Grant Application Guidance

Moving Britain Ahead



April 2016

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Introduction

This guidance document sets out the process and guidelines for bidding for Bikeability training grants for children from September 2016 to end March 2020 for local transport authorities and School Games Organisers Host Schools.

The Department for Transport has allocated £50m (of which £46.8m is allocated to training grants) to the Bikeability programme from 2016-17 to 2019-20. Through this process we intend to award 3.5 year grant awards to enable authorities to plan their investment in cycle training over this period. Grant awards will be reviewed annually to help maintain effective delivery nationally.

This year we are pleased to offer additional new Bikeability training opportunities:

Bikeability Level 1

Bikeability Level 1 is being made available as a standalone option to children in Year 4 and below, providing the opportunity for children to experience Bikeability training earlier in their school years. This is also intended to improve the quality of Level 2 training over the longer term, as more children arrive at their "on-road" training with the basic skills at Level 1, meaning more time devoted to practical training on the road.

Bikeability Plus

Bikeability Plus is a series of modules designed for Bikeability schemes to use in cooperation with schools, in order to ensure that children and families are given the opportunities, skills, support and guidance they need to make cycling part of their everyday life. These modules complement and enhance the effectiveness of Bikeability Levels 1-3. It is open to bidders to select their preferred combination of modules to meet local circumstances. 10 per cent of the available training grant will be allocated to Bikeability Plus.

Further information on the Bikeability programme can be found at:

<http://bikeability.org.uk/>

Information on the Bikeability Plus modules can be found at:

<https://professionals.bikeability.org.uk/documents/>

Programme evaluation

The DfT is intending to conduct a longitudinal study of the impact of Bikeability and Bikeability Plus delivery. If you as an authority or SGOHS are interested in participating in the study, please contact the Bikeability Support Team at contactus@bikeability.org.uk

1. Application guidance

Grant purpose

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

Guidance on completing the application form:

Q1a

- 1.2 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

- 1.3 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.

Q1c&d

- 1.4 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

1.5 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 and Bikeability Plus module. This should be for each of the financial years 1st September 2016 – 31st March 2017, 2017-18, 2018-19 and 2019-20 (inclusive of any associated VAT cost on training delivery). Local funding should also be included where indicated, please see Q2b for further detail on local contributions.

1.6 **Grant applicants should note the following principles which will be applied to bids:**

- Level 1 places bid for per financial year may not exceed the number of Level 2 places bid for in that financial year
- Bikeability Plus bids should not compromise your Level 2 Bikeability training, rather it should complement and enhance it. 10% of national Bikeability grant funding is allocated to Bikeability Plus delivery. Please use this as a guideline when formulating your bid. We will consider larger bids for Bikeability Plus funding where they make a clear and convincing case for supporting behaviour change in your locality.
- Bids with a greater proportion of Level 3 places will be considered favourably given the value to trainees of delivering Level 3 training.

PLEASE SEE SIFT CRITERIA IN SECTION 2 FOR DETAILS OF HOW BIDS WILL BE SELECTED IN THE EVENT OF OVERSUBSCRIPTION

1.7 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, and a funding claim submitted by the 30th April.

If you are not applying for all 3.5 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.

Q2b

1.8 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.

1.9 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 5 - 14). This may include any Bikeability level or Bikeability Plus module. 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 5 – 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.

1.10 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.

1.11 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

1.12 Only applicable for grant applicants applying for Bikeability Plus modules. The Bikeability Plus programme is intended to address the main barriers which prevent children cycling and to enhance the effectiveness of Bikeability Levels 1-3 training. We invite grant applicants to outline your rationale for choosing the Bikeability Plus modules you have chosen and the role these will play in your overall programme of cycle training. If you are bidding for more than the guideline of 10% for Bikeability Plus, then this section should set out a clear and convincing case as to how the funding would support behaviour change in your locality.

Q3

1.13 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.

1.14 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).

Q4

1.15 Please confirm that you have considered the following aspects as part of your Bikeability delivery planning for the period 2016 – 20.

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 timetable 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 by the grant applicant's in house Bikeability Scheme or contracted to an external 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.

Q5a

- 1.16 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 SSP/SGOHS network. Bidders are reminded that DfT would prefer and encourage LHAs to work in partnership with SGOHSs and submit a joint bid. Where LHAs and SGOHSs have previously both delivered in the same Local Authority area, we expect the two organisations to work towards a joint bid with one grant recipient leading across the entire area to avoid the potential complications associated with overlapping delivery.

Q5b

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

Q5c

- 1.18 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.

If you have any further queries about the application process, please email the Bikeability Support Team at bikeabilitygrants@sdgworld.net.

School Games Organiser Host Schools (SGOHS)

- 1.19 If you are applying as a SGOHS, please note that you will be sent a separate application form via the Youth Sport Trust. For any queries on bidding as a SGOHS, please email Bikeability@youthsporttrust.org

2. Sift criteria and application timeframes

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

- Bids which seek to maximise the delivery by including a local financial contribution towards Bikeability training places will be viewed most favourably, based on the scale of the contribution.
- Bids with the greatest proportion of Level 3 places will be considered favourably; in particular, we will favour bids with a close ratio of Level 2 places to Level 3.
- Grant applicants' previous record of Bikeability delivery will be taken into account. Grant applicants with a good track record of delivering their allocated Bikeability training places in previous years will be viewed more favourably.

If these criteria do not prove enough to balance funding and bids, all bids will be reduced by an equal share of the remaining bid excess.

Application timeframes

Local authorities

2.2 Local authority applications should be made by **Wednesday 18th May 2016**. Applications will be assessed during late May/early June 2016, with grant offers to be sent in mid June 2016. A signed copy will be requested for return by end June 2016.

School Games Organiser Host Schools (SGOHS)

2.3 The deadline for applications from SGOHS is **Friday 13th May 2016**. Applications will be processed and grants awarded along the same timescales set out for local authorities above.

2.4 General enquiries should be emailed to the Bikeability Support Team at bikeabilitygrants@sdgworld.net

3. Funding coverage and use

- 3.1 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.
- 3.2 The grant is related to the number of children who attend the training and not the outcome of the training (i.e. not the number of Level 1, 2 or 3 awards made).
- 3.3 The table below provides indicative national budgets for Bikeability training grants from 2016 to 2020. Ten per cent of national Bikeability grant funding is allocated to Bikeability Plus delivery.

	2016/17	2017/18	2018/19	2019/20	Total
Training grant (£m)	11.4	11.6	11.8	12.0	46.8

- 3.4 The following table provides guideline grant contributions per trainee for each Bikeability Level and Bikeability Plus module. Grant applicants should note that these figures are guidelines only and value for money from the grant funding will be taken into account:

Bikeability Level / Plus module	Contribution per trainee
Level 1	£5
Level 1/2 combined	£40
Level 2	£40
Level 3	£40
Bikeability Balance	£25
Bikeability Bus	£6
Bikeability Fix	£18
Bikeability Promotion	£16
Bikeability On Show	£16
Bikeability Parents	£40
Bikeability Learn to Ride	£20
Bikeability Recycled	£18 (per bike)
Bikeability Ride	£16
Bikeability Transition	£15

3.5 Provided that one training place is provided for every funding place bid for (e.g. £5 for Level 1, £40 for Level 2 etc.), 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.

3.6 Training should be delivered in accordance with the corresponding level of the National Standard for cycle training. Grant funding is aimed at children in full time compulsory education. The DfT encourages bidders to consider how best they can deliver Bikeability training which includes their full school community, including training to disabled children and those with SEN.

3.7 Level 1 training is aimed at children in school years 4 and below, level 2 (and combined level 1 and 2) training at children in school years 5 – 6 inclusive, and Level 3 training aimed at children in school years 6 and above. Please see the individual Bikeability Plus module descriptions (available on the Bikeability website: <https://professionals.bikeability.org.uk/documents/>) for details of the recommended age for delivery.

3.8 DfT is now offering funding for standalone Level 1 courses. This is being offered in order to spread out the experience of Bikeability cycle training throughout pupils' school careers and increase the amount of on-road training time in Level 2 courses. We therefore expect Bikeability Level 1 and Level 2 to be delivered in different school years and the proportion of time spent on Level 1 training in 'combined' courses to fall in time as more and more pupils will have received Level 1 training in an earlier school year. However, if they wish to do so, grant applicants may still bid for funding to deliver combined Level 1/2 courses in school years 5 or 6. This funding may not be used to re-train children who have previously been trained at Level 1 in Year 4 or below, although the first outcome of Level 2 training should remain as demonstrating all Level 1 outcomes.

3.9 All Bikeability delivery must include the Bikeability award which consists of a badge and certificate for Levels 1, 2 & 3, a certificate and sticker for Bikeability Balance, and a certificate for Bikeability Fix and Bikeability Learn to Ride. 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.

- 3.10 All communication to schools and parents must include Bikeability branding, making it clear that Bikeability is a national scheme, funded by the Department for Transport. Copies of any branded material may be requested as part of external quality assurance visits. The programme should be referred to as "Bikeability", as opposed to "cycling proficiency", or any other alternative description. All Bikeability Plus modules must be described using the nomenclature set out in this guidance document and delivery guidance.
- 3.11 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.
- 3.12 Grant cannot be claimed to train children who are being trained through another programme that already offers National Standard Level 1, Level 2 and/or Level 3 training as part of its programme and funding.
- 3.13 Amendments 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 and the Bikeability Support Team as soon as possible so that the funding can be reallocated. Late notice of under-delivery may be subject to allocations for future financial years being reduced.
- 3.14 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 guideline contribution per trainee and above the 10% allowed for lost training places must be found by the LHA.
- 3.15 All claims for funding in arrears will be conditional upon DfT having been provided with satisfactory evidence through the monitoring process that the training has been carried out. 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.

4. Monitoring and evaluation

4.1 Monitoring and evaluation are essential to the development of the Bikeability programme. The Department intends to evaluate the impact of this investment over the duration of the funding period. It is anticipated that the monitoring and evaluation of Bikeability will deliver a range of benefits:

- Local authorities and schools will be able to assess the local impact that they are having through rolling out Bikeability and Bikeability Plus;
- Local authorities, schools, delivery partners and DfT will be able to understand which parts of the Bikeability and Bikeability Plus schemes are most effective;
- Local authorities, schools, delivery partners and DfT may be able to identify areas of Bikeability/Bikeability Plus that can be enhanced/further developed to bring greater impact and benefit; and
- Evidence on the impacts of Bikeability and Bikeability Plus will help to inform and support future investment decisions.

Output monitoring (measuring what has been delivered by the funding)

4.2 By submitting a bid, you are agreeing to work with the Department to provide a reasonable level of monitoring to enable us to measure programme outputs (i.e. what has been delivered). This includes:

- 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

4.3 LHAs are expected to keep their online monitoring data up to date throughout the funding period. They are also expected to respond to mid-year monitoring requests. Funding is conditional on the submission of accurate monitoring data; grant funding will not be released without it. Monitoring data must be finalised by 30th April each year and a corresponding funding claim submitted.

Outcome monitoring (measuring the outcomes of investing in the Bikeability programme)

- 4.4 The DfT is intending to conduct an evaluation of the effects of Bikeability and Bikeability Plus. For example, this could include a detailed assessment of the impact that the schemes have on cycling skills and the amount that people cycle. This is an important exercise that could bring a range of benefits and is dependent on the willingness and engagement of LHAs.
- 4.5 Proposals for the impact evaluation methodology are still in development. We expect that the costs associated with the data collection design, analysis and overarching administration will be met by DfT. However, LHAs would likely be involved in a small amount of administrative work such as actively engaging with schools and Bikeability instructors to ensure that they carry out the data collection.
- 4.6 We expect that LHAs and schools that participate in the outcome monitoring will be able to access a detailed breakdown of the findings of this impact evaluation at a school and LHA area level.
- 4.7 Full details of the planned evaluation will be included with the grant award letters. Whilst it will not be compulsory a lack of engagement with this process may mean we are unable to robustly measure the impact of the programme, which in turn could limit our evidence base when seeking to maintain funding into the future.