

# COMMUNITY WALKING AND CYCLING FUND 2024

## APPLICATION GUIDANCE

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## **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 be more active, particularly by walking and cycling more. 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 the benefits of walking and cycling. Projects should look to build stronger communities, promote sustainable transport options and support healthier lifestyles among our residents, alongside helping to tackle social isolation and loneliness.

We encourage you to get in touch to discuss your application early as we expect to receive a high number of applications as we celebrate 10 Years of Enjoy Waltham Forest!

## **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 [Connecting Communities](#).

## **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.

Projects are expected to start in April 2024 and must end by 31 October 2024.

#### **4 Which projects were funded in 2023?**

- **Age UK Waltham Forest - Learn to ride cycling courses for those aged 60 and over**
- **JP Fix and Ride - Dr Bike 'DIY' Cycle Maintenance courses**
- **CarryMe Bikes CIC - Family cycling advice and equipment lending libraries at Lea Bridge Library**
- **JoyRiders Britain CIC - The 'Big Family Cycling Summer' (Learn to ride cycling and led rides for families)**
- **Everyone on Boards - Skateboarding lessons for children**
- **Life after Cancer – Walking peer support group for adults recovering from cancer.**
- **Cycle Sisters - Group cycle rides**
- **Salaam Peace - Walking groups and group cycle rides**

Recipients of 2023 funding are eligible to apply to the 2024 Community Walking and Cycling Fund. Applicants must demonstrate how their project differs from their project in 2023, or how additional funding in 2024 would further develop their project to ensure that participants are able to progress and expand their skills further.

#### **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 23:59pm on 10 March 2024.

#### **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 a timeline and 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 provide 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 provide a 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.

All projects must be free for participants to attend.

## 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 halfway through your project.

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 by 31 October 2024 with evidence of outcomes achieved sent to your Council project coordinator by 30 November 2024.

Projects completed after this date will not be reimbursed.

## 9 What do you mean by outcomes?

Waltham Forest is committed to reaching net zero carbon emissions by 2030. To achieve this bold target, the [Climate Action Plan](#) sets out 20 actions, across four areas, which we will take to make this happen. One of the four areas is 'A Place for People not Cars, where residents can travel affordably, safely and easily using active travel, like walking and cycling, and sustainable mass transport, like bus and rail.

Waltham Forest is also committed to meeting the [Mayor of London's Transport Strategy](#) objectives to deliver a transport network that improves the health and wellbeing of all Londoners, and to achieve an 80% mode share for active and sustainable travel by 2041.

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

- 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

In addition, the [2030 Climate Action Plan](#) details key objectives that can be highlighted in applications:

- Cargo bike initiatives
- Break from car dependency
- Repairing and reusing

An outcome is a result you expect your project to achieve, and these should aim to contribute to the Mayor's Transport Strategy objectives or one or more of the 2020 Vision objectives or 2023 Climate Action Plan 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

An informal meeting, either in person or via Microsoft Teams, can be arranged with a Council Officer where you can discuss your project and application. Please arrange a date and time in advance of the closing date using the email address below.

For any other pre-application guidance or for further information please email [CWCF@walthamforest.gov.uk](mailto:CWCF@walthamforest.gov.uk).

## 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**.

For further guidance regarding Safeguarding Policy and Procedure and DBS checks, visit the Community Waltham Forest safeguarding [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 by April 2024. 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 Waltham Forest Council website and may be published in Council newsletters and on the Council's social media channels.

## **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:

- [My 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 and 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.



Waltham Forest  
ageUK  
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### Cycling Course for over 60s



**FREE 4 week cycling course  
starting Tuesday 16th August**  
Course run by British Cycling qualified coaches  
Bikes available to borrow for the sessions  
Location: Hawkswood Primary School, E4 7RT  
10-11am – Learn to ride (for beginners)  
11-12pm – Confidence building  
4 week course on 16th, 23rd, 30th August, 6th Sept  
Limited spaces: To book please contact  
events@ageukwalthamforest.org.uk or 020 8558 5512

## 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.