**Transport for Greater Manchester (TfGM) Active Travel ATF4 Cycle Parking Grant Guidance**

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| **1. Introduction and background** |
| In recent years, Greater Manchester has committed itself to building a world-class walking, wheeling and cycling network, a commitment that was restated at the launch of the new Greater Manchester Strategy in March 2022. The city-region’s vision and plan for Active Travel is impressive and the next phase is to ensure active travel is now completely embedded into a region-wide, London-style transport system.  Active Travel Commissioner, Dame Sarah Storey, has unveiled a refreshed active travel mission for Greater Manchester focusing on accessibility, behaviour change and clear communications which seeks to ensure the benefits and enjoyment of walking, wheeling and cycling are visible and available to all.  TfGM are pleased to announce a new £830k grants programme, funded through the DfT and Active Travel England Active Travel Fund, which will support schools, small businesses and Voluntary Community and Social Enterprises (VCSE), to install a range of cycle parking facilities that enable and encourage people to travel more by bike. The facilities should be accessible to anyone visiting that location and complement and facilitate use of local cycling infrastructure.  If after reading this guidance you would like any additional information or clarification on:   * eligibility of your organisation or project * if and how these measures could benefit your organisation * available funding; or * have any other query about the grant process, we would be very happy to discuss this with you   Please contact the Active Travel team via email at [Active.travel@tfgm.com](mailto:Active.travel@tfgm.com) stating **Cycle Parking Grants** in the subject.  **Key Dates**   |  |  | | --- | --- | | Applications Open | 26th September 2023 | | Applications Close | 10th November 2023 | | Funding Committed (agreement signed) | No later than 31st March 2024 | | Grant Claim Submitted (project completed) | No later than 31st March 2025 | |

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| 2. Eligibility |
| TfGM requires that bidding organisations must be one of the following audiences located in Greater Manchester:  A small business  Small businesses are classed as enterprises which meet two or more of the following criteria:   * have a turnover not more than £10.2 million * have a balance sheet total not more than £5.1 million * have no more than 50 employees   VCS or community organisation   * voluntary or community groups and organisations * not-for-profit companies * community interest company (CIC) or other social enterprise * registered charity   An education provider   * primary and secondary schools * further education providers   An NHS Healthcare provider   * NHS Trust * GP Practices * Dental surgery   To be eligible to apply TfGM requires that applicants:  Commit to installing cycle parking for public use  TfGM seeks to improve cycle accessibility for the greatest number of people and therefore funded cycle parking must be available for use by anyone travelling to that location by bicycle, including staff, customers and visitors.  Monitor progress and allow site visits to verify completion  Successful applicants will be required to send progress updates and allow TfGM staff to carry out site visits to inspect grant funded facilities and validate any in-kind contributions.  Planned facilities meet the technical criteria  Any facilities funded by the grant will have to meet the Interim Greater Manchester Active Travel Design Guide and information provided in Appendix 2.  Be responsible for cleaning and maintaining the facility and ensure its ongoing management  The facility must be kept in place and available to existing and future users for a minimum of 5 years. The applicant must ensure the facility is cleaned and maintained. Any necessary ongoing management and monitoring of use must be maintained by the applicant for a similar agreed period, e.g. ensuring the facility is used only for the intended purpose, and where appropriate ensuring that distribution of keys or other access arrangements continues to be facilitated.  Promote the grant funded facilities  TfGM are seeking to award grants to sites that are committed to promoting and facilitating sustainable travel choices. As a result, successful applicants are expected to actively promote projects to potential users to maximise the success of grant funded projects.  Examples of successful promotional activities include;   * Promoting the cycle parking facility in relevant internal newsletters and webpages * Notices and posters * Promoting wider cycle activities, such as cycle training or cycle maintenance sessions * Arranging organised rides * Creating local Bicycle User Groups * Allowing ‘time off’ to visit and inspect the cycle parking (where applicable).   Commit to provide monitoring information  TfGM wishes to demonstrate the success of each funded project by identifying the number of people that have been enabled to cycle by installing the cycle parking. Templates will be provided to successful applicants. |

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| **3. What can my organisation bid for?** |
| Grants are available to fund:   * The capital cost of installing new and/or improving existing cycle parking facilities, outdoor and shared use areas. * Groundworks required for installation of new facilities * Refurbishment / re-designation of existing facilities – such as bike sheds, plant rooms, garage blocks etc. * Additional facilities that complement or enhance cycle parking provision, such as public repair stations or pumps.   Parking facilities must meet the technical criteria set out below.  **What can my organisation not bid for?**   * Any activity that does not contribute to the grant purpose (identified in the guidance), unlawfully discriminates against people, or is illegal * Purchases made prior to grant application and approval * Schemes which are part of a planning obligation or planning permission for the site/s * The costs of obtaining planning permission * Day-to-day operational costs of an organisation, including on-going costs associated with management and maintenance of the project * Projects that do not meet the technical criteria   **Manufacturers and Suppliers**  The following suppliers offer a range of different cycle parking solutions, however, please note that TfGM do not endorse any particular suppliers. Applicants should make themselves aware that other providers are available.  Cycle Hoop - <http://www.cyclehoop.com/>  Broxap - <https://www.broxap.com/catalogsearch/result/?q=cycle&search=products>  Cycle Shelters Direct - <http://www.cycle-shelters-direct2u.co.uk/>  Falco - <http://www.falco.co.uk/products/cycle-parking/>  There are also options which can further boost the eco credentials of your cycle parking:  Green Roof Shelters - https://greenroofshelters.co.uk/green-roof-cycle-shelter/  Solar Cycle - [https://solarcycle.uk/](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fsolarcycle.uk%2F&data=05%7C01%7CAlice.Carter%40tfgm.com%7C168fca1f10f64e6dd17508dbc32706c6%7C3b120540dd5f47a8b26adef83679e8a0%7C0%7C0%7C638318344616344616%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=p9A1BoMOPfTofMIusbCtXvb0DA91L8MLOC07ml3fxi4%3D&reserved=0) |

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| **4. Technical specifications** |
| Please use the [Greater Manchester Interim Active Travel Design Guide](https://democracy.greatermanchester-ca.gov.uk/documents/s13857/GMCA%2020210326%20Active%20Travel%20Update%20-%20Appendix%20C.pdf) (page 24 onwards) to help guide setting out your cycle parking proposals. If in doubt concerning any technical acceptability of your proposals, please contact the TfGM Active Travel team.  In order to give your application the best chance of success, your cycle parking should meet the following criteria:  **General principles**  All cycle parking should be:   * Visible * Accessible, located at or very close to the end destination (usually the pedestrian entrance to the destination being served) * Safe and secure, both in terms of security of the bike, and the personal safety of the user when parking the bike * Consistently available – often small clusters of stands at frequent intervals work better than larger concentrations at fewer sites, except at major destinations with single points of access, such as office blocks or public transport stops. * Easy to use * Fit for purpose * Well managed and maintained * Coherent, in terms of its relationship to other cycle infrastructure * Covered, unless intended for very short stay durations of less than 2 hours   Section 11 of [Local Transport Note 1/20](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/951074/cycle-infrastructure-design-ltn-1-20.pdf) provides detailed guidance on cycle parking, including design dimensions for stand spacing and suggested numbers of stands at specific locations.  **Stands**  Cycle stands should be of the “Sheffield” type (inverted U) and can be individually fixed or fixed in sets. However, if the applicant can demonstrate suitability of other types of cycle parking (e.g. providing for additional capacity or addresses other issues) which fully meet the general principles above these may be considered during the evaluation process.  Please note that racks or stands that only use one wheel as the fixing/support point are not compliant. Bids for this type of stand will need to include suitable justification for doing so in the proposal.  **Sheffield stand specific dimensions are as follows:**   * Sheffield stands should be between 750mm and 850mm tall; * The distance between the uprights on a Sheffield stand should be between 700mm and 1000mm; * Where Sheffield stands are installed in a row, parallel to each other there should be at least 1200mm spacing between them to allow access to bikes parked on both sides; * Sheffield stands should be installed no closer than 1000mm to the side wall or edge of the storage area; * Sheffield stands should be installed no closer than 1000mm from the back (or front) wall or edge of the storage area; * For further guidance on stand dimensions please refer to page 7 [[drawing no. ‘LCN/01’](http://www.ciltuk.org.uk/Portals/0/Documents/The%20Hub/Design%20Toolkit/C04_Design_portfolio_cycle_parking.pdf)] of the Cycling England Design Portfolio – Chapter C.04.   **Cycle Lockers**   * Cycle lockers should include a facility for the user to securely lock their cycle to the structure within the locker; * Access to lockers must be managed by the bidding organisation; * Lockers should enable bicycles to be stored without the need to manually lift; and * Lockers should be of a suitable dimension to enable storage of accessories such as helmets along with the bicycle.   The following guides include useful information for delivering effective cycle parking.  [Cycle Parking Standard - Bicycle Association](https://www.bicycleassociation.org.uk/parkingstandard/)  [LCDS Chapter 8 Cycle Parking (tfl.gov.uk)](https://content.tfl.gov.uk/lcds-chapter8-cycleparking.pdf) planning and design of high-quality parking facilities for all cycle users  [Wheels for Wellbeing Guide Inclusive Cycling](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fclicktime.symantec.com%2F15sNkhxc8AZTNghKyucJY%3Fh%3DiOAMB7hGZoGRj0-ar2WXj8nKQ_LzdBowuk4mqivZKjc%3D%26u%3Dhttps%3A%2F%2Feur03.safelinks.protection.outlook.com%2F%3Furl%253Dhttps%25253A%25252F%25252Fclicktime.symantec.com%25252F15t79ez33ENYKng6Y1kgG%25253Fh%25253DZuf6m5a7iCv_0ZIzVSJzuarVnILZu0ahpODL0pdw1kw%25253D%252526u%25253Dhttps%25253A%25252F%25252Fwheelsforwellbeing.org.uk%25252Fwp-content%25252Fuploads%25252F2019%25252F06%25252FFINAL.pdf%2526data%253D05%25257C01%25257CPete.Zanzottera%252540tfgm.com%25257C16d8a4d62a5f494da14808dadea3755d%25257C3b120540dd5f47a8b26adef83679e8a0%25257C0%25257C0%25257C638067092511505170%25257CUnknown%25257CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%25253D%25257C3000%25257C%25257C%25257C%2526sdata%253DY7t4o5mGsDChPunmp%25252B6lqJ%25252FK3boYpNS6kdi2qnsc9UU%25253D%2526reserved%253D0&data=05%7C01%7CActive.Travel%40tfgm.com%7C812e3f0ed6044563e1a108dadea71769%7C3b120540dd5f47a8b26adef83679e8a0%7C0%7C0%7C638067107590025839%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=OwG3HpLZ8v2mVdo2Bdyes00DQLsBD9tkr6qCtJrU1lQ%3D&reserved=0) includes information which specifically relates to designing accessible cycle parking (from page 54)  [Inclusive Engagement Toolkit](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fclicktime.symantec.com%2F15sMWF3MEwKZBWJUpXd5E%3Fh%3De7PHja93N4YMM6eHnCk_-v5Mg_0s0_mu7iXVPlL3JtQ%3D%26u%3Dhttps%3A%2F%2Feur03.safelinks.protection.outlook.com%2F%3Furl%253Dhttps%25253A%25252F%25252Fclicktime.symantec.com%25252F15t5uC4nA18e8cHFNdmSx%25253Fh%25253DGK9GeyleZNtKGqzTCcdKfiz8J3CtMRFBUpvWlegxSkc%25253D%252526u%25253Dhttps%25253A%25252F%25252Fccqol.org%25252F2022%25252F11%25252F24%25252Finclusive-engagement-toolkit%25252F%2526data%253D05%25257C01%25257CPete.Zanzottera%252540tfgm.com%25257C16d8a4d62a5f494da14808dadea3755d%25257C3b120540dd5f47a8b26adef83679e8a0%25257C0%25257C0%25257C638067092511505170%25257CUnknown%25257CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%25253D%25257C3000%25257C%25257C%25257C%2526sdata%253Dgz4D1yO2uPD6E1JgeAG2JGy5T64O%25252FUiyyknrMywfuU4%25253D%2526reserved%253D0&data=05%7C01%7CActive.Travel%40tfgm.com%7C812e3f0ed6044563e1a108dadea71769%7C3b120540dd5f47a8b26adef83679e8a0%7C0%7C0%7C638067107590025839%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=5MDUtuS2DZ8CCfKV%2Bq5dJAFiCvWBv%2BYUpT2qT7Iu3gw%3D&reserved=0) produced by Community Consultation For Quality Of Life may provide tools to gain additional insight |

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| **5. How much money is available?** |
| The maximum grant contribution per site is £15,000.  In some circumstances, where organisations wish to install cycle parking at multiple locations, bids above this amount can be considered. The level of grant applied for should be proportionate to the number of potential cyclists that will be using the facility.  Bids should be accompanied by current quotes from reputable suppliers for the goods and services you intend to procure.  In line with TfGM’s procurement policy, the following quotes are required:   * 2 written or verbal quotes for goods/services up to £1,000 * 3 written quotes for goods/services between £1,001 and £10,000   Links to retailer website will suffice in place of formal written quotes if pricing (including any optional extras) is clearly displayed on the site.  Wherever possible quotes should be for like-for-like items, however we understand that is may not always be possible.  In these circumstances we recommend that you contact the TfGM Active Travel team to discuss alternative solutions, however broadly speaking applicants should show due diligence when submitting quotes by demonstrating that   1. they have researched and compared the available options, 2. chosen a solution which is best suited to their purpose, and 3. which offers good value for money by obtaining quotes for the nearest alternative or similarly spec’d options   The application should reflect the quoted costs (excluding VAT) from the applicants preferred supplier/s.  When completing your application, all costs should be provided with VAT shown separately and be accompanied by quote(s) from supplier(s) and other additional supporting evidence of all costs should be included with your application.  The project totals should match the quotes from your preferred supplier(s) indicated in your bid. |

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| **6. Match funding** |
| Applicants can apply for up to 100% of the proposed costs of their proposed measures.  Where possible, we encourage organisations to contribute to their project costs by way of match funding.  Match funding may take the form of financial contributions towards the cost of the project or in-kind contributions. In-kind contributions might include things such as the provision of staff time, materials, use of land or buildings, or the promotion of sustainable travel is encouraged.  Matching contributions, either financial or in-kind, are not a pre-requisite but are encouraged as, in our experience, the most successful projects are those which have a demonstrable commitment from the organisation. Any contributions will be evaluated when reviewing applications with consideration given to the means of the bidding organisation.  Examples of activities that could be considered as in-kind contribution include:   |  |  | | --- | --- | | Example Activity | In-kind Contribution | | Staff time to develop the project | Liaise with staff/visitors, cycle audit, develop a proposal, take photos, obtain quotes etc. | | Promotion of TfGM’s free cycle training and maintenance sessions to potential users of the cycle parking | Use of premises/community venue for cycle training sessions  Distribution of marketing materials  Promotion to residents through established communication channels | | Provision of cycling facilities | Land to build facilities on  Additional supporting works i.e. lighting, signage | | Arranging organised rides | Staff time to organise and work with TfGM to develop rides | | Promotion to potential users | Staff time  Organising events to promote cycling  Promotion of rides  Use of premises | |

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| **7. Assessment and Evaluation** |
| Successful applications are expected to clearly demonstrate that measures:   * + Are likely to be effective in increasing and promoting sustainable travel   + Are likely to be effective in decreasing single car occupancy journeys/congestion   + Help to achieve TfGM’s strategic objectives   + Are appropriate for the site and meet technical standards outlined in this guidance and linked documentation.   + That identify an ongoing management strategy for sustainable travel to the site   + Are achievable within budget and timescales   + Provides value for money |

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| **8. UK Subsidy Control Regime** The UK Subsidy Control Act - <https://www.legislation.gov.uk/ukpga/2022/23/enacted> |
| TfGM is offering this grant as a Minimum Financial Assistance (MFA) subsidy under the Subsidy Control Act (2022). The MFA regulation allows an enterprise to receive up to £315,000 of subsidies in total over three fiscal years.  MFA Subsidy Control will apply to any private businesses, charities, social enterprises and not-for-profits engaged in economic activity (i.e. putting goods and services on a market) as the substantive means of funding their activities, whether or not a profit is made. This includes education providers whose services are principally funded through private resources, for example the resources of students and parents, or through the operator’s own commercial revenues.  MFA does not apply to NHS healthcare services or education services organised within the national education system, which are both funded through public funds and supervised by the UK Government or are principally funded, whether directly or indirectly, through public resources.  Public authorities awarding subsidies as MFA must follow certain procedural requirements. Before awarding an MFA subsidy a public authority has to provide the intended recipient enterprise with an ‘MFA notification’.  An MFA notification means a written statement:   * explaining that the public authority is proposing to give to the enterprise a subsidy by way of MFA * specifying the gross value amount of the assistance, and * requesting written confirmation from the enterprise that the MFA threshold of £315,000 will not be exceeded by the enterprise receiving the proposed assistance   The public authority can only award the subsidy when it has received this confirmation.  **This guidance, in conjunction with question 6 of the application, serves as TfGM’s MFA notification.**  If your organisation receives or has received public subsidy in the form of State Aid or UK Subsidy, it should keep records of all subsidies received.  MFA subsidies or comparable types of subsidies (see section 42(8) of the Subsidy Control Act) is cumulated over this and the previous two financial years, as specified in section 36(1) of the Subsidy Control Act (2022).  The MFA threshold period for this funding is between 1 April 2021 and 1 June 2023.  **Receipt of an application with question 8 completed will serve as the applicant’s written confirmation that receipt of a grant from TfGM for the total amount sought will not exceed the organisation’s Minimum Financial Assistance threshold.**  If an applicant is successful, the public authority must give the intended beneficiary an ‘MFA confirmation’. This is a written statement which confirms:   * that the subsidy is given as MFA * the date on which it is given * the gross value amount of the assistance   **Should your organisation’s bid be successful, your grant agreement will serve as the MFA confirmation.** |

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| **9. Planning Permissions** |
| Depending on your project, it may be necessary to obtain planning permission from the local authority. You may also need to seek permission from, and in some cases, agree responsibility for ongoing maintenance of facilities with the landowner.  It is the responsibility of the bidding organisation to ensure all necessary permissions are in place prior to beginning the project. If it is not possible to secure planning permission prior to submitting your bid, you should demonstrate that any planning applications have been submitted or outline the steps and timeline for doing so within your proposal.  Your local planning authority can advise on applying for planning permission. The grant cannot be used to cover any charges incurred as part of receiving relevant permissions.  A list of Greater Manchester Planning authorities is included below.   |  |  | | --- | --- | | [Bolton Council](http://www.bolton.gov.uk/website/pages/Planning.aspx) | [Tameside Council](http://www.tameside.gov.uk/planning/business/faqs) | | [Bury Council](https://www.bury.gov.uk/index.aspx?articleid=10762) | [Trafford Council](http://www.trafford.gov.uk/planning/planning.aspx) | | [Manchester City Council](http://www.manchester.gov.uk/info/200074/planning/5865/planning/2) | [Salford City Council](http://www.salford.gov.uk/planning-permission.htm) | | [Oldham Council](http://www.oldham.gov.uk/info/200399/apply_for_planning_permission/747/apply/2) | [Stockport Council](https://www.stockport.gov.uk/topic/planning) | | [Rochdale Council](https://www.rochdale.gov.uk/planning-permission-building-regulations) | [Wigan Council](http://www.wigan.gov.uk/Resident/Planning-and-Building-Control/Planning/Do-I-need-planning-permission.aspx) | |

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| **10. How can my organisation apply?** |
| Organisations are required to complete and submit application an application form.  **Completed applications, along with any accompanying documentation, should be emailed to** [**active.travel@tfgm.com**](mailto:active.travel@tfgm.com).  Your application will be assessed by the Active Travel team, and you will be informed whether your grant has been successful or not. We may contact you to resolve any minor issues before it is provisionally approved by TfGM. We will notify you in writing by email at this point.  TfGM will then undertake the final formal approval of the grant and send you a signed legal agreement which sets out the terms and conditions of the grant. If you are comfortable with the contents, an appropriate signatory should countersign and return the document. Your grant funding is not committed and should not be considered secured until the agreement signed by an appropriate representative of your organisation is returned to us.  **What if my project changes following approval?**  Your project may change after the Legal Agreement has been signed; for example, a new site constraint may be discovered, or your available funding, project costs, or match contribution may change.  In these cases, you should notify your TfGM advisor as soon as possible. In most cases, if the change is not considered to be too fundamental following discussion, it should be possible to amend the Legal Agreement by documenting the change in a side letter. Larger changes may require re-application.  Any overspend or unidentified costs would be funded directly by your organisation itself.  If the project incurs fewer costs than originally quoted, the grant paid will be reduced accordingly. |

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| **11. Payment of the grant** |
| Please be aware that once the grant has been secured, you will be expected to arrange and pay for the delivery of your project and provide proof of spend before the grant is paid.   |  | | --- | | If covering all project costs upfront without the provision of the grant funding would be prohibitive to your group or organisation considering applying for this grant, please email [active.travel@tfgm.com](mailto:active.travel@tfgm.com). Under some circumstances it may be possible to arrange alternative payment terms. |   When the grant-funded project is completed, you should notify your TfGM advisor who may need to arrange for a verification visit. In order to claim your grant, you should provide evidence of spend and delivery (supplier invoices, receipts, works orders, etc) as well as photos of the installed projects. An inspection may also be carried out by TfGM. TfGM will then arrange for payment of the grant.  Any overspend or unidentified costs must be funded directly by the organisation itself. TfGM will only pay for costs incurred up to the agreed grant amount.  All costs are calculated excluding VAT.  **We will only be able to repay VAT where the recipient cannot reclaim VAT.**  All works/expenditure must be carried out and claimed by the date shown on the contract.  You should contact your TfGM advisor if there are any delays to your project.  Following this, you should continue with any further monitoring activities described in your application. |

***-End-***