Wheels and Walks   
Application Guidance

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## Introduction to Wheels and Walks

### Wheels and Walks: Our Aims

By 2040, TfGM want half of all trips in Greater Manchester to be on foot, wheelchair, by bicycle, or by public transport.

TfGM supports communities to walk, wheel or cycle. Supporting our communities will help them choose walking, wheeling or cycling for short trips. This will make Greater Manchester a healthier and safer place to live.

The Wheels and Walks programme will help new or existing walk, wheel or cycle groups to keep delivering on their own. TfGM will give support to groups who are successful in applying to the Wheels and Walks programme.

### Wheels and Walks: A Full Support Package

Successful groups will receive support from TfGM. The aim of the support is to help groups keep their activity going. The support TfGM can provide includes:

* A grant (of up to £5,000)
* Training for leaders
* Learning and development
* Promotional support
* Event support
* Bespoke maps
* A network amongst successful groups

Any group who looking to apply should maximise the support offered TfGM.

### Using this Guide

You’ll notice the format of this guide and the form are the same. We’ve inserted guidance alongside each respective section and question, so you can navigate and find the guidance for the question you’re answering.

We’ve provided guidance for the length of your answers. These are only a guide, and if you need to write more than our proposed length of answer you will not be marked down. However, we do ask you are succinct with your answers, and the questions are structured so you avoid repetition when answering.

We advise you read the guidance first and understand the eligibility, criteria, and conditions before starting your application.

### Get in Touch

Once you’ve read through the application guidance if you require further support or have questions about Wheels and Walks, please contact the team via:

**E-mail:** [WheelsandWalks@tfgm.com](mailto:WheelsandWalks@tfgm.com)

**Telephone:** 07766363196

## Who Can Apply and a Step-by-Step Overview

### Who Can Apply

So our support and money reaches the right groups we will only allow certain groups to apply. If your group is not listed below, then please contact us. We can let you know if your group can apply for the support.

### Who Can Apply

* Voluntary and community organisation
* Registered charity
* Social enterprise
* Group of organisations, if they are led by a voluntary and community organisations or social enterprise
* Community interest companies (with two or more directors)
* An education provider, e.g. primary and secondary schools, further and higher education
* An NHS Healthcare provider, e.g. NHS Trust, GP Practice

#### Who Can’t Apply

* Individuals
* Sole traders
* Anyone who is applying on behalf of another organisation.
* Organisations without at least two unconnected people on the board or committee
* Companies that generate profits for private distribution

Your group must also have a registered community or charity bank account. We will not accept applications from groups with personal bank accounts.

### A Step-by-Step Guide to Applying

1. We will open for applications between during the week of the 27th of January.
   1. You will read this guidance.
   2. You will only apply if your group is allowed to apply.
   3. You can then complete the ‘Wheels and Walks application form’. Please submit it before the deadline.
   4. If we have enough time we can look at your form. We can then provide feedback on how to better your application.
2. We will close applications on the 17th of March 2025. No one will be allowed to submit their form after 17th March.
   1. We will tell you that we’ve got your form.
   2. We will then score your form.
3. In April 2025 we will decide who will get the support and funding.
   1. We will tell everyone if they will, or will not, get the support.
   2. Those who will get the support will need to sign an agreement. We cannot support you until this agreement has been signed.
4. In May 2025 we expect everyone to have signed their agreement, and we can start the support.

### A Step-by-Step Guide to Delivering Your Activity

When the agreement has been signed here is what you can expect.

1. We will work together to create a package of support. This support will make sure you can continue your activity beyond our support.
2. You will get 50% of the grant money.
3. You can then purchase the items or services you have told us about in your form.
4. When your activity starts, we will survey the people taking part.
5. You then continue to deliver your activity. You will also make your activity continue after our support has stopped.
6. When our support stops, we will survey the people taking part again.
7. We will then pay you the other 50% of the grant money.
8. You will then complete a survey about the Wheels and Walks.
9. Our support then completely stops, and your activity continues.

## Your Application

### Your Group’s Details

#### Name of your group

#### The name of your company, organisation or group. This can be different to the name of your activity, which we ask for later.

#### Registered address

The postal address to which your group is registered.

#### Registered postcode

The postcode to which your group is registered.

#### What is the legal or charitable status of your group? Please select one from the list and enter it in the text box below.

Select one from the options listed.

Please refer to the section ‘Who Can Apply’ in this document to see if you can apply.

If selecting ‘other’ please enter your groups legal or charitable status in the textbox provided below the drop-down. Please check the ‘[Ineligible Groups’](#_Eligibility__Criteria) criteria first.

#### Company or charity number

Please enter your company or charity number. We will check this.

#### What is the purpose of your group? Briefly explain its aims and the activities currently on offer.

In two or three paragraphs describe your group. Also describe its purpose. Include any aims of your groups and what activities are on offer.

## Your Contact Details

If we select you for the support and funding, we need to know who we are speaking to.

### Signatory details:

This is the person who will sign the legal agreement.

#### Name of signatory:

#### Telephone or mobile number of signatory:

#### Email address of signatory:

#### What is your preferred method of contact? Please select one from the following:

### Applicant details

This is you, the person who is completing the form. If you are also the signatory then please leave this section blank.

#### Name:

#### Telephone or mobile number:

#### Email address:

### Alternate Contact

Please tell us below any other contacts for your group. This could be another person, or another way to contact you.

#### Name:

#### Telephone or mobile number:

#### Email address:

## 

## Who Will Take Part

#### Which Local Authority, or ward, will your activity be in?

We want to understand where in Greater Manchester your activity will be. This is so we can understand who the community is nearest your activity. We can also see if there is more than one group doing that activity near you.

Please visit [MappingGM](https://mappinggm.org.uk/) if you need help knowing wards or local authorities. You can view a map, and filter by ‘Local Authority’ or ‘ward’.

#### Who will your activity be aimed at? We have listed examples below.

We have provided a list of target groups who TfGM deem a priority with this funding. Please select all that apply.

If your group targets a different audience to one that’s mentioned, then please select ‘Other’ and enter the text in the box provided.

Your application will not be judged on the number of target groups you select. We will score you on how you address the barriers understood to the target audiences you select.

There is also a text box to write one to two paragraphs on your target audience. This is an opportunity to expand on who they are and be more specific about who your target audience is.

## Your Proposal

#### What is the name of your activity?

i.e. what you’ll promote your activity as to the public. This could also be the same name as your group name.

#### Will your activity focus on walking, wheeling or cycling?

Please select one of cycling, walking or wheeling. We will not accept forms for other activities.

There is a text box below the three options. Use this text box to give more detail about your activity. For example, if your activity is a Nordic walking group, or an accessible cycling group.

#### Why is your activity needed? This is a scored question worth 20% of your overall score.

Please write three to five paragraphs on why your activity is needed.

You will be scored on how you can answer the below points:

* What is already happening in your area? Will your activity avoid doing the same thing someone else is doing?
* Will your activity improve any current or previous activity?
* Think about the people you want to take part in your activity:
  + What reasons would they tell you as to why they can’t take part in any activity?
  + What reasons would they tell you as to why they can’t take part in your activity?
  + Do they drive a car? How often would they drive it?
* Thinking about the area you want your activity to take place in:
  + How good is that area for taking part in your activity?
  + Are there things in your area that stops people from taking part in that activity?
* Provide a clear reason for the above points.

Tell us, or refer to, any evidence or data to support your reasons. If you don’t have data then please tell us your experience.

#### How will you get more people taking part in your activity? How will you overcome what is stopping people from taking part? This is a scored question worth 25% of your overall score.

Please write a minimum of three paragraphs. We want to hear more about how your activity gets more people taking part. Those people you want to take part.

Write about what is stopping them from taking part. Write about what you will do to overcome the things that stop people taking part. Think about providing equipment. Where you will deliver the activity. How social it will be. How active those people are.

You will be scored on how you can answer the below points:

* How is your activity right for the people you want to take part? For example, is it local?
* How will your activity get more people taking part? Please include:
  + How similar activities have failed. How you are learning from their failure. How will this make it successful?
  + How similar activities have succeeded. How are you copying their success?
  + Do people want to take part in your activity? Can you show us any evidence to support this? Evidence could be data or your experiences.
* Think about the people you want to take part. Write the things that stop them taking part in your activity. And write what you will do to overcome each of those things that stop them.

#### Please explain how your activity will be delivered. Include any steps involved in setting up. This is a scored question worth 25% of your overall score.

Please write three to five paragraphs.

If you need to buy anything before you can deliver your activity, then include this in your answer. If your activity is already happening, then please tell us what is already happening.

You will be scored on how you can answer the below points:

* How your activity is right for the people you want to take part.
* How it will be delivered in your location.
* Having a plan for your activity. This must include:
  + How the activity will be set-up. Or a plan of how it is already ran.
  + What needs to happen and when. We would like to see a plan of the big things that need to happen and when. For example, do you need to train those people who will deliver your activity? Tell us this and when you expect this to happen.
* If you will use a venue. Is it local? Is it the right venue for your activity and for those taking part?
* Having trained volunteers to run the activity. What training they have or will need.
* Having the right equipment for your activity, if this is not already part of their bid.
* How you will make your activity as safe as it can be. Please include how you will safeguard people and keep their data protected.
* How you will promote the activity to the people you want to take part. Why will the method you have chosen work?

#### Please detail how receiving this grant money will enable your group to sustain delivery in your chosen activity beyond the end of your project? This is a scored question worth 30% of your overall score.

Please explain this in one to three paragraphs.

We will score you on how you are using our funding to keep your activity going beyond our support. When our funding has been spent how will your activity continue? How will you keep getting the people you want taking part?

You will be scored on how you can answer the below points:

* How your activity will continue after our funding has been spent.
* Explain if you will reduce any costs or the number of times your activity happens. Or if you will take money to keep it going. Or how your activity doesn’t cost anything to deliver. Or any other way you can keep your activity going after our funding has stopped.
* Please include the following when writing about how your activity can keep going:
  + Delivery of the intervention.
  + Use of venue(s).
  + Recruitment and retention of volunteers.
  + Training and qualifications of volunteers.
  + Access to and use of equipment.
  + Retention of existing participants, and recruitment of new ones.
  + Continued levels of safety, safeguarding and GDPR.

#### In addition to the funding, how else can TfGM support you?

This is not a scored question.

We can offer free training, development, marketing, or other TfGM programmes. Please tell us what support, that isn’t funding, that you may wish to have from TfGM.

#### Please calculate how many people will take part in your activity in the first six months.

There are four questions to fill in. It is to understand the size and scale of your activity.

We only need to know about the first six months of your activity. If your activity is already happening, then please use a start date of when you will have spent 50% of the funding.

Use the last box to explain anything. For example, if your activity can only have a maximum number of people. Or if you can only delivery the activity

#### How much are you applying for?

The maximum you can apply for is £5,000.

## Your Cost Breakdown

We ask you to estimate the cost of each item you will buy through our fund.

#### Here are some examples of what you can spend our funding on:

* Delivering activity that increases Active Travel. For example, led rides, guided walks, etc.
* Training anyone who takes part in your activity. For example, training people to fix their own bikes.
* Buying equipment. For example, trikes, bicycles, trailers or walking equipment.
  + This could also include things like installing a public bicycle repair station.
* Creating things like podcasts, community art project, signage.
* Promoting your activity. For example, buying posters, leaflets, etc.
* Improving lighting or access to a route. For example, building a step-free access point.
* Maintaining a footpath or cycleway.
* Creating a pocket park or active travel corridor.
* Producing maps that help people access local green spaces.

We will consider all capital or revenue items that meet the purpose of this programme.

#### What can grants not be used for:

* Any activity that does not meet the purpose of Wheels and Walks written in this guidance.
* Anything you’ve bought before we approved your grant spending.
* Money spent applying for Wheels and Walks.
* The cost of getting planning permission.
* The cost of running an organisation. Costs associated with management and maintenance of your organisation.
* Match funding items more than £5,000.

#### Payments of Grants

Grants will be paid in two stages. 50% will be paid upfront of any activity occurring. The necessary legal and financial agreements need to be in place, as detailed in the grant process section. The remaining 50% will be paid upon completion of your items listed. To claim your grant you should submit evidence of spend to TfGM, who will arrange for payment. All costs are calculated excluding VAT.

TfGM are flexible to the needs of individual groups and situations. If more than 50% of grant funding is needed upfront this must be declared by the group and will be reviewed by TfGM on a case-by-case basis.

#### How to Provide Quotes in Your Form

Please use quotes from reputable suppliers of goods and services. We need:

* 2 written or verbal quotes for goods or services up to £1,000
* 3 written quotes for goods or services between £1,001 and £10,000

You can link to websites where goods or services are priced. The cost needs to be clear on the website. Please include any extras in your quote.

Quotes should be for like-for-like items. We do understand that this may not always be possible. We ask that you:

1. Research and compare all available options.
2. Find the best solution which offers value for money.
3. Obtain quotes from the next best option.

If you can’t fulfil these then please speak to the Wheels and Walks team.

Please quote item costs without VAT.

VAT costs for items should be included in the VAT column.

The project totals should match the quotes from your preferred supplier(s).

## Your Declaration

This is not a legal agreement. This is a declaration that you have read and understood all the items in the guidance and form.

We also want to work together to give you the best support possible. By signing the declaration, you are willing to work with TfGM to achieve the ongoing delivery of your activity. This also includes talking regularly to TfGM. And attending training if right for you.

#### UK Subsidy Control Regime and Minimum Financial Assistance (MFA)

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 financial years.

MFA Subsidy Control will apply to any 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 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 must 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 section 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 Sept 2023 to Sept 2025.

Receipt of an application with question 6 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

Link to website - [The UK Subsidy Control Act](https://www.legislation.gov.uk/ukpga/2022/23/enacted).

Should your organisation’s bid be successful, your grant agreement will serve as the MFA confirmation.

## Scoring your Application

For the four scored questions we will give you a score of 0-5. 5 will be the maximum score for a question.

0 There is no understanding of the need or the issue. Outcomes and standards will not be achieved. There is no evidence. There are significant weaknesses to the answer.

1 There is a limited understanding of the need or the issue. There is concern the outcome and standards will not be achieved. There is a small amount of evidence given. The answer has more weaknesses than strengths overall.

2 There is some understanding of the need or the issue. Some of the outcomes or standards will be achieved. Some evidence is given, but some evidence still missing. The answer is balanced in strengths and weaknesses overall.

3 There is a reasonable understanding of the need or the issue. An acceptable level of outcomes or standards will be achieved. A reasonable amount of evidence is given. The answer has more strengths than weaknesses.

4 There is a good understanding of the need or the issue. There is confidence the intended outcomes and standards will be achieved. A good level of evidence is given. The answer only has a limited amount of weakness.

5 There is a high level of understanding the need or the issue. There is a high level of confidence the intended outcomes or standards will be achieved. There is a high level of evidence which demonstrates the ability to deliver.