
Wheels and Walks Application Guidance

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Introduction to Wheels and Walks

TfGM's Strategic Aims

The aim of the project is to enable thriving and aspiring community groups to be self-sustaining community for walking, wheeling and cycling.

By 2040 TfGM want 50% of all journeys in Greater Manchester to be made by public transport, on foot or by bike, especially those shorter journeys around local neighbourhoods. Enabling us to deliver a healthier, greener and more productive city-region.

The provision of world-class walking and cycling infrastructure, supported by strong community engagement, will enable active travel to become the natural choice for short journeys and, in turn, will make Greater Manchester a healthier, cleaner and safer place to live.

Wheels and Walks: A Full Package of Support

Wheels and Walks is a new project being delivered by TfGM to provide a package of support to community-based groups across Greater Manchester that increase walking, cycling, and wheeling within their local area.

The package of support will include grant funding (up to £5,000), training, learning and development opportunities, promotional support, a tailored event and bespoke maps. The project will aim to foster a network amongst community groups on the programme to share knowledge and best practice.

Any group who is looking to apply must be open to maximising the opportunities provided by TfGM, so that all groups can sustain their chosen activity and make a real impact within their communities.

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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 fully read the guide 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

Telephone: 07766363196

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Criteria, Processes and Timeframes

Eligibility Criteria

To ensure the grant money reaches the right groups and communities we have set eligibility criteria below. If your group is not listed below then please contact WheelsandWalks@tfgm.com

Eligible Groups	Ineligible Groups
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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 are aimed at generating 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.

The Application Process

1. Between 27th Jan - 31st Jan 2025: The application window opens.
 - a. The applicant reads the application guidance.
 - b. The applicant meets the eligibility criteria and agrees to the criteria set out in the declaration.
 - c. The applicant then completes *Wheels and Walks application form* and submits it before the application window closes. Applications can be submitted in advance. Where possible TfGM can review early submissions and advise on revisions before the deadline.
2. 17th March 2025: Application window closes.

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- a. TfGM will acknowledge receipt of your application.
 - b. The application will then be reviewed and, if required, clarification may be sought by TfGM towards the application.
 3. April 2025 (date tbc): TfGM selects the beneficiaries of the grant funds and informs all applicants if they are successful or not.
 - a. If your proposal is successful, TfGM will produce a grant agreement for you to sign and then collect any other relevant details, such as bank accounts.
 4. May 2025 (date tbc): Agreements are signed and the group is set-up to receive grant funding.

The Process for Delivering Activity

Outlined below is a simplistic overview of the process for how the funding and delivery of activity align.

1. TfGM and the group work together to build an appropriate package of support, provided by TfGM, to ensure the group can become a self-sustained activity provider.
2. 50% of the grant money will be paid upfront to each respective group.
3. The group then purchases the items or services set out in the grant application.
4. TfGM provide the group with a pre-activity (baseline) survey to capture the current behaviours of the group participants.
5. The group deliver the activity over a period of time and work towards their goal of sustaining activity after TfGM's support.
6. TfGM provide the group with a final (post-activation) survey for the group participants to complete.
7. Depending on what or when items have been purchased the remaining 50% of the grant money is paid.
8. The group contact then supports TfGM by completing an evaluation.
9. TfGM's support then concludes whilst the activity is sustained.

Completing Your Application

Please enter accurate information about your organisation as all details are cross-referenced against government databases.

1. Your Group's Details

Question	Guidance
Name of your group (or organisation)	Who you're officially known as. 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	<p>Use the drop down to select one of the options. Please refer to the 'Eligible Groups' in this document to see if your group is eligible.</p> <p>If selecting 'other' please enter your groups legal or charitable status in the textbox provided below the drop-down. Please check the 'Ineligible Groups' criteria first.</p>
Company or charity number	Please enter your company or charity number. TfGM will check these details against the respective government databases.
What is the purpose of your group? Briefly explain its aims and the activities currently on offer.	In two or three paragraphs please provide a clear description of your group and its purpose. You can include any vision, mission or objectives/aims, and as asked, what activities are on offer.

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2. Your Contact Details

Should your application be successful you would enter into a legal agreement with Transport for Greater Manchester to receive the funding. Please provide below the details of the authorised signatory for such an agreement.

Signatory details:

Question	Guidance
Name of signatory:	Enter your name
Telephone or mobile number of signatory:	Enter your telephone or mobile number
Email address of signatory:	Enter your email address
What is your preferred method of contact?	Please select one option from the dropdown menu; phone call, e-mail or text message.

Application completed by (if different to the signatory) – only complete the section beneath if the details are different to the signatory details above:

Question	Guidance
Name:	Enter your name
Telephone or mobile number:	Enter your telephone or mobile number
Email address:	Enter your email address

If there are alternate people, or alternate methods of contact, for your group please insert them in the respective box below:

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Question	Guidance
Name:	Enter your name
Telephone or mobile number:	Enter your telephone or mobile number
Email address:	Enter your email address

3. Your Target Audience

Question	Guidance
<p>Which Local Authority, or ward(s), does your group deliver activity in?</p>	<p>Asking this question provides TfGM with an understanding of what communities your group is targeting. We also ask this to ensure our funding is spread across the whole of Greater Manchester.</p> <p>Your group may only target one ward, or it may target several Local Authorities. We will not judge your application based on the number of Local Authorities or wards you select.</p> <p>If you are unsure of your Local Authority or ward Greater Manchester Combined Authority have created an interactive map where you can view both Local Authorities and wards: MappingGM. Please view the map, and filter by 'Local Authority' and 'wards'.</p>
<p>Who is/are your key target audience(s)?</p> <p>Please select all that apply.</p>	<p>We have provided a list of target groups who TfGM deem a priority with this funding. Please select all that apply.</p> <p>If your group targets a different audience to one that's mentioned then please select 'Other' and enter the text in the box provided.</p> <p>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.</p> <p>***</p> <p>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.</p>

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4. Your Proposal

Question	Guidance
<p>What is the name of your activity?</p>	<p>i.e. what you'll promote your activity as to the public. This could also be the same name as your group name.</p>
<p>What activity will your intervention focus on? Please select all that apply.</p>	<p>The funding is only applicable to cycling, walking or wheeling activities. Please select one.</p> <p>***</p> <p>There is an additional text box underneath these options to be more specific about your activity. For example is your activity using one specific bike type (e.g. trike), or style of walking (e.g. Nordic).</p>
<p>Why is your intervention needed?</p> <p>This is a scored question worth 20% of your overall score.</p>	<p>This is a scored question.</p> <p>Please write three to five paragraphs on why your intervention is needed.</p> <p>Please relate who your target audience is, their barriers, your location, what opportunities are currently available and any other factors that impact participation in your chosen activity.</p>

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	<p>Your answer will be scored against the following criteria:</p> <ul style="list-style-type: none"> • List any activities that are already available locally. Describe how your activity will fill a gap in local provision. • Demonstrate how your intervention will improve past or current interventions for your chosen audience in their community. • Identify any economic, cultural or social issues that could lead to your audience(s) being inactive. • Demonstrate an excellent understanding of the specific barriers your audience(s) face towards your chosen activity. • Identify if your audience(s) have a strong reliance on car travel and/or a reluctance towards active travel. • Demonstrate an excellent understanding of the issues your audience(s) face within their community. • Give a clear argument, backed up with the above as to why the intervention is required. <p>Where appropriate, include any available research/statistical information. If you don't have research/statistical information then please reference any anecdotal reasoning.</p>
<p>How will your intervention increase participation in your chosen activity?</p> <p>How will it address the barriers your audience faces?</p> <p>This is a scored question worth 25% of your overall score.</p>	<p>This is a scored question.</p> <p>Please write a minimum of three detailed paragraphs on how your intervention will increase participation in your chosen activity.</p> <p>Please address how your activity will support your target audience to overcome their barriers towards participation.</p> <p>And please explain how your specific intervention will support different aspects to participation, for example aspects like equipment, access, opportunity, social, physical and psychological.</p>

	<p>Your answer will be scored against the following criteria:</p> <ul style="list-style-type: none"> • Demonstrate how the intervention is appropriate to the audience and can be delivered to them locally. • Demonstrate how your proposed intervention would increase participation in the target audience. Consider including: <ul style="list-style-type: none"> ○ How similar interventions have failed or succeeded previously, and how you can improve them. ○ How similar interventions have worked at other organisations. ○ Local evidence from the target audience (surveys or anecdotal) which strongly supports the intervention. • Demonstrate how your activity will overcome the barriers currently experienced in the community. Please reference the barriers you've highlighted previously.
<p>Please explain how your intervention will be delivered, including any steps involved in setting up.</p> <p>This is a scored question worth 25% of your overall score.</p>	<p>This is a scored question.</p> <p>If your activity needs our funding to support its setup, please detail the steps and milestones to get from setting up until delivering your activity.</p> <p>If your activity is already setup then please provide a succinct overview of your activity.</p>



Your answer will be scored against the following criteria:

- Having a plan for your activity. This must include:
 - How the intervention will be set-up (or a plan of how it is already running, if already started).
 - Milestones or timeframes, from start-up to delivery of your activity.
- Having an appropriate venue for your activity which is local and accessible.
- Having suitably trained volunteers to run the intervention. What training they have or require (if this is part of the bid).
- Having suitable equipment for the intervention, if this is not already part of their bid.
- Your activity follows appropriate safety, safeguarding and GDPR measures.
- How the intervention will be promoted to the specified audience and why that method has been chosen.

<p>Please detail how receiving this grant money will enable your group to sustain delivery in your chosen activity beyond the end of your project?</p> <p>This is a scored question worth 30% of your overall score.</p>	<p>This is a scored question.</p> <p>Our scoring process will look at how you're using our funding to sustain your activity beyond our time-limited support. When our funding has been spent how are you going to continue delivering your activity and supporting your target audiences in the same manner?</p> <p>Please explain this in one to three paragraphs.</p> <p>Your answer will be scored against the following criteria:</p> <ul style="list-style-type: none"> • A clear demonstration of how the intervention will continue once the funding has been spent. • Identify where costs are being reduced, or revenue generated, to sustain delivery. <ul style="list-style-type: none"> ○ This includes if the frequency of the activity is reduced to sustain it. • Please reference the following: <ul style="list-style-type: none"> ○ 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.
<p>In addition to the funding, how else can TfGM support you?</p>	<p>This is not a scored question.</p> <p>Please write how TfGM could support your group with TfGM training, development, marketing, or other opportunities. Please reference how the support you've listed would enable your group to sustain your activity.</p>
<p>Please calculate how many people will take part in your intervention in the first six months of delivering it.</p>	<p>Please use the respective text boxes to insert a figure for how many activities you will deliver, and how many expected participants, and what's the total. The total is the number of activities multiplied by the number of people.</p> <p>Please use the additional comments box to clarify, expand or add context to your figures.</p>

	Your numbers should be a forecast of activity. This question is to understand the size and scale of your activity.
How much are you applying for?	The maximum you can apply for is £5,000.

5. Your Cost Breakdown

We ask you provide an estimated cost of each item purchased through the Wheels and Walks funding.

What can grants be used for:

- Delivery of an activity that increases participation in Active Travel– e.g. group cycle training, led rides, guided walks, themed walks, walks that include support for disabled people
- Community based training – e.g. bike fix workshops, maintenance sessions.
- Purchase of physical assets – e.g. cycles, trailers, storage, tools, walking equipment, maps.
- Developing creative assets – e.g. podcasts, community art project, signage.
- Promotional activity e.g. posters, leaflets, videos.
- Establishing a community bike tool library or installing a public cycle maintenance station .
- Improving lighting or accessibility of a route - e.g. barrier/step free access points or resting places, braille signage, barrier removal.
- Maintaining a footpath or cycleway.
- Creating a pocket park or active travel corridor.
- Producing maps or trails that help or encourage people access their green spaces.

All proposals that fund either capital or revenue items that fulfil the purpose of this measure will be considered.

What can grants not be used for:

- Any activity that does not contribute to the grant purposes outlined in this guidance.
- Purchases made prior to grant application and approval.
- Costs incurred bidding for the grant.
- 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.
- 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

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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.

Providing Quotes in Your Application

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 this may not always be possible.

In these circumstances we recommend that you contact the TfGM Active Travel team to discuss alternative solutions, however applicants should show due diligence when submitting quotes by demonstrating that;

- a) they have researched and compared the available options,
- b) chosen a solution which is best suited to their purpose, and
- c) which offers good value for money by obtaining quotes for the nearest alternative 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.

6. Your Declaration

Signing this does not enter you into a legal agreement. The declaration acknowledges that you have read this guidance, including the eligibility criteria and additional criteria.

Additionally, it's worth highlighting the opportunity is more than funding for your group. TfGM are passionate about, and want to, provide non-financial support so your group can sustain its chosen activity. The declaration encourages open communication between both parties and encourages working together to achieve your aims.

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 fiscal 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 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 section 6 of the application serves, as TfGM's MFA notification.

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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](#).

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

Assessment and Evaluation of your Application

The application will be assessed on the following criteria (which is aligned to individual questions set out in the application form).

Scoring Grades

- 0 The proposal does not demonstrate an understanding of the requirement and issues and/or there is a major risk that the intended outcomes / performance standards will not be achieved or delivered. The level of evidence in support of the proposal is either unacceptable or non-existent.
- 1 The proposal demonstrates extremely limited understanding of the requirements and issues. There is a significant risk that the majority of the intended outcomes / performance standards will not be achieved or delivered. The level of evidence in support of the proposal is deficient in the majority of areas and overall shows significantly more weaknesses than strengths.
- 2 The proposal demonstrates some understanding of the requirements and issues, although there is a risk that some of the intended outcomes / performance standards will not be achieved or delivered. The level of evidence in support of the proposal is deficient in some areas and requires the evaluator to make assumptions. Overall the proposal is equally balanced in respect of strengths and weaknesses.
- 3 The proposal demonstrates a reasonable understanding of the requirements and issues and provides an acceptable degree of confidence that the intended outcomes / performance standards will be achieved and delivered. Overall the proposal evidences more strengths than weaknesses.
- 4 The proposal demonstrates a good understanding of the requirements and issues and provides a high degree of confidence that the intended outcomes / performance standards will be achieved and delivered. The level of evidence fully supports the proposal and meets expectations.
- 5 The proposal demonstrates a comprehensive understanding of the requirements and issues and provides an exceptional degree of confidence that the intended outcomes / performance standards will be achieved and exceeded to the benefit of TfGM. The level of evidence clearly demonstrates an ability to deliver.

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