Wheels and Walks   
Application Form

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## 

## Introduction

### Wheels and Walks: Our Aims

By 2040, TfGM want half of all trips in Greater Manchester to be on foot, by 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 is looking to apply should maximise the support offered TfGM.

### Privacy Notice

The data we ask for is about your group. We also ask how you can keep your activity going after the grant money has been spent. We collect this data to as part of a scoring process.

Your data will not be provided to Third Parties.

TfGM will follow the Data Protection Act (DPA) 2018, and the General Data Protection Regulation (GDPR). Your data will be held for the lifetime of the grant period.

Please visit [TfGM's privacy policy](https://tfgm.com/privacy-policy) for more information.

## Your Application

Before completing the application form please read through the Wheels and Walks Application Guidance

### Your Group’s Details

#### Name of your group (or organisation)

Click or tap here to enter text.

#### Registered address

Click or tap here to enter text.

#### Registered postcode

Click or tap here to enter text.

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

* 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

Please click or tap here to enter your groups legal or charitable status

#### Company or charity number

Click or tap here to enter text.

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

Click or tap here to enter text.

## Your Contact Details

Successful groups will enter into a legal contract with TfGM. Please provide details of who will sign the contract.

### Signatory details:

#### Name of signatory:

Click or tap here to enter text.

#### Telephone or mobile number of signatory:

Click or tap here to enter text.

#### Email address of signatory:

Click or tap here to enter text.

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

* Email
* Telephone call
* Text message

Click or tap here to enter text.

### Applicant details

#### Name:

Click or tap here to enter text.

#### Telephone or mobile number:

Click or tap here to enter text.

#### Email address:

Click or tap here to enter text.

### Alternate Contact

Please list any other people or ways we can contact you below:

#### Name:

Click or tap here to enter text.

#### Telephone or mobile number:

Click or tap here to enter text.

#### Email address:

Click or tap here to enter text.

## Your Target Audience

#### Which Local Authority, or ward, do you deliver activity in?

Click or tap here to enter text.

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

* Women and girls.
* Low-income households.
* Ethnically diverse people.
* Less-active people.
* People with a disability. Or people with a long-term health condition.
* Older people.
* Other:

Enter who your activity is aimed at here: Click or tap here to enter text

Please provide any further detail of them here.

## Your Proposal

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

Click or tap here to enter text.

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

Please tell us which activity your intervention will focus on.

Please provide further detail by clicking here to enter text.

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

Click or tap here to enter text.

#### 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.

Click or tap here to enter text.

#### 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.

Click or tap here to enter text.

#### 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.

Click or tap here to enter text.

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

Click or tap here to enter text.

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

* How many activities will take place in six months:Click or tap here to enter the number of activities.
* How many people will take part in each activity: Click or tap here to enter the estimated number of people per activity.
* How many people in total will take part over six months. Please multiply the number of activities by the number of people per activity: Click or tap here to enter the estimated number of people per activity.
* Please tell us anything else here:Click provide and context or clarity for your data.

#### How much are you applying for?

Click or tap here to enter text.

## Your Cost Breakdown

Please provide the details of your costs. When providing the breakdown please include the following.

* Individual items and details of the item
* Quantity of the item
* Estimated total cost (excluding VAT)
* Estimated total VAT
* Whether you require the cost for these items upfront
* Two quotes per item. Either a link to an online quote, or please attach electronic quotes via email when submitting the application.

Click or tap here to enter your cost breakdown.

## Your Declaration

By signing this I declare I have read and understood the application form guidance and if successful I confirm that I accept the following conditions:

* Support monitoring, evaluation and data protection, in line with guidance from TfGM.
* If requested, be able to provide basic evidence to support how activity has been delivered. This may include details of invoices, receipts, photographs, articles, attendance records, evaluation forms and any other relevant documents.
* Meet required safeguarding policies and procedures and ensure that all volunteers and staff working with vulnerable people are DBS checked. Copies of the documents should be supplied, if requested.
* Develop your group, maximising the package of support offered by TfGM.
* Work towards your plan of becoming a self-sustaining activity.
* A high level of communication with your TfGM’s Active Travel Team representative.
* Notify the Active Travel Team immediately of any issues.
* If the main contact leaves the group or can no longer fulfill their responsibilities or someone takes over responsibility for the grant on behalf of the group, TfGM must be informed immediately.
* Provide the Active Travel Team with a short report and relevant case studies, pictures and/or videos of activities, and quotes from participants so that these can be shared on relevant social media channels, our website and, if appropriate, in our project reports (we will only do this with full permission and consent of the participants).
* Spend the money in accordance with the grant application form. If there is a need to change the use of grant, seek permission from TfGM as soon as possible.
* Ensure that there is adequate insurance in place to carry out the project and that staff, volunteers, trainers and consultants are suitably qualified and trained and copies of the documents will be supplied, if requested.
* Acknowledge responsibility for all risk assessment and health and safety checks for the project.
* Accept that TfGM may ask for the grant to be returned if TfGM deems the evidence provided by the group in the grant report is unsatisfactory. This will also apply if TfGM discovers that the grant has been spent on items not specified in the original application form and the grant offer.
* Repay any money unspent during the project lifetime to TfGM within a month of the project ending.
* If the terms and conditions are not met, TfGM have the right to withdraw the grant.
* A grant from TfGM for the total amount sought will not exceed the organisation’s Minimum Financial Assistance (MFA) threshold (where applicable to certain groups).

I certify that the information contained in this application is correct. I understand that if in any way the information is not correct the application may be disqualified or any grant awarded will be payable on request.

**Name:** Click or tap here to enter text.

**Date:** Click or tap here to enter text.

Submitting your application

Return your form by email to [wheelsandwalks@tfgm.com](mailto:wheelsandwalks@tfgm.com).

Or return your form by post to: Active Travel Team, Transport for Greater, Manchester, 2 Piccadilly Place, Manchester, M1 3BG.

If posting your form please record your delivery through the post office.

Next Steps

1. The Active Travel Team will acknowledge receipt of your application.
2. The deadline for applying passes. The application will then be reviewed and, if required, clarification may be sought by the Active Travel Team towards the application.
3. The Active Travel Team selects the beneficiaries of the grant funds and informs all applicants if they are successful or not.
4. If your proposal is successful, the Active Travel Team will produce a grant agreement for you to sign and then collect any other relevant details, such as bank accounts.
5. Once the agreement is signed then the application process ends.

**Please note:** Applications for Active Travel Fund Cycle Storage Grants are competitive and TfGM does not guarantee that any application will be approved to receive funding. It is entirely at the discretion of TfGM whether funding applications are approved to any organisation and all applications will be considered on their merit.