**Transport for Greater Manchester (TfGM) Community Access Grant - Application Form**

Before completing the application form, please ensure you have read the guidance notes which will help you through the application process.

Applicants are reminded that the grant bidding process is 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.

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| **Applications Open** | Monday 5th June 2023 |
| **Applications Close** | Friday 21st July 2023 |
| If you require additional support completing the application form, please contact the Active Travel Team by email at active.travel@tfgm.comTo submit your application, please email your completed application form, along with any supporting documentation, to active.travel@tfgm.comWe will reply with acknowledgement that your application has been received |

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| 1. Check list |
|  | You have read the accompanying CAF Community Access Grant Guidance |
|  | This application is being made on behalf of an eligible organisation, group or business located within Greater Manchester as listed in the guidance |
|  | You can contractually commit to procuring all equipment prior to 31st March 2024 |
|  | You agree to undertake monitoring and evaluation reporting activities |

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| 2. Applicant details What type of organisation is this application being made for? |
|  | Sole trader |  | Small business/Co-operative |
|  | Community Interest Company/Social Enterprise |  | Not-for-profit |
|  | Community or Voluntary Group/Association |  | Charity |
|  | Primary School |  | Secondary School  |
|  | Further Education Provider |  | Higher Education provider |
|  | GP Practice |  | NHS Trust |
|  | Other (please specify) |  |  |
|  |
| Group/Organisation name |  |
| Address |  |
| Postcode |  |
| Which District(s) are you operational in? |  |
| Registered company number |  |
| Registered charity number  |  |
| Is your organisation able to reclaim VAT? |  |

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| 3. Contact Information |
| Lead Contact |
| Name |  |
| Role/title |  |
| Contact number |  |
| Email |  |
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| Signatory DetailsShould your application be successful you would enter into a legal agreement with Transport for Greater Manchester. Please provide below the details of the authorised signatory for such an agreement. |
| Signatory name |  |
| Signatory email address |  |
| Signatory role/title |  |

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| 4. About your organisationPlease describe the purpose, aims and objectives of your organisation, the services you offer and your active travel, environmental and sustainability strategies and ambitions.Please refer to the section 4 of the guidance for information on completing this section. |
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| 5. Project DetailsPlease refer to the section 4 of the guidance for information on completing this section. |
| Proposal SummaryWhat are you bidding for and why?What methodology or criteria did you use to arrive at this solution? |
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| SustainabilityHow the scheme will be sustained beyond the initial funding period? |
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| 6. Costs and Grant Amount SoughtPlease refer to section 5 of the guidance for information on completing this question. |
| In accordance with the guidance provided, applicants may apply for one or more of the measures offered through this grant, either up to the maximum grant contribution indicated for an individual measure, or up to a combined total of £15,000 for two or more measures. Please ensure all costs are provided with VAT separately and that the project total matches the quotes of your preferred supplier(s). We will only be able to repay VAT where the recipient cannot reclaim VAT.Please provide details of the total project costs including both TfGM Grant and any other match funded elements.Quote(s) from supplier(s) and other additional supporting evidence of all costs should be included with your application.In line with TfGM’s procurement policy, the following is 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
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| Measure 1: Cargo cycle solutions |
| Item | **Description/Quantity/Supplier** | **Cost****(Exc. VAT)** | **VAT** |
| Non-electric cargo bikes/trikes  |  | £ |  | £ |  |
| Non-electric trailers (domestic) |  | £ |  | £ |  |
| Non-electric trailers (commercial) |  | £ |  | £ |  |
| eCargo bikes |  | £ |  | £ |  |
| eCargo trailers |  | £ |  | £ |  |
| Crates/loading solutions |  | £ |  | £ |  |
| Storge shed/container |  | £ |  | £ |  |
| Safety and security equipment |  | £ |  | £ |  |
| Basic tools and maintenance |  | £ |  | £ |  |
| Project totals |  | £ |  | £ |  |
| Grant amount sought from TfGM for Measure 1Up to a maximum of £10,000 (exc. VAT) | £ |  | excluding VAT |
| Measure 2: Adaptive and accessible cycle solutions |
| Item | **Description/Quantity/Supplier** | **Cost****(Exc. VAT)** | **VAT** |
| Adaptive cycles |  | £ |  | £ |  |
| Additional adaptions |  | £ |  | £ |  |
| Cycle storage solutions |  | £ |  | £ |  |
| Safety/security/maintenance accessories |  | £ |  | £ |  |
| Project totals | £ |  | £ |  |
| Grant amount sought from TfGM for Measure 2Up to a maximum of £10,000 (exc. VAT) | £ |  | excluding VAT |
| Measure 3: Walking, cycling and wheeling community innovationPlease enter the components that you will use the grant to fund. |
| Item | **Description/Quantity/Supplier** | **Cost****(Exc. VAT)** | **VAT** |
|  |  | £ |  | £ |  |
|  |  | £ |  | £ |  |
|  |  | £ |  | £ |  |
|  |  | £ |  | £ |  |
| Project totals | £ |  | £ |  |
| Grant amount sought from TfGM for Measure 3Up to a maximum of £2,500 (exc. VAT) | £ |  | excluding VAT |
| Total grant amount sought from TfGMUp to the indicated maximum grant contribution for a single measure, or a maximum of £15,000 for two or more measures (exc. VAT) | £ |  | excluding VAT |

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| 7. Match funding contributionsPlease refer to section 6 of the guidance for further information. |
| Financial contributions Please provide full details of any financial contributions you will be providing to support your application and indicate value/costs where appropriate. |
| Itemised description | **Cost** |
|  | £ |  | excluding VAT |
|  | £ |  | excluding VAT |
|  | £ |  | excluding VAT |
| Total | £ |  | excluding VAT |
| In kind contributionsPlease provide details of any in kind contributions you will be supplying to support your application.E.g. Staff time, promotion/advertising, other equipment or items which are ineligible for funding etc. |
| Itemised description | **Cost** |
|  | £ |  | excluding VAT |
|  | £ |  | excluding VAT |
|  | £ |  | excluding VAT |
| Total | £ |  | excluding VAT |

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| 8. Subsidy ControlPlease refer to section 7 of the guidance for further information on subsidy control. |
| Minimum Financial Assistance (MFA) notification TfGM is offering this grant up to a maximum contribution of £15,000 as a Minimum Financial Assistance (MFA) subsidy under the Subsidy Control Act (2022).Please refer to grant guidance for more information.Select one of the following options: |
| [ ]  | The organisation named on this application is an enterprise engaged in economic activity which entails the offering of goods or services on a market. 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.By ticking this box, you are providing written confirm, for and on behalf of, the organisation that receipt of a grant from TfGM for the total amount sought indicated above will not exceed the Minimum Financial Assistance threshold of £315,000 specified in section 36(1) in MFA subsidies or comparable types of subsidies (see section 42(8) of the Subsidy Control Act) between 1 April 2020 and this date. |
| [ ]  | By ticking this box, you are confirming that the organisation named on this application is not engaged in economic activity. |
| [ ]  | By ticking this box, you are confirming that the organisation named on this application is an NHS healthcare provider and is not considered to be engaged in economic activity for the purposes of the Subsidy Control Act (2022). |
| [ ]  | By ticking this box, you are confirming the organisation named in this application offers 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 and is therefore not considered to be engaged in economic activities for the purposes of the Subsidy Control Act (2022). |

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| **9. Next steps** |
| We will acknowledge receipt of your applicationThe application will then be reviewed and, if required, additional information may be requested to support your applicationThe application will then be consideredIf your proposal is approved, we will produce a grant agreement for you to sign and collect any other relevant details, such as bank account informationOn completion of works you should submit your claim form including invoices and appropriate evidence, TfGM will then pay the agreed amount |

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