

## Active Travel Fund Cycle Parking Grants - Guidance Note (Education, Health, Social Housing)

### Background

Cycling can be good for our physical and mental health. Enabling more people to make cycling journeys will improve health, quality of life and the environment, and local productivity, while at the same time reducing costs to the public purse. These are substantial 'win-wins' that benefit individual people and the community as a whole.

In December 2020, the UK Government committed a further £16m to Greater Manchester (GM) to deliver 24 miles of permanent cycling and walking routes. As part of this, a set of complementary measures have been developed, including grants for cycle parking.

In Greater Manchester, the goal is to “double and double again” the number of cycle journeys and has published the Made to Move plan to support this. As a part of Made to Move, TfGM is delivering the Bee Network; a plan for the UK’s largest cycling and walking network. The Bee Network, which is made up of more than 1,800 miles of fully joined up cycling and walking routes, with schemes being successfully built since 2019.

Cycle parking grants can support local organisations to deliver a range of cycle parking facilities that enable and encourage people to travel more by bike.

### Key Dates

<b>Applications Open</b>	13 <sup>th</sup> December 2021
<b>Applications Close</b>	31 <sup>st</sup> January 2022
<b>Funding Committed (agreement signed)</b>	31 <sup>st</sup> March 2022
<b>Grant Claim Submitted (project completed)</b>	31 <sup>st</sup> July 2022

### Who can submit a bid?

This Grant is now open to;

Type	Definition
<b>Education</b>	Primary and Secondary schools and further education providers (colleges and sixth forms)
<b>Health</b>	NHS Trust, GP Practices and Dental Practices
<b>Social Housing</b>	Local Authority or Registered Social Housing Landlord

## What are the eligibility requirements?

To be eligible to apply TfGM requires that applicants:

**Are either;**

- a Local Authority or Registered Social Housing Landlord, and the relevant social housing is located within Greater Manchester;
- a registered institution for providing Primary, Secondary or further education and the relevant school or college is located within Greater Manchester;
- an NHS Trust, GP Practice or Dental Practice located within Greater Manchester.

**Are located within the catchment area of a 'major trip generator' within Greater Manchester**

There are thirteen geographical areas within Greater Manchester which have been identified as having the greatest potential for increases in walking and cycling trips.

These 'major trip generators' include the largest Greater Manchester district centres, the city centre, plus other major employment centres like Trafford Park, MediaCityUK and Manchester Airport.

The map in Appendix 1 shows the defined 'major trip generator' areas (navy blue) and the 2km (pink) and 5km (light blue) catchments to indicate those areas which will be considered eligible for grant funding. If unsure you can email your location postcode to [active.travel@tfgm.com](mailto:active.travel@tfgm.com) and your location can be verified.

TfGM can only fund projects on sites located within Greater Manchester.

**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.

If you wish to install cycle parking or other active travel facilities exclusively for use by your staff, you should instead apply for the business support grant which is available specifically for this purpose.

Please email [active.travel@tfgm.com](mailto:active.travel@tfgm.com) to request further information on this grant.

**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.

### **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.

### **Have relevant consents in place for the project**

TfGM will only fund projects that have any necessary planning consent (if applicable) and have the permission of the land or premises owner (if a leasehold premises). It is the responsibility of grant holders to secure these permissions and abide by any required actions.

### **How much funding is available?**

The maximum grant per site is £10,000. In exceptional circumstances, applications exceeding the thresholds will be considered. The level of grant applied for should be proportionate to the number of potential cyclists that will be using the facility.

All schemes are to be completed by 31<sup>st</sup> July 2022.

### **What contributions are needed?**

Applicants can apply for up to 100% of the proposed costs of installing new or improved cycle parking facilities. Matching contributions, either financial or in-kind, are not a pre-requisite but are recommended as the most successful projects are those that have a demonstrable commitment by both the applicant and its potential users to the scheme. As well as any financial contributions, in-kind contributions such as the provision of staff time, materials, use of land, use of car parking spaces or building space or the promotion of sustainable travel to potential users, would be welcomed.

Examples of activities that could be considered as in-kind contribution are listed below:

<b>Example Activity</b>	<b>In-kind Contribution</b>
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 Promotion to potential users Additional supporting works i.e. lighting, signage
Arranging organised rides	Staff time to organise and work with TfGM to develop rides Promotion of rides

Organising events to promote cycling	Use of premises Staff time
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### How can you apply?

To apply for a grant, applicants are required to complete the relevant application form and attach any supporting justification that might help their application. Examples could be a recently developed project plan or site audit.

Applicants should include 2 verbal quotes for work up to £1,000, and 3 written quotes for work between £1,001 and £10,000 from reputable suppliers, in line with TfGM's procurement policy. We understand this may not be possible in some circumstances. Therefore any applicant unable to provide this should contact the TfGM Active Travel team to discuss an alternative solution.

### What can I 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.

**Parking facilities must meet the technical criteria set out in the attached guidance notes – see Appendix 2**

Examples of potential interventions that could be eligible for funding are given below:

#### Storage in communal areas:-

- Cycle stands in reception / ground floor entrances
- Refurbishment / re-designation of existing facilities – such as bike sheds, plant rooms, garage blocks etc.

### What can my organisation not bid for?

Grants will not be made available to fund:

- Any activity that does not contribute to the grant themes (identified in the guidance), unlawfully discriminates against people, or is illegal
- Projects that start before the grant is awarded or costs incurred bidding for the grant
- Schemes which are part of a planning obligation or planning permission for the site
- The costs of obtaining planning permission
- Projects that do not meet the technical criteria

### What happens next?

TfGM will assess your application against the below criteria and inform you by email if your application is successful. It is expected that there will be a high demand for this funding therefore it is very important that you include as much information as possible about how your project meets the criteria.

A legal agreement will be issued by TfGM which needs to be signed by the authorised signatory by both parties. Applicants who are successful will be expected to arrange and pay for the works prior to receiving the grant. No work should be commenced until the legal agreement has been signed by both parties.



## How will applications be evaluated?

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 as provided in Appendix 1
- That identify an ongoing management strategy for sustainable travel to the site
- Are achievable within budget and timescales
- Provides value for money

## Where can we get guidance and technical advice?

Where required, you can contact the Active Travel team at [active.travel@tfgm.com](mailto:active.travel@tfgm.com) *The technical criteria for the cycle parking facilities are set out in the attached Appendix 2.*

For more detailed information, technical advice or examples of best practice please visit the links below.

### Cycle Parking Guidance

Please see the Interim [GM Active Travel Design Guide](#) and specific points in appendix 2

### Example Parking Infrastructure providers

Please note that TfGM do not endorse any suppliers and applicants should make themselves aware that other providers are available.

<http://www.cyclehoop.com/>

<https://www.broxap.com/catalogsearch/result/?q=cycle&search=products>

<http://www.cycle-shelters-direct2u.co.uk/>

<http://www.falco.co.uk/products/cycle-parking/>

## Do we require planning permission?

It is your responsibility to check with your local planning authority whether permission is required for your facilities. Planning permission is likely to be required for any compounds, shelters or enclosures but is not normally required for open stands.

If planning permission is required, it is the responsibility of the bidding organisation to ensure all relevant permissions, including that of the landowner, are in place prior to commencing of the project. The costs of obtaining such permissions cannot be funded through this grant. Your local planning authority can advise on applying for planning permission.

### **Promotional activities**

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).

### **What happens after completion of the project?**

Once the project has been completed applicants must provide evidence of completion and payments after which TfGM will arrange payment of the agreed grant amount.

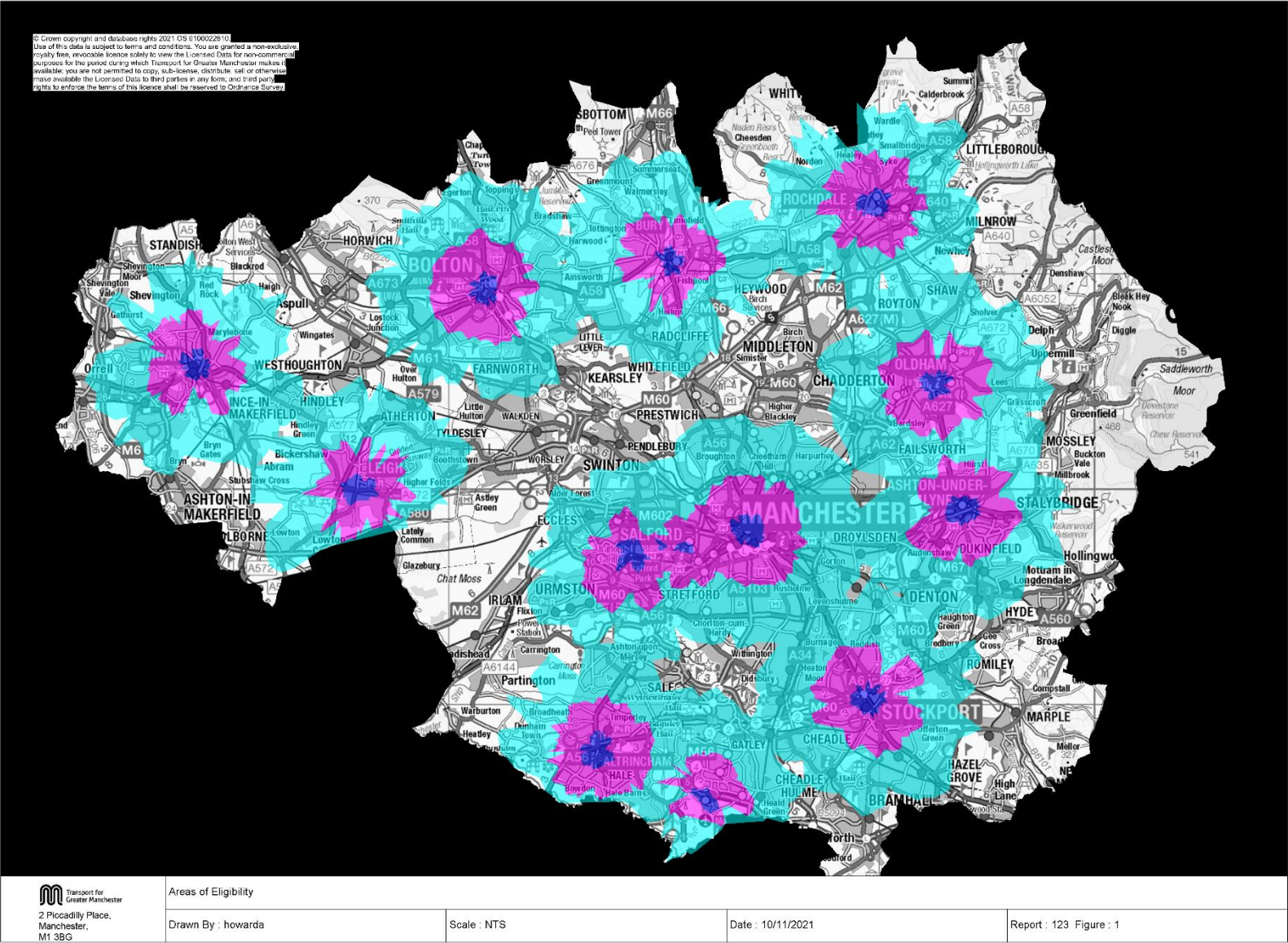
Any overspend or unidentified costs must be funded directly by the organisation itself. TfGM will only pay for costs incurred up to the agreed grant amount.

### **Evaluation Process**

As part of your grant claim you will be required to submit:

- 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.
- A monitoring and evaluation form, cycle counts and any other relevant documents provided by TfGM to show what difference you have made as a result of the project. An example evaluation template will be provided to successful applicants.

Appendix 1. Map. View online here: <https://tfgm.com/public-transport/maps/cycle-parking-grant-map>





## Appendix 2      Guidance for Cycle Parking

Please use the [Greater Manchester Interim Active Travel Design Guide](#) (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.

However, in order to give your application the best chance of success your cycle parking should meet the following criteria:

### 1. 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](#) provides detailed guidance on cycle parking, including design dimensions for stand spacing and suggested numbers of stands at specific locations.

### 2. Cycle Stores / Shelters

- 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.

### 3. 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'](#)] of the Cycling England Design Portfolio – Chapter C.04.
- Cycle stores should have secure lockable doors; and or
- Where padlocks are used they should be protected by lock boxes.

#### 4. Cycle Lockers

- Where cycle secure lockers are provided these should employ dual locking mechanisms;
- 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.

As cycle parking is a major investment, it is important to get it right and to ensure it is well used.

***Proposals that do not meet these criteria will not normally be considered for funding. Should an applicant have special reasons for submitting a proposal that does not meet the criteria they should discuss the proposal urgently with a TfGM Active Travel Officer before submission.***