# Choose how you move logoTravelFund Grant Scheme 2022

Application form: Business Bikes and Cycle Stands

**Please read our web page, including the TravelFund Guides to Business Bikes and/or Cycle Parking before you apply:** [**www.herefordshire.gov.uk/travelfund**](http://www.herefordshire.gov.uk/travelfund)

It is important to complete the application form carefully as it will be used to assess your proposal.

Please ensure that you answer **every question**. We aim to process applications within four weeks.

Should your application be successful, general terms and conditions will apply to your grant offer.

*If you wish to see a copy of the offer conditions or the reporting required before you apply, please contact the Delegated Grants team.*

You will need to email us the completed application form.

You can either:

* Complete the application electronically and then email it to us, or
* Print the form, complete by hand, then scan and email it to us.

If you require help or guidance to complete the application form, please contact the   
delegated grants team on 01432 260753 or [delegatedgrants@herefordshire.gov.uk](mailto:delegatedgrants@herefordshire.gov.uk)

For queries about the type of bike or stands that would be best for your workplace, please contact the Sustainability and Climate Change team at [move@herefordshire.gov.uk](mailto:move@herefordshire.gov.uk)

**Please note:** By submitting this application form, you agree to register your business or organisation with the Herefordshire Travel for Work network

### The Travel for Work Network

The Travel for Work network is a free service from Herefordshire Council and is open to all Herefordshire businesses and organisations.

Travel for Work aims to support local businesses and their employees to increase walking and cycling for local journeys.

By registering with Travel for Work you agree to support this aim, and to circulate or distribute promotional materials to employees, as provided by Herefordshire Council

e.g. circulate monthly email newsletter; display posters in staff areas.

**For HCC Reference only**

Date received: HCC Reference: Panel date:

Section 1 – Contact details

* 1. Organisation name Click or tap here to enter text.

1.2 Primary contact’s details

Title Click or tap here to enter text.

Name Click or tap here to enter text.

Position Click or tap here to enter text.

Address Click or tap here to enter text.

Postcode Click or tap here to enter text.

Daytime telephone Click or tap here to enter text.

Mobile telephone Click or tap here to enter text.

Email address Click or tap here to enter text.

Number of paid employees Click or tap here to enter text.

based at this site – include part time employees

Type of business Choose an item. Click or tap here to enter text.

Has your business been operating for more than 1 year? Yes  No

Registered No. Click or tap here to enter text.

(if applicable)

Can your organisation Yes  fill in number below No

recover VAT? VAT number Click or tap here to enter text.

* 1. Briefly describe your organisation’s main purpose. Please include a link to your website if you have one.

*Please explain briefly what your organisation does i.e. what are the main activities.*

Click or tap here to enter text.

Website address: Click or tap here to enter text.

**Section 2 Tell us about your proposed bike and/or bike stands.**

2.1 What are you applying for? Please select the relevant box(s)

Bike(s)  Complete Section 2A

Cycle stands  Complete Section 2B

Both  Complete Sections 2A & 2B

**Section 2A Bikes**

2.2a What bike(s) do you wish to purchase?   
Please ensure you have read the Guide to Business Bikes before choosing.

**Bike 1:**

Make & Model of Bike(s): Click or tap here to enter text.

Size: Click or tap here to enter text.

Supplier (see list of local bike shops in our Guide to Business Bikes)*:* Click or tap here to enter text.

Weblink (or attach quote): Click or tap here to enter text.

**Bike 2:**

Make & Model of Bike(s): Click or tap here to enter text.

Size: Click or tap here to enter text.

Supplier (see list of local bike shops in our Guide to Business Bikes)*:* Click or tap here to enter text.

Weblink (or attach quote): Click or tap here to enter text.

2.3a Please explain why you have chosen this particular bike(s).   
If you are applying for 2 bikes, please include your reasons for needing more than 1 bike.

*Eg. Value for money, suitability for use, size etc.*

Click or tap here to enter text.

2.4a Please give an example of a typical week’s journeys that you anticipate would be made on a bike.   
Please tell us: Starting point and destination; Purpose of journey; Distance (miles); and if it would be a return journey.

Monday journeys

Click or tap here to enter text.

Total distance in miles: Click or tap here to enter text.

Tuesday journeys

Click or tap here to enter text.

Total distance in miles: Click or tap here to enter text.

Wednesday journeys

Click or tap here to enter text.

Total distance in miles: Click or tap here to enter text.

Thursday journeys

Click or tap here to enter text.

Total distance in miles: Click or tap here to enter text.

Friday journeys

Click or tap here to enter text.

Total distance in miles: Click or tap here to enter text.

Saturday journeys (if applicable)

Click or tap here to enter text.

Total distance in miles: Click or tap here to enter text.

Sunday journeys (if applicable)

Click or tap here to enter text.

Total distance in miles: Click or tap here to enter text.

**Total estimated weekly cycle miles** Click or tap here to enter text.

2.5a What benefits do you expect to gain from the bike(s)?

*In addition to increased cycle mileage please give details about the other benefits you expect to gain and explain why e.g. Reduction in vehicle running costs; improvements to employees’ fitness and wellbeing.*

Click or tap here to enter text.

2.6a Where will you store the bike(s)?

*Please note you will be required to keep the bike(s) indoors overnight, or in secure external storage.*

*Please provide a full description of the storage area(s), security precautions and include a photo.*

Click or tap here to enter text.

**

2.7a Please explain how the cost of ongoing bike maintenance will be met?

Click or tap here to enter text.

**Section 2B Cycle Stands**

2.8b What Cycle stands are you applying for? Please ensure you have read the Guide to Cycle Parking before choosing your items.

Type of stand (bolt down or underground): Click or tap here to enter text.

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

Weblink (and/or attach quote): Click or tap here to enter text.

2.9b Please explain why your organisation needs this new cycle parking and who will use it?

*What is the current situation? E.g. 3 employees currently cycle but don’t have proper parking facilities. Customers have nowhere to park their bikes.*

Click or tap here to enter text.

2.10b Where will the new cycle stands be situated? Please remember we cannot cover the cost of installation.

*Please provide details of where the stands will be sited and include a photo of the location.*

Click or tap here to enter text.

**

**Section 3 - Monitoring and evaluation**

3.1 Outputs: How much will your proposed bike(s) and/or stands be used?  
*Please be realistic, and consider the weather etc*

**If you are applying for a business bike(s), please estimate:**

**A: number of bike journeys per week**

**B: number of miles travelled by bike per week**

**C: number of car/van miles saved per week**

*If applying for more than 1 bike please show total journeys and mileage for both bikes.*

**If you are applying for cycle stands, please estimate:**

**D: number of bikes parked on the cycle stands**

*Please note: When you complete your final report, you will be asked to keep a log of the journeys you have made over the first 3 months and to count, once a week, the number of bikes parked on the cycle stands. If you have not been able to use the bike or stands as anticipated, you will be asked to keep further records*.

**A: Bike journeys per week** Click or tap here to enter text.

**B: Bike miles per week** Click or tap here to enter text.

**C: Number of car/van miles saved per week** Click or tap here to enter text.

**D: Number of bikes parked on the cycle stands** Click or tap here to enter text.

**(based on an average day)**

**Section 4 – Financial**

4.1 How much will your project cost?

***Remember to include all costs. If the accessory is already included with the bike please enter ‘incl.’****.* ***Please enter the net cost if vat registered, gross if not.*** *If you require any help or assistance completing any section please contact the Delegated Grants team on 01432 260753* [*delegatedgrants@herefordshire.gov.uk*](mailto:delegatedgrants@herefordshire.gov.uk)

**Details of item Quantity Amount (£)**

Cycle stands Click or tap here to enter text. Click or tap here to enter text.

Bike(s) Click or tap here to enter text. Click or tap here to enter text.

Mudguards Click or tap here to enter text. Click or tap here to enter text.

Lights Click or tap here to enter text. Click or tap here to enter text.

Lock Click or tap here to enter text. Click or tap here to enter text.

Rack Click or tap here to enter text. Click or tap here to enter text.

Pannier Click or tap here to enter text. Click or tap here to enter text.

Hi-vis vests Click or tap here to enter text. Click or tap here to enter text.

Quick release saddle fittings Click or tap here to enter text. Click or tap here to enter text.

Computer to record mileage Click or tap here to enter text. Click or tap here to enter text.

VAT (if not recoverable) Click or tap here to enter text.

**TOTAL COST** Click or tap here to enter text.

4.2 How will this project be funded?

*Please tell us how the project will be funded including money you are putting to the project and any funding from other organisations. The grant can be used for up to 100% of the equipment costs, up to the maximum grant of £1,500.*

**Name of funding source Amount (£)**

Amount applied for from the TravelFund Grant (max £1,500) Click or tap here to enter text.

Other (please specify) Click or tap here to enter text. Click or tap here to enter text.

**TOTAL Funding (should equal costs at 4.1)** Click or tap here to enter text.

**Section 6 - Subsidy Declaration** of previous support received under the Small Amounts of Funding Exemption

My organisation: Click or tap here to enter text.

Has been in receipt of the following *subsidy* during theprevious three fiscal years (*this being the current fiscal year and the previous two fiscal years but not before the 1 January 2021)*

***If no assistance has been given please enter ‘none’ in total value.***

***1. Organisation providing the assistance***Click or tap here to enter text.

*Value of assistance* Click or tap here to enter text.

*Date of assistance* Click or tap to enter a date.

*Nature of assistance* Click or tap here to enter text.

***2. Organisation providing the assistance***Click or tap here to enter text.

*Value of assistance* Click or tap here to enter text.

*Date of assistance* Click or tap to enter a date.

*Nature of assistance* Click or tap here to enter text.

***3. Organisation providing the assistance*** Click or tap here to enter text.

*Value of assistance* Click or tap here to enter text.

*Date of assistance* Click or tap to enter a date.

*Nature of assistance* Click or tap here to enter text.

***4. Organisation providing the assistance***Click or tap here to enter text.

*Value of assistance* Click or tap here to enter text.

*Date of assistance* Click or tap to enter a date.

*Nature of assistance* Click or tap here to enter text.

**Total value of any assistance received** Click or tap here to enter text.

**Section 7 – Declaration and Your signature**

I declare, to the best of my knowledge and belief, that the information given on this application form and in any supporting documentation is true and correct.

I understand that acceptance of this application form by Herefordshire Council does not, in any way, signify that the application is eligible, or will receive a grant award. Herefordshire Council retains the right to award grants at its own discretion.

I understand that by submitting this application, I am also registering the applicant business or organisation as a member of the Herefordshire Travel for Work network. The Travel for Work network is a completely free service provided by Herefordshire Council.

I confirm the business has been operating for more than 1 year.

Signature of applicant Position: Click or tap here to enter text.



**Date:** Click or tap to enter a date.

**Checklist**

Have you completed all of the sections?

Have you read the Guide to Business Bikes and/or Cycle Parking?

Have you included the required bike accessories?

Have you attached a photo showing where the bike(s) will be stored?

Have you attached a photo showing where the cycle stands will be situated?

In order to help us improve our service, please comment on how easy you found this form to complete. What would make it easier?

Click or tap here to enter text.

**Fraud statement**

By completing the application or accepting the grant payment, you are confirming that you are eligible for the grant. If your eligibility circumstances change after making an application or receiving this funding, you must notify us immediately.

Herefordshire Council will not accept deliberate manipulation or fraud, and any instances will be actively investigated. Any individual who falsifies their records or dishonestly provides inaccurate information to gain grant money will face prosecution. The council reserves the right to recoup funds and claw back any grants paid in error.

The personal information we have collected from you will be shared with fraud prevention agencies who will use it to prevent fraud and money-laundering and to verify your identity. If fraud is detected, you could be refused certain services, finance, or employment. Further details of how your information will be used by us and these fraud prevention agencies, and your data protection rights, can be found on the Herefordshire Council website here:

<https://www.herefordshire.gov.uk/directory-record/6201/fraud-prevention-privacy-notice>

**Important notice - Data protection**

Herefordshire Council is the Data Controller under data protection law for any personal data provided by you and we will only use the information you provide on this form to administer, process and assess your application for funding under the TravelFund Scheme and to administer any funding if your application is successful. The legal basis for processing this data is that it is necessary for the performance of a contract with you or to take steps preparatory to such a contract.

Individuals have a number of rights under data protection law, including the right to request their information. You also have a right to make a complaint about our handling of your personal data to the Information Commissioner’s Office <https://ico.org.uk/>

We will keep your data once an application is approved and funding released for the period of 10 years as defined by the funding body.

Information may be shared with other persons or organisations helping us with the assessment and monitoring of applications. Information you provide may also be shared with government departments, agencies and third parties appointed in connection with the administration of this grant.

We may also advise you of other council services, which may benefit you. Please tick here if you do not consent to your details being kept on a database for this purpose.

**To submit your application:**

**Preferred by email:** [**delegatedgrants@herefordshire.gov.uk**](mailto:delegatedgrants@herefordshire.gov.uk)

**By Post:         Delegated Grants and Programmes,**

**Herefordshire Council,**

**Plough Lane Offices,**

**Hereford,**

**HR4 0LE**