# Hereford E-cargo bike Grant Scheme

Application form

Please read the E-cargo bike guide before completing this form

[Link to guide](https://www.herefordshire.gov.uk/downloads/file/24898/e-cargo-bike-guide)

Link to map

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 is a free service from Herefordshire Council for all Herefordshire businesses and organisations.

Travel for Work aims to support sustainable methods of commuting and business travel, such as walking and cycling.

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

For example, circulate quarterly email newsletter and/or display flyers in staff areas.

**Section 1 – Contact details**

* 1. Business or 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.

Type of business or Organisation Choose an item.

 Click or tap here to enter text.

Number of paid employees Click or tap here to enter text.
 based at this site

Company/Charity 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 business or organisation’s main activities. Please include a link to your website if you have one.

Click or tap here to enter text.

Website address: Click or tap here to enter text.

**Section 2 – Project Purpose**

2.1 How you would use the E-cargo bike? Please tell us for what purpose and how often the e- cargo bike would be used. Include details of what would be transported in the E-cargo bike.

 E.g. *Delivering groceries/flowers to local customers on 2 days a week.*

 *Moving small items from our warehouse to our shop on a daily basis*

Click or tap here to enter text.

* 1. Who would be using the E-cargo bike?
	*Please give an indication of number of employees who would use the bike, and their role within the organisation.*

Click or tap here to enter text.

2.3 Based on your answers above please give examples of the journeys you would use the E-cargo bike for.

Please tell us: Starting point and destination; Purpose of journey; What will be carried; Distance (miles) and if it would be a return journey.

Example journey 1

From: Click or tap here to enter text.

To: Click or tap here to enter text.

Purpose: Click or tap here to enter text.

What will be carried: Click or tap here to enter text.

Total distance in miles including return mileage if relevant: Click or tap here to enter text.

How many times a week would this journey be made? Click or tap here to enter text.

Example journey 2

From: Click or tap here to enter text.

To: Click or tap here to enter text.

Purpose: Click or tap here to enter text.

What will be carried: Click or tap here to enter text.

Total distance in miles including return mileage if relevant: Click or tap here to enter text. How many times a week would this journey be made? Click or tap here to enter text.

Example journey 3

From: Click or tap here to enter text.

To: Click or tap here to enter text.

Purpose: Click or tap here to enter text.

What will be carried: Click or tap here to enter text.

Total distance in miles including return mileage if relevant: Click or tap here to enter text.

How many times a week would this journey be made? Click or tap here to enter text.

Example journey 4

From: Click or tap here to enter text.

To: Click or tap here to enter text.

Purpose: Click or tap here to enter text.

What will be carried: Click or tap here to enter text.

Total distance in miles including return mileage if relevant: Click or tap here to enter text.

How many times a week would this journey be made? Click or tap here to enter text.

Example journey 5

From: Click or tap here to enter text.

To: Click or tap here to enter text.

Purpose: Click or tap here to enter text.

What will be carried: Click or tap here to enter text.

Total distance in miles including return mileage if relevant: Click or tap here to enter text.

How many times a week would this journey be made? Click or tap here to enter text.

Other journeys – please use this space to tell us about any other journeys not covered above.

Click or tap here to enter text.

**Based on the information above you will need to enter details of total anticipated journeys and mileage in section 3**.

2.4 Where will you store the E-cargo bike?

*Please note you will be required to keep the E-bike indoors overnight, or in secure covered 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.



2.5 Please explain how the cost of ongoing E-cargo bike maintenance will be met?

Click or tap here to enter text.

2.6 What benefits do you expect to gain from the E-cargo bike?
*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.

2.7 How do you intend to encourage and support employees to use the new E-cargo bike?

Click or tap here to enter text.

**Section 3 - Monitoring and evaluation**

3.1 Outputs - The achievements produced by a product are it’s ‘outputs’

**Please estimate the following:**

**A: number of E-cargo bike journeys per week for the first 3 months of use**

**B: number of miles travelled by E-cargo bike per week for the first 3 months of use**

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

*Please be realistic, and consider the weather etc.*

*When you complete your final report, you will be asked to report on the journeys you have made over the first 3 months. If you have not been able to use the E-cargo bike as anticipated, you may be asked to keep further records*.

**A: E-cargo bike journeys per week** Click or tap here to enter text.

**B: E-cargo 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.

**Section 4 - Fraud statement**

By completing the application or accepting the grant, you are confirming that you are eligible for the grant. If your eligibility circumstances change after making an application or receiving this grant, 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 a grant will face prosecution. The council reserves the right to recoup funds or grant awarded equipment and claw back any grants given 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/fraudprivacy>

**Section 5 - 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 Hereford E-cargo Bike Grant 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 7 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 consent to your details being kept on a database for this purpose. ☐**

**Section 6 - Checklist**

Have you read the E-cargo bike guide [ ]

Have you completed all of the sections of this form? [ ]

Have you attached a photo showing where the E-cargo bike will be stored? [ ]

**Section 7 – Declaration and Your signatures**

Signatures are required from two people who have authority to sign on behalf of your business or organisation unless you are a sole trader

**Hereford E-cargo Grant application declaration**

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 free service provided by Herefordshire Council.

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

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

Signature 1

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

Signature 2 

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

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.



If you would like help to understand this document or would like it in another format or language, please contact the delegated grants team at Herefordshire Council on 01432 260753 or delegatedgrants@herefordshire.gov.uk.

**Please submit your application by email:**

**To: delegatedgrants@herefordshire.gov.uk**

Sending by email is the preferred method. However, if you are unable to submit your application electronically, by post to:

 Delegated Grants and Programmes,

 Herefordshire Council,

 Plough Lane Offices, Hereford, HR4 0LE

Please let the Delegated Grants Team know via telephone call or email if you have posted your application.