

School Cycle and Scooter Parking Grant Fund 2017-18

Cycle and Scooter Parking Toolkit

May 2017



About Sustrans

Sustrans is the charity making it easier for people to walk and cycle.

We are engineers and educators, experts and advocates. We connect people and places, create liveable neighbourhoods, transform the school run and deliver a happier, healthier commute.

Sustrans works in partnership, bringing people together to find the right solutions. We make the case for walking and cycling by using robust evidence and showing what can be done.

We are grounded in communities and believe that grassroots support combined with political leadership drives real change, fast.

Join us on our journey. www.sustrans.org.uk

Sustrans Scotland
Rosebery House
9 Haymarket Terrace
EDINBURGH
EH12 5EZ

School Cycle and Scooter Parking Grant Fund Toolkit

Providing secure cycle and scooter parking is a crucial factor in encouraging young people to cycle or scoot to school, and getting it right can be a very effective way for schools to promote active journeys to school and reduce traffic congestion at the school gates.

Not only will the provision of parking allow parents and pupils to feel more relaxed about bringing a bike or scooter to school, it also acts as a striking way of publicising cycling and scooting, and of making those who do feel valued.

This document provides all the information and resources that you need to apply for funding and plan the installation of your cycle and/or scooter parking facilities.

If you have any questions about the funding please contact Kirsty Rankin at Kirsty.Rankin@sustrans.org.uk or on **07825021732**.

Terms & Conditions

Funding Conditions

Funding will be allocated to schools based in Scotland that not only best demonstrate the need for cycle parking but also show how the installation of cycle parking will add value to network enhancements in the community and around the school site.

Cycle parking facilities range from individual cycle stands, through to shelters, cycle lockers, secure storage and scooter parking.

We will prioritise applications which clearly demonstrate best practice in identifying the type and location/s of the proposed cycle parking facilities (see Cycle and Scooter Parking Guidelines).

Please note we will not fund stands which only hold the wheel. These types of stand are liable to cause damage to bike wheels and offer limited security.

The funding offered is for works/services or goods installed and invoiced or purchased within the financial year 2017/ 18 before 31st May 2017.

Local authorities must ensure that any school receiving or interested in receiving funding in their area take part in the September 2017 Hands Up Scotland Survey and the subsequent years thereafter.

Of particular note:

- Only one application will be accepted per school for cycle and/or scooter parking. Multiple applications from local authorities /partners will be accepted.
- Please ensure that quotes are obtained and submitted to Sustrans as evidence of the anticipated cost of the project.
- *Remember that you will not be able to claim VAT from us.*
- Planning permission may be required for your cycle parking project. Please confirm with your planning department whether you will need permission for your proposed project.
- Please make sure you build time into your schedule for planning permission, if required.

Who can apply?

Please note that applications will only be accepted if they have been coordinated and submitted by local authorities, not from individual schools themselves. Schools should liaise with their local authority who can apply on their behalf.

Please ensure that all applications are approved before submission by the local authority School Travel Professional, if in post.

Sometimes this role falls under a different title or officer. To find out who you should contact, please follow the link on the [Funding for Schools](#) page of our website.

Funding Available

Applicants can apply for a maximum of **£10,000** per school.

In exceptional circumstances we will consider applications in excess of **£10,000**. Before applying for funding in excess of **£10,000** please contact Philip Glennie (details on page 6) to discuss your proposal.

The total cost of your proposal should include the cost of materials, delivery and installation. Please note that we will not pay for time spent by local authority officers on designing or implementing cycle or scooter facilities.

We ask that you make your cost estimates as accurate as possible, to minimise overspend and underspend, and to ensure that we can improve the facilities at as many schools as possible.

Please do not include VAT, as this cannot be claimed for.

Part Funding Required

A minimum of 50% of the total proposal cost must be met by the applicant or another source of funding.

The partner must find the remaining costs from another source. Cycling Walking Safer Streets (CWSS) is the 'traditional' match fund; however, there are many other funding streams. In the past funding has been provided by:

- Local authorities
- Parent-Teacher Associations and Parent Councils
- School budgets
- The Climate Challenge Fund
- Sponsorship from local businesses
- School fundraising events

Please note: No more than 50% of total claim will be funded by Sustrans.

Memorandum of Understanding (MOU)

A MOU will be sent to successful applicants. The MOU is a simple document which describes the agreement between Sustrans and the local authority receiving funding. It sets out the course of action to be followed and must be signed and returned to Sustrans.

Monitoring and reporting

Project report

A core requirement of this funding is the completion of a report from each local authority on all cycle and scooter parking installed through the fund. This report must contain information about the reasons for the project, before and after photos, and feedback from schools about their new facilities. More information about writing the report can be found in the Reporting Guidelines, which will be sent out to all successful applicants.

Before and after monitoring

Successful applicants will be required to carry out mandatory “before and after” monitoring to provide evidence on the usage of their new cycle parking. Please ensure the schools involved receive the bike count monitoring form and guidance.

This form should be used by schools to record the actual number of bikes parked at school every day over a four week period prior to the installation of their new cycle parking and every day for four weeks after the cycle parking has been officially opened.

It is essential that you summarise the data taken from the before and after bike counts and include this in your final project report.

Meeting the monitoring conditions of this project should be seen as an important and integral part of managing each of your cycle parking projects that Sustrans makes a funding contribution towards.

Hands Up Scotland Survey

All recipients to the fund will be required to take part in the annual Hands Up Scotland Survey (HUSS) in 2017 and each year thereafter.

HUSS 2017 will take place during the week 11 - 15 September.

HUSS is recognised as an Official Statistic in Scotland and finds out how children normally travel to school.

- *Please try and avoid hosting any special cycling weeks / activities / competitions during the survey period which could possibly skew results.*

Bikeability Scotland

It is expected that your local authority will have good engagement and involvement with the Bikeability Scotland scheme or equivalent on-road cycle training national standards.

Please provide details of how Bikeability Level 2 is being coordinated and delivered in your local authority in the space provided on the application form.

More information on Bikeability can be found on the Cycling Scotland website.

Site Visit

Once cycle parking is installed we may be in touch to arrange site visits.

Funding Deadlines

Please make a note of the following deadlines. Any applications submitted after the **20th June 2017** will need to have been previously agreed with Phillip Glennie (philip.glennie@sustrans.org.uk) due to the timescale of this programme.

Milestone	Description	Date
1. Applications submitted	Electronic applications to be submitted	Tuesday 20th June 2017
2. Award funding	Successful applicants will be notified.	Tuesday 27th June 2017
3. Documentation completion	Two copies of the MOU must be signed by the local authority. Sustrans will countersign and return a copy for records.	Wednesday 19th July 2017
4. Project completion	Site works to be completed.	Friday 24th November 2017
5. Grant claims returned	Completed claim form returned to Sustrans.	Wednesday 17th January 2018
6. Project reports returned	Project report including before and after monitoring data submitted to Sustrans.	Friday 29th June 2018

In order to be eligible for funding applicants must agree to all of the conditions of funding set out in this document.

Queries: If you have any questions about any of the above please contact Kirsty Rankin at Kirsty.Rankin@sustrans.org.uk or on **07825021732**.

Guidelines

Cycle and Scooter Parking

Providing secure cycle and scooter parking is a crucial factor in encouraging young people to cycle or scoot to school, and getting it right can be a very effective way for schools to promote active journeys to school and reduce traffic congestion at the school gates.

Not only will the provision of parking allow parents and pupils to feel more relaxed about bringing a bike or scooter to school, it also acts as a striking way of publicising cycling and scooting, and of making those who do feel valued.

Planning

Points to consider before you buy and install cycle parking:

- Location
- Security
- Number of spaces required
- Type and quality of parking
- Cost and funding
- Pupil involvement
- Promotion

Location

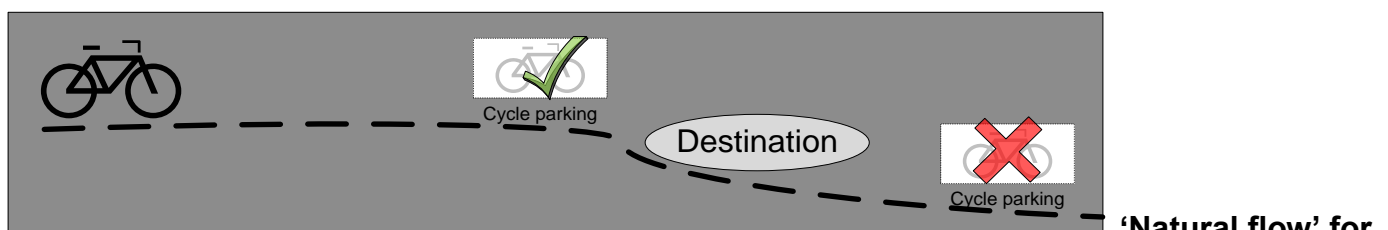
Where you put cycle or scooter parking will determine how well it is used.

Placing parking in a prominent and convenient position will ensure it gets used, enhance the security of bikes and scooters parked there and visibly demonstrate your commitment to active travel.

Consider parking location/s that form part of a 'natural flow of movement' to the building i.e. the bike/scooter can be parked easily without diverting away from a straight line to the key building entrance/s.

Cycle stands should be designed and located to ensure that they do not represent a barrier to access for disabled people.

The location should also take account of prevailing weather conditions.



cycle parking diagram (Source Danish Cyclists Federation)

Security

Pupils, staff and visitors are more likely to use cycle/scooter parking if they can see that the bike, and the person parking the bike, will be secure. Putting parking where it can be seen easily

enhances the sense of ‘natural surveillance’. Also consider the quality of the lighting at each site and the location of CCTV cameras.

Number of spaces required

An appropriate ratio of required parking per user based upon how people are currently travelling could be gained by simply counting parked bikes and scooters around the site/s.

To find out how many people *might* cycle or scoot if parking was installed, consider doing a simple survey of site users.

The table below, from the revised 2011 Cycling by Design guidance from Transport Scotland lists some suggestions for calculating the amount of cycle spaces you might need.

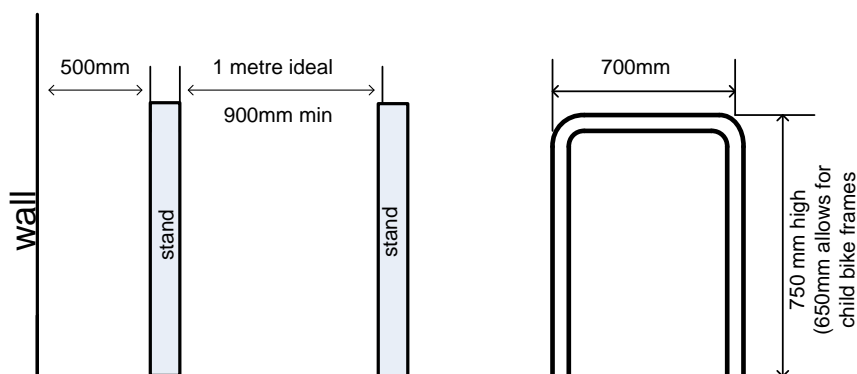
Type of school	Number of spaces for staff	Number of spaces for pupils	Number of spaces for visitors
Nursery/ Primary School	1 space per 10 staff	1 Space per 10 pupils aged 4 or over	2 spaces at the main entrance
Secondary School	1 space per 10 staff	1 space per 5 pupils	2 spaces at the main entrance

Parking Provision by Land Use, Cycling by Design, 2011

Types of parking

The ‘Sheffield’ type stand is most commonly used for cycle parking. It is easy to use, robust and enables users to lean their bike against it easily.

Sheffield stands are sold individually, usually fixed to the ground with bolts or inset into concrete, or in sets commonly known as ‘toast racks’.



General dimensions for the installations of ‘Sheffield’ type stands

Stands should be separated by a distance no less than 900mm – ideally 1m. Putting the stands too close together will limit the use of the cycle parking.

Also allow for 500mm of space to sit forward of the stand so that the middle of the bike frame is adequately supported, this is an important consideration if you are placing stands close to a wall.

Putting stands too close to a wall will mean that parked bikes will not be properly supported.

If you're planning to install Sheffield stands at primary schools, it's worth considering stands that have a second cross-bar at a lower height, in order to allow smaller bikes to be left locked up and standing in an upright position.

Alternative stands which only hold the wheel, commonly known as 'Butterfly Racks', are not recommended and funding will not be awarded for these.

These types of stands are liable to cause damage to bike wheels and only offer limited security.

Cycle shelters

Offering a place where bikes will be protected from the weather by installing covered cycle shelters will encourage greater use of cycle parking.

Many manufacturers offer covered cycle shelters as an option to fit over specific stands. Shelters can also be bought with lockable doors that enhance the security of the bike parking.

Lockable compounds are an ideal solution when catering for staff at a facility where bikes are left unattended for much of the day.

Examples of approved bike racks and shelters:



A recycled shipping container turned into a habitat shelter.



Green roof and timber cycle shelter.



Green roof bike shelter by the Grass Roof Company.



Sheffield stands



Vertical bike lockers



Secure parking with helmet lockers

Cycle lockers

An alternative to shared cycle parking can be to install individual lockable cycle lockers. The lockers can be bought in two formats: horizontal (like a mini bike shed) and vertical (like a tall locker). The vertical ones are great for saving space as the bike can be hung.

Parking for trailers and tricycles

Trailers and tricycles have slightly different cycle parking requirements as they are self-supporting when stationary, but still require a stand to which they can be padlocked. This may best be accommodated by the use of an end stand at a group of stands.

It is suggested that where there may be a demand, then appropriate signing could be provided for 'trailer and tricycle parking only' at end bays.

Scooter parking

Scooter parking commonly takes one of two basic forms – lockable racks where the handle is secured by a catch, and more basic stands that grip the wheels. Racks can be sold in rows looking similar to a single Sheffield stand, or another popular option is to opt for a Scooterpod or Minipod which allow scooters to be held in a circular pattern. Stands can be a cheaper alternative – with designs such as the one on [this infosheet](#) being simple to recreate by a joiner or member of staff – but are generally a less secure design.

Like cycle parking, scooter parking can be placed within covered shelters to provide greater protection from the elements. If a lockable shelter is chosen, this can also provide additional security for racks, especially those which do not have in-built locking.

Lockers for clothing etc

Lockers are often forgotten when considering how to cater for cyclists but are an important 'end trip' facility for staff. Knowing that you have secure place to store wet gear, helmets and change of clothes can positively effect an individual's decision to cycle regularly.

For the purpose of this fund we will only support applications for lockers where they are an integrated part of the cycle storage.

Sustainable storage

You could aim to reduce the carbon footprint of your parking by choosing sustainable and low cost solutions.

Eco-shelters are built with materials which are all sustainable and eco-friendly. Consider using FSC certified or recycled wood, straw bales or wire mesh filled with rocks for walls or even a green roof, planted with grasses, wild flowers and other plants.

Using a local firm – such as a blacksmith – and insisting that all the materials used are sourced locally can reduce the shelter's carbon footprint dramatically, as it cuts down on unnecessary journeys.

You could even create secure parking using recycled shipping containers; they are strong, weather resistant and a low cost solution for schools working with a tight budget.

For more information on sustainable cycle parking options, please read the [Sustrans Sustainable Cycle Parking document](#) online. If you'd like more detail, consider reading [the chapter on cycle parking from our Route Design Manual](#).

Cost & funding

The match funding requirements of this fund mean that Sustrans only supplies up to 50% of the cost of your new cycle parking. The remaining 50% can come from a variety of sources – for a list of possible funders, see page 5.

Your available budget will play a major part in deciding what type(s) of cycle and scooter parking to install. Sheffield stands and basic scooter racks can be installed by themselves when budgets are smaller and demand is greater, but the greater security and protection from the elements offered by shelters and lockers can make such facilities more attractive and result in higher levels of usage.

If multiple schools in a local authority are interested in acquiring improved cycle parking facilities, it may be possible to negotiate discounts and bulk buy certain items, particularly if all schools want to install similar facilities.

Planning consent & installation

In most cases, installations of cycle parking on school property do not require planning permission. However, this varies on a case-by-case basis – we recommend you check with your local planning department in the first instance.

Additional Infrastructure Funding

If you are looking to improve walking and cycling routes to your school, you can get help for this through the Safer Routes to Schools Fund. This programme provides match funding for the development of safe walking and cycling infrastructure associated with school travel.

If you are considering a Safer Routes to Schools application please contact the Community Links Team for further information and guidance: Tel. 0131 346 3019 Email. community.links@sustrans.org.uk

Similar terms and conditions apply. Applications must be match funded and be made by the Local Authority contacts via the [Sustrans Scotland Application Portal](#)

Involving pupils & promotion

It is important to ensure the new storage is well signposted and promoted. The school should celebrate by having a grand opening!

Schools may wish to host a bike breakfast, run a bike and scooter day or hold a 'Bling Your Bike/Scooter' day to mark the occasion. Make sure they raise awareness by advertising the big event on information stands or ask pupils to create posters.

Encourage the school to nominate pupils to keep a tally of how many bikes are in the cycle storage each day in order to monitor its success.

Encourage schools to become Cycle Friendly Schools. [See Cycling Scotland's website for more information.](#)

Web references for articles on cycle parking

1 Sustrans: [Cycle parking for schools infosheet](#)

2 Danish Cyclists Federation: [Bicycle Parking Manual](#)

Useful theory document on cycle parking bar the emphasis on butterfly racks.

3Transport Scotland: [Cycling by Design 2010 \(revised 2011\)](#)

Guidance to ensure consistent and appropriate design

4 Sustrans: [Scooting to school infosheet](#)

Scoring Notes

It may help your application to see how we will score it using the document below.

Project Details (1 - 5 points)

- Has that local authority successfully applied for cycle or scooter parking before?
 - 5 – No, no applications made before
 - 2 – Yes, but in no more than two out of last three years.
 - 1 – Yes, successful applications made for three or more consecutive years.
- Project Title *[no scoring]*
- Project Description (brief) *[no scoring]*

Project Location (1 - 5 points)

- School name, location *[no scoring]*
- Has the school had cycle parking from Sustrans before?
 - 5 – No
 - 1 – Yes

Parking proposal (2 – 16 points)

New Parking Facilities

- What type of cycle/scooter parking facility is required? (eg Sheffield stands, shelter, scooter pods etc) – please enter a description below *[no scoring]*
- How many spaces will this funding provide? *[no scoring]*

Existing Parking Facilities

- How many spaces are already in place? *[no scoring]*
- Provide details of the current cycle/scooter parking spaces, what types are already available? *[no scoring]*
- How does the new parking add value to the school's parking facilities?
 - 3 – New parking where none existed
 - 2 – Additional to existing parking, but for new mode (eg, scooter parking where already existing cycle parking)
 - 1 – Additional to existing parking or replacement of existing parking

Location

- Where on the school grounds will the cycle/scooter parking facility be located? It may be advisable to provide a site map which indicates the proposed location(s). *[no scoring]*
- Is the location appropriate?
 - 3 – The location is in keeping with the guidelines.
 - 2 – A location has been identified, but does not adhere to all of the guidelines. For example, the racks are not near/adjacent/on route to the entrance etc.
 - 1 – A location has been identified but goes no way to meeting any of the criteria in the guidelines.
 - 0 – No location has been identified or agreed by the school/partners.
- Please demonstrate the school's need for Cycle and Scooter Parking Funding. *Evidence could include survey data such as bike count surveys, extracts from School Travel Plans, details of improved infrastructure around the school site etc, as well as details of potential demand and likely take up*
 - 10 – Good examples are given, clearly relating the cycle parking to much broader school aims, etc. Evidence from reports is cited. At least 5 reasons can be identified.
 - 5 – Some examples are given and not so much evidenced or presented. At least 2 reasons have been identified.

- 1 – Little or no thought or justification given.

Cost and Funding (1 – 11 points)

- Have you obtained quotes or details of costs?
 - 5 – Yes
 - 0 – No
- Total Estimated Project Cost *[no scoring]*
- Total grant amount requested from Sustrans *[no scoring]*
- Match funding secured?
 - 3 – Confirmed
 - 1 – Awaiting confirmation
 - 0 – Not applied
- Total match funding (please add all source contributions together) *[no scoring]*
- Proportion of project costs you have sourced through match funding (Sustrans will provide no more than 50% of total cost)
 - 3 - More than 60% match funding
 - 2 - More than 50% match funding
 - 1 - 50% match funding

Monitoring (1 – 9 points)

- Monitoring is a requirement of funding. By submitting this application you agree to ensure that bike counts are carried out before and after the project, and the data will be summarised for inclusion in the Sustrans final project report.
 - 2 – Agree
 - 0 – Don't agree
- Please indicate which travel plan stage the school is currently at: (stage 1/2/3)
 - 3 – Stage 3 (the school has completed a written plan which is being reviewed on an annual basis)
 - 2 – Stage 2 (the school is currently developing a written travel plan)
 - 1 – Stage 1 (the school is not currently involved in travel plan activities, excluding the Hands Up Scotland Survey)
- All schools that receive funding from Sustrans must take part in the annual Hands Up Scotland Survey (HUSS) from September 2017 onwards.
 - 2 – I agree
 - 0 – I don't agree
- Has the school / head teacher been informed that they have to take part in HUSS 2017 and beyond?
 - 1 – Yes
 - 0 – No
- Did the school take part in HUSS 2016?
 - 1 – Yes
 - 0 – No

Cycle Training (0 – 10 points)

- Does this school currently offer national standard cycle training? (Bikeability Level 2 or equivalent)
 - 3 – Yes – currently
 - 1 – No, but in the comments section it is noted that it will be in the coming year.
 - 0 – No
- Is this training carried out in an on-road environment?
 - 2 – Yes
 - 0 – No

- Please provide details on how National Standard Training is co-ordinated/delivered in your local authority:
 - 5 – There is a clear plan
 - 0 – There is no such plan

Planning Permission (1 – 10 points)

- Is planning permission required?
 - 5 – No
 - 1 – Yes
- Planning Permission Status?
 - 4 – Full permission granted
 - 3 – Applied for and outline permission granted
 - 2 – Applied for but not yet granted
 - 1 – Not yet applied for
 - 0 – Not known at this stage
- If yes, when will the outcome of the application be known?
 - 1 – By Friday 17th February 2017
 - 0 – Friday 17th February 2017 onwards.

Delivery Timescales (0 – 5 points)

- All projects should be identified as being completed by 31st May 2017 (including installation and invoiced) as per T&Cs.
 - 5 – Project completion by 31st May 2017
 - 0 – Project completion beyond 31st May 2017

Promotion (0 – 10 points)

- Sustrans will supply stickers detailing funders in two different sizes for cycle parking racks and a larger size for structures. Are you happy to place these on completed structures funded by Sustrans?
 - 1 – Agree
 - 0 – Don't agree
- What does the school plan to do to promote its new parking facilities?
 - 6 – Good ideas, well developed and tying the cycle/scooter parking into other programmes – media coverage/celebration at school / other events
 - 3 – Some ideas, but not much detail, only mentioning one or two area of activity
 - 0 – No promotional ideas presented.
- Would the school be willing to act as a case study for the Schools Cycle and Scooter Parking Grant Fund?
 - 3 – Yes
 - 2 – Possibly
 - 1 – No, but carrying out promotional activity above.
 - 0 – No, and with no promotional activity either.

Total scoring

Project Details	(1 - 5 points)
Project Location	(1 - 5 points)
Parking proposal	(2 - 16 points)
Cost and Funding	(1 - 11 points)
Monitoring	(1 - 9 points)
Cycle Training	(0 - 10 points)
Planning Permission	(1 - 10 points)

Delivery Timescales (0 - 5 points)
Promotion (0 - 10 points)

Minimum points available – 7
Maximum points available – 81