

# School Cycle and Scooter Parking grant fund 2021-22

## Application guidance

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21 June 2021

To find out more, please contact: Cecilia Oram:  
[cecilia.oram@sustrans.org.uk](mailto:cecilia.oram@sustrans.org.uk)

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

We connect people and places, create liveable neighbourhoods, transform the school run and deliver a happier, healthier commute.

Join us on our journey.

[www.sustrans.org.uk](http://www.sustrans.org.uk)

Registered Charity No. 326550 (England and Wales) SC039263 (Scotland).



# School Cycle and Scooter Parking Grant Fund Application Guidance

Providing secure cycle and scooter parking is a crucial factor in encouraging young people to cycle or scoot to school or nursery, 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 scootering, 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 Cecilia Oram at [cecilia.oram@sustrans.org.uk](mailto:cecilia.oram@sustrans.org.uk) or on **07789 904 028**.



# Terms and Conditions

## Funding Conditions

Funding will be allocated to schools or nurseries 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 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 2021/22 before 31<sup>st</sup> March 2022.

**Local authorities must ensure that any school or nursery receiving funding in their area take part in the September 2021 Hands Up Scotland Survey and in subsequent years thereafter.**

Please 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.
- You will not be able to claim for VAT from Sustrans.
- 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.
- Build time into your schedule for planning permission, if required.

## Who can apply?

Applications are accepted from local authorities, not from individual schools or nurseries. Schools/nurseries should liaise with their local authority who can apply on their behalf.

If you don't know the best person to contact in your local authority, email [cecilia.oram@sustrans.org.uk](mailto:cecilia.oram@sustrans.org.uk).

Applications can be submitted on the Sustrans Funding Portal

<https://scotlandportal.sustrans.org.uk/login>

## 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 [Cecilia.Oram@Sustrans.org.uk](mailto:Cecilia.Oram@Sustrans.org.uk) to discuss your proposal.

The total cost of your proposal should include the cost of materials, delivery and installation. Local authorities may also claim for a proportion of staff time spent on procurement and logistics for installing cycle or scooter parking.

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.

VAT cannot be claimed for with the fund.

## Part Funding Required

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

A local authority's Cycling Walking Safer Streets budget (CWSS) is the most common match fund; however, there are many other funding streams. In the past funding has been provided by:

- Other local authority budgets
- Parent Councils
- School budgets
- Climate Challenge Fund
- Sponsorship from local businesses
- School fundraising events

No more than 50% of the total claim will be funded by Sustrans.

## Offer Letter

An official Offer Letter detailing the conditions of the grant being made to cycle parking applicants must be signed and submitted to Sustrans in order to confirm funding. The letter needs to be signed by someone who has financial authority within your organisation (e.g. a treasurer, or person appointed by the board of trustees) and returned to us within 28 days. As a responsible funder, Sustrans need an adequate agreement in place in order to ensure that public money is spent as intended. The offer letter helps us to do this and also protects the grantee against disproportionate demands being placed on them by Sustrans.

Sustrans can provide an annotated version of the agreement to guide applicants through the document. The Offer Letter contains the following key provisions:

- The value of the grant and how it will be paid
- An outline of the project being funded
- Your responsibilities as a competent partner
- Who will be responsible for maintaining anything funded by the grant
- The potential liabilities your organisation is taking on

# 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. A template for this report can be downloaded when submitting an application, and can be provided subsequently upon request.

## Before and after monitoring

Successful applicants will be required to carry out “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.

You should summarise the data taken from the before and after bike counts and include this in your final project report.

## Hands Up Scotland Survey

All recipients to the fund will be required to take part in the annual Hands Up Scotland Survey (HUSS) in 2021 and each year thereafter.

**HUSS 2021 will take place during the week 13th-17th September.**

HUSS is an Official Statistic in Scotland reflecting 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.

The application form asks for details of how Bikeability Level 2 is being coordinated and delivered in your local authority.

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 **27<sup>th</sup> August 2021** will need to have been previously agreed with [Cecilia.Oram@Sustrans.org.uk](mailto:Cecilia.Oram@Sustrans.org.uk) due to the timescale of this programme.

<b>Milestone</b>	<b>Description</b>	<b>Date</b>
<b>1. Applications submitted</b>	Electronic applications to be submitted	Friday 27 <sup>th</sup> August 2021
<b>2. Award funding</b>	Successful applicants will be notified.	Friday 10 <sup>th</sup> September 2021
<b>3. Documentation completion</b>	Two copies of the Offer Letter must be signed by the local authority. Sustrans will countersign and retain a copy for records.	Friday 8 <sup>th</sup> October 2021 (or within 28 days of receipt, whichever is later)
<b>4. Project completion</b>	Site works to be completed.	Wednesday 22 <sup>nd</sup> December 2021
<b>5. Grant claims returned</b>	Completed claim form returned to Sustrans.	Monday 28 <sup>th</sup> February 2022
<b>6. Project reports returned</b>	Project report including before and after monitoring data submitted to Sustrans.	Thursday 31 <sup>st</sup> March 2022

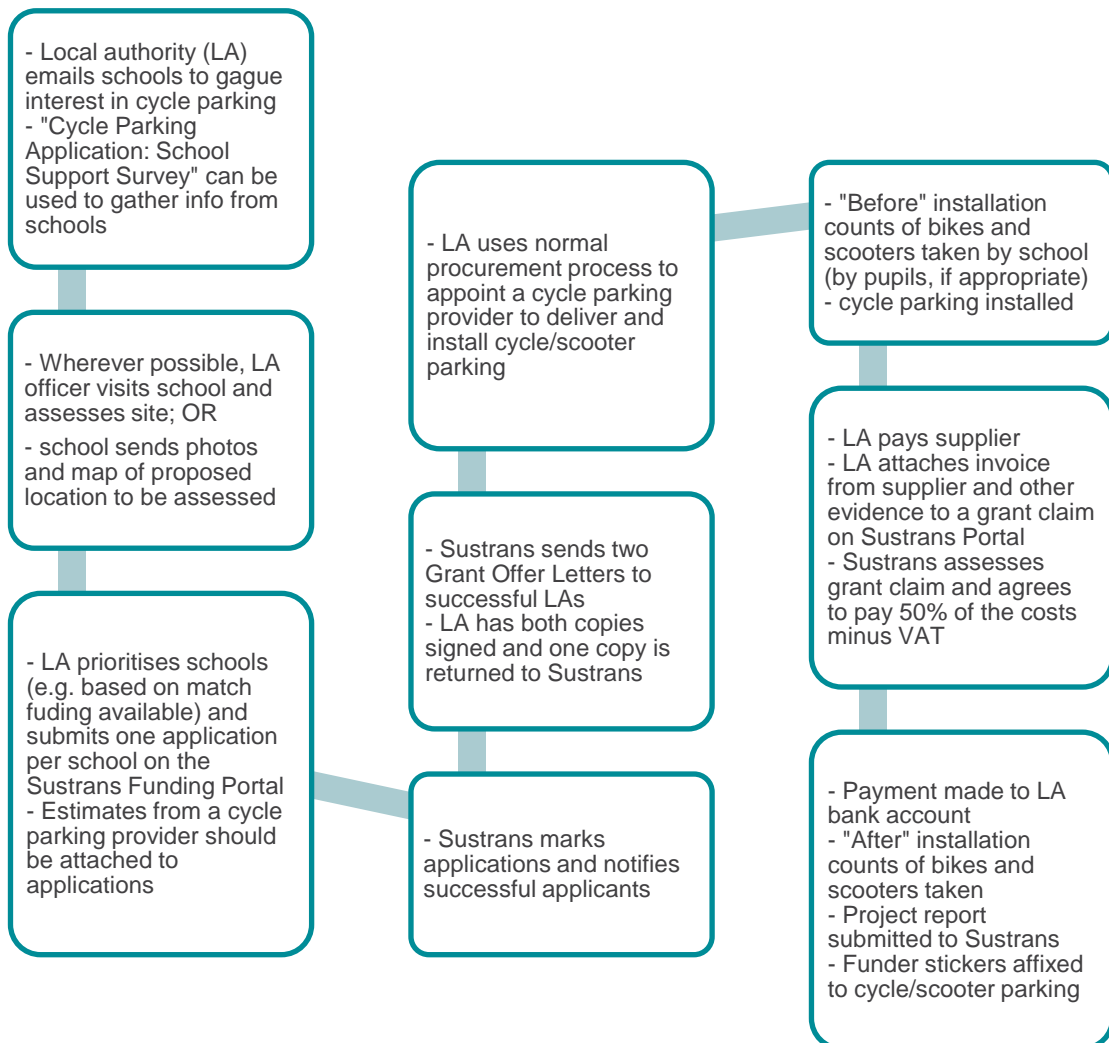
In order to be eligible for funding, applicants must agree to all of the conditions of funding set out in this document.

If you have any questions about any of the above please contact Cecilia Oram at [cecilia.oram@sustrans.org.uk](mailto:cecilia.oram@sustrans.org.uk) or on **07789 904 028**.

## Funding process

The process from application to project completion report is summarised in the flowchart below. Further guidance on submitting and approving grant claims can be found in the guidance notes of the Sustrans Portal.

## Grant fund process flowchart



## Guidelines

### 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

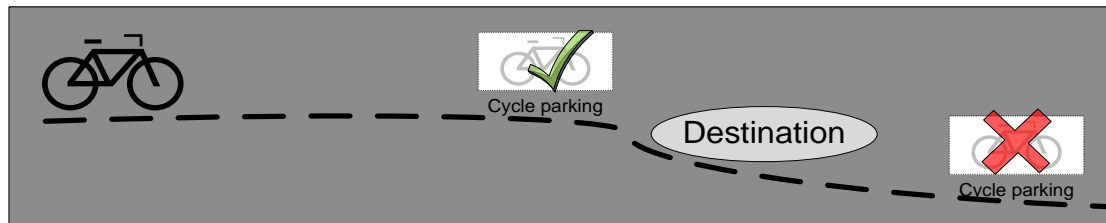
Where you put cycle or scooter parking will determine how well it is used.

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 locations 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 entrances.

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.



**Natural flow for 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. Consider the quality of the lighting at each site and the location of CCTV cameras.

You may want to encourage pupils to register and mark their bikes or scooters so that they can be identified if stolen. The Bike Register is one company selling marking kits – they allow you to register bikes for free on their website, and provide free posters and leaflets to schools upon request. (<https://www.bikeregister.com/>)

## Number of spaces required

An appropriate ratio of required parking per user could be gained by surveying site users and counting number of bikes/scooters currently used.

The table below, from the revised 2020 Cycling by Design guidance from Transport Scotland lists some suggestions for calculating the amount of cycle spaces you might need.



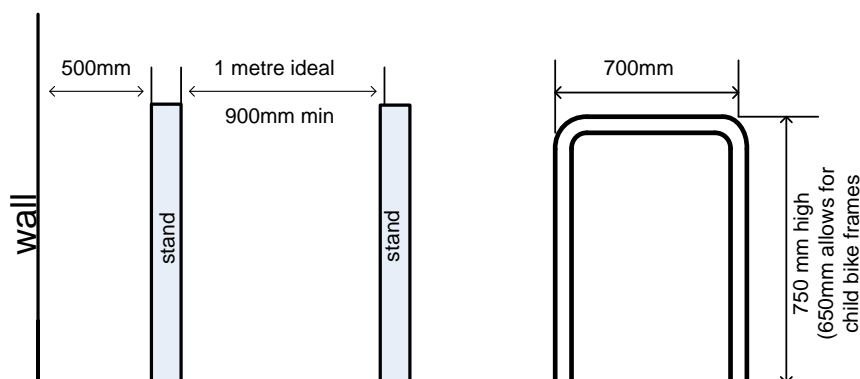
Type of school	Number of spaces for staff	Number of spaces for pupils	Number of spaces for visitors
Nursery/Primary School	1 space per 10 staff	1 space per 10 pupils aged 4 or over	2 spaces at the main entrance
Secondary School	1 space per 10 staff	1 space per 5 pupils	2 spaces at the main entrance

*Parking Provision by Land Use, Cycling by Design, 2020*

## Types of parking

The Sheffield stand is most commonly used for cycle parking. It is 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 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 locked up.

**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 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 – 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

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

**For the purpose of this fund we will only support applications for lockers if this is in conjunction with an application for cycle parking.**

## Sustainable storage

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.

## Cost and 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, so long as this is not funding from Transport Scotland.

Your available budget will play a major part in deciding what type 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 and installation

In most cases, installations of cycle parking on school property do not require planning permission. However 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 Places for Everyone fund. This programme provides 100% funding for design and school engagement, and match funding for infrastructure, providing safe walking and cycling routes to schools.

If you are considering a Places for Everyone application for safer routes to school, please contact the team for further information and guidance: [PlacesforEveryone@sustrans.org.uk](mailto:PlacesforEveryone@sustrans.org.uk).

## Involving pupils and 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 to raise awareness by advertising the 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 (<https://www.cyclingfriendly.scot/>).

## Web references for articles on cycle parking

- 1. Danish Cyclists Federation:** Bicycle Parking Manual  
([http://www.celis.dk/Bicycle\\_Parking\\_Manual\\_Screenversion.pdf](http://www.celis.dk/Bicycle_Parking_Manual_Screenversion.pdf))
- 2. Transport Scotland:** Cycling by Design 2010 (revised 2020)  
(<https://www.transport.gov.scot/media/48026/cycling-by-design-july-2020.pdf>)
- 3. Sustrans:** Cycle Parking chapter from the Sustrans Design Manual  
Email [cecilia.oram@sustrans.org.uk](mailto:cecilia.oram@sustrans.org.uk) for a copy

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## Scoring Notes

It may help your application on the Sustrans Scotland Portal 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? (e.g. 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 (e.g., 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 uptake*
- 10 – Good examples are given, clearly relating the cycle parking to much broader school aims, etc.

- 5 – Some examples are given and not so much evidenced or presented.
- 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 2021 onwards.
  - 2 – I agree
  - 0 – I don't agree
- Has the school / head teacher been informed that they have to take part in HUSS 2021 and beyond?
  - 1 – Yes
  - 0 – No
- Did the school take part in HUSS 2020?
  - 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

**Delivery Timescales (0 – 5 points)**

- All projects should be identified as being completed (cycling parking installed) by 22<sup>nd</sup> December 2021 as per terms and conditions.
  - 5 – Project completion by 22<sup>nd</sup> December 2021
  - 0 – Project completion beyond 22<sup>nd</sup> December 2021

**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 areas of activity
  - 0 – No promotional ideas presented.
- Would the school be willing to act as a case study for the School 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)
Delivery Timescales	(0 - 5 points)
Promotion	(0 - 10 points)

**Minimum points available – 6**

**Maximum points available – 71**