

1 JUNE 2022

**COMMUNITY BIKE FUND
GRANT POLICY**



AUCKLAND TRANSPORT

Sustainable Mobility

Contents

Introduction and Overview.....	2
Fund purpose.....	2
Fund outcomes.....	2
Fund budget.....	2
Funding round dates.....	2
Purpose of Policy Document.....	3
Eligibility and Scope	3
Groups eligible to apply.....	3
Groups not eligible to apply.....	3
What we will fund.....	4
What we won't fund.....	4
Assessment, Prioritisation and Notification.....	5
Support for applicants.....	5
Funding obligations.....	5

Introduction and Overview

Cycling in Auckland is a key contributor to improving travel options and increasing reliability across the transport network. Auckland Transport (AT), Auckland Council (AC) and Waka Kotahi NZ Transport Agency (NZTA) are working together to create a future where everyone can feel comfortable riding a bike.

Together we are building a network of cycleways to connect people with their local town centres, places of education and work, and friends and whānau. Alongside this work we are delivering a programme of community events, training courses, engagement activities and initiatives to support and encourage more people to ride a bike.

The Auckland Transport Community Bike Fund will be administered by Auckland Council, online through SmartyGrants.

Fund purpose

The AT Community Bike Fund supports community initiatives that encourage more people to ride bikes more often in Auckland, especially new riders. It is part of AT's commitment to support and promote cycling as a transport choice, and encourage local riding.

The fund was established in recognition of the many benefits that arise from supporting a range of independent groups and organisations who share AT's objectives and have the networks and expertise to deliver on them.

Through the fund, we hope to support organisations and interest groups who can incorporate and encourage cycling in their projects and activities, whether the group has a cycling focus or not. By supporting these groups, we enable greater efficiencies and effectiveness and generate a wider programme reach.

Since early 2020 the changes to our urban environments and lifestyles due to the COVID-19 lockdown has accelerated enthusiasm for cycling with some locations seeing a huge increase in cycle traffic despite the lack of commuters. This fund will help communities to further build on and help maintain this cycling culture.

Fund outcomes

With this fund, AT aims to:

1. Encourage and support people new to riding a bike
2. Further normalise riding a bike as a viable mode of transport
3. Support initiatives that showcase cycleways and shared paths to local people and the wider community
4. Support an increase in cycle safety
5. Encourage community collaboration and partnerships via bikes
6. Encourage everyday journeys by bike
7. Empower groups to champion cycling within their community
8. Encourage cycling as a recreational activity
9. Support groups to consider how they can increase cycling within their community

Fund budget

The total funds available in this round of the AT Community Bike Fund is \$50,000. The minimum grant amount is \$300. The maximum grant amount per application is \$5,000.

Funding round dates

The Community Bike Fund round is open from 8am on **Monday 11 July 2022, until 10pm on Sunday 14 August 2022.** Projects and events must be delivered before 30 June 2023.

Purpose of Policy Document

The purpose of this policy document is to guide the allocation and management of the AT Community Bike Fund. It provides a grant process framework for the following stakeholders and communities:

- For community members and groups seeking grant funding, this document will provide clear guidance about AT's intentions, priorities and processes with regards to the AT Community Bike Fund.
- For AT management and staff, this document will provide guidance on: provision of high quality customer service and advice, ensuring good use of grant funds, integrating funded activities into the wider cycling programme, and evaluating the benefits of the Community Bike Fund.

Eligibility and Scope

Groups eligible to apply

Applications are invited from not-for-profit, incorporated societies, charitable and voluntary organisations, and groups with no formal legal structure, who:

- are delivering Auckland based projects and events;
- have a project idea that will meet the Fund Outcomes (as listed earlier);
- align with what the grant will fund (listed below); and
- have the capability and resources to achieve the proposed project and outcomes.

Groups with no formal legal structure may apply for grants up to \$1,000. Applicants within no formal legal structure seeking grants over \$1,000 will need to either:

- Partner with an organisation that does have a formal legal entity. The organisation will need to agree to accept funds on the group's behalf and will be accountable for using the funds as set out in the funding agreement. The organisation is referred to as an "**umbrella organisation**" within the application process. Groups may approach any umbrella organisation of their choosing, who is either a non-for-profit, incorporated society, charity or voluntary organisation. Where possible, AT encourage using an umbrella organisation who the group already have a relationship with. Applicants will need to include a letter from the umbrella organisation in your application, advising they have agreed to take on this role; OR
- Apply to have the **funding released retrospectively** i.e. as reimbursements for pre-approved expenses after the project or activity has been satisfactorily completed.

Groups with no legal entity are encouraged to contact AT for guidance prior to submitting an application.

Groups not eligible to apply

The AT Community Bike Fund is not available to:

- Political parties
- Commercial entities e.g. limited liability companies, for-profit companies
- Schools
- Auckland Council, Local Boards and Council Controlled Organisations
- Business Associations
- Groups applying to run projects outside the Auckland area

What We Will Fund

Funding is available for community-focused projects and events that align with the Fund Outcomes (as listed earlier). The fund can be used for the following three activity types:

- Community events, activities or projects;
- Programmes that encourage the safe use of the Auckland cycle network; or
- The development of community focussed cycling information and resources.

The grant will cover the following project costs:

- Event or project expenses such as venue hire, equipment hire, instructor fees, limited catering (excluding alcoholic beverages); and
- Marketing, advertising and printing costs.
- Limited funds can be allocated to staff time, for event planning and coordination, based on a community rate to be agreed with Auckland Transport.

The primary use of funds must be for expenses that are directly related to cycling.

Projects and events must be delivered before 30 June 2023, or the funds will be returned.

Applicants will be required to provide an overview of the project costs they are applying to have covered by the grant. The applicant should also detail any contributions to the project being made by them or other contributors. This may include things such as other grants, sponsorship, the applicant's own cash reserves, volunteer labour, donated materials or donated professional services.

What We Won't Fund

The following **activities** will not be funded by the AT Community Bike Fund:

- Member-only events, social functions, prize-givings or awards ceremonies
- Anything that leads to personal or commercial gain
- Professional or organised competitive club sporting events
- School-related events
- Activities or services that are delivered by Auckland Transport, Auckland Council or Waka Kotahi NZ Transport Agency
- Projects or events that have already happened

The following **items** are specifically excluded from the AT Community Bike Fund:

- Capital purchases of equipment (including the purchase of bikes and helmets), the building or maintenance of facilities/buildings or infrastructure
- Permanent or fixed bike parking
- Purchase of alcohol
- Uniforms, travel or accommodation expenses
- Organisation running costs such as rent, administration, salaries or wages, utilities, debt servicing, legal expenses
- Retrospective costs for activities or projects

Assessment, Prioritisation and Notification

Grants will be awarded through a contestable process during the 2022/23 financial year. Applicants will complete an online application form. An AT Community Bike Fund evaluation committee, consisting of a minimum of three AT staff, will assess each application, make allocation recommendations, and set any grant conditions based on the proposal's merit and alignment with AT's cycling priorities.

During the assessment and prioritisation of a grant application, the evaluation committee will consider whether the applicant has:

- Clearly defined the purpose and details of their project or activity.
- Made a compelling case for how their proposal aligns with Fund Outcomes and What We Will Fund.
- Identified exactly how the grant would be spent.
- Shown understanding of who the target audience is for their project and that they have the appropriate networks, experience or profile to be able to access this group.
- The capability and capacity to deliver the project to an appropriate standard, meet all health and safety requirements and complete post project reporting

The committee will also consider applicants historical ability to complete previous projects.

Due to a limitation on funding, not all applications may be approved. In some cases, AT may only provide part funding as a contribution to an applicant's project.

Applications that are unclear or lack detail will not be considered.

Groups will be notified on the outcome of their application approximately four weeks following the grant closing date. Payment will be made to successful applicants approximately six weeks following the grant closing date, pending their completion and return of required documentation. Groups must ensure the project for which they are seeking funding does not fall within this time for their application to be considered.

Applicants may apply for grants between \$300 to \$5,000. Funding will be paid in one lump sum.

All projects must be completed 30 June 2023.

Support for applicants

AT staff will be available to provide advice to applicants to ensure an appropriate quality of application, guidance with shaping applications to best align with grant aims and to answer any questions regarding eligibility or criteria.

It is strongly recommended that all groups contact AT staff for guidance on their application, before making a submission. Staff can be contacted at cyclingevents@at.govt.nz or phone 09 355 3553 (request Active Modes Specialists).

Funding obligations

Appropriate outcomes for the level of funding AT provide will be negotiated with recipients, and any special conditions for how the grant can be spent will be reflected in the service level funding agreement.

Failure to report adequately or meet the requirements of the service level funding agreement may result in a group being considered ineligible for any future funding.

All recipients will be obligated to:

- Sign a funding agreement with Auckland Council (who are administering the grant on behalf of AT) and meet the terms and conditions;

- Meet with your assigned AT representative to discuss any support you may need to deliver your project. AT has a wealth of experience delivering community cycling initiatives and might be able to help you to enhance your project outcomes. At this meeting you will agree how you will work together and how you will keep AT informed with progress updates;
- Provide progress updates as required upon request of AT;
- Meet all Health and Safety requirements, as per the agreement;
- Alert AT at the earliest opportunity should you experience delays or challenges affecting delivery of your project or event;
- Seek approval from AT of any potential changes to project or event delivery prior to spend;
- Acknowledge AT's contribution to the activity that is being funded, by word or logo on advertising material, as per the funding agreement;
- Submit an accountability report at the end of their project, including receipts and photos with media consent; and
- Return any unspent portion of the grant.