

Wheels in Motion Fund Guidelines



Glasgowlife





Wheels in Motion Development Fund

The Wheels in Motion Development Fund will support projects in communities across Glasgow which help achieve outcomes for the city as defined within Glasgow City Council's Active Travel Strategy 2022-2031, Travel Behaviour Change Strategy and Cycling and Urban Sports Strategy.

The delivery focus will be through People, Place and Programme, with an overarching approach taken through Partnership working.

Fund priorities:

- Increase opportunities for Cycling and Wheeled Urban Sports, especially in areas of Multiple Deprivation.
- Increase participation across all ages, with a priority being children and young people.
- Encourage under-represented groups, particularly women and girls, to participate.
- Expand opportunities for people with various abilities, including those with disabilities.

Contact wheelsinmotion@glasgowlife.org.uk for more information





Who can apply to the Wheels in Motion Fund?

The fund aims to support not-for-profit organisations in Glasgow that understand the needs of communities and are committed to delivering cycling and wheeled urban sports projects aligned with the fund's priorities.

Some examples of the organisations we want to work with:

Voluntary sports clubs, not for profit community groups, charities, youth clubs, women's groups, disability organisations, Friends of Parks, Ethnic Minority groups, schools Parent Councils, groups supporting low-income communities.

Who cannot apply to the wheels in Motion Fund?

Unfortunately, we are unable to accept applications from individuals, sole traders, for-profit organisations, not-constituted groups, National Governing Bodies, schools, organisations based outside the City of Glasgow boundary.

We would encourage any of these types of organisations to work in partnership with an eligible organisation to access the fund.

Eligibility

We must evaluate an organisation to give us the confidence we need to distribute public money to them for the purpose it was intended.

Your organisation will be asked to provide:

- Evidence of your organisation's governance arrangements e.g., constitution, legal status
- Evidence of an organisational bank account.

And an expectation your organisation has in place:

- Appropriate Safeguarding and Vulnerable Groups policy and procedures.
 - Appropriate insurance cover.
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What will the fund support?

The fund will support a wide range of project costs to increase participation in cycling and wheeled urban sports. Although not exhaustive the fund will cover costs such as:

- **Equipment:** e.g., Bicycles, skateboards, scooters, and other gear.
- **Storage:** e.g., Secure facilities for equipment.
- **Safety equipment:** e.g., Helmets, lights, and locks.
- **Training:** e.g., Programmes for participants, coaches, and volunteers.
- **Personnel:** e.g., Funding for staff and volunteers.
- **Project Running Costs:** e.g., Essential operational expenses.

Level of funding awards:

Eligible organisations can apply for Funding Awards of between **£1,000 & £10,000**.

What will the fund not support?

The fund is unable to support the following:

- Projects or activities taking place outside of the Glasgow City Council boundary.
- Projects or activities that have started or involve any retrospective costs.
- Funding will not be provided for the same project or specific activities already supported by another funder.
- Capital costs.
- Long term project running costs.





I would like to apply - what is the process?

Developing a project can be daunting and time consuming. The Wheels in Motion Fund wants to support applicants through the process by providing support at an early stage.

We are asking all applicants to 'Roll Out Your Idea,' this will allow the project to be assessed for suitability and a link officer to be designated to the applicant, providing feedback and advice before a full online application is submitted.

Complete a 'Roll Out Your Idea' form online, then a member of our team will be in touch to discuss your idea further and signpost you to the next steps of the application process.



Key Dates

The opportunity to share your ideas will open on **6th January 2025** and close on **3rd February 2025**.

Full applications must be submitted by **17th February 2025**.

After the submission deadline for full applications, the Wheels in Motion funding panel will review the received applications and make the final funding decisions. The panel will include representatives from Glasgow Life and Glasgow City Council's Neighbourhoods, Regeneration and Sustainability (NRS).

Decisions on whether applications have been successful will be communicated by **10th March 2025**.

Please note: Additional funding rounds may take place depending on the allocation of funds from the initial round.

What are our Funding criteria?

We will assess whether your project delivers on the fund priorities based on the following three areas:

1. Why is your project needed?

Tell us about your community and why the people within it need this project.

2. What difference will your project make?

How will the people in your community benefit from the activities in your project?

Include an outline of what you want to do.

3. How will your project happen?

Explain how the project will be delivered, who you will make links with, and the timescales involved. Tell us how you will keep the project going in the future.

How we make decisions

We will make decisions on which projects will receive support from the Wheels in Motion Fund based on the information applicants provide during the application process. Decisions will focus on an organisation's ability to demonstrate that a project will deliver against the Wheels in Motion Fund priorities.

All eligible applications will be considered and assessed against our funding criteria. The information is gathered from the questions you answered in the application.

If you have a project that demonstrates impact against our priorities but is not eligible, it is possible that we will not be able to provide funding. However, if there are practical problems that can be solved, we will offer advice or other potential options where possible.

We know there will be lots of great projects that will be developed but, unfortunately, we may not be able to fund all the applications,

Evaluation and Reporting

In line with our funding principles, the evaluation and reporting of projects will be proportionate with the level of funding provided. All projects will be asked to gather information on participants such as age, gender, and home postcode, as well as the number of people involved throughout activities. This can be easily done as part of the registration process at the beginning of the project. All projects will be expected to gather the impact on individuals through case studies as well as providing photos or videos of your project in action.

Our aim is that the learning from the projects will be used to inform future initiatives, therefore all projects will be asked to comment on the challenges they faced, the approaches they took to overcome them, and the successes achieved.

You may be asked to take part in a short telephone interview or focus group to allow us to find out more about your project. All findings will be used to help get more people participating in cycling and wheeled urban sports in communities across the city.

Contact us

We look forward to working with you. If you require any more information, please contact us at wheelsinmotion@glasgowlife.org.uk

