



Community Cycle Parking small grants guidance for applicants 2025-26

The Cycling, Walking and Wheeling Strategy, facilitated by East Suffolk Council, is enabling small communities to identify local needs, encouraging active travel with safe, attractive and secure cycle parking to improve lives and give choice to residence wishing for a viable and sustainable alternative to vehicular transport.

The CW&WS has allocated through East Suffolk Council a small grant scheme for community cycle parking of £25,000 available for community led voluntary sector organisations and community groups contributing to the local community for the procurement of cycle hoops or toaster racks that preside within the district of East Suffolk.

It is advised that organisations read this guidance before writing and submitting their applications.

All applications **MUST** be supporting the local community, please refer to the areas below in detail when completing **Section 2** of the Application form:

Our Vision

Our Direction 28 sets 'Supporting Sustainable Transport' as a priority theme, committing to support sustainable transport – delivering our own Cycling and Walking Strategy whilst working hard with our partners enabling people to use public transport and travel in an environmentally sustainable way'

This grant scheme contributes to progress towards the following goals stated also in the vision of the Green print forum: [East Suffolk Greenprint Forum » East Suffolk Council](#)

Active travel - Walking and cycling improve our physical and mental health and enhance quality of life as well as the environment.

Healthy Humanity - Connecting with the community and help support active travel which is free at point of use.

Pollution free environment - Taking responsibility to reduce the impact of their activities on the environment.

Helpful information to include in your application

These examples are given as a guide but not exhaustive

It would benefit the Panel to get a sense of what the space looks like, what will be done, who it is for and how they will benefit from it.

- How will it fit in with its surroundings once complete.
- A plan, diagram or photograph of the area (to give an idea of accessibility and space)
- Have you considered lighting or clear access to the cycle parking installation.
 - Take into consideration parents with children, mobility issues, safety for accessing cycles in the evening.
- Measurements of the proposed site for cycle parking (how many hoops needed for example)
- You will need knowledge of the ground in which the proposed cycle parking will be installed, what preparation will it need? And costs
- With knowledge of your community and therefore potential active travel users, what kind of cycle parking will be needed have you factored this into the space you have chosen?
 - These could be cargo bikes, children's scooters/bikes, adult's bikes, tricycles and other non-standard cycles.
- You need to have permission in place from the landowners before installation.
- As you will be responsible for the maintenance, once cycle parking is installed; what measures will you put in place to maximise longevity. (consider placement of installation, consider if there is shelter (or plans for shelter)
- Is there is a responsible person to keep checks on the installation.

Guidance on accessibility for people using non-standard bikes, cargo bikes etc

Useful information for applicants on the various types of non-standard bikes and the spacing they need (and associated floor space) needed as well as consideration of clear local signage to the parking (to include some security tips on placement/lighting etc)

Wheels for wellbeing guide to inclusive cycling - (p54-59)

[FC WfW-Inclusive-Guide FINAL V03.pdf](#)

- Department for Transport

[Cycle Infrastructure Design](#)

LTN 1/20 p132, clause 11.2.6

LTN 1/20 p135, clause 11.4.6 & 11.4.8

LTN 1/20 p136, clause 11.4.10

We anticipate the applications we receive may exceed the total funding available. Therefore, applications that demonstrate inclusivity and future thinking with a wide demographic considered beyond the timescale of the grant period (whether as a legacy or ongoing project). Contributes to the vision of the CW&W scheme and have the potential to benefit other groups, will be regarded most favourably.

Who can apply?

- Any constituted “not for profit” community or voluntary group
- Registered charities (registered with the Charity Commission)
- Voluntary organisations or social enterprises
- Town Councils and Parish Councils
- Village Hall/Recreation Ground Committees

NB – Grant payments directly to individuals cannot be supported. However, if you represent a smaller group that does not have a bank account, we will still welcome your application if you are able to reach an agreement with your local town or parish council to hold the money on behalf of your group.

Any such agreement will need to be in place between you and your town or parish council before the grant money will be released.

What we cannot fund

- Applications from businesses for profit or that does not benefit the community
- Applications from individuals
- We can not fund applications where there is not clear permission from the landowner.
- VAT: If you can claim back VAT then VAT is not eligible as part of the costs of your project and should not be included in the grant application form
- Total organisation running costs and core staffing costs
- Projects unable to start within 12 months of the date of the award of the grant
- Activities promoting political or religious beliefs
- Costs of cycle parking that has already been installed.
- Payments towards endowment funds, deficit funding or loans
- Overseas travel for individuals/groups
- Sponsored or fundraising events
- Funding for trips abroad or hospitality to other organisations
- Repeat funding – i.e. grants that East Suffolk Council, or one of the East Suffolk Community Partnerships have previously provided funding for cycle parking.
- Retrospective funding
- Loss of income/profits

How much money can be applied for?

It is anticipated that a typical funding application will be in the range of £500 - £1,000.

How will funding applications be approved and when will funding be paid?

All funding applications must demonstrate how the Community Cycle Parking will address and deliver against the Cycling and Walking Strategy's, cycle parking scheme, and ideally should demonstrate how it **delivers against one or more of the goals shared by the Greenprint forum** as listed at the start of this document.

Applications will be determined independently by members of the CW&W working group with the support of East Suffolk Council's Sustainable Travel Officer and Funding Team.

All applicants will be notified of the decision by email and payment will be made via a BACS transfer into the nominated bank account upon submission of a completed **Grant Agreement Form**.

If a successful applicant is not already listed on the council's list of approved vendors, please be aware this can mean that the payment of a grant may be delayed slightly.

Additional Information

Grants through the Community Cycle Parking Small Grant Scheme should only be spent on the items and purpose detailed in the application form. It should be spent within 12 months of the date of the Grant Approval Letter, though this may be extended under certain circumstances by prior agreement.

If the grant is not spent on the purposes approved, East Suffolk Council has the authority to reclaim part or all of the grant.

If there is an underspend on the grant, you agree to return the underspend to East Suffolk Council within 30 days of being requested to do so.

A mandatory evaluation and monitoring form will be sent out to the applicant to complete 1 month after the completion date you stated in Section 2 of the Grant Application Form to ascertain the impact that the installation has had by that time.

Please keep copies of receipts and invoices related to the project/activity.

Things to record during your project to help with monitoring and evaluation

- Photographs particularly those that represent key milestones and outcomes
- Copies of any media coverage that your cycle parking installation receives, to help towards the evaluation and monitoring form
- How the installation is working with members of the public, keeping a record of occupancy - how many people are using it regularly.
- Records of feedback (positive and negative) from members of the community.