

Sandwell Active Travel Community Grants Scheme 2025

Guidance notes	2
About the Active Travel Community Grants.....	2
Who Can Apply.....	3
Support.....	3
Application form.....	3
Organisations requirements	4
Budget	4
Evaluation.....	5
Case studies	5
Terms and conditions	5
Application Review Criteria	5
Frequently Asked Questions.....	6
Eligible organisations for the Active Travel Community Grants	6
Eligible activities for Active Travel Community Grants	6
Purchasing equipment through the Active Travel Community Grants.....	8
Project delivery and funding.....	9
Organisation requirements	9



Guidance notes

About the Active Travel Community Grants

We are delighted to announce funding from Active Travel England for community organisations interested in carrying out initiatives aimed to bolster cycling and walking in their communities. Grants are now available to improve or enhance the spaces along local paths, run led walks and rides, deliver bike maintenance sessions or to fund ideas for activities that bring people together.

The primary objectives are to:

- Increase overall walking, wheeling or cycling levels
- Increase levels of walking wheeling or cycling to school
- Increase levels of walking, wheeling or cycling to work

The fund is to empower communities to deliver walking, wheeling, and cycling activities benefiting people and increasing access to active travel. Priority will be given to projects which are near new cycle tracks or engage one or more of the following priority audiences:

- Children (16 years and under)
- Families
- Women
- Disabled People
- Ethnic minority groups

The Active Travel Community Grants are now open for applications. The application form will close on 30 June 2025, and we anticipate that successful application will be informed w/c 7 July.

Grant funding will need to be spent by 15 September 2025 and project delivery, monitoring and reporting completed by 30 September 2025.

Applicants can apply for any amount up to a maximum of £15,000 which is the total funding we have available.

The funding needs to support walking, wheeling, and cycling activities, some examples are detailed below (this is not an exhaustive list). Please note that the funding cannot be used for measures such as cycle parking or infrastructure improvements (capital).

- Tools, training or materials to support walking, wheeling and cycling.
- Equipment, including bikes (for loan), cargo bikes (for loan), helmets, locks, lights, walking boots, umbrellas, maps.
- Led walk-and-ride training to encourage your community to enjoy your local paths.
- Access to bike maintenance training, learn-to-ride training, walk leader training, and other forms of training to build walking and cycling capacity.



We would also like to hear more about your own ideas of how the funding could be used to get more people out cycling, walking, and wheeling.

Please note that there is a limited amount of grant funding available and completing an application form does not guarantee that the application will be approved. Meeting the minimum criteria will not automatically mean the funding application will be successful as further criteria outlined in the form below will be used to assess applications.

Payment will be made 50% up front and the remaining 50% upon receipt of the monitoring and evaluation of the project. VAT will be excluded from grant payments.

Who Can Apply

The Active Travel Community Grants will be available to:

- Formally constituted clubs, associations, or trusts
- Registered charities
- Social enterprises
- Company Limited by Shares
- Company (limited by guarantee)
- Registered CASC
- Community Interest Companies
- Unregistered clubs or associations
- Schools

Support

If you have any questions about the Active Travel Community Grants, please contact us at transport_planning@sandwell.gov.uk.

Application form

Please fill in the application form using this document as a guide.

The application form is open until 30 June 2025. Applications will be reviewed on an ongoing basis. Please submit your application as soon as it is completed.

If you require support in filling in this form or would like to fill in your application by hand, please contact transport_planning@sandwell.gov.uk.



Funded by
UK Government



Organisations requirements

There are certain requirements that organisations need to meet to be eligible to receive funding through the Active Travel Community Grants.

These include:

- A written constitution or governing document which sets out the rules on how the organisation is run.
- Being a not-for-profit organisation
- The organisation committee or Board includes three or more unrelated or cohabiting members.
- The organisation committee or Board has equitable distributed decision making/voting rights.
- Appropriate organisational safeguarding policies and procedures, including separate policies for children and adults at risk.

For more details on these requirements and how to provide evidence, please see the 'Organisation requirements' FAQ section within this document.

Please familiarise yourself with these organisation requirements. It is important that you can provide evidence to be eligible for the fund, otherwise this may cause delays to the approval process of your application.

If you require support in collecting evidence for your organisation requirements, please contact us at transport_planning@sandwell.gov.uk.

Budget

Within your application form it is important to provide a detailed breakdown of your proposed budget.

Please consider whether you need funding for the following:

- Equipment hire / purchase
- Coaches fees / expenses
- Hire of facilities
- Promotion / publicity
- Staff costs
- Transport / travel
- Other expenditures

Evaluation

Participants in your project will need to fill in an initial survey and be asked to provide an email address for Transport for West Midlands to use to contact them for a follow-up survey two months afterwards.

You will also be asked to complete a case study evaluation form of your project. This will include project description, images, and testimonials with permissions from those involved. We will require this within one month of your project finishing.

We will also need to see receipts for items purchased and may visit projects when underway.

Terms and conditions

By applying to the Active Travel Community Grants you are agreeing to:

- Sandwell Metropolitan Borough Council and West Midlands Combined Authority processing data of your organisation.
- All application and monitoring data provided being shared with West Midlands Combined Authority
- Providing evidence of organisation requirements where necessary
- Being contacted by Sandwell Metropolitan Borough Council or West Midlands Combined Authority about your project.
- Providing feedback through our evaluation process

If your grant application is approved, you will be sent the Grant Agreement.

Application Review Criteria

Applications will be reviewed by Sandwell Council and Transport for West Midlands considering the following:

1. Objectives for applying for the grant
2. Justification for what is required
3. Agreement to work with us to provide a case study and before and after survey of participants
4. Timescales to ensure the funding is spent by 30 September 2025.
5. Previous engagement and activities undertaken
6. How many people will benefit from the grant
7. Evidence of the need for the grant
8. Value for money



Frequently Asked Questions

Eligible organisations for the Active Travel Community Grants

1. We are a religious group. Can we receive funding from the Active Travel Community Grants?

We welcome the contribution of all faith groups particularly given the role that many can play in connecting with the priority audiences. Please be aware that any funded activity should not be used to promote the religious beliefs of the organisations.

2. Are schools eligible for Active Travel Community Grants funding?

Yes, schools are welcome to apply.

Eligible activities for Active Travel Community Grants

3. Can community organisations use funding from the Active Travel Community Grants to fund maintenance activities such as gardening?

No, these grants are specifically aimed at promoting active travel.

4. Can community organisations fund on-costs, administration, co-ordination and management fees?

Active Travel Community Grants will only support funding for direct project costs and for an appropriate and proportionate share of an organisation's overheads in delivering this project. Direct project costs are ones that clearly relate to a project i.e. coaching costs, volunteer expenses.

We are happy to support salaries or contributions to salaries that are directly involved in delivering activities to participants and primary audiences, however it is important that organisations consider how this salary/role/post will be sustained/maintained beyond Active Travel Community Grants delivery given it is a critical role in supporting participants to be physically active.

Overheads are costs that partly support a project such as rent. The inclusion of on-costs and other organisation overheads which are not related to direct delivery cannot be supported. Additional management and administration fees in addition to direct delivery costs cannot be supported.

5. Can we fund research and evaluation through the Active Travel Community Grants?

Research costs cannot be supported through the Active Travel Community Grants, except as part of coordinating activity costs there might be a small amount connected to administering surveys or similar for developing evidence of impact.



6. What costs are ineligible for Active Travel Community Grants and therefore cannot be included?

The following items are not eligible for funding:

- Activities or costs which are already covered by other government funding including rates
- Capital works
- Activities promoting religious or political beliefs
- Where there is personal benefit to an individual
- Any private business or profit-making organisations unless they are a Social Enterprise or Community Interest Company
- Partnerships and freelancers
- Loss of Sponsorship or loan repayments.
- Replacement of general equipment for reasons unrelated to the Active Travel Community Grants (its broken, tired, torn etc.).
- Contingency costs and VAT organisations are seeking to recover.

For a more detailed list of eligible equipment costs, please see question 14.

7. What costs are eligible to receive funding?

The following are eligible items that community organisations use funding for:

- Staff costs
- Training costs
- Rent / Facility hire
- Utility costs (e.g. operating costs)
- Communication and marketing
- Insurance (e.g. for an activity or equipment purchased)

For a more detailed list of eligible equipment costs, please see question 14.

8. Can Active Travel Community Grants funding support capital?

The Active Travel Community Grants funding should not be used to support projects involving construction or refurbishment of property, putting up temporary buildings or land improvement. Also, the Active Travel Community Grants can't fund fixed items of equipment including fixed signs that can't be easily moved as well as fixed equipment which may require planning permission or may impact on any lease.

However, equipment such as cycles, which are to be loaned out, can be covered.



9. Can the Active Travel Community Grants support activities that an organisation will also charge participants for?

No, the fund must be used to provide the service for free to users.

10. Can the funding be used for retrospective costs?

Retrospective costs should not be included for projects funded through the Active Travel Community Grants. This is particularly important for purchase of equipment and direct delivery where organisations have already chosen to undertake this activity before being aware of this funding support.

11. Can we include the cost of childcare within Active Travel Community Grants projects where this is a barrier to participation?

No childcare costs cannot be covered by the grant.

12. Can training costs for individuals be supported?

Reasonable individual training costs can be supported where it is essential to the delivery of the activity, or the sustainability of the organisation being funded. The training would need to support delivering activity to Active Travel Community Grants priority audiences.

13. Can two community organisations apply for joint funding for the same project?

Two community organisations can partner together to deliver a project. For the purpose of funding administration, it is recommended that one community organisation take the lead and be responsible for receiving and managing the funding. The roles and responsibilities of each of the community organisations during project delivery should also be clearly outlined in the application form. The maximum amount of funding would still be £15,000 per application.

Purchasing equipment through the Active Travel Community Grants

14. Can funding be used to purchase equipment?

Yes, relevant equipment that would support communities to be more active in this current period can be purchased through the fund. However, as the Active Travel Community Grants is about the here and now need, it cannot fund longer-term equipment replacement.

Examples of funded equipment could include:

- Adapted cycles – only if loaned out.
- Cargo bikes – only if loaned out or used by the organisation.

Project delivery and funding

15. Can we apply for funding for a project that won't be delivered immediately?

Projects must be delivered by 15 September 2025, and all monitoring completed by the 30 September 2025.

16. Can we apply for funding for a project that has already started?

Funding cannot be back-dated or go towards a project that is already funded. However, it can go towards the continuation of a project where funding has come to an end.

17. Can organisations be awarded more than £15k?

The maximum amount of funding for a community body of Active Travel Community Grants is £15,000. Organisations can apply for a smaller amount. We will award funding to one large project or several smaller projects.

Organisation requirements

18. What is acceptable proof of being a constituted organisation?

The following are acceptable proof of being a constituted organisation:

- Club rules/articles of association/governing document which show a formal framework is in place.

19. What is acceptable proof of having a clear purpose as an organisation?

The following are acceptable proof of having a clear purpose as an organisation:

- Club rules/articles of association/governing document which show objects and a clear purpose.
- Strategic Plan which shows clear purpose.
- Annual Report which shows a clear purpose.
- Website which shows a clear purpose.
- Any publication from the organisation which sets out a clear purpose for what the organisation is doing.

20. What is acceptable proof of being inclusive and accessible as an organisation?

The following are acceptable proof of being inclusive and accessible as an organisation:

- Club rules/articles of association/governing document which evidence that the membership of the organisation is accessible and open to all
- Membership Policy which shows an inclusive and open approach to membership

- Membership Application Pack which evidences an open and inclusive approach

21. What is acceptable proof that at least three of the people on the committee of the organisation are unrelated or non-cohabiting?

The following is acceptable proof that at least three of the people on the committee of the organisation are unrelated or non-cohabiting:

- Written confirmation from a Trustee/Director/Committee Member that at-least three of the people on the committee are unrelated and non-cohabiting

22. What is acceptable proof that the organisation has a bank account?

The following are acceptable proof that the organisation has a bank account:

- A UK bank account is needed
- A bank statement
- A letter from the bank confirming the account information