



Department of Transport



# Bike Week 2019

## Grant Guidelines

### Dates

Friday 15 – Sunday 24 March 2019

### Details

Bike Week, Western Australia’s annual celebration of bike riding, is back for 2019.

Grants of between **\$150** and **\$2,000** are available from the Department of Transport to host Bike Week 2019 events, from a total funding pot of \$38,000.

WestCycle, Western Australia’s peak body for cycling, is partnered with the Department of Transport to deliver Bike Week 2019 and coordinate the grants program.

The primary aim of Bike Week 2019 is to promote and encourage riding for transport, fun and/or for a healthier lifestyle.

Grants are open to organisations/groups across Western Australia including: community groups, local governments, workplaces, schools and bike groups.

### Types of Grant Funding Available

The grants program for Bike Week 2019 will follow a different format from previous years and there will be three types of grants:

Community Event Grants	School Event Grants	Workplace Event Grants
<p><b>Description</b> Community Event Grants are open to any organisations or groups applying to host a community Bike Week event that is open to the public.</p>	<p><b>Description</b> School Event Grants are open to all schools and can be used for school activities, such as bike breakfasts, led bike rides, volunteer-led skills sessions, etc. Local governments or P&amp;C members can apply on behalf of their local school.</p>	<p><b>Description</b> Workplace Event Grants are open to workplaces wanting to run a Bike Week event for their staff.</p>
<p><b>Requirement</b> Events must actively encourage people to cycle and support new or novice riders.</p>	<p><b>Requirement</b> Schools will be required to sign up to the Your Move Program. <a href="https://yourmove.org.au/schools/">https://yourmove.org.au/schools/</a></p>	<p><b>Requirement</b> Workplaces will be required to sign up to the Your Move Program. <a href="https://yourmove.org.au/workplaces/">https://yourmove.org.au/workplaces/</a></p>
<p><b>Grant Funding Available:</b> From \$500 and \$2,000.</p>	<p><b>Grant Funding Available:</b> \$200</p>	<p><b>Grant Funding Available:</b></p> <ul style="list-style-type: none"> <li>• Small workplaces (less than 50 staff) \$150</li> <li>• Larger workplaces (more than 50 people) \$250.</li> </ul>

## Bike Week Objectives

All grant applications will be assessed against how the event intends to achieve one or more of the following Bike Week Objectives:

1. Promote and encourage bike riding for transport, fun and/or for a healthier lifestyle.
2. Encourage people of all ages and abilities to ride a bike to school, work, the train station, shops, park, community centre and local areas of interest etc.
3. Reach beyond the established bike riding community, introduce new riders to bike riding and improve the skills and confidence of novice riders.
4. Encourage bike riding among groups with low participation levels (e.g. women, young people, seniors and culturally and linguistically diverse communities etc.).
5. Raise awareness of existing bike infrastructure and bike routes.
6. Collaborate with other stakeholders to grow the event and seek additional support, funding, or donations from local bike groups, bike shops, councils, schools, local businesses and community organisations.
7. Support inclusion by engaging with and providing an accessible environment for people with disabilities.
8. Plan your event to ensure it is successful and is value for money.

## Eligibility

Eligible	Ineligible
For-profit and not-for-profit organisations	Individuals
Local governments	Political organisations
Tertiary education institutions	State government agencies
Parents and Citizens' (P&C) Associations	Events outside Western Australia
Community groups	
Bike groups	
Schools	

## Grants will not support the following events:

- Fundraising events
- For-profit events
- Professional development seminars and workshops
- Conference attendance or travel requests
- Individual endurance rides

## Events may include the following, however, grant funds cannot be used for:

- Infrastructure or assets, including sporting team apparel, sporting equipment, including bikes (hire items and promotional assets accepted)
- Ordinary running costs of an organisation, including staff wages, in-house office supplies and printing, utilities etc
- Bike mechanics, pedal powered cinemas, bike blenders and similar non-cycling participation-based items
- Gift vouchers and prizes over the cost of \$50
- Non-approved merchandise
- Seminars, workshops, education sessions, exhibitions and expos
- Competitive bike events and spin classes

## Other

- Events may charge entry fees provided that is used to cover event costs.
- Please limit applications to \$5/head on food and beverages to be funded by the grant.

### Sponsor Acknowledgement and Logos

Successful grant applicants must acknowledge the Department of Transport and WestCycle as sponsors of the event in all promotion material (e.g. posters, flyers, signage, your own website, social media, merchandise etc.) and speeches/presentations at the event.

Department of Transport, WestCycle and Bike Week logos will be made available to successful grant applicants.

### Promotion

It is recommended that Community Bike Week events allocate at least 10% of their overall budget on promoting their event. This can include, but not limited to, social media and online (paid) advertising, printing and distributing posters and flyers.

All Community Bike Week event organisers are also encouraged to create a Facebook event page and invite @bikeweekwa to co-host this page. If you are unable to create a Facebook event through your organisations account, we can help you create one on your behalf. This will allow the Bike Week team to help promote your event to a wider audience.

All grant funded events must submit the details of their event on the Bike Week website. Where appropriate, WestCycle may also promote your event through the Bike Week newsletter and social media platforms. Other promotional opportunities available to WestCycle will be utilised if appropriate for your event, such as contacting local media.

### Successful Applicants – Agreement, Evaluation and Acquittal

All successful grant applicants are required to:

- Sign a Grant Agreement and Tax Invoice
- Complete a Risk Assessment Form
- Promote the Bike Week Survey
- Complete an Event Evaluation Report and Acquittal Statement to show what the grant money was used for

The Event Evaluation Report will require a summary of event activities, promotional efforts and feedback received, in order to evaluate the effectiveness of the event against the objectives of Bike Week. Further detail of the reporting requirements for your event will be advised when your grant is approved.

Final acquittal of the grant also requires a statement of income and expenditure for the event together with a signed declaration confirming funds were expended in accordance with the grant agreement. A number of events will be audited so all receipts must be retained.

### Payment

Grant money will be provided to successful grant applicants on receipt of a completed Event Evaluation Report and Acquittal Statement **after the conclusion on Bike Week 2019**. Any unspent grant funds, or grant funds not expended in accordance with the grant agreement, will be retained by the Department of Transport.

### Grant Process Timeline

Applications close at **5pm on Friday 2 November 2018**. All grant applications received by the closing date will be assessed against the Bike Week Objectives detailed above. WestCycle will notify all applicants by email of the outcome of their application by January 2019.

### How to Apply

Applications are to be submitted online on the Bike Week website [www.bikeweek.com.au](http://www.bikeweek.com.au)  
For more information, please email [bikeweek@westcycle.org.au](mailto:bikeweek@westcycle.org.au) or phone (08) 6336 9688