WA Bike Month 2020

Grant Guidelines

Dates
Thursday 1 – Saturday 31 October 2020

Details
WA Bike Month, Western Australia’s annual celebration of bike riding, is back for 2020.

Grants of up to $2,000 are available from the Department of Transport to host a WA Bike Month 2020 event, from a total funding pot of $55,000.

WestCycle, Western Australia’s peak body for cycling, is partnered with the Department of Transport to coordinate WA Bike Month 2020 and coordinate the grants program.

The primary aim of WA Bike Month is to promote and encourage people of all ages and abilities to ride bikes for transport, fun and/or for a healthier lifestyle.

Grants are open to organisations and groups across Western Australia, including local governments, workplaces, schools, bike groups and community groups.
Types of Grant Funding Available
The grants program for WA Bike Month 2020 will follow a different format from previous years and there will be two types of grants:

<table>
<thead>
<tr>
<th>Major Grant</th>
<th>Minor Grant</th>
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<tbody>
<tr>
<td><strong>Description</strong></td>
<td><strong>Description</strong></td>
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<tr>
<td>Major Grants are open to any organisations or groups applying to host a bike riding event that is open to the public and actively encourages people to cycle and support new or novice riders.</td>
<td>Minor Grants are small and simplified grants open to any organisations or groups including schools and workplaces to support activities and events such as bike breakfasts, led bike rides, volunteer-led skills sessions etc</td>
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<tr>
<td><strong>Requirement</strong></td>
<td><strong>Requirement</strong></td>
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<tr>
<td>Grant funds must be used only on approved items (below)</td>
<td>This grant must be used to purchase items or prizes from local WA Bike Shops or relevant business (such as gift vouchers)</td>
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<tr>
<td><strong>Grant Funding Available</strong></td>
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<tr>
<td>From $500 to $2,000</td>
<td>Up to $200 to spend at local WA Bike Shop or relevant business</td>
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WA Bike Month Grants Program Objectives
All grant applications will be assessed against how the event intends to achieve one or more of the following objectives:
1. Encourage people of all ages and abilities to ride bikes for transport, fun and/or for a healthier lifestyle.
2. Introduce new riders to bike riding and improve the skills and confidence of novice riders.
3. Raise awareness of new and existing bike infrastructure and bike routes.
4. Support inclusion by engaging with and providing an accessible environment for people with disabilities.
5. Support local WA businesses

Eligibility

<table>
<thead>
<tr>
<th>Eligible</th>
<th>Ineligible</th>
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</thead>
<tbody>
<tr>
<td>Local governments</td>
<td>Individuals</td>
</tr>
<tr>
<td>Schools</td>
<td>Political organisations</td>
</tr>
<tr>
<td>Workplaces</td>
<td>State government agencies</td>
</tr>
<tr>
<td>Tertiary education institutions</td>
<td>Events outside Western Australia</td>
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<tr>
<td>Parents and Citizens’ (P&amp;C) Associations</td>
<td></td>
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<tr>
<td>Community groups</td>
<td></td>
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<tr>
<td>Bike groups</td>
<td></td>
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<tr>
<td>For-profit and not-for-profit organisations</td>
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</tbody>
</table>
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)
- Internal / organisational project management or administration costs (overheads), including staff wages, in-house office supplies and printing, utilities etc.
- Non-approved merchandise items (merchandise should facilitate bike riding)
- Gift vouchers and prizes from non-WA based businesses
- Competitive bike events and spin classes

Other

- Events may charge entry fees provided that these fees are 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 WA Bike Month logos will be made available to successful grant applicants.

Promotion

It is recommended that Major WA Bike Month 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 WA Bike Month events that are open to the public must be registered their event by creating a Facebook event page and inviting @wabikemonth to co-host this page. If you are unable to create a Facebook event through your organisation's account, we can help you create one on your behalf. This will allow the WA Bike Month team to help promote your event to a wider audience.

Where appropriate, WestCycle may also promote your event through the WA Bike Month 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 their event
● Complete an Grant Acquittal and Event Evaluation Statement

The Grant Acquittal and Event Evaluation Statement will require you to submit information about your event such as:

● An overview of your event and its outcomes against the objectives of WA Bike Month
● Financial information on how the WA Bike Month Grant was used.
● Copies of photographs taken during the event.
● Copies of promotional materials for your event (e.g. posters, flyers, website posts)
● Details of media coverage.

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 WA Bike Month 2020. 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 14 August 2020. All grant applications received by the closing date will be assessed against the WA Bike Month Objectives, value for money and, evidence of sound event planning and promotion.

All applicants will be notified by email of the outcome of their application by September 2020.

How to Apply

Applications are to be submitted online on the WA Bike Month website www.wabikemonth.com.au
For more information, please email info@westcycle.org.au or phone (08) 6336 9688