



Department of
Transport



WA Bike Month 2021

Grant Guidelines

Dates

Friday 1 to Sunday 31 October 2021

Details

WA Bike Month, Western Australia's annual celebration of bike riding, is back for 2021.

Grants are available from the Department of Transport to host a WA Bike Month 2021 event, from a total funding pot of \$49,500 (inc GST)

WestCycle, Western Australia's peak body for cycling, is partnered with the Department of Transport to coordinate WA Bike Month 2021 and coordinate the grants program.

The primary aim of WA Bike Month is to promote and encourage bike riding for transport, fun and 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 2021 will offer funding in the following categories.

Major Event Grant
Description The Major Event Grant is open to any organisations or groups applying to host a large-scale “flagship” bike riding event that is open to the public and actively encourages people to cycle and support new and novice riders.
Requirement Grant funds must be used only on approved items (below)
Grant Funding Available Up to \$12,000
Local Event Grant
Description Local Event 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.
Requirement Grant funds must be used only on approved items (below)
Grant Funding Available Up to \$4,000
Minor Event Grant
Description 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
Requirement This grant must be used to purchase items or prizes from local WA Bike Shops or relevant business (such as gift vouchers)
Grant Funding Available Up to \$250

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. Promote and encourage bike riding for transport, fun and for a healthier lifestyle.
2. Increase awareness and use of new and existing bike infrastructure, bike routes (i.e. the cycle network), and local facilities that you can get to by bike.
3. Encourage new, novice and rusty riders of all ages and abilities to go for a bike ride.
4. Support inclusion for people with disabilities.

Eligibility

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

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.
- Grant funding allocated to food and beverages should be capped at \$5 a head.

Sponsor Acknowledgement and Logos

Successful grant applicants must only acknowledge the Department of Transport, WestCycle and WA Bike Month on promotional materials in accordance with the Logo Style Guide (e.g. posters, flyers, signage, your own website, social media, merchandise etc.). The Department of Transport, WestCycle and WA Bike Month must be acknowledged at any 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 WA Bike Month Major and Local Event Grant recipients allocate at least 10% of their overall budget on promoting their event. This can include, but is not limited to, paid social media and online advertising, printing and distribution of posters and flyers.

It is recommended event organisers who have received a Major or Local Event Grant register 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 to 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
- Complete a Risk Assessment Form
- Promote their event
- Complete a 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 2021**. 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 10 September 2021**. 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 17 September 2021.

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