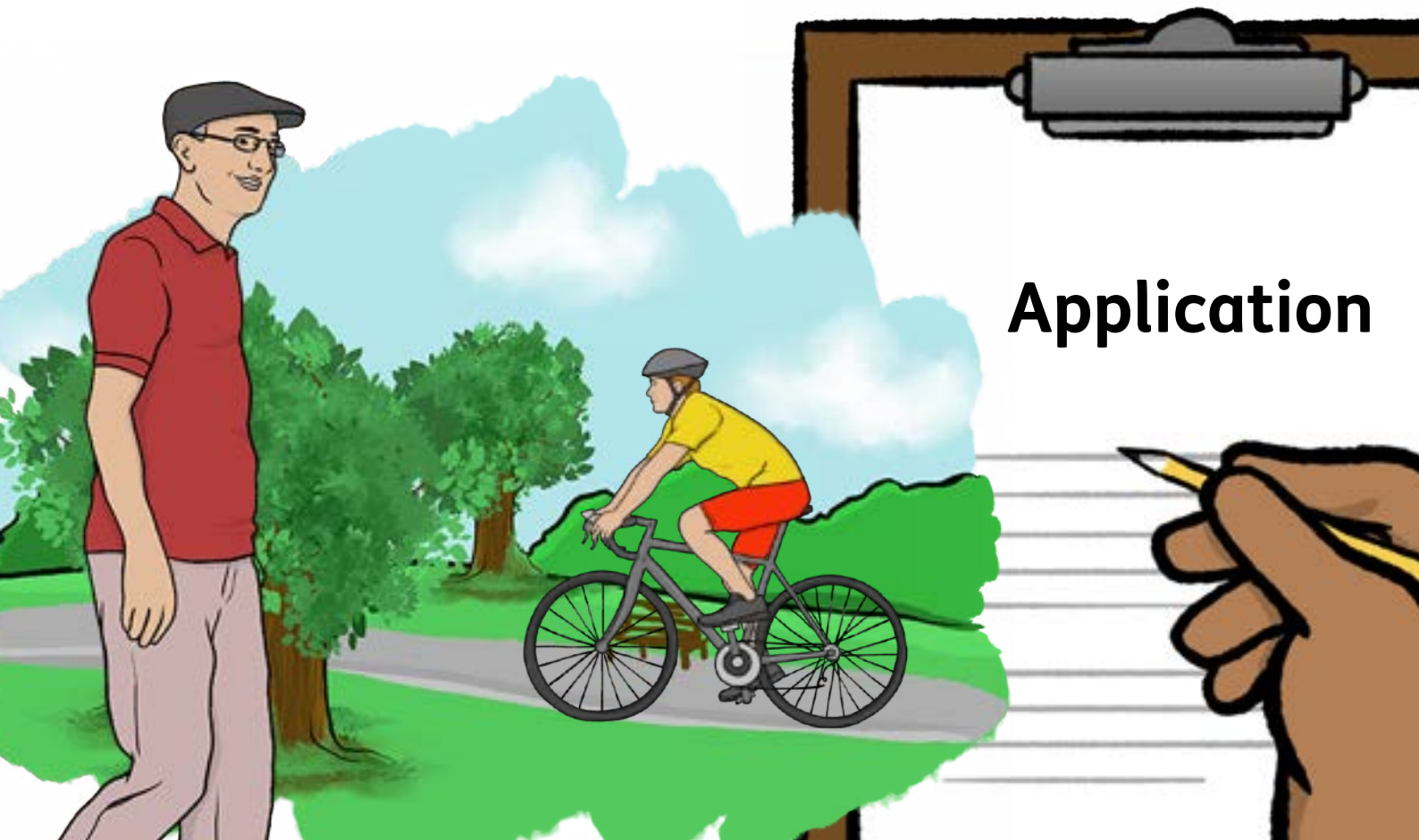




**Easy
Read**

Applying for a grant from Walking and Cycling Grants London (WCGL)



Application

Easy Read



This is an Easy Read version of some information. It may not include all of the information but it will tell you about the important parts.



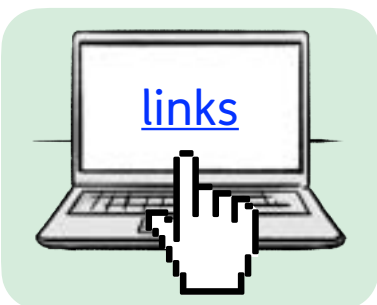
This Easy Read booklet uses easier words and pictures. You may still want help to read it.



Some words are in **bold** - this means the writing is thicker and darker.



These are words that some people will find hard. When you see a bold word, we will explain it in the next sentence.



Blue and underlined words show links to websites and email addresses. You can click on these links on a computer.

What is in this booklet

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About this booklet



Groundwork London manages **Walking and Cycling Grants London (WCGL)**.



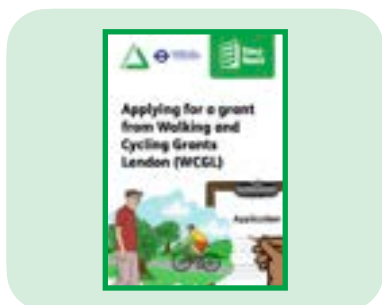
Walking and Cycling Grants London (WCGL) gives money to organisations that have walking and cycling projects.

This money is called a grant.



The money for a WCGL grant is being provided by 2 organisations:

- Transport for London.
- The London Marathon Foundation.



This booklet is for organisations that would like to get a WCGL grant.

What organisations can get a WCGL grant?



You can get a grant from WCGL if you are a:

- Local community group.



- Company that works to make local areas better. This means your organisation does not work to make money.



- Charity.

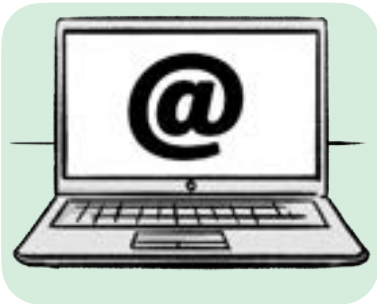


You must be in Greater London, and your walking and cycling project must also take place in Greater London.



We will ask you to prove your organisation is in Greater London.

If you are not sure what type of organisation you are please contact us by either:



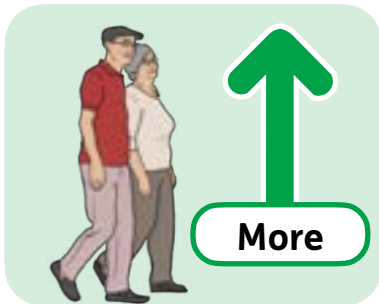
- Email: wcgl@groundwork.org.uk



- Phone: 020 7239 1286

What projects can a WCGL grant be for?

Your project must be a walking and cycling project. It must involve:



- Supporting more people to walk and cycle for travel, exercise or fun.



- Helping people who are finding it hard to get back into walking and cycling.

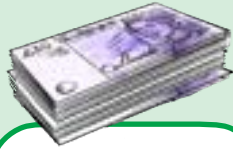


- Setting up walking and cycling activities in London.



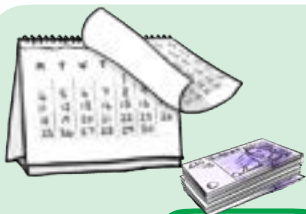
- Including groups of people who are often left out of walking and cycling, like disabled people and people with less money than others.

How much is a WCGL grant?



£10,000

You can ask WCGL for a grant of up to £10,000 to spend on a walking and cycling project.



£5000

The £10,000 is split up over 3 years like this:

- Year 1 - up to £5000.



£3000

- Year 2 - up to £3000.



£2000

- Year 3 - up to £2000.

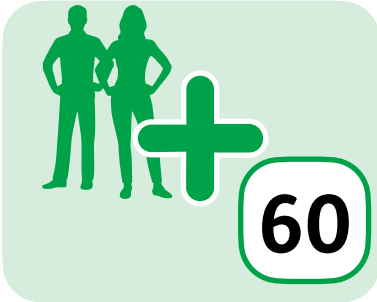


More

The more money you ask WCGL for, the more people must take part in your project.



The most you should spend on a person who takes part in your project is £166 a year.



This means if you want £10,000 for 3 years, you must aim for at least 60 people to take part in your project.

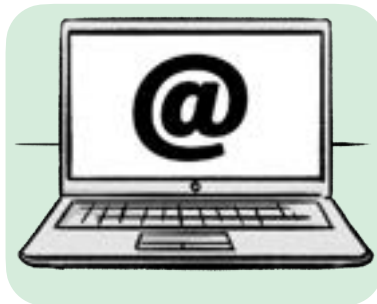


If your project is helping people who have more support needs you might feel you need more money.



You can discuss this with Groundwork London by:

- Phone: 020 7239 1286



- Email: wcgl@groundwork.org.uk

Splitting up the £10,000

When year 1 is over you can either:



- Carry on your walking and cycling project with no grant from WCGL.



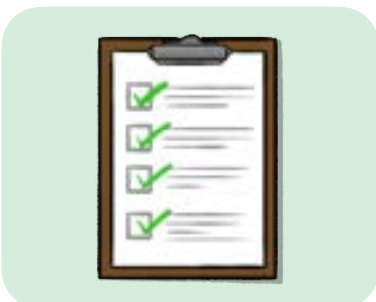
- Ask WCGL for the extra £3000 for year 2.

If you do this, after year 2 you can ask for the extra £2000.

At the end of each year, we will check that your project is:



- Going well.



- Doing what it set out to do.



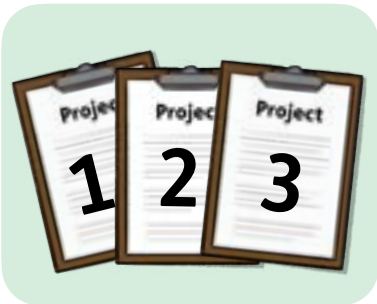
We may stop giving you a grant if you cannot prove your project is going well.

How many grants can an organisation apply for?



Apply means asking WCGL for a grant.

You can apply up to 3 times. If you are applying 3 times it must be for:



- 3 different walking and cycling projects.



- The same walking and cycling project, but it must be taking place in 3 different areas of Greater London.

For advice on applying for more than one grant, you can contact Groundwork London by:



- Email: wcgl@groundwork.org.uk



- Phone: 020 7239 1286

Applying for a WCGL grant



You can apply online here:

www.wcgl.london



You can apply from Wednesday 26 July 2023.



You need to apply before Friday 1 September 2023 at 10am.

Filling in the application



When you apply you will have to answer some questions and give some information.

This is called completing the application.



Lots of organisations want a WCGL grant, so when you apply you must make sure you give all the right information.



The person who completes your application needs to:

- Answer all the questions and give the correct information.



- Give us their contact details.

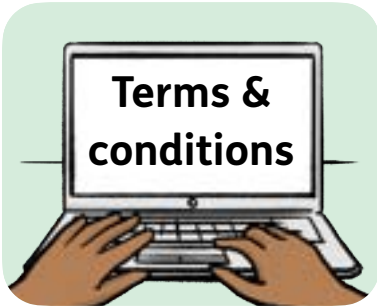


- Sign the application.

The person needs to sign the application to show that they have:

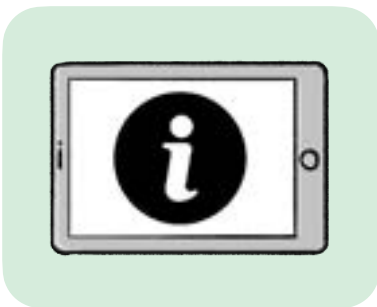


- Read this booklet.



- Read the **terms and conditions**.

Terms and conditions are rules you must agree to be able to get a WCGL grant.



- Read all of the information about how we will keep and use your information.



- Given correct and true information.

Looking at your application

When we look at your application we will look at:



- Whether you are the right type of organisation to get a WCGL grant.



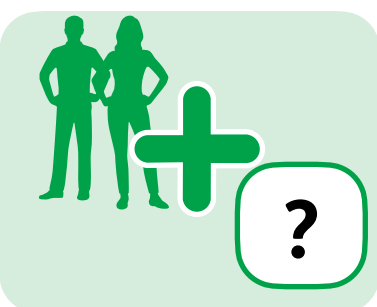
- The aims of your project and whether you will be able to achieve them.



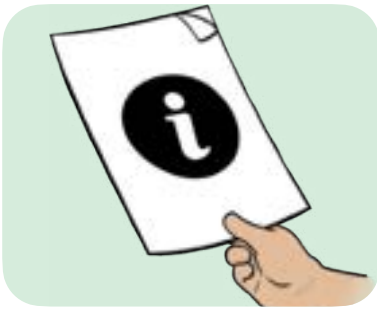
- The equipment you have asked for and whether you need it or not.



- Whether your project focuses on helping a group of people and you have explained how you will help them.



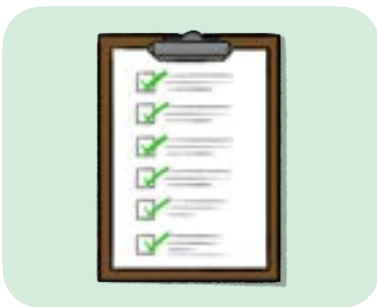
- The number of people you say you will help with your project and whether you have worked this out correctly.



- How you will share information about your project.



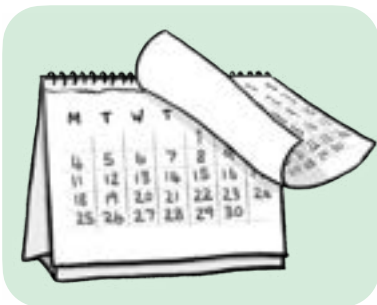
- When your project will start and end.



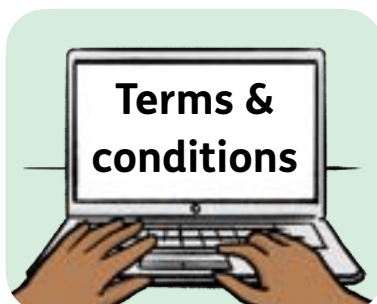
- That you have given lots of information about what work you will do and when you will do it.



- What you will spend the WCGL grant on and whether you worked this out correctly.



- Whether you have explained how your project will carry on in the future.



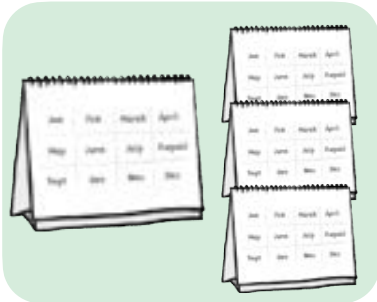
- Whether you have read and signed our terms and conditions.

A discussion



If you would like to, you can contact us for a discussion before you apply, to talk about:

- Your project.
- Whether you want to apply for 1 year or 3 years of a WCGL grant.
- How you would carry on your project in the future.



- Any questions you might have.



You can contact us by:

- Phone: 020 7239 1286
- Email: wcgl@groundwork.org.uk



When will organisations get a WCGL grant?



We will let you know if you are getting a WCGL grant at the end of November 2023.



You will be able to start your walking and cycling project in January 2024.



Projects will stop in September 2024.



This is when you will decide whether you are going to carry on your project with no grant or ask for more money.

How do we send the money to organisations?



Money from a WCGL grant will be paid into your organisation's bank account.

If your organisation does not have a bank account you can either:



- Set one up as soon as possible.



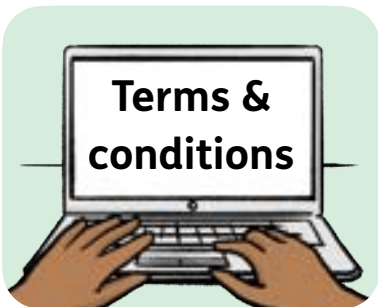
- Ask that the money is sent to a different organisation's bank account.

We will ask you to prove that this organisation is real and legal.

Terms and conditions



Terms and conditions are rules you must read and agree to.



Please read these terms and conditions before you start your application.



If you get a WCGL grant and then do not follow our terms and conditions you may have to pay the money back.

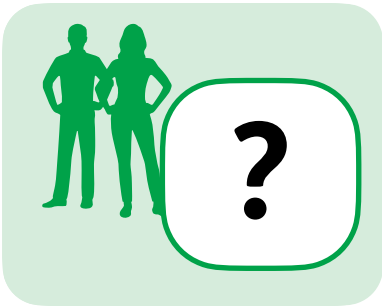
1. Checking your project

You must agree to:

- Keep a record of everything you spend WCGL grant money on - you should keep receipts if you can.



You must also agree to:



- Keep a record of the number of people who take part in your project.



- Keep a record of the types of activities you do as part of your project.



- Collect feedback about your project from people who take part.



- Give Groundwork London reports about how your project is going.



- Take photos of activities to show they have happened.



- Make sure you get permission from people to take photos of them.

You must do this by asking them to sign a consent form. We can give you consent forms.



- Make sure everyone in your organisation behaves well during the project.



- Agree to allow us at Groundwork London, Transport for London and The London Marathon Foundation to look at information about your project when we want to.

2. Equipment

If you need equipment for your project you must agree to:



- Use equipment for the project and to support people taking part in the project.



- Spend any money you make by hiring out equipment, on your project.



- Make sure people return your equipment if they have hired it out.

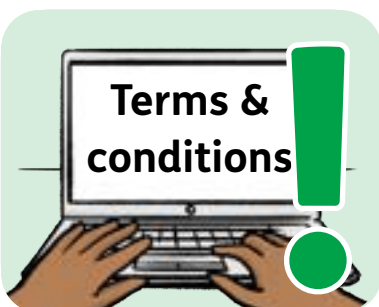


- Have a member of staff who is in charge of checking and looking after equipment.



- Have **insurance** on equipment.

Insurance is protection for when something goes wrong. You pay money to an insurance company and they pay out if equipment gets lost, stolen or broken.



If you do not follow these terms and conditions we can take equipment back from you.

3. Sharing your project



You might ask for money for materials and media that will share information about your project, like magazine adverts.



You must agree to:

- Use ways of sharing your project that are free where possible, like social media.
- Follow guidelines about how to use logos and how to share information.



4. Payments



You must keep a record of everything you spend WCGL grant money on - you should keep receipts if you can.



If you want to carry on getting a WCGL grant for year 2 you must spend all of your year 1 grant by 31 October 2024.



If you want to carry on getting a WCGL grant for year 3 you must spend all of your year 2 grant by 31 October 2025.



You must spend all of your year 3 grant by September 2026.

5. Vulnerable people



Vulnerable means a person might need extra help and support to stay safe and well.

If your project involves vulnerable people you must agree to:



- Have plans and rules in place for how you will keep these people safe.



- Make sure everyone follows these plans and rules.

If your project involves vulnerable people you must also agree to:



- Make sure all members of staff and volunteers who run your project have the correct training and are safe to work with vulnerable people.



- Make sure nobody who might be a risk to vulnerable people works with them.

6. Health

You must look after your own health and the health of people involved in your project.



For example, if someone has a cold, flu or COVID-19.



You must follow all the UK Government's advice on how to keep people safe from getting COVID-19.

7. Insurance

You must agree to:



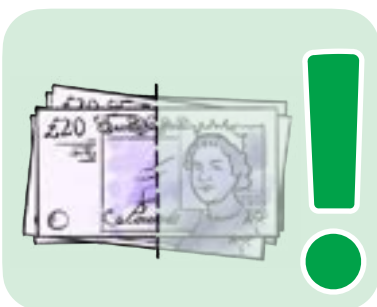
- Make sure your project has all the insurance it needs.
- Prove you have insurance if we ask you to.

8. Serious incidents

A **serious incident** is any event where:



- Someone is hurt or at risk of being hurt.



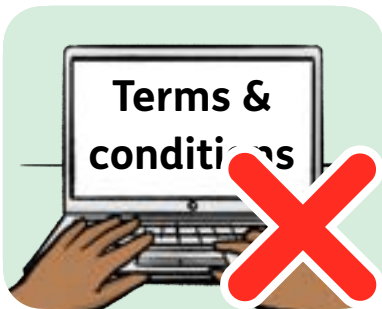
- There has been a big loss of WCGL grant money like a piece of equipment being broken so badly it cannot be fixed.



You must agree to let us know there has been a serious incident within 2 days of it happening.

Stopping or paying back a WCGL grant

We may stop giving you a WCGL grant and/or ask you to pay us the WCGL grant money back if:



- You do not follow our terms and conditions.



- You give us any information that is incorrect.



- There is an event to do with your project that makes other projects and organisations look bad.



- You or any staff at your organisation make us at Groundwork London, Transport for London and The London Marathon Foundation look bad.

We may also stop or ask for grant money back if:



- You get a second grant from another organisation for the same project.



- The grant is not being used to achieve the aims you set out to do.



- You refuse to give us the information we need when we ask for it.



- It becomes illegal for you to have a grant.



- Your organisation stops working and closes down.

How we will keep and use your information



We will only collect personal information about anyone from your organisation if we need to.



We will only share this personal information with Transport for London and The London Marathon Foundation.



We will not share this personal information with anyone else.



We will use personal information to:

- Check if you can get a WCGL grant.
- Get the WCGL grant money to you.
- Set up agreements between us and you.



We will destroy any personal information we have after 7 years.



If you do not agree to give us personal information, you cannot get a WCGL grant.

Your rights



Rights are things you are allowed to have and do by law.



You have rights that are to do with your personal information.



You have the right to:

- Ask us for copies of the personal information we have about you.



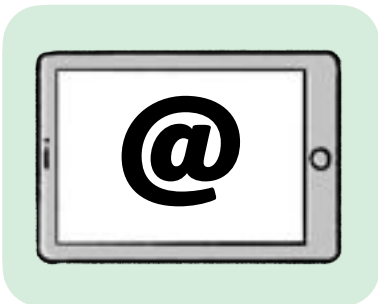
- Tell us that we have incorrect personal information about you.



- Tell us that you think the way we are using your personal information is wrong.



- Ask us to delete your personal information.



If you have any questions about how we will keep and use your personal information, you can contact our Data Protection Officer by:

- Email:
GWLondon.GDPR@groundwork.org.uk



- Post:
18 - 21 Morley Street
London
SE17 7QZ



- Phone: 0207 922 1230



If you have concerns about how we are keeping and using personal information you can make a complaint.



You can make a complaint by contacting the Information Commissioners' Office:

- Phone: 0303 123 1113



- Website: <https://ico.org.uk>

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