



A Commissioning Prospectus

An opportunity for groups, organisations and enterprises of all types to bid for grant funding

Cycle Hubs Grant Programme 2016-2017

PART OF THE ISLE OF WIGHT
VOLUNTARY & COMMUNITY
SECTOR STRATEGY



Prospectus is part of a grant-making programme supported by the Isle of Wight Council, The IW NHS and Community Action IW. The programme provides fair and transparent access to grant-funding that enables public service delivery on the Isle of Wight by voluntary, community and social organisations and enterprises of all types.

Isle of Wight Council Cycle Hubs - Grant Programme 2016-2017 Commissioning Prospectus

1. Introduction

This Prospectus is an invitation to groups, organisations and enterprises of all types to bid for grant funding that they can use to develop Cycle Hubs linked to the Cowes to Newport cycle track. The funding commissioner is the Isle of Wight Council.



What is a Prospectus?

Public sector partners on the Isle of Wight want to encourage thriving business and civil sectors (voluntary, community and not for profit organisations). They also have to ensure the best value from public funding. This has resulted in the Prospectus, our grant funding process.

This Prospectus is open to new and existing organisations as well as enterprises of any type.

As with all public funding, successful bidders will help us to deliver a number of outcomes in return for grant funding.

The Prospectus approach recognises the diversity of the many potential applicant groups, organisations and enterprises. It is designed to be easy to use and geared to the needs of those bidding for funding.

Grants will be awarded through a competitive bidding process intended to encourage innovation, collaboration and building capacity in our communities. Prospectuses also carry a local public sector commitment to offering funding opportunities that use Local Compact standards for voluntary organisations and small businesses.

Delivering our plans and priorities

Applicants to this prospectus must help the commissioner to deliver outcomes related to at least one of the council's priorities which are:

- Priority 1 – supporting growth in the economy, making the Island a better place and keeping it safe
- Priority 2 – keeping children safe and improving their education
- Priority 3 – protecting the most vulnerable with health and social care, investing in support, prevention and continuing care
- Priority 4 – ensuring that all the resources available to the Island are used in the most effective way in achieving the Island's priorities

A more detailed explanation can be found in the council's corporate plan:

<http://www.iwight.com/documentlibrary/view/corporate-plan-2015-17>

The council's Economic Development service is committed to delivering an economically sustainable community while protecting the unique environment of the Isle of Wight. The service is also partner to national organisations, helping to deliver national objectives and targets that sustain our economy and environment. For more information about the work undertaken by the Economic Development team, and in particular the transport and environmental programmes that complement the objectives set out in this prospectus, contact Jim Fawcett, the commissioning manager, by telephone (01983 821000 ext. 6302), or email jim.fawcett@iow.gov.uk

Why do we want partnership with the voluntary and community sector?

We believe that involving civil sector groups and organisations, and businesses in planning and delivering local services and activities promotes stronger and more active communities as well as value for money.

The use of grants can also help the development of partnerships between organisations and enterprises, allowing for innovation and imaginative use of funding and revenue from a range of sources.

As well as being an agent for change, innovative enterprises and a thriving and independent community sector can also be an important voice, helping us to arrange and commission more responsive services that are based on their knowledge and experience.

2. Cycle Hub Grant Programme 2016/17

Introduction:

To further inspire cycling journeys along the Newport to Cowes cycle track, the Isle of Wight Council would like to support the development of a network of Cycle Hubs in Newport and Cowes, at either end of this popular cycle route.

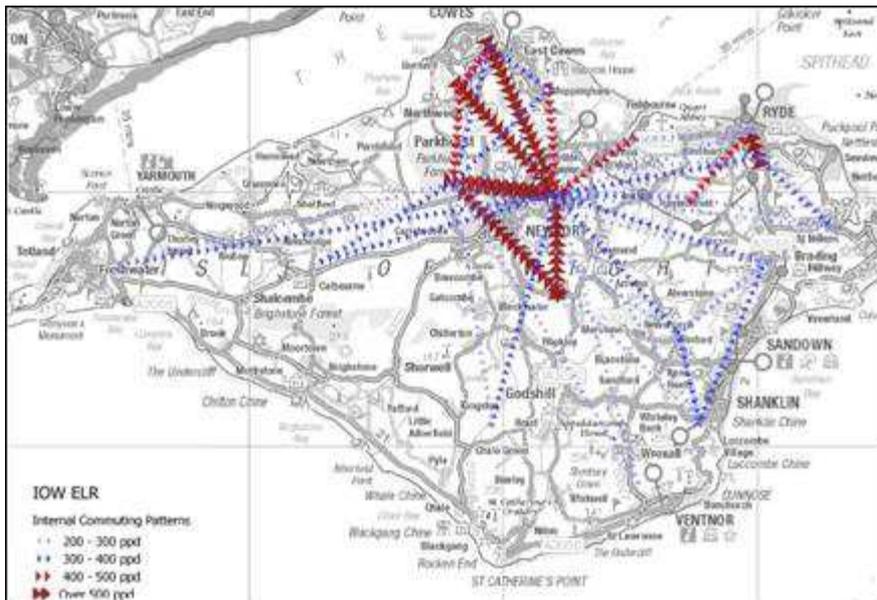
The implementation of Cycle Hubs may support the diversification of existing businesses, the expansion of existing cycling related businesses, and/or the creation of new businesses, generating new skills and jobs. We believe that businesses can grow by responding to the needs of cyclists.

Proposals are invited from the market and will be selected based on the ability to deliver outcomes. However, the basic requirement is anticipated to include the provision of space for secure cycle storage, together with maintenance and repair and welfare facilities for cyclists in order to inspire additional journeys and give confidence to new route users. In short, we want to support communities and business which share the ambition to make cycling and walking the natural choice for shorter journeys.

Cycle Hubs can be freestanding, bespoke units or provide space within existing buildings and facilities. They can be part of workplaces or transport hubs or built into accommodation or retail units.

Background:

Many employers and employees are based in the Medina Valley (between Cowes and Newport) and there is strong planning policy approach towards facilitating sustainable employment provision within the Medina Valley area, as set out in SP3 (Economy), DM8 (Economic Development), and DM18 (Sustainable Travel) policies within the Core Strategy. Newport, which is the hub of the Island's road network, is identified in the Local Transport Plan as one of the Island's congestion hot spots; 80% of private car journeys entering Newport are single occupancy. Although not an Air Quality Management Area, nitrogen dioxide recordings taken in central Newport are well above the average readings taken at other locations on the Island. At the northern end of the Medina Valley, Cowes is a key Island access and departure point for cross-Solent travellers using the ferry.



Source: Census 2011 (Map reproduced from Employment Land Study, Isle of Wight Council, March 2105).

Connectivity options between Newport and Cowes include the A3080, the main road corridor which carried 5.1million car movements in 2014, and a dedicated traffic free cycling and walking route, which hosts 110,000 cycle trips, broadly following the west bank of the river Medina. Bus passenger journeys along the A3080 corridor are between 1million and 1.5million per year.

The cycle track forms part of the National Cycle Network Route 23 and is shown in detail in **Appendix 1**.

It is a 7.1km route linking the Isle of Wight settlements of Newport and Cowes at either end of the Medina Valley. For much of its length, the route follows the western bank of the River Medina. Much of the route follows the disused railway track bed of Southern Railway's Cowes to Newport railway, which closed in the 1960's. The disused railway has been converted into a shared use trail for pedestrians and cyclists, and offers a well maintained metalled surface with a minimum 2.5m width. Sections of the route on approach to Cowes and Newport follow the public highway network, with signs indicating the direction and presence of the cycleway.

The IW Council has installed automated cycle monitors at either end of the Newport to Cowes cycle track. The results of this monitoring between June 2014 and June 2016 show that:

- At the Cowes end of the cycle track there was an average of 263 trips per day, with a maximum of 639 trips on the busiest day (1st May 2016)
- At the Newport end of the cycle track there was an average of 274 trips per day, with a maximum of 782 trips on the busiest day (1st May 2016)
- At both monitoring points the traffic was roughly equal in northerly and southerly directions

Further details are shown in **Appendix 2**.

There is significant potential to increase cycling usage of the cycleway; it is well surfaced, flat, mostly traffic free, and notably, offers competitive journey times with equivalent journeys along the parallel road (A3080) using car or bus. The ambition is to generate a minimum increase of 40,000 trips per annum, over the current base of 110,000 trips.



The Cycle Hubs are being funded by the Isle of Wight Council with money secured from the Department for Transport's Sustainable Travel Transition Year (STTY) 2016/17 competition. All funding received by applicants must be spent by 31st March 2017.

STTY projects will set the scene for the Isle of Wight Council's Access Fund application later in 2016. There is enormous potential to apply our approach to other traffic free corridors on the Isle of Wight from 2017 onwards, in particular the East Cowes to Newport corridor.

For full details of the STTY programme and to see how this project fits within the wider programme, please see link below:

www.iwight.com/Residents/Environment-Planning-and-Waste/Planning-Policy-new/Transport-Policy/Local-Sustainable-Transport-Fund-Project

The objectives of the Cycle Hubs programme are therefore:

- To develop a network of Cycle Hubs in Newport and Cowes;
- To increase provision of space for secure cycle storage, together with maintenance and related services in order to inspire additional journeys and give confidence to new route users;
- To facilitate the diversification of existing businesses, the expansion of existing cycling related businesses, and/or the creation of new businesses, generating new skills and 2 x FTE jobs;
- To prove the economic case that businesses can grow by responding to the needs of cyclists;
- To increase commuter use of the Cowes to Newport cycle track; contributing to an annual increase of 40,000 cycle stages along the route.

The outcomes that you can help us to achieve:

Applications are invited for projects that will meet the following outcomes:-

Outcome 1: Increased use of the Cowes – Newport cycle track by commuters;

Outcome 2: Economic growth with reduced carbon emissions;

Outcome 3: An integrated sustainable transport experience for cyclists.

Outcome 4: Increased levels of physical activity, contributing to a healthier workforce

Local schemes similar to those established elsewhere may deliver these outcomes, as would other innovative schemes that are being tried for the first time. Whatever schemes are proposed, the successful applicant(s) must have a sound implementation plan.

Applicants should note that the council is offering a separate opportunity for the development of a SMART cycling corridor along the Newport to Cowes route. The objective of the SMART cycling corridor will be to inspire additional users through mobile applications, open data and GPS information with a range of two way real time data, gamification and experiential enhancements to achieve this ambitious trip increase.

3. Making an Application

Funding and resources that the commissioner can make available

The total grant funding available through this Prospectus is £67,000 and must be used by 31st March 2017.

This is made up of capital (£40,000) and revenue (£27,000) funding. Revenue items are costs related to the day to day provision of the service, such as salaries, supplies, utilities and marketing. Capital expenditure creates or enhances assets that have a life of more than one year, such as buildings, land and equipment.

To apply for this council grant, you must use an application form that is only available from the commissioner (details in 'How to Apply' below). Use the form to tell us about your ideas and how you will deliver the commissioning outcomes set out above.

The successful bidder(s) for grant funding will be offered a Funding Agreement with Conditions. The agreement will include arrangements that will be put in place to explain how the outcomes are being delivered.

Grants will usually be made in a number of payments on proof that outcomes are being delivered. However, there is some flexibility; for example, an initial start up payment can be claimed if needed. A final payment, amounting to 20% of the total, will be made on successful completion of the project and the provision of information required by the commissioner.

Before making an application, please [click here to see the guide to making Prospectus applications](#).

How will we know that our outcomes are being achieved?

The council will need to show what impact the activities it has supported have had on the outcomes we have set. We will look for a combination of information about how much of something is being done, and how effective it has been. The application process asks you to suggest how you will tell us these things.

We also have to supply information to the Government via the Sustainable Travel Transition Year (STTY) Programme Board. They may change the information they ask for, so we need partners who will help us respond to these changes.

The bid should include your proposals for reporting although there are some basic expectations. In particular, the successful applicant(s) will be required to report regularly to the council on the progress of the project and meet with the commissioner at regular intervals.

Potential bidders must contact us to discuss their intentions before applying. This provides an opportunity to discuss ideas and the council can advise on what information it would be helpful to build into an application.

When assessing the strength of an application and how well a service is going, the council regards the views of service users as an important measure of how well a grant funded organisation is doing and how its services will be welcomed. This can tell us if people are

able to access the services they need, where and when they want them, and help to identify the need for future change and improvement.

In short, the council will need to know how well your proposals are faring and how well outcomes are being delivered.

Requirements

You are asked to complete the application form supplied by the commissioner, and to provide a brief Implementation Plan, alongside evidence that you are a suitable partner for the council.

You should show how you intend to market your scheme and to submit evidence to show how the scheme can be self-sustaining once the funding period ends.

If you intend to work closely with any partner organisations, you should explain each organisation's roles and responsibilities.

If your proposal requires planning permission you should state whether you have already received planning consent or how you would achieve this within the specified time frame. The commissioner will advise you on the information that is required.

We intend to fund between 3-6 cycle hubs with the funding available (£67,000). However, we have not set a limit on the amount that can be requested for each project and we ask you to submit a realistic budget for the project you have in mind. You should indicate how much of the request is for capital expenditure and how much is for revenue expenditure. This should clearly show the amount that is being requested from the Isle of Wight Council as grant funding and the amount you are providing yourself or securing from other sources. There are no requirements to provide match funding.

Successful bidders must be able to show that they have or will have arrangements in place to meet the following responsibilities. You should have:

- Public liability, and where appropriate, employer liability insurance (minimum £5 million).
- Evidence that you are able to manage grant funding effectively and efficiently.
- Compliance with relevant legislation including health and safety, risk assessment, equality and diversity, safeguarding vulnerable adults and children, data protection and freedom of information (You can get independent help and advice on these things, see the 'Contacts' section below).
- Recognised qualifications and experience.
- Suitable references in support of your bid (see the application form)
- Agree to allow council officers and commissioned external consultants the right to visit sites and view operations relating to aspects of the scheme funded by the grant.
- Agreement to the use of the Isle of Wight Council logo on any promotional materials for funded activities.
- A non-discriminatory service that provides equality of opportunity.

You may be asked for evidence that you qualify for funding: we are only able to fund properly constituted trading enterprises, voluntary and community groups. Any funding that we provide can only be used for the purposes set out in any funding agreement with the council, and cannot be used to subsidise other activities.

Successful applicants will be required to:

- Provide records of eligible expenditure on their project amounting to equal or more than the funding provided. Evidence will be in the form of receipts from suppliers along with bank statements showing that the payments have been made.
- Provide monitoring information to show, as a minimum, the usage of the facilities provided. Applicants can describe any additional monitoring information they propose to provide in the application form.

How to apply

Please contact commissioning manager, Jim Fawcett (Tel: 01983 821000 ext. 6302) to discuss your idea or email jim.fawcett@iow.gov.uk. This is the only way to secure an approved application form.

Completed applications should be sent to:

Jim Fawcett
Isle of Wight Council
County Hall
High Street
Newport
Isle of Wight, PO30 1UD

Applications should be delivered to Jim Fawcett by **17.00 on 7 October 2016**. Contact the commissioning manager to discuss how you will deliver your bid, which can be accepted in a number of ways including by post, hand or email.

Applications received after the closing date cannot be considered.

A panel will meet in mid-October 2016 to consider applications. Successful applications will receive funding via a Funding Agreement.

If you are a community organisation, we strongly advise that you take advice on your bid. **Independent advice is proven to be a significant factor in the likelihood of making a successful application.** Free and open access to independent advice is available to help prepare grant bids and business-planning (see the 'Contacts' section below for local independent advice available to community organisations).

This is a competitive process and grant funding decisions will be based on the information supplied with the application. Bidders should use the application form to tell the council how their bid will deliver the outcomes set out in this Prospectus, how the grant funding will be used, and how the council will know how well the service is working.

The Prospectus process allows flexibility, creativity and innovation. Unlike contractual tendering, there will be opportunities to negotiate with successful bidders before and after a funding agreement is made.

Timings

| | |
|--|------------------------------|
| This Prospectus will be issued: | 23 September 2016 |
| The closing date for applications is: | 07 October 2016 (5pm) |
| The Appraisal Panel will meet on or about: | 14 October 2016 |

Successful programmes should begin on or about 15th October 2016 and be completed by 31st March 2017.

Contacts

To discuss your ideas about how you might help the Council deliver the outcomes in this Prospectus, and to start an application, please contact:

Jim Fawcett on Tel: 01983 821000 ext 6302 Email: jim.fawcett@iow.gov.uk

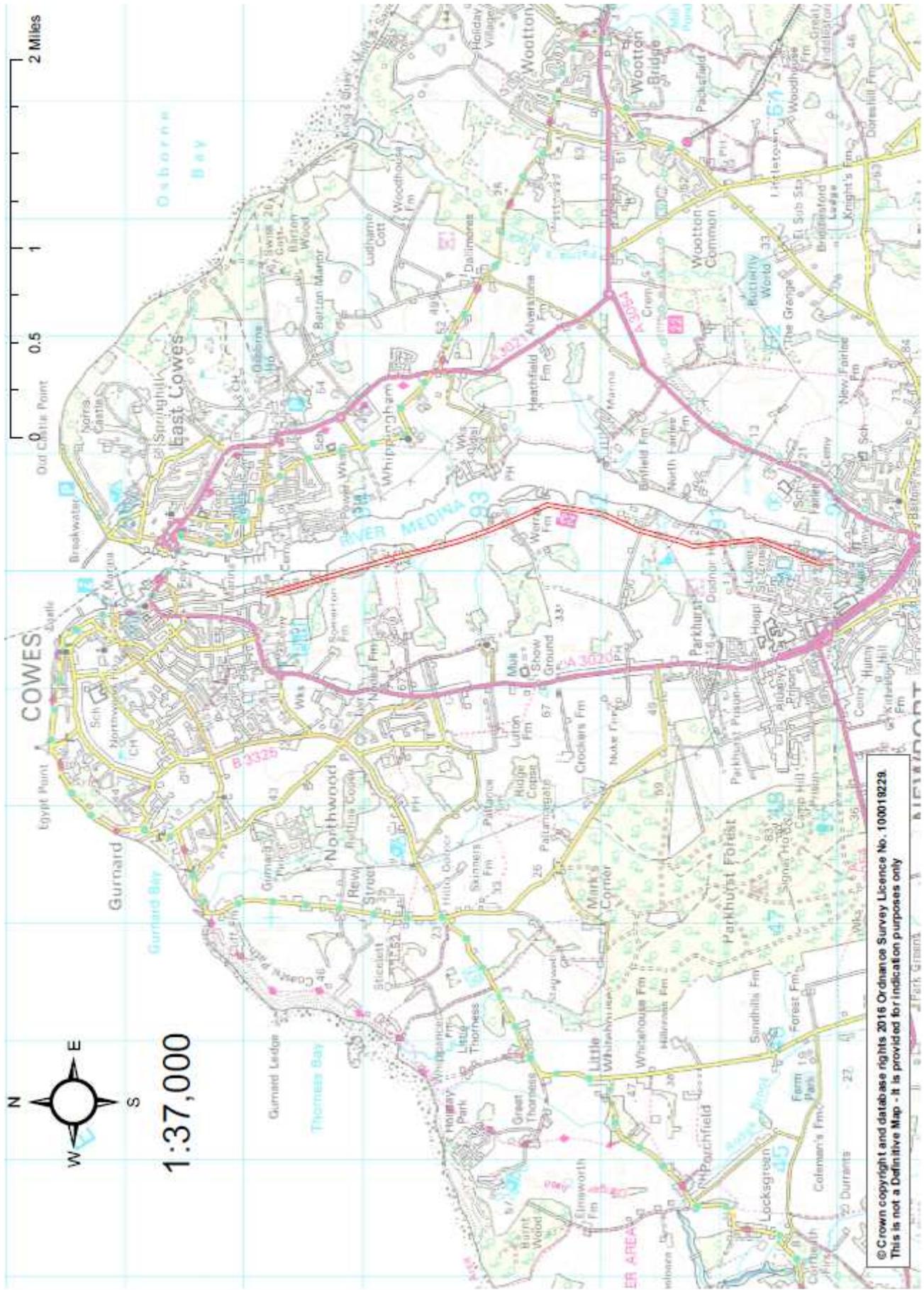
For community organisations seeking independent advice on an application, contact:

Community Action IW, Tel 01983 524058 or email mail@actioniw.org.uk

The Small Print and More Information

A short guide with more information about Council grant-making is available. It sets out more information about the Prospectus process and is intended to help all bidders submit the best possible bid. [Click here to see a copy of the latest 'Small Print' guide for applicants.](#)

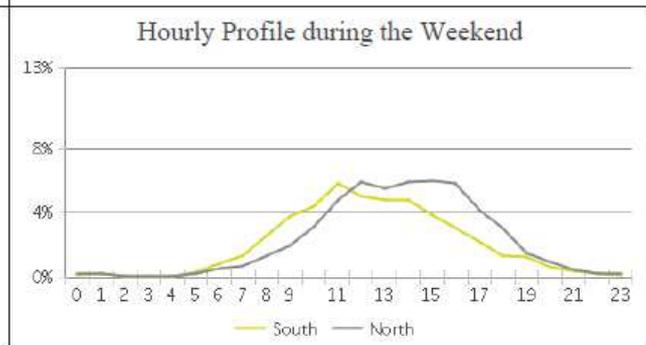
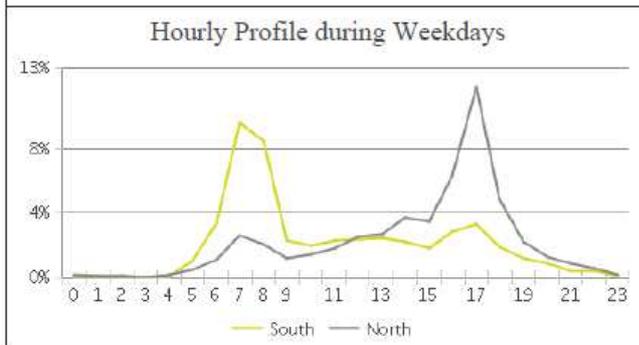
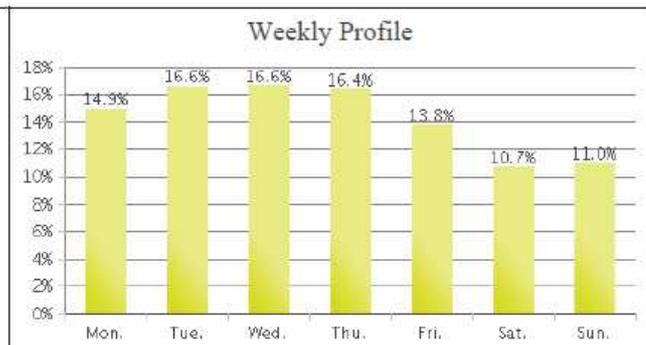
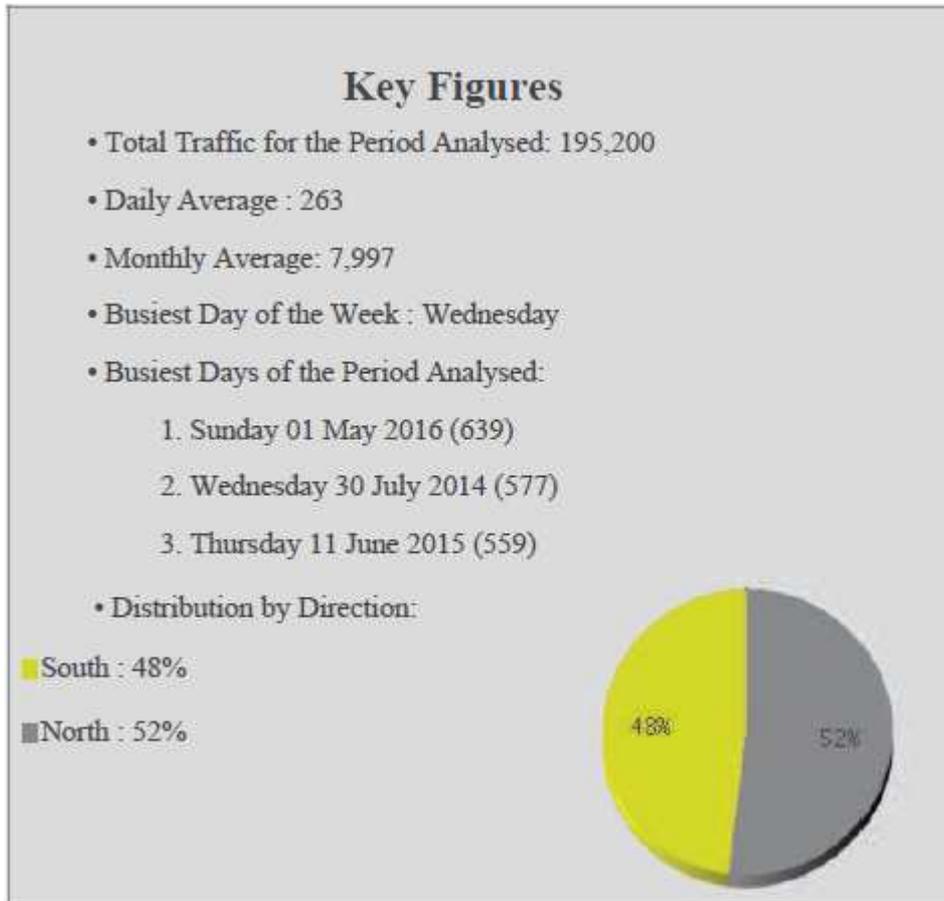
Appendix 1: Cowes – Newport Cycle Track



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 This is not a Definitive Map - it is provided for indication purposes only

Appendix 2: Monitoring Data

A: Cowes monitoring point



B: Newport monitoring point

