



Department of  
Transport



## Bike Week 2018

# Grant Guidelines

Friday 16 – Sunday 25 March 2018

**Bike Week, Western Australia's annual celebration of bike riding, is back for 2018.**

Grants of between **\$500** and **\$2,500** are available from the Department of Transport to host Bike Week 2018 events, from a total funding pot of \$30,000.

The primary aim of Bike Week 2018 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, Parents and Citizens' (P&C) Associations and bike groups.

WestCycle, Western Australia's peak body for cycling, is partnered with the Department of Transport to deliver Bike Week 2018 and coordinate the grants program.

### Dates

Bike Week 2018 will run from **Friday 16 March to Sunday 25 March 2018.**

### Bike Week Aims

1. Promote and encourage bike riding for transport, fun and/or for a healthier lifestyle
2. Grow the number of people riding for transport, fun and/or for a healthier lifestyle
3. Increase awareness of where to ride for transport trips
4. Encourage women, children and novice riders to give bike riding a try
5. Increase attendance and participation at Bike Week events
6. Grow the level of involvement in Bike Week activities from local councils, workplaces, schools, government agencies and bike groups.

### Bike Week Grant Criteria

All grant applications will be assessed against the following criteria:

1. Demonstrate how the event will promote and encourage bike riding for transport, fun and/or for a healthier lifestyle
2. Demonstrate how the event intends to achieve one or more of the following objectives:
  - 2.1. 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.
  - 2.2. Encourage existing riders to ride for transport more often
  - 2.3. Introduce new riders to bike riding
  - 2.4. Raise awareness of existing bike infrastructure and bike routes
  - 2.5. Raise the profile of bike riding Western Australia
  - 2.6. Normalise the perception of bike riding in the community

- 2.7. Improve the skills and confidence of novice riders
- 2.8. Encourage bike riding among groups with low participation levels and reaches beyond the established bike riding community (e.g. women, young people, seniors and culturally and linguistically diverse communities etc.)
3. Demonstrate a preparedness to collaborate with other stakeholders to grow the event. Larger events where organisers work collaboratively with others and seek additional support, funding, or donations from local bike groups, bike shops, councils, schools, local businesses and community organisations are encouraged
4. Evidence of sound planning and demonstrated ability to make the event/activity happen and be successful
5. Demonstrate how the event takes in to account and provides for the needs of people with a disability
6. Value for money

### Grant Funding Available

Applicants can apply for between \$500 and \$2,500 (excluding GST) in grant funding, from a total funding pot of \$30,000.

### Closing Date

Applications close at **4pm on Friday 1 December 2017.**

Applications must be submitted by the group/organisation responsible for hosting the event (i.e. not by a third party, a sponsor or partnering organisation etc).

### Assessment Process

All grant applications received by the closing date will be assessed against the Bike Week grant criteria detailed above.

WestCycle will notify all applicants by email of the outcome of their application by January.

### Eligibility

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

### Grants will not support:

- Infrastructure projects
- Ordinary running costs of an organisation
- Individual endurance rides
- Conference attendance or travel requests
- Competitive bike events or fundraising events
- Purchase of sporting team apparel or sporting equipment, including bikes

### Ideas and Inspiration

More than 100 events were held across metropolitan and regional Western Australia in Bike Week 2017. The diverse and creative line-up of events ranged from community breakfasts and guided

bike rides to pedal-powered movie nights, treasure hunts and bike-themed exhibitions. Creative, artistic and innovative events are encouraged.

For more inspiration applicants are encouraged to explore the events below:

[Sydney Rides Festival](#)

[Frocks on Bikes](#) (New Zealand)

[Gigantic Bicycle Festival](#) (Seattle, USA)

[Bikefest](#) (Newcastle, NSW)

[San Francisco Bicycle Music Festival](#)

[Summer Streets](#) (New York City)

### **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.

### **Publicity**

Grant funded events will be listed on the Bike Week website.

Unsuccessful grant applicants are encouraged to still hold a Bike Week event and, where appropriate, will also receive promotional support including listing on the Bike Week website, through the Bike Week newsletter and on social media.

All event organisers are strongly encouraged to use social media platforms to promote their event (e.g. Facebook, Twitter, Instagram). The Bike Week hashtag is #bikeweekwa

### **Successful Applicants – Agreement, Evaluation and Acquittal**

All successful grant applicants are required to:

- Sign a Grant Agreement
- Complete an Event Evaluation Report
- Complete an Acquittal Statement to show what the grant money was used for

Specific reporting requirements for your project will be advised when your grant is approved. However, generally this 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.

At least 10% of event participants must complete a Participants Survey. Links to an online version and a downloadable version of the survey will be available on the Bike Week website.

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.

Any unspent grant funds, or grant funds not expended in accordance with the grant agreement, will be retained by the Department of Transport.

### **Need help?**

Prospective applicants are encouraged to contact WestCycle's Bike Week team on (08) 6336 9688 or [bikeweek@westcycle.org.au](mailto:bikeweek@westcycle.org.au) to discuss event ideas and/or the grant application process.