

Walking and Cycling Micro-Fund Funding Guide

1. Purpose

The Walking and Cycling Micro-Fund is run jointly by Living Streets Aotearoa and Cycling Advocates' Network. The Fund provides opportunities for organisations to apply for funding of up to \$1000 towards events, promotions and initiatives which promote walking and cycling as a transport option for short trips. The New Zealand Transport Agency provides the funding.

2. Funding Goals

2.1. Primary Goal: more people walking and cycling.

We want to encourage sustained, safe participation in walking and cycling for transport and enjoyment. Ultimately, **we want more people to choose to walk and cycle more often.**

Therefore, we want to support events and initiatives that increase the use of walking and cycling as transport options for adults and children for short trips.

A short trip is defined as being no further than about 30 minutes by cycle or foot. Examples of short trips would be:

- Commuting e.g. to work, to school, to university, to the train station.
- Shopping e.g. a trip to the dairy or the supermarket
- Trips to recreational venues e.g. the beach, the pool, the movies, friends
- Trips to the library or to appointments e.g. doctors, hairdressers

2.2 Secondary Goals: more awareness of walking and cycling for short trips

We want to:

- "Mainstream" walking and cycling. This means that we want more New Zealanders to perceive walking and cycling as beneficial and desirable modes of transport – capable of meeting their day-to-day needs.
- Get people using the available walking and cycling infrastructure where that infrastructure is appropriate and safe.
- Create demand for good walking and cycling infrastructure
- Overcome negative or incorrect perceptions of walking and cycling

3. Eligibility

If you are a member of one of the following types of organisations and you can deliver an activity that supports the programme goals within the application criteria then you are eligible.

- Community groups
- Sporting and active transport organisations
- Health agencies and organisations

- Local Government authorities
- Businesses operating an event/initiative on a not-for-profit basis

The organisation applying must have legal status e.g. an incorporated society or charitable trust.

4. Application Criteria

Please read through these criteria to ensure your group is eligible for funding before applying.

1. The project must meet the goals of the Walking and Cycling Micro-Fund (see section 2 Funding Goals above)
2. The project should be completed by the 30th of April 2009.
3. We will not fund:
 - Costs associated with running an organisation, such as staff and equipment costs.
 - Capital works.
 - Travel, tours, conference attendance and camps.
 - Projects receiving sponsorship from car manufacturers or companies associated with the tobacco, alcohol or fast food industries.
 - Activities planned for outside New Zealand.
 - Payment of budget deficits to be granted retrospectively.
 - Competitive sporting events.
 - Groups that have previously received support and did not fulfill obligations as per previous funding contracts will not be supported.
 - Activities or events where profit is the main objective.

5. Examples of Projects Funded

Types of projects funded include:

- prizes and promotion for local walk or cycle to work events
- walk or cycle to school events or classroom challenges
- reward schemes for walking and/or cycling trips
- walking school bus set up expenses
- walking maps design, printing or revision
- research to identify walking or cycling routes or motivational barriers
- safety and skills courses for children or adults

Lists of successful walking and cycling projects are available at

<http://www.livingstreets.org.nz/pdf/SuccAppl2007.pdf>

6. How to Apply

Details of how to apply are on the application form.

Applications are due by 17 October 2008.

7. The Funding Process

- We will notify you when we receive your application. We will review your application and check all required information has been provided.
- A selection committee assesses each application. Each application will be judged on its merits in relation to the Walking and Cycling Micro-Fund goals. Please note funds are limited so we may not be able to fund all suitable projects.

- We will let you know the outcome of your funding application by 31st October 2008. Successful applicants will be asked to sign a funding agreement and send an invoice for the approved amount.
- We will send you your funding when we have your signed contract and your invoice. We will pay you by cheque or direct credit into your nominated bank account.
- The funding agreement requires you to report on your project. We will send you a funding report form to fill in and return by 30th April 2009.

8. Funding Contact Details

For help contact Lily Linton

Ph (04) 385 8280

Email lily.linton@livingstreets.org.nz

Post Walking and Cycling Micro-Fund, PO Box 25-424, Wellington 6146

Website www.livingstreets.org.nz or www.can.org.nz