



An Roinn Forbartha
Tuaithe agus Pobail
Department of Rural and
Community Development



An Roinn Iompair
Department of Transport

Community Services Programme 2021 Up-cycling of Bicycles and eBikes Pilot Initiative

Call for Proposals

**Information and Guidance
28th April 2021**

Introduction

The Programme for Government commits to “*widening the eligibility of the Bike to Work scheme*” which will help enable the continued increase in the number of people cycling. Cycling and electric cycling have enormous potential to facilitate a high proportion of daily travel. The current Cycle to Work scheme model, which falls under the remit of the Department of Finance, is not currently available to those most disadvantaged or marginalised including those out of work, in receipt of Social Welfare payments or in Direct Provision.

To advance this commitment, the Department of Rural and Community Development, in conjunction with the Department of Transport, is announcing the introduction of a pilot initiative to develop a scheme for the provision of high quality up-cycled bicycles and e-bikes for those on low incomes and/or most marginalised and disadvantaged, via the Community Services Programme.

Funding of up to €1m per annum (€3m in total) will be provided by the Department of Transport over a three year period and will be made available through the Community Services Programme, which is managed by Pobal on behalf of the Department of Rural and Community Development.

It is envisaged that the pilot will support up to 6 social enterprises in 2021 and may, depending on the level of success of the pilot, seek to bring additional organisations into the initiative in 2022.

Aims and Objectives of the Pilot Initiative

The aims and objectives of the pilot initiative are;

- The promotion of a modal shift to cycling;
- The provision of up-cycled bicycles and e-cycles for use/sale/rent/lease to those on low incomes and/or most marginalised and disadvantaged;
- The provision of bicycles for use by local schools, Direct Provision Centres or similar;
- The development of bike reuse and recycling enterprises to be supported under the Community Services Programme;
- The provision of employment/work placements for specific disadvantaged individuals and groups including Travellers, people with disabilities, stabilised and recovering drug mis-users and people with convictions who are in contact with the probation service;
- The development and provision of effective training programmes, including those which would lead to certification and/or National Accredited Qualifications primarily in relation to Bike Mechanics. Consideration will be given to other associated training such as DIY Repair/Maintenance;

- To develop a model that can be replicated on a nationwide basis;
- The provision of an upcycling service to reduce the number of bikes going to landfill sites.

The aims and objectives of the pilot initiative are also fully aligned with the general aims and objectives of the Community Services Programme (CSP) under which it will be operated and it will support legally incorporated community organisations to provide local social, economic and environmental services through the application of a social enterprise model of delivery.

The specific objectives of the Community Services Programme are as follows:

- To promote social enterprise as an approach to alleviating disadvantage and addressing local social, economic and environmental needs which are not being met through public or private funding or other resources
- To create sustainable jobs for those most distant from the labour market, in particular for those who are long term unemployed and from specific target groups
- To promote sustainable social and economic development
- To enable service providers to lever additional public investment to improve facilities and services
- To strengthen local ownership through participation in decision making
- To support social innovation and encourage sharing of learning and expertise between participating service providers.

In addition, the aims of objectives of organisations selected to take part in the pilot **must** align with Government policies regarding social enterprise, cycling and waste reduction and the circular economy action plan, including;

- National Cycle Policy Framework, 2009 – 2020;
- National Social Enterprise Policy for Ireland 2019 – 2022;
- Programme for Government – Our Shared Future;
- Project Ireland 2040 – support public bicycle share schemes;
- Ireland’s National Waste Policy 2020 – 2025; and
- National Energy & Climate Plan 2021 – 2030.

Eligibility Criteria

Organisations eligible to apply are those currently supported under the Community Services Programme or alternatively be in a Partnership/Consortium of which at least one member is currently a CSP supported organisation.

To be considered for inclusion in the pilot, organisations must;

- be viable social enterprises operating on a not for private profit basis;
- have an established presence in their location, have a proven track record and be able to demonstrate their achievements to date;
- work to address the issues experienced by disadvantaged and marginalised individuals and communities;
- demonstrate how the organisation will deliver on the aims and objectives of this pilot and how it intends to evolve and expand into the future;
- demonstrate a commitment to the UN Sustainable Development Goals, including those with a climate action/decent work and economic growth focus;
- clearly demonstrate how supports provided will be utilised to achieve the aims and objectives of the pilot initiative;
- clearly demonstrate good practice in corporate governance and financial management.

Funding

An indicative allocation of up to €250k per annum, per organisation over a three year period, is envisaged.

Applicants should set out a three year plan with the intention of this initiative being self-sufficient at the end of the three year period. The available funding can contribute towards the costs associated with the development/upgrading of training modules/programmes, the provision of training, the employment of trainees/workers/work placements and training costs.

In accordance with the provisions of the CSP, the maximum co-funding contribution towards employing each Full-Time Equivalent position is €19,033 per annum, with €32,000 co-funding per annum provided towards the cost of employing a manager, where warranted. These figures are based on a 39 hour week. Service providers are obliged under employment law to pay the minimum wage to all employees and should strive towards achieving the payment of a “living wage”.

Capital costs, such as the purchase of premises/buildings, will **not** be covered. However, funding for setting up, necessary modification costs to a building and other costs such as the purchase of necessary equipment, parts, supplies, tools, utilities, rent and other overhead costs will be considered.

Governance

The Department of Rural and Community Development and the Department of Transport will be jointly responsible for the initiative at national level. An oversight group to oversee the pilot and monitor and evaluate the performance of the pilot projects will be set up, comprising of representatives from both Departments and Pobal, who administer the Community Services Programme on behalf of the Department of Rural and Community Development. Pobal will also assist with the management and administration of the pilot.

Application Assessment

Successful projects will be selected by a panel established for that purpose chaired by the Department of Rural and Community Development and comprising of representatives from Department of Transport and Pobal.

Applications will be assessed and scored in accordance with the marking scheme set out below that reflect the pilot programme's aims, objectives and eligibility criteria. Applications that do not meet the eligibility criteria will not be assessed or marked. Applicants must meet a minimum standard of at least 70% of the available marks in each category in order to be considered for selection.

While the primary criteria for selection of projects will be based on the extent to which they reflect the programme objectives, as well as the quality of the application, consideration will be given to a number of other issues such as geographic/regional spread and the range of issues covered.

Award Criteria	Marks Available
<p>Strength of Proposal</p> <ul style="list-style-type: none">• Quality of proposal and approach including showing<ul style="list-style-type: none">- Evidence of alignment with government policies and strategies.- How training will be identified/provided.- How the pilot project could be replicated.- How raw materials/bicycles will be sourced.- How the use of bicycles is to be encouraged to contribute to improving the environment and people's health and well-being.• The quality of project outcomes<ul style="list-style-type: none">- Clear attainable and measureable targets in relation to upcycled bikes.- Anticipated outcomes for participants/trainees.	30

<ul style="list-style-type: none"> • Sets out an alternative model to the Bike to Work scheme and outlines intended end users. 	
<p>Fit with Programme Objectives</p> <ul style="list-style-type: none"> • How well the project would meet the objectives of the pilot. • How sustainable the impact of the proposed project would be on completion of the pilot. 	30
<p>Relevant Experience</p> <ul style="list-style-type: none"> • The relevant experience, qualifications, track record and achievements of your organisation with working and developing a social enterprise in the training/recycling/upcycling industry. 	20
<p>Corporate Governance and Financial Management</p> <ul style="list-style-type: none"> • Adequacy of governance arrangements to manage scale of funding and financial viability of the organisation. • Capacity to manage the project in line with public funding principles (outlined overleaf). • Capacity to collect, maintain and report monitoring information. 	10
<p>Value for Money</p> <ul style="list-style-type: none"> • Quality of the outcomes for the proposed budget. • Clear and well-structured budget. • Costs are in line with market norms. 	10

Pilot Programme Evaluation

An evaluation framework for the programme will be developed and will be evaluated against the overall impact of the pilot, including

- The number of jobs created for specific disadvantaged individuals.
- The numbers of certified bike mechanics and trainers qualified through the programme.
- The number of training modules delivered.
- The increase in employability of individuals i.e. the numbers of those offered employment in other organisations following training.
- The number of bikes brought back into use.
- The increase in the usage of eBikes i.e. demonstrate how usage of ebikes was incentivised
- The number of up-cycled bicycles redirected to relevant end users i.e. those on low incomes, disadvantaged individuals/communities and those in Direct Provision Centres or similar.

This Statement should be brought to the attention of every grant receiving body

If you are in receipt of Public Funding you should

Clarity <ul style="list-style-type: none">• Understand the purpose and conditions of the funding and the outputs required• Apply funding only for the business purposes for which they were provided• Apply for funding drawdown only when required for business purposes• Seek clarification from the grantor where necessary – on use of funds, governance and accountability arrangements.	Governance <p><i>Ensure appropriate governance arrangements are in place for:</i></p> <ul style="list-style-type: none">• oversight and administration of funding• control and safeguarding of funds from misuse, misappropriation and fraud• accounting records which can provide, at any time, reliable financial information on the purpose, application and balance remaining of the public funding• Accounting for the amount and source of the funding, its application and outputs/outcomes.
Value for Money <p><i>Be in a position to provide evidence on</i></p> <ul style="list-style-type: none">• effective use of funds• value achieved in the application of funds• avoidance of waste and extravagance	Fairness <ul style="list-style-type: none">• Manage public funds with the highest degree of honesty and integrity• Act in a manner which complies with relevant laws and obligations (e.g. tax, minimum wages)• Procure goods and services in a fair and transparent manner• Act fairly, responsibly and openly in your dealings with Grantors

Timetable for Call

	Stages	Date and time or indicative period
1	Launch of Call	28 th April, 2021
2	Deadline for submitting applications	12 noon, 28 th May, 2021

How to apply and Application Form

Proposals should be submitted to csp@drcd.gov.ie using the attached application form by **noon, Friday 28th May 2021**.

Full details of CSP supported organisations and contact details are available on the [Pobal's CSP website](#)

All applicants will be notified of the outcome in due course, as soon as possible after the 28th May.

Any queries in connection with this Call for Proposals process can be emailed to csp@drcd.gov.ie