



Active Travel England
West Offices (City of York Council)
Station Rise,
York
YO1 6GA
Tel: 0300 330 3000

28 January 2026

North Yorkshire Council
County Hall
Northallerton
DL7 8AH

Bikeability Grant Awards April 2026 – March 2029

Dear Fiona,

I am very pleased to be able to write to you with details of your grant for Bikeability training and to confirm the continuation of the management arrangements with The Bikeability Trust for the administration of the training grant on behalf of Active Travel England (ATE). Bikeability funding has been confirmed for a 3 year period, giving grant recipients and training providers more certainty. The overall funding level each year is at a lower rate than the initial funding allocated in 2025/26, but enables a gradual growth in training places each year, building on current delivery levels. Those grant recipients who are able to deliver more than their allocated Level 2 places should contact the Trust to request more funding for Level 2 and this will be considered, as additional funding may be available.

Active Travel England is committed to increasing the number of children who take part in Level 2 / Level 1&2 combined delivery. We have agreed the following programme objectives for 2026/27:

- Increase participation in, and achieve rider outcomes of, level 2 Bikeability by the end of primary school (Year 6) to improve road safety, promoting responsible cycling behaviour, and benefitting health and wellbeing.

Level 2 equips learners with the skills and confidence to ride safely on progressively more challenging roads and therefore has the biggest impact on road safety per £ spent. Maximising Level 2 training will increase opportunities for learners to cycle on the highway as part of future functional journeys, with the potential to contribute to our wider active travel objectives. It has the potential to positively impact on parent / carer confidence to allow children to cycle independently on the roads. We also have a series of other considerations we have built into the programme to enable delivery of the overall objective, these include:

- Preparing children for Level 2 through Level 1 and Learn to Ride, including piloting changes to funding in Level 1 and Learn to Ride (see below)
- Preparing children through Get Cycling in Schools which delivers Balance training
- Encouraging schools to take part in Bikeability courses



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- Monitoring the capacity of the cycle training industry to meet demand across the country
- Monitoring delivery to lower performing LHAs so that the variance in training rates between areas decreases. Offering support to lower performing LHAs to enable them to increase their reach
- Ensuring participation in the Bikeability programme of under-represented groups in line with national demographics

There are some important changes that we would like to communicate that take effect from 1st April 2026.

- We will continue to pay a rate per head based on **attended** numbers. This approach aligns with ATE's key performance indicator which reports on numbers of 'active participants'.
- We will no longer fund Balance through the main programme. This will be delivered using ATE funding via the Get Cycling in Schools programme. If you continue to deliver this you will need to fund it from other sources e.g. local transport revenue settlements or charge schools.
- We have amended the rates for pre Level 2 courses to £18 per head so that you can deliver whichever is most appropriate, either Level 1 or Learn to Ride, to children in Year 3 or above who cannot access Level 2
- The rate per head has been increased for Level 2 and Level 1&2 combined to £56 for FY2026/27.
- Our intention is to issue further £1 per head increases on Level 2 in 2027/28 and 28/29 but this is dependent on reaching targets in 26/27.
- Booked numbers will only be used to assist with reach data, which will be obtained more simply through the process of booking through digitisation.
- We continue to offer an Inclusion and SEND fund (see below for more details).
- Level 1 and Learn to Ride places offered has been calculated using the percentage of year 6 children in each LA area and weighted to allow for more places in areas of higher deprivation.

The new rates per head, paid on attended numbers, will be as follows:

- Pre Level 2 courses either
 - Level 1 = £18
 - Or Learn to Ride = £18
- Level 1/2 combined = £56
- Level 2 = £56
- Level 3 = £55

You have a set budget for:

- Level 2, which can also be assigned in part or full to the Level 1/2 combined course. This has been calculated using your delivery figures of level 2 places over the last 3 years and your predicted delivery for 2025/26. The target number of places that you have been asked to deliver has been calculated as realistic and achievable based on this data. However if you do not believe that you can deliver all of the places please only accept the number you believe you can deliver.
- an amount of funding for use on Level 1 or Learn to Ride places. These have been calculated using delivery trends and weighted to give a higher percentage of places



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to those areas of higher deprivation. These places are not targeted and if you wish to reduce the allocation please accept a lower amount

- a smaller amount for Level 3 that will only be allocated to grant recipients who have consistently delivered their allocations in the past 2 years.
- Inclusion and SEND funding to support children with barriers to accessing Bikeability training. Please see separate guidance.

In addition to your set budgeted allocation we also have 3 further funding streams for you to access and there is separate guidance on how to apply for these:

1. Funding to run courses in the school holidays. This funding is subject to the same terms and conditions as outlined below.
2. Instructor bursaries that you can apply for where more instructors need to be trained in order for you to deliver your allocated funding in your area.
3. Get Cycling in Schools (GCiS) that schools in your area can apply for.

Your allocation for 2026/27 is detailed in Annex 1.

Please use the sheet at the bottom of your grant award to accept or change your allocation for 2026/27, remembering that places will be claimed on your attended numbers.

Allocations for 2027/28 and 2028/29 are shown in Annex 1, however those are indicative and are subject to change depending on delivery progress in 2026/27. If you do not follow the predicted delivery patterns and are not forecasted to meet your Level 2 targets then your allocations for the subsequent 2 years will be decreased.

Any additional allocations that you are granted throughout the year will be added to Link and will be subject to the same terms and conditions as outlined in this letter.

Any places that you deliver through different grant sources should also be added to Link on separate grant line. Please contact grants@bikeability.org.uk for the 'other funding source' grant line to be added to your Link profile.

Please read the grant terms detailed below as there are some changes that aim to strengthen the Programme by gathering more information and monitoring delivery targets of Bikeability and its systems and processes.

Please note that all payments will be made at the end of the month in quarterly arrears, following the submission of a claim via the Link database.

The deadlines for submitting claims are:

- 15 July 2026
- 15 October 2026
- 15 January 2027
- 15 April 2027
- 14 May 2027

If you are content with the offer, please retain a copy of this agreement and your attached allocation for your records and **return a signed copy of this offer and terms** to the Bikeability Trust as detailed in the Acceptance section no later than the 27 February 2026. All Bikeability training must be delivered by the 31st March 2027 and claimed by May 2027. If



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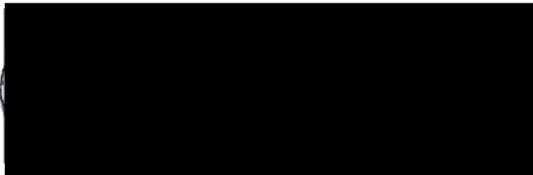
you have any further questions or require advice on your delivery plans, email grants@bikeability.org.uk.

Grants will be met in full, subject to the satisfactory delivery of all your agreed Bikeability programme places in accordance with the terms and conditions outlined below.

If you believe that you are unable to utilise all of your grant allocation, then you must inform grants@bikeability.org.uk and request to release the funding via the Link database so that it can be reallocated to another Grant Recipient as soon as possible. You may also apply for funding to deliver additional Level 2 Bikeability training places. To do this you must submit a request to increase funding via the Link database and the Bikeability Trust will place your request on a waiting list and will contact you if additional funding is available.

Thank you in advance for your work in supporting the Bikeability Programme and may I take this opportunity to wish you every success with your programme in the coming months.

Yours sincerely,



Jennifer Wiles
Head of Behaviour Change Programmes, Active Travel England



AGREEMENT FOR FUNDING TO DELIVER BIKEABILITY CYCLE TRAINING APRIL 2026 – March 2029

This Grant Funding Agreement is made on [insert date of signature]

Between:

- (1) Secretary of State for Transport, Active Travel England, whose principal address is at West Offices Station Rise, York, YO1 6GA (ATE)
- (1) [INSERT THE FULL NAME OF THE GRANT RECIPIENT], whose principal address is at [ADDRESS] (the "Grant Recipient").

In relation to: Bikeability National Cycle Training in England

1. Definitions

In this funding agreement:

"ATE" means Active Travel England, acting on behalf of the Secretary of State for Transport.

"the National Standard" is the National Standard for cycle training, published by the Department for Transport on 18th October 2018.

"Bikeability" is the name under which the National Standard is promoted and delivered in England.

"the Programme" means funding for children and young people attending full time education or training to receive Bikeability cycle training, which aims to increase the number of children and young people receiving cycle training.

"the Grant Recipient" means the authority to whom this letter is addressed.

"the Grant" means the amount of funding specified in paragraph 3 of this agreement, made under section 40(1) of the Road Traffic Act 1988, being payments to any local authority or any authority or body for meeting the whole or part of the capital or running costs of any measures for promoting road safety.

"Eligible Expenditure" means the payments to the grant recipient which has been identified as being able to deliver Bikeability cycle training for the purposes of the Programme.

"Funding Period" means the period starting from 1 April 2026 and ending on 31 March 2027.

The "Bikeability Trust" is the national charity with responsibility for delivering, monitoring and reporting on the Active Travel England Bikeability Grant.

2. Purpose of the Grant

The purpose of the Grant is to deliver, by 31 March 2027, a programme to provide Bikeability cycle training for children and young people attending education and training in England exclusively based on the National Standard for cycle training and to train additional Bikeability Instructors as required. To deliver Bikeability Family and any other training courses agreed with Active Travel England in the funding period.



The programme objective is to maximise level 2 Bikeability training in 26/27 as an enabler to reaching the target set in CWIS2 for 50% of short journeys in towns and cities to be walked, wheeled or cycled by 2030.

3. Amount of Grant

The Grant Recipient's grant allocation for 2026/27 at each Bikeability Level and Bikeability Plus module is detailed in the table in Annex 1.

The amount of grant is based on increasing participation in, and achieving rider outcomes of, level 2 Bikeability training by the end of primary school (Year 6) to improve road safety, promoting responsible cycling behaviour, and benefitting health and wellbeing.

Funding allocated per Bikeability Level or Bikeability Plus module must be used for delivery of that Level or Module alone; **funding is not transferable between Levels or modules**. If Grant Recipients wish to amend their allocation within the Bikeability Levels or within the Bikeability Plus modules, they must agree with the Bikeability Trust via the Link system a grant amendment in advance. The Bikeability Trust report monthly on grant allocations and deliveries to ATE.

Note that repeat training of a child or young person should not take place unless there are reasonable grounds to do so and where this does not exclude other children or young people who have not taken part in any training the opportunity to do so. The types of grounds where re-training may be considered acceptable practice include a child or young person failing to demonstrate all the National Standard assessment criteria at a particular Bikeability Level or a child or young person wishing to undertake more than one Bikeability Level of training or module of Bikeability Plus.

4. Grant Recipient conditions

The Grant Recipient must comply with the following conditions:

- a) Make satisfactory progress with the Programme to achieve the purpose of the Grant by the end of March 2027.
- b) Agree in advance with ATE any significant changes to the Programme, or to any of the objectives, activities and milestones.
- c) Maintain and operate effective monitoring and financial management systems for the Programme in order to control expenditure and to ensure that the costs of achieving the objectives, activities and milestones can be clearly identified. All grant recipients must ensure that they collect the evidence from their instructors or outsourced providers showing that the training for which you are claiming has taken place. An outsourced training provider should be providing you with evidence of bookings and delivery for courses and have verification that the training has taken place. We recommend that you audit a random sample to ensure that you have independent verification from the school that they received the training and have details of booked and attended numbers on courses.
- d) Keep a record of expenditure funded partly or wholly by the Grant and all income generated by the Programme and retain all accounting records relating to that expenditure and income for a period of at least seven years after the end of the Grant funding. [Note:



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accounting records include original invoices, receipts, accounts and deeds, whether in writing or electronic form]. Information and details of any local charges to the school/parents made by the grant recipient /training provider should be added to Link. Such records must also be kept for any income generated with the help of the Grant. The Grant Recipient must make these available at any reasonable time for inspection by officials from ATE or their representatives or by the Controller and Auditor General or his/her representatives for the financial review of the Programme which is undertaken at the end of the financial year and at any other reasonable time for inspection.

e) Ensure that all grant recipients under the Programme meet the criteria for Grant and have all the necessary permissions and authority (whether required by legislation or otherwise) to fulfil this agreement.

f) Take all reasonable steps to ensure that they and anyone acting on their behalf under the Programme comply with the law for the time being in force in the United Kingdom, including, in particular (so far as binding on the Grant Recipient), the requirements of the Health and Safety at Work Act 1974, Data Protection Act 2018, Equality Act 2010, Working Together to Safeguard Children (2018), the Bribery Act 2010 and the Subsidy Control Act 2022. Note: The Equality and Human Rights Commission have issued Codes of Practice giving guidance on the law relating to equal opportunities and on good practices in employment. This will also need to include any changes as a result of the proposed Employment Rights Bill 2025.

g) Keep records via the Link system in accordance with the Bikeability processes which is broken down by course i.e. Bikeability Levels 1-3 and Bikeability Plus modules. The records must also be able to identify the training provider, the instructor names, the location the training took place, and the school year group, gender, SEND, ethnicity, and eligibility for pupil premium funding, for the participants in each training event. This data is fully anonymised on Link.

h) Claim no more than the agreed contribution per head towards the cost of each Bikeability Level or Bikeability Plus module training place. Any costs over and above the amount claimed from ATE should be met by the Grant Recipient.

i) Every child or young person participating in a Bikeability course must receive the relevant Bikeability awards pack from the Bikeability Trust.

j) Provide one training place at the agreed amount for each Bikeability Level or Bikeability Plus module. Provided this is the case funding may be used to fund in part or in full the cost/s of the following:

- Training for Bikeability instructors to complete the 1st4Sport Level 2 Award in Instructing Cycle Training or the Level 3 Certificate for Tutors and Assessors in National Standard Cycle Training. Note that trainees do not have to be directly employed by the Grant Recipient. Please note a limited number of Instructor Bursaries are available to fund instructor training to help you deliver your grant funded allocation. The process for accessing bursaries is on Annex 3.
- Bikeability award materials used in connection with the Bikeability delivery Programme funded in part or in full by ATE.
- Administrative resource for the promotion and co-ordination of the Bikeability delivery programme funded in part or in full by ATE.



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k) Ensure that training is delivered by a registered Bikeability training provider using instructors who are registered with the Bikeability Trust and have been trained and assessed to deliver Bikeability based on the National Standard. Only training providers and instructors with current registration can deliver Bikeability. All Bikeability training delivered must

- accord with the approved details of that Bikeability training provider's current registration.
- conform with the *Bikeability cycle training delivery guide*.
- comply with the Bikeability quality assurance system.
- ensure training providers and instructors act in accordance with the registration / deregistration criteria.
- ensure that all personnel conduct themselves in a professional, ethical, and lawful manner at all times while performing the Services. Any behaviour that may bring the Bikeability programme into disrepute, breach confidentiality, code of conduct, registration criteria or compromise safety shall constitute grounds for immediate deregistration and be passed onto the Bikeability Trust for processing the deregistration.
- be reported on Link database on a regular basis and at least quarterly for inclusion in the quarterly programme monitoring data.

If delivery is outsourced the above should be reflected in the contracts with the registered external training provider.

l) Report on the impact of Bikeability training using the national monitoring and evaluation tools as required.

m) Report on any formal complaints that have been investigated by the Training provider. This must include any complaints that meet the definition for Serious Incident Reporting to the Information Commissioners Office and the Charity Commission. This must also include any complaints where a Safeguarding incident, risk to reputation or health and safety incident has occurred. See paragraph 18.

n) Grant recipients who contract out training delivery must only use training providers registered with the Bikeability Trust and cannot pass funding onto other providers.

o) Grant Recipients must ensure that their arrangements with Training providers include standard whole school Bikeability and part course cancellations terms as defined by the Bikeability Trust unless equivalent local terms and conditions are already in place.

p) Grant recipients can claim for attended places. Booked places will still be recorded on the Link system for monitoring purposes.

q) Funding for Learn to Ride can only be claimed for children in Year 3 or above. This is to prepare them to access Level 2 in year 5 or 6.

5. The Grant must not be claimed for any of the following:

a) Funding for any other programme of cycle or pedestrian training, whether or not based on the National Standard.



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- b) Activities of a party political or exclusively religious nature.
- c) Works or activities that any person has a statutory duty to undertake.
- d) Depreciation, amortisation or impairment of fixed assets.
- e) Input VAT reclaimable by the Grant Recipient from H. M. Revenue & Customs.
- f) Interest payments or service charge payments for finance leases.
- g) Gifts.
- h). expenses such as for entertaining, specifically aimed at exerting undue influence to change government policy
- i) Payments by the Grant Recipient in advance of need.
- j) Statutory fines, criminal fines or penalties.
- k) Payments that support activity intended to influence or attempt to influence Parliament, Government or political parties, or attempting to influence the awarding or renewal of contracts and grants or attempting to influence legislative or regulatory action.
- l) paid for lobbying, which means using Grant funds to attempt to influence parliament, government, or influence legislative or regulatory action, except where this is directly relevant to achieving the outcomes specified in the Grant Funding Agreement
- m) using the Grant to directly enable one part of government to challenge another on topics unrelated to the agreed purpose of the Grant
- n) using the Grant to petition for additional funding

6. Payment arrangements

The Grant will only be paid in arrears upon application by the Grant Recipient giving prescribed details of Eligible Expenditure.

All Grant Recipients must submit grant claims via the Link database and can only be made when the training delivery data is added to Link. Claims must be made quarterly in arrears. Quarterly payments will be made on the basis of confirmed Bikeability claims. If a payment window is missed the Grant Recipient will need to wait for the next quarterly payment window. Grant payments will be made by the Bikeability Trust via BACS payment. No funding will be released without the supply of supporting delivery data. Grant recipients must indicate on their claim made via Link that they have the authority of their chief financial officer (or equivalent) or by such other person as has been appointed for this purpose by the Grant Recipient with the approval of ATE to make the claim.

7. Annual grant review

ATE will review the Grant annually. ATE will take into account the Grant Recipient's delivery of the Funded Activities against the agreed outcomes, milestones and indicative performance measures set out in Annex 1.



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Each annual review may result in ATE making decisions regarding the Grant and Grant Funding Agreement including (without limitation but by way of example) that:

- the Funded Activities and the Grant Funding Agreement should continue in line with existing provisions;
- there should be an increase or decrease in the Grant for the subsequent Financial Year;
- the outcomes, milestones and indicative performance measures at Annex 1 of these Conditions should be re-defined and agreed;
- the Grant Recipient should provide ATE with a draft Remedial Action Plan setting out the steps the Grant Recipient will take to improve delivery of the Funded Activities;
- ATE should recover any Unspent Monies; and/or
- the Grant be terminated in accordance with paragraph 18 of these Conditions.

If the Grant Recipient is required to submit a draft Remedial Action Plan as stated above, an cannot deliver its stated allocation then this funding allocation will be reduced in subsequent years.

The Grant Recipient may make representations to ATE regarding ATE's decision made. ATE is not however obliged to take such representations into account when making its decision as any such decision will be final and at ATE's absolute discretion.

8. Monitoring progress under the Grant Recipient

The Grant is subject to review and progress reports may be requested from the Grant Recipient; these must outline the Programme's progress to-date against the programme objectives, activities, milestones and baselines as well as any other information reasonably requested.

The Trust is required by ATE to monitor progress against each grant recipients' allocation and targets each quarter and report to ATE. Low performing grant recipients will be monitored more intensively and must inform the Trust the actions that they are putting in place to mitigate against under delivery.

The Grant Recipient is required to ensure that information concerning the delivery of the Programme as detailed in paragraph 4g above has been recorded correctly on Link and should also include the training provider and instructors' names. The Bikeability Trust will use this information to monitor progress of the grant against their allocation during the year and will request additional information if there are concerns regarding delivery of the allocation. Formal review will also take place at the end of the financial year for which the Grant Recipient may be required to submit additional data if requested. Grant Recipients are required to submit all delivery data for the complete financial year into Link no later than 30th April 2027.

The Grant Recipient is required as a minimum to ensure training deliveries are accurate and up to date on to Link by the following dates:

- 30 June 2026
- 30 September 2026
- 31 December 2026
- 31 March 2027
- 30 April 2027 (final figures/reporting closes).



In addition to the above, the Grant Recipient must notify the Bikeability Trust at the earliest opportunity if the full allocation of Bikeability training places is not going to be delivered. If this occurs, the Grant Recipient is required to submit a request via Link to release funding and training places. Under-delivery of a grant recipients' total allocation and specifically Level 1&2 combined/Level 2 training may result either in lower funding in future **or** less flexibility (e.g. have to focus solely on Level 1&2 combined/Level 2 training) in the next financial year. Bikeability training delivery against allocation will feed into Active Travel England's Capability ratings.

If the Grant Recipient identifies that additional Bikeability training places can be delivered before the end of that financial year, they should submit request via Link to request additional funding and training places required. Grant Recipients must check if the required extra funding is available before committing to any further delivery plans. If additional funds are available, ATE will allocate these by applying the principles of quality, performance and fairness.

9. Value for money and procurement requirements

The Grant Recipient must use its reasonable endeavours to ensure that its partners secure the best value for money in the purchase of Bikeability cycle training for the purposes of the Programme and that delivery is only through approved Training Providers who are registered with the Bikeability Trust. The Grant Recipient must adhere to the Bikeability Delivery guide when procuring and delivering the Programme through partners and contractors.

The Grant Recipient must comply with all applicable procurement laws when procuring goods and services in connection with this Project and ATE shall not be liable for the Grant Recipient's failure to comply with its obligations under any applicable procurement laws.

Where Grant Recipients choose to deliver the programme via a contractor, they must ensure that their contract / service level agreement reflects the terms and conditions outlined in this agreement. They must upload a signed copy of this onto Link. The Grant Recipient is responsible for regularly monitoring the delivery of their contracted training providers.

10. Auditing and assurance

ATE may, at any time during and up to 6 years after the end of the Grant Funding Agreement, conduct additional audits or ascertain additional information where ATE considers it necessary. The Grant Recipient agrees to grant ATE or its Representatives access, as required, to all Funded Activities sites and relevant records. The Grant Recipient will ensure that necessary information and access rights are explicitly included within all arrangements with Delivery Partners.

The Grant Recipient must have a sound administration and audit process, including internal financial controls to safeguard against fraud, theft, money laundering, counter terrorist financing or any other impropriety, or mismanagement in connection with the administration of the Grant.

11. Conflicts of interest and financial or other irregularities



Officers, members and employees of the Grant Recipient must be careful to avoid conflicts of interest. The Grant Recipient must set up formal procedures to require all such persons to declare any personal or financial interest in any matter concerning the Programme and to be excluded from any discussion or decision-making relating to the matter concerned.

If the Grant Recipient has any grounds for suspecting financial irregularity in the use of any Grant paid under this funding agreement, it must notify ATE immediately, explain what steps are being taken to investigate the suspicion, and keep ATE informed about the progress of the investigation. ATE may however request that the matter is referred (which the Grant Recipient is obliged to carry out) to external auditors or other Third Party as required.

ATE will have the right, at its absolute discretion, to insist that the Grant Recipient address any actual or suspected fraud, theft or other financial irregularity and/or to suspend future payment of the Grant to the Grant Recipient. Grounds for such suspicion include what the Grant Recipient, acting with due care, should have suspected as well as any fraud, theft or other financial irregularity which is actually proven.

The Grant Recipient may be required to provide statements and evidence to ATE in support of its pursuit of sanctions, criminal or civil proceedings. For these purposes "financial irregularity" includes deception, fraud or other impropriety, mismanagement, and the use of the Grant for purposes other than the purposes of the Programme.

12. Confidentiality and transparency

Where requested by ATE, the Grant Recipient will provide reasonable assistance and cooperation to enable ATE to comply with its information disclosure obligations under the Information Acts. On request from ATE, the Grant Recipient will provide ATE with all such relevant documents and information relating to the Grant Recipient's data protection policies and procedures as ATE may reasonably require. The Grant Recipient acknowledges that ATE, acting in accordance with the codes of practice issued and revised from time to time under the Information Acts, may disclose information concerning the Grant Recipient and the Grant Funding Agreement without consulting the Grant Recipient. ATE will take reasonable steps to notify the Grant Recipient of a request for information (under the Information Acts) to the extent that it is permissible and reasonably practical for it to do so. Notwithstanding any other provision in the Grant Funding Agreement, ATE will be responsible for determining in its absolute discretion whether any information is exempt from disclosure in accordance with the Information Acts.

If the Grant Recipient considers that any information submitted to ATE is commercially confidential, the Grant Recipient may notify by identifying the relevant information as such. Such notification is without prejudice to and does not restrict ATE's use of the information, discretions, rights and obligations including under the Acts. The Secretary of State will seek to consult the Grant Recipient before making any such disclosures, but that may not always be possible.

13. Data Protection

The Grant Recipient and ATE will comply at all times with their respective obligations under Data Protection Legislation.



The Grant Recipient agrees that it is the Controller of any Personal Data processed by it pursuant to the Funded Activities and shall comply with the provisions set out in this paragraph 13 and Annex 2.

To the extent that the Grant Recipient and ATE share any Personal Data for the purposes of this Grant Funding Agreement, the Parties accept that they are each a separate Independent Controller in respect of such Personal Data. Each Party:

- shall comply with the applicable Data Protection Legislation in respect of their processing of such Personal Data;
- will be individually and separately responsible for its own compliance; and
- do not and will not Process any Personal Data as Joint Controllers.

Each Party shall, with respect to its processing of Personal Data as Independent Controller, implement and maintain appropriate technical and organisational measures to ensure a level of security appropriate to that risk, including, as appropriate, the measures referred to in Article 32, (b), (c) and (d) of the UK GDPR, and the measures shall, at a minimum, comply with the requirements of the Data Protection Legislation, including Article 32 of the UK GDPR.

14. Environmental Requirements

The Grant Recipient shall perform the Funded Activities in accordance with ATE's environmental policy, which is to conserve energy, water, wood, paper and other resources, reduce waste and phase out the use of ozone depleting substances and minimise the release of greenhouse gases, volatile organic compounds and other substances damaging to health and the environment.

The Grant Recipient shall pay due regard to the use of recycled products, so long as they are not detrimental to the provision of the Funded Activities or the environment, to include the use of all packaging, which should be capable of recovery for re-use or recycling. The Grant Recipient shall take all possible precautions to ensure that any equipment and materials used in the provision of the Funded Activities do not contain chlorofluorocarbons, halons or any other damaging substances, unless unavoidable, in which case ATE shall be notified in advance of their use. The Grant Recipient shall endeavour to reduce fuel emissions wherever possible.

15. Publicity

The Grant Recipient must:

- a) Ensure the Programme is promoted and delivered as a national programme bearing prominently the Bikeability and ATE logos and making it clear to enquirers that the Grant Recipient is delivering Bikeability training based on the National Standard on behalf of ATE. Bikeability training must be advertised and promoted as such in accordance with the relevant guidelines covering logo use.
- b) Give appropriate publicity to the Programme by drawing attention to the benefits and opportunities it affords. In acknowledging the Government's contribution, the Grant Recipient must comply with any guidance on publicity provided by ATE, and must in particular, acknowledge that the Programme has received the Grant from ATE.



16. Copyright and sharing good practice

Any information, know-how, system or process learned from or created in operating the Programme (including examples of good practice) may be disseminated by ATE among all persons or bodies who have responsibility for similar programmes under the scheme. The Grant Recipient agrees that such persons may share and use freely all such information, know-how, system or process for their own purposes.

17. Reviewing the funding agreement

ATE will notify the Grant Recipient of any changes to the Funded Activities. The Grant Recipient will accommodate any changes to ATE's needs and requirements under these conditions.

18. Breach of conditions, termination and refunding of the Grant

If the Grant Recipient breaches any of the conditions in the funding agreement (which for the avoidance of doubt are not limited to those set out in paragraph 4), then ATE reserves the right to terminate the funding agreement. That right to terminate will be exercised reasonably and any remedial action will be proportionate to the breach.

If there is any Grant money still to be claimed by the Grant Recipient, they will cease to be paid by ATE. In addition, ATE may reduce, suspend, or withhold Grant payments, or require all or any part of the Grant to be repaid.

Without prejudice to the generality of the foregoing, the Grant Recipient must repay any amount required to be repaid under this condition within 30 days of receiving the demand for repayment if:

- a) the Grant Recipient owes any sum to ATE under an offer of Grant for any other programme or activities under any training provider or programme administered by ATE.
- b) the Grant Recipient purports to transfer or assign any rights, interests or obligations arising under this funding agreement without the agreement in advance of ATE.
- c) any information provided in the application for funding or in a claim for payment or in subsequent or supporting correspondence is found to be incorrect or incomplete to an extent which ATE considers to be material.
- d) the Grant Recipient takes inadequate measures to investigate and report any reported irregularity.
- e) it appears to ATE that the Grant Recipient no longer requires any Grant assistance in order to carry out the Programme.
- f) it appears to ATE that other circumstances have arisen, or events have occurred which are likely to significantly affect the Grant Recipient's ability to complete or continue the Programme in a satisfactory manner.
- g) a report on Grant utilisation is unsatisfactory because it contains an adverse opinion, a qualified opinion or a disclaimer of opinion.



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h) Failure to report a serious incident that occurred in the Programme to the Bikeability Trust that meets definition of [Charity Commission Serious Incident Reporting Examples](#) or the [Information Commissioner Data breach reporting](#).

Where ATE has required the Grant Recipient to repay any amount, ATE may recover that amount by withholding, or deducting the amount from, any sum due to the Grant Recipient from ATE under an offer of Grant for any other programme or activities under any scheme or programme administered by ATE.

It is hoped that most difficulties encountered by the Grant Recipient can be overcome with the advice and support of ATE. In the event that it becomes necessary to take steps to enforce the terms and conditions of this funding agreement, ATE will write to the chief executive (or equivalent) of the Grant Recipient giving particulars of its concern about the Programme or of any breach of a term or condition of the Grant.

The Grant Recipient must act within 30 days (or earlier, depending on the severity of the problem) to address ATE's concern or rectify the breach, and may consult ATE or agree with it an action plan for resolving the problem. If ATE is not satisfied with steps taken by the Grant Recipient to address its concern or rectify the breach, it may take steps to withhold or suspend the further payment of the Grant, or to recover the Grant already paid.

19. Termination of the funding agreement

Notwithstanding ATE's right to terminate the Grant Funding Agreement pursuant to paragraph 18 ATE may terminate the Grant Funding Agreement at any time by giving at least 3 months written notice to the Grant Recipient.

If applicable, all Unspent Monies (other than those irrevocably committed in good faith before the date of termination, in line with the Grant Funding Agreement and approved by ATE as being required to finalise the Programme) shall be returned to ATE by the Grant Recipient within 30 days of the date of receipt of a written notice of termination from ATE.

If ATE terminates the Grant Funding Agreement, ATE may choose to pay the Grant Recipient's reasonable costs in respect of the delivery of the Programme performed up to the termination date. Reasonable costs will be identified by the Grant Recipient and will be subject to the Grant Recipient demonstrating that they have taken adequate steps to mitigate their costs. For the avoidance of doubt, the amount of reasonable costs payable will be determined solely by ATE. ATE may require repayment to it by the Grant Recipient of any Unspent Monies or other amount of Grant already paid to Grant Recipient, if ATE does not consider such amounts to have been appropriately spent or otherwise allocated or used or costs incurred.

ATE will not be liable to pay any of the Grant Recipient's costs or those of any Delivery Partner or supplier of the Grant Recipient related to any transfer or termination of employment of any employees engaged in the provision of the Programme.

20. Liability

ATE accepts no liability for any consequences, whether direct or indirect, that may come about from the grant recipient running the Programme, the use of the grant or from



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withdrawal of the grant. The grant recipient shall indemnify and hold harmless ATE, its employees, agents, officers or sub-contractors with respect to all claims, demands, actions, costs, expenses, losses, damages and all other liabilities arising from or incurred by reason of the actions and/or omissions of the grant recipient in relation to the Programme, the non-fulfilment of obligations of the grant recipient under this Agreement or its obligations to third parties. Subject to the above, ATE's liability under this Agreement is limited to the payment of the grant.

21. Dispute resolution

The Parties will use all reasonable endeavours to negotiate in good faith, and settle amicably, any dispute that arises during the continuance of the Grant Funding Agreement.

All disputes and complaints (except for those which relate to ATE's right to withhold funds or terminate the Grant Funding Agreement) shall be referred in the first instance to the Parties Representatives.

If the dispute cannot be resolved between the Parties Representatives within a maximum of 30 days, then the matter will be escalated to formal meeting between the Grant Manager and the Grant Recipient's chief executive (or equivalent).

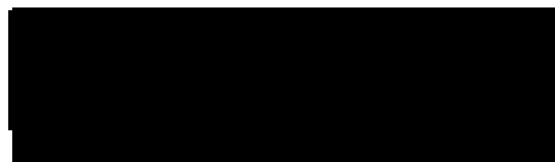
22. Governing law

These Conditions will be governed by and construed in accordance with the law of England and the Parties irrevocably submit to the exclusive jurisdiction of the English courts.

23. Acceptance

If the Grant Recipient wishes to accept this offer of funding would its authorised signatory return a **signed copy of this offer and terms no later than 27 February 2026**. Please sign in the space provided (no electronic signatures please) and send a scanned copy of the signed document by email to grants@bikeability.org.uk

If this is not possible, please send the signed copy to the following address:
The Bikeability Trust, PO Box 1494, Cambridge, CB22 3YT.



Vijay Sharma

Chief Operating Officer, Active Travel England

(An officer in the Active Travel England authorised by the Secretary of State for Transport to sign on his behalf)

Date: 28 January 2026



North Yorkshire Council accepts the offer of Grant contained in this funding agreement and agrees to comply with the terms and conditions of the Grant on which the offer is made.

Signature of the person authorised to sign on behalf of the Grant Recipient:

Name (please print):

Position:

Date:



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ANNEX 1

Grant recipient: North Yorkshire Council

Total funding allocated for Financial Year 2026/27 is £201,611. Please complete this table and return to grants@bikeability.org.uk to indicate how you would like your funding to be allocated in accordance with the following guidelines:

- Section A
Total allocation 3204 places, £179,424, please indicate the split between Level 1/2 combined and Level 2
- Section B
Level 1 and Learn to Ride allocation is 1121 places, £20,178. Please indicate how you wish for this allocation to be split although this can be amended between the two during the year subject to need.
Level 3 allocation is 0 places, £ 0. Funding cannot be moved to other modules and is offered to those who have record of regular Level 3 delivery.
- SEND and Inclusion funding is £ 2,009 (please see attached guidance on spend). Please complete the SEND and Inclusion row on the table below to show how much funding you wish to use to support SEND and how much you wish to use to support Inclusion.

Total ATE funding should be no more than £201,611

	ATE Bikeability grant funding 2024/25	ATE funding per Bikeability training place (£)	Guidance	Bikeability places	Total per level / module (£)
A	Level 1/2 combined	56	Total places should be 3204, £179,424		
	Level 2	56			
B	Level 1	18	Total should be no more than 1121 places £20,178		
	Learn to Ride	18			
	Level 3	55		0	£ 0
	SEND Funding	Total funding is £ 2,009		£	
	Inclusion Funding			£	
	Total ATE funding				£

Any further allocations given for the 2026/27 financial year through the Link system, will be subject to the same terms and conditions detailed in this letter.



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The following is your planned allocation for the next 2 financial years. However this is subject to you meeting your targets for 2026/27. If you do not spend all of your allocation or meet your delivery target for Level 2 (level 1& 2 combined) this will be reduced.

Maximum ATE funding for 2027/28 is £212,657

- Level 2 places 3328, £189,696
- Learn to Ride/Level 1 places 1164, £20,952
- Level 3 places 0, £ 0
- SEND/Inclusion funding £ 2,009

Maximum ATE funding for 2028/29 is £223,893

- Level 2 places 3451, £200,158
- Learn to Ride/Level 1 places 1207, £21,726
- Level 3 places 0, £ 0
- SEND/Inclusion funding £ 2,009



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ANNEX 2 - DATA PROTECTION PROVISIONS

Definitions - where they appear in this Annex 2:

- **Data Subject:** has the meaning given in the DPA 2018.
- **Data Protection Impact Assessment:** an assessment by the Controller of the impact of the envisaged processing on the protection of Personal Data.
- **Data Loss Event:** any event that results, or may result, in unauthorised access to Personal Data held by the Processor under these Conditions, and/or actual or potential loss and/or destruction of Personal Data in breach of these Conditions, including any Personal Data Breach.
- **Data Subject Request:** a request made by, or on behalf of, a Data Subject in accordance with rights granted pursuant to the Data Protection Legislation to access their Personal Data.
- **Personal Data Breach:** has the meaning given in the UK GDPR or the EU GDPR as the context requires.
- **Processor Personnel:** means all directors, officers, employees, agents, consultants and Recipients of the Processor and/or of any sub-processor engaged in the performance of its obligations under these Conditions.
- **Protective Measures:** appropriate technical and organisational measures which may include: pseudonymising and encrypting Personal Data, ensuring confidentiality, integrity, availability and resilience of systems and services, ensuring that availability of and access to Personal Data can be restored in a timely manner after an incident, and regularly assessing and evaluating the effectiveness of the measures adopted by it.

1. The Parties acknowledge that for the purpose of Data Protection Legislation the Grant Recipient is the Controller of any Personal Data processed by it pursuant to the Funded Activities. To the extent that the Grant Recipient and ATE share any Personal Data for the purposes specified in paragraph Annex 1Part A4 below, the Parties acknowledge that they are each separate Independent Controllers in respect of such data.
1. The Grant Recipient shall (and shall procure that any of its Representatives shall) adhere to all applicable provisions of the Data Protection Legislation and not put ATE in breach of the Data Protection Legislation.
2. On request from ATE, the Grant Recipient will provide ATE with all such relevant documents and information relating to the Grant Recipient's data protection policies and procedures as ATE may reasonably require.
3. Subject to paragraph 6, the Grant Recipient agrees that ATE and its Representatives may use Personal Data which the Grant Recipient provides about its staff and partners involved in the Funded Activities to exercise ATE's rights under this Grant Funding Agreement and or to administer the Grant or associated activities. Furthermore, ATE agrees that the Grant Recipient and its Representatives may use Personal Data which ATE provides about its staff involved in the Funded Activities to manage its relationship with ATE.
4. The Grant Recipient agrees that ATE may share details of the Grant, including the name of the Grant Recipient's organisation, with the UK Government and that these details may appear on the Government Grants Information System database which is available for search by other funders.



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5. ATE and the Grant Recipient shall only provide Personal Data to each other:
- (a) to the extent required in connection with the Funded Activities;
 - (b) in compliance with the Data Protection Legislation (including by ensuring all required fair processing information has been given to affected Data Subjects to meet the requirements of 13 and 14 of the UK GDPR); and
 - (c) where the Personal Data is subject to UK GDPR and where the provision of Personal Data from one Party to another involves transfer of such data to outside the UK, if the prior written consent of the non-transferring Party has been obtained and the following conditions are fulfilled:
 - (i) the transfer is in accordance with Article 45 of the UK GDPR or section 17A of the DPA 2018; or
 - (ii) the transferring Party has provided appropriate safeguards in relation to the transfer (whether in accordance with Article 46 of the UK GDPR or section 17C of the DPA 2018) as determined by the non-transferring Party which could include the International Data Transfer Agreement or International Data Transfer Agreement Addendum to the European Commission's Standard Contractual Clauses as published by the Information Commissioner's Office as well as any additional measures determined by the non-transferring Party;
 - (iii) the Data Subject has enforceable rights and effective legal remedies;
 - (iv) the transferring Party complies with its obligations under the Data Protection Legislation by providing an adequate level of protection to any Personal Data that is transferred (or, if it is not so bound, uses its best endeavours to assist the non-transferring Party in meeting its obligations); and
 - (v) the transferring Party complies with any reasonable instructions notified to it in advance by the non-transferring Party with respect to the processing of the Personal Data;
 - (d) where the Personal Data is subject to EU GDPR and where the provision of Personal Data from one Party to another involves transfer of such data to outside the EU, if the prior written consent of the non-transferring Party has been obtained and the following conditions are fulfilled:
 - (i) the transfer is in accordance with Article 45 of the EU GDPR; or
 - (ii) the transferring Party has provided appropriate safeguards in relation to the transfer in accordance with Article 46 of the EU GDPR as determined by the non-transferring Party which could include relevant parties entering into Standard Contractual Clauses in the European Commission's decision 2021/914/EU or such



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updated version of such Standard Contractual Clauses as are published from time to time as well as any additional measures determined by the non-transferring Party;

- (iii) the Data Subject has enforceable rights and effective legal remedies;
 - (iv) the transferring Party complies with its obligations under the Data Protection Legislation by providing an adequate level of protection to any Personal Data that is transferred (or, if it is not so bound, uses its best endeavours to assist the non-transferring Party in meeting its obligations); and
 - (v) the transferring Party complies with any reasonable instructions notified to it in advance by the non-transferring Party with respect to the processing of the Personal Data; and
6. Taking into account the state of the art, the costs of implementation and the nature, scope, context and purposes of Processing as well as the risk of varying likelihood and severity for the rights and freedoms of natural persons, each Party shall, with respect to its Processing of Personal Data as Independent Controller, implement and maintain appropriate technical and organisational measures to ensure a level of security appropriate to that risk, including, as appropriate, the measures referred to in Article 32 (1)(a), (b), (c) and (d) of the UK GDPR, and the measures shall, at a minimum, comply with the requirements of the Data Protection Legislation, including Article 32 of the UK GDPR.
7. A Party Processing Personal Data for the purposes of the Grant Funding Agreement shall maintain a record of its Processing activities in accordance with Article 30 UK GDPR and shall make the record available to the other Party upon reasonable request.
8. Where a Party (the "**Data Receiving Party**") receives a request by any Data Subject to exercise any of their rights under the Data Protection Legislation in relation to the Personal Data shared pursuant to this Grant Funding Agreement:
- 8.1 the other Party shall provide any information and/or assistance as reasonably requested by the Data Receiving Party to help it respond to the request or correspondence, at the Data Receiving Party's cost; or
 - 8.2 where the request or correspondence is directed to the other party and/or relates to the other Party's Processing of the Personal Data, the Data Receiving Party will:
 - (a) promptly, and in any event within five (5) Working Days of receipt of the request or correspondence, inform the other Party that it has received the same and shall forward such request or correspondence to the other Party; and
 - (b) provide any information and/or assistance as reasonably requested by the other Party to help it respond to the request or correspondence in the timeframes specified by Data Protection Legislation.



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9. Each Party shall promptly notify the other upon it becoming aware of any Personal Data Breach relating to Personal Data provided by the other Party pursuant to this Grant Funding Agreement and shall:
 - 9.1 do all such things as reasonably necessary to assist the other Party in mitigating the effects of the Data Breach;
 - 9.2 implement any measures necessary to restore the security of any compromised Personal Data;
 - 9.3 work with the other Party to make any required notifications to the Information Commissioner's Office and affected Data Subjects in accordance with the Data Protection Legislation (including the timeframes set out therein); and
 - 9.4 not do anything which may damage the reputation of the other Party or that Party's relationship with the relevant Data Subjects, save as required by Law.
10. Without limiting any other provision of this Annex, each of the Parties shall, on request, provide such information and assistance as is reasonably requested by the other Party to assist the other Party in complying with the Data Protection Legislation in respect of the Personal Data.
11. ATE and the Grant Recipient shall not retain or process Personal Data for longer than is necessary to perform the respective obligations under this Grant Funding Agreement.
12. The Grant Recipient will notify ATE of any change to its constitution, legal form, membership structure (if applicable) or ownership, and of any complaint or investigation by any regulatory body or the police into its activities or those of its staff or officers or volunteers.
13. The Parties shall be responsible for their own compliance with Articles 13 and 14 of the UK GDPR in respect of the processing of Personal Data for the purposes of this Grant Funding Agreement.
14. A Party processing Personal Data in connection with this Grant Funding Agreement shall maintain a record of its processing activities in accordance with Article 30 of the UK GDPR and shall make the record available to the other Party upon reasonable request.



ANNEX 3 - Instructor bursary processes

New instructor bursaries

Purpose

To provide financial support that enables grant recipients and training providers to train additional instructors to deliver their allocated funding effectively within their area.

Eligibility criteria

Bursaries are available to train individuals looking to undertake the Level 2 Award in Instructing Cycle Training (L2AICT) qualification to become new Bikeability instructors. To be eligible, individuals must go on to deliver grant funded Bikeability training in schools within England on behalf of a registered and active Bikeability training provider. Only one bursary can be approved per instructor. Instructors cannot apply for an additional bursary if they fail to complete the qualification within their qualification registration window.

Funding Allocations

Bursaries of £900 are available for each new instructor. Funding is released in two stages:

1. £600 is paid when the instructor achieves provisionally qualified status on Link.
2. £300 is paid once the instructor completes the L2AICT qualification and becomes fully qualified on Link.

Application Steps

Recruitment

The training provider liaises with their grant recipient and Recognised Delivery Centres (RDCs) to recruit new instructors who will deliver grant funded Bikeability courses.

Application Process

- The training provider contacts the grant recipient to request a bursary place on behalf of an applicant.
- The grant recipient applies for a bursary through the Bikeability website application form.
- The Bikeability Trust reviews the request and confirms the allocation with the grant recipient together with a bursary number.
- The grant recipient then confirms the bursary place with the bursary number to the applicant and training provider.

Course Fee

The RDC invoices the applicant or training provider for the course fee minus the £900 bursary amount.

First Claim (£600)

- Once the new instructor reaches provisionally qualified status, the RDC completes the first claim form for the initial £600 payment.
- The form must be submitted to contactus@bikeabilitytrust.org.uk within 3 months of the applicant reaching provisionally qualified status.
- The Bikeability Trust reviews the claim and, once approved, processes the payment in the next bursary payment run.



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Second Claim (£300)

When the applicant completes the qualification, the RDC submits the second claim form for the remaining £300.

The form must be sent to contactus@bikeabilitytrust.org.uk within 3 months of qualification completion.

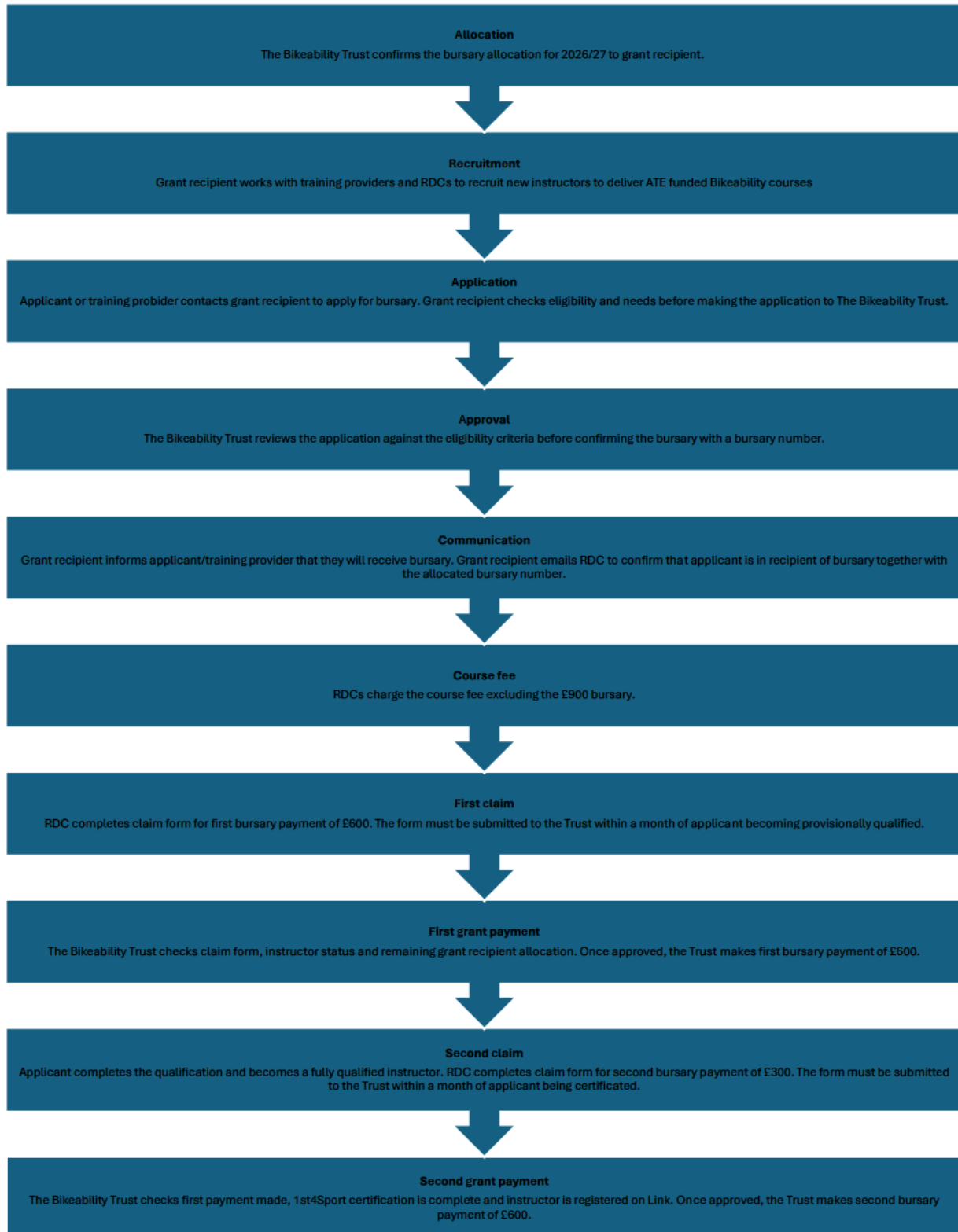
The Trust verifies the claim form, confirms the first payment was made, and checks the applicant's 1st4Sport certification status.

Once approved, the final payment is released in the next bursary payment run.



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Workflow





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Contract

The instructor bursaries are set out within the Grant Recipient Terms and Conditions:

j) Provide one training place at the agreed amount for each Bikeability Level or Bikeability Plus module. Provided this is the case funding may be used to fund in part or in full the cost/s of the following:

Training for Bikeability instructors to complete the 1st4Sport Level 2 award in Instructing Cycle Training or the Level 3 Certificate for Tutors and Assessors in National Standard Cycle Training. Note that trainees do not have to be directly employed by the Grant Recipient. Please note a limited number of Instructor Bursaries are available to fund instructor training to help you deliver your grant funded allocation. The process for accessing bursaries is on a separate attachment.

Monitoring and Reporting

The Bikeability Trust monitors and reports on:

- The number of active instructors (provisional and fully qualified) per grant recipient
- The number of pending instructors (new instructors registered on the L2AICT qualification)
- Instructors who receive bursaries
- The number of bursary applications (total and per grant recipient)
- The number of 1st bursary claims (total and per grant recipient)
- The number of 2nd bursary claims (total and per grant recipient)
- The amount of committed bursary funding allocated
- The amount of bursary funding available
- Instructor pipeline and how long it takes instructors to progress through the L2AICT qualification



New tutor/assessor bursaries

Purpose

To ensure RDCs have sufficient tutors/assessors to meet the recruitment and training needs of grant recipients and training providers.

Eligibility criteria

Bursaries are available to train fully qualified instructors looking to undertake the Level 3 Certificate for Tutors and Assessors in National Standard Cycle Training (L3CTACT) qualification to become new Bikeability instructors.

Applicants must:

- Hold the Level 2 Award in Instructing Cycle Training (L2AICT) qualification
- Have been an active instructor for a minimum of 2 years
- Have an agreement in place with a 1st4Sport RDC to deliver qualifications and assessments on their behalf

Only one bursary can be approved per applicant. Applicants cannot apply for an additional bursary if they fail to complete the qualification within their qualification registration window.

Funding Allocations

Bursaries of £2,000 are available for each new tutor/assessor. Funding is paid once applicants reach provisionally qualified tutor/assessor status.

Application Steps

Recruitment

RDCs identify a need for an additional tutor/assessor and recruit a candidate.

Application Process

- The RDC applies for a bursary by emailing rdcontact@bikeability.org.uk
- The Bikeability Trust reviews the request and confirms the allocation with the RDC together with a bursary number.
- The RDC then confirms the bursary place with the bursary number to the applicant.

Course Fee

The RDC invoices the applicant or training provider for the course fee minus the £2,000 bursary amount.

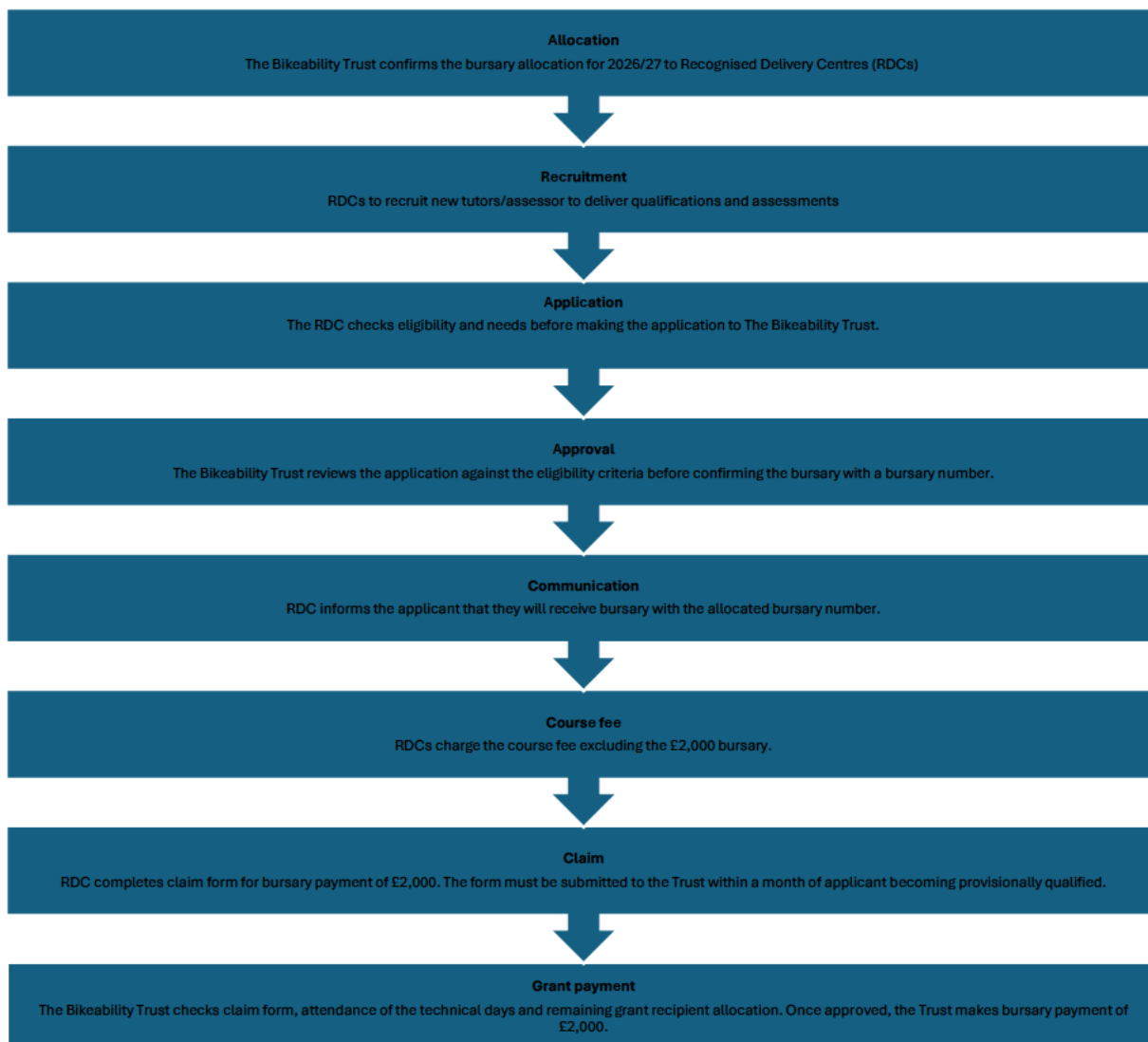
Claim (£2,000)

- Once the new tutor/assessor attended the technical days in full (4-day course), the RDC completes the first claim form for the initial £2,000 payment.
- The form must be submitted to contactus@bikeabilitytrust.org.uk within 3 months of the applicant reaching provisionally qualified status.
- The Bikeability Trust reviews the claim and, once approved, processes the payment in the next bursary payment run.



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Workflow



Contract

The instructor bursaries are set out within the Grant Recipient Terms and Conditions:

j) Provide one training place at the agreed amount for each Bikeability Level or Bikeability Plus module. Provided this is the case funding may be used to fund in part or in full the cost/s of the following:

Training for Bikeability instructors to complete the 1st4Sport Level 2 award in Instructing Cycle Training or the Level 3 Certificate for Tutors and Assessors in National Standard Cycle Training. Note that trainees do not have to be directly employed by the Grant Recipient. Please note a limited number of Instructor Bursaries are available to fund instructor training to help you deliver your grant funded allocation. The process for accessing bursaries is on a separate attachment.

Monitoring and Reporting

The Bikeability Trust monitors and reports on:

- The number of active tutors/assessors (provisional and fully qualified) per RDC



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- The number of pending tutors/assessors (new tutors/assessors registered on the L3CTACT qualification)
- Tutors/Assessors who receive bursaries
- The number of bursary applications (total and per RDC)
- The number of bursary claims (total and per RDC)
- The amount of committed bursary funding allocated
- The amount of bursary funding available