



Link User guide – Grant recipients

The Link user guide is an essential source of information for all Bikeability Grant recipients. Along with the Bikeability Delivery Guide, it provides the backbone for high-quality Bikeability training. The guide is regularly updated to include any relevant information pertaining to Link, the database used by Bikeability, as well as the strengthening of guidance around policies and procedures.

Any constructive feedback on the guide is welcome and can be directed to contactus@bikeability.org.uk.

Version History

- Version 1 – Created 4th March 2023
- Last updated – 21/06/2023

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Features of the Bikeability Link database

Access

- Each individual has their own access to Link, and shared access for organizations is no longer available. Individuals who hold multiple roles (such as being both an instructor and an administrator for a training provider or an administrator for both a grant recipient and a training provider) only need one login, which gives them access to all functions.

Details/Associations

- Grant recipients are required to provide two complete sets of contact details, including email and phone numbers, for the relevant parties involved in the training program. These parties include the training provider organisation and the instructors associated with them. Grant recipients can access a link that displays which training providers are associated with them and which instructors are associated with each training provider.
- Additionally, grant recipients should be aware that certain information is shared between their account, the training provider's account, and the instructor's account. This information includes changes to the grant recipient's registration status, such as their approval or denial for participation in the training program. Therefore, it is important for grant recipients to keep their contact details up-to-date and maintain clear communication with the training provider and instructors throughout the training program.

Index of abbreviations/terms used

1st4sport	Awarding body for instructor qualification
1st4sport Level 2 award	Level 2 Award in Instructing Cycle Training, the qualification for cycle training instruction recognised by Bikeability
Active travel England (ATE)	Active Travel England is the government's executive agency responsible for making walking, wheeling and cycling the preferred choice for everyone to get around in England.
Core/core modules	These are the Bikeability Level 1, 2 and 3 modules
CPD	Continuous Professional Development
Database	Our database is on Link
DBS	Disclosure and Barring Service
Delivery	Delivery of Bikeability cycle training (by a Grant recipients)
DfT	Active travel England
EQA	External Quality Assurance, i.e. quality assurance performed by the
LA/LHA	Local Authority/Local Highway Authority
Link	This is the Bikeability database https://link.bikeability.org.uk
IQA	Internal Quality Assurance
Levels	Bikeability Levels 1, 2 and 3



Module	All the different courses taught by Bikeability
NSIA/NSIP/NSIQ	National Standard Instructor's: Qualification for cycle training instruction recognised by Bikeability until 31st March 2024
Plus modules	All Bikeability modules except for Levels 1, 2 and 3, such as Balance, Fix, Family, Adult etc
(Bikeability) Provision	This is the management and delivery of Bikeability by Grant recipients and Grant recipients
RDC	Recognised Delivery Centre. These are organisations that provide training to become a cycling instructor and receive the 1st4sport Level 2 award
RPL	Recognised Prior Learning. This is a fast-track training for cycling Instructor who hold an NSI qualification to receive the 1st4sport Level 2 award in Instructing Cycle Training
School Games Organiser	Term used for both SGOs and School Sports Partnerships
School Sports Partnership	Referred to as School Games Organiser
SGO/(SSP)	School Games Organiser (School Sports Partnership)

Grant recipients

The Bikeability program, delivered by local authorities and school partnerships across the UK, plays a crucial role in promoting cycling safety, confidence, and awareness among children and adults. As the recipients of Active travel England funding from the Bikeability Trust, local authorities and school partnerships outside London have a unique opportunity to become grant recipients and receive ATE grant funding. These organizations, either acting as Bikeability training providers themselves or working with independent training providers, can provide high-quality Bikeability and Bikeability Plus training to their communities. With the support of the Bikeability Trust and the Link database, grant recipients can effectively manage and deliver this innovative cycling proficiency program, promoting a healthier, more sustainable mode of transportation for all ages.

For all enquiries regarding ATE Bikeability grants:

- Email: grants@bikeability.org.uk (this email should only be used by ATE Bikeability Grant recipients)

For all enquiries relating to registration as a Grant recipient, annual renewals, Link database, etc:

- Email: contactus@bikeability.org.uk
- Bikeability public website: <https://bikeability.org.uk/>
-



Renewals

At Bikeability, we want to make sure that our grant recipients are well-equipped to provide quality training to children and young people across the UK. As such, we require all grant recipients to renew their profile on Link each year. This process allows you to review and update your documents and processes, ensuring that your organization is meeting the required standards.

Renewal is an essential requirement of the Active travel England, and failure to complete it by the deadline could result in deregistration. However, we are here to support you in this process. You will receive an automatic reminder email to complete your renewal, and you can contact us at grants@bikeability.org.uk with any problems.

Here are some key points to keep in mind regarding renewals:

- Renewal is a requirement of the Active travel England, and failure to complete it could result in deregistration.
- If you are both a training provider and a grant recipient, you must complete a renewal for both accounts.
- Completing your renewal is a straightforward process that should take less than an hour if you have all the necessary information prepared.
- Renewals require data from the previous financial year, so be sure to gather the following documents and data in advance:
 - Details of the people with access to your Link profile
 - Details of your training providers
 - Up-to-date copies of your required documents
 - Details of any Stage 1 complaints you have received
 - Confirmation of your Internal Quality Assurance checks
- Your renewal is made up of eight short sections, which you can complete at your own pace by clicking 'save progress' at the bottom of the page.
- To submit your renewal, add your name and press 'complete renewal.'
- Remember to complete your renewal by the deadline to avoid deregistration.

Communication and support from The Bikeability Trust

The Bikeability Trust provides essential communication and support to all registered Bikeability grant recipients.

Please make sure all contact details are accurate and up to date and our contactus@bikeability.org.uk email address is on your system's allow list.



Newsletter

The Trust's monthly newsletter is a key source of program updates and other important messages. All registered grant recipients receive this newsletter by email from the Bikeability Trust, unless they have opted out via Link or unsubscribed through the newsletter. It's important that grant recipients keep their contact details up-to-date on Link to receive these communications.

Auto-emails

Link also generates automated emails, such as reminders for annual renewal and password resets. These emails are sent from contactus@bikeability.org.uk and it's crucial that grant recipients receive them. This ensures that they have all the information they need to maintain their registration status and provide high-quality Bikeability training.

If you are not receiving any emails from the Trust, please try the following:

- Check that the email address on your Link profile is correct (not the one under 'Contact Details', if different).
- Check your spam/junk folder.
- Try a different browser. ***Please be aware that Internet Explorer has been discontinued by Microsoft and is no longer compatible with Link. Please use Edge, Chrome, Firefox (all available as free downloads.***
- If you use Outlook, check your 'Other' folder for automated emails and move them to your 'Focused' folder to ensure future emails from contactus@bikeability.org.uk go there too.
- Make sure emails from contactus@bikeability.org.uk are on your email provider's 'allow/safe sender/white/approved sender list' by running a search for your email provider and following the instructions.
- You can also do a password reset (there are instructions below) if you have forgotten your password.
- If you have done all of the above and still do not receive a password reset email, contact contactus@bikeability.org.uk and include details of your operating system and browser.

Further information

You can find more information about grants by clicking [here](#)

Additionally, you can email the following contactus@bikeability.org.uk or grants@bikeability.org.uk for individual support.

Link database

The Link database contains essential information about your grant allocation.

How to access Link

Accessing Link requires users to have a registered account and login credentials. To log in, grant recipients need to go to the Link website, which is accessible via the URL <https://link.bikeability.org.uk>. They will need to enter their registered email address and password to access their account.



If you have forgotten your password, there is a link on the login page that allows you to reset your password.

How to reset your password



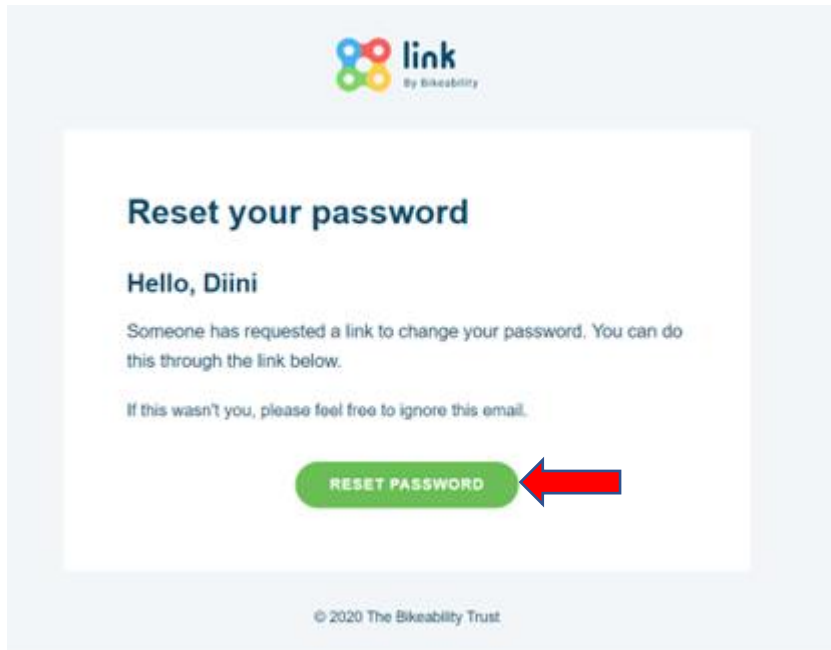
Please click 'forgotten your password?'



Now enter your email address and click 'reset password'. You will receive an email reset token.



The
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Click 'reset password'



Email

New Password

Confirm New Password

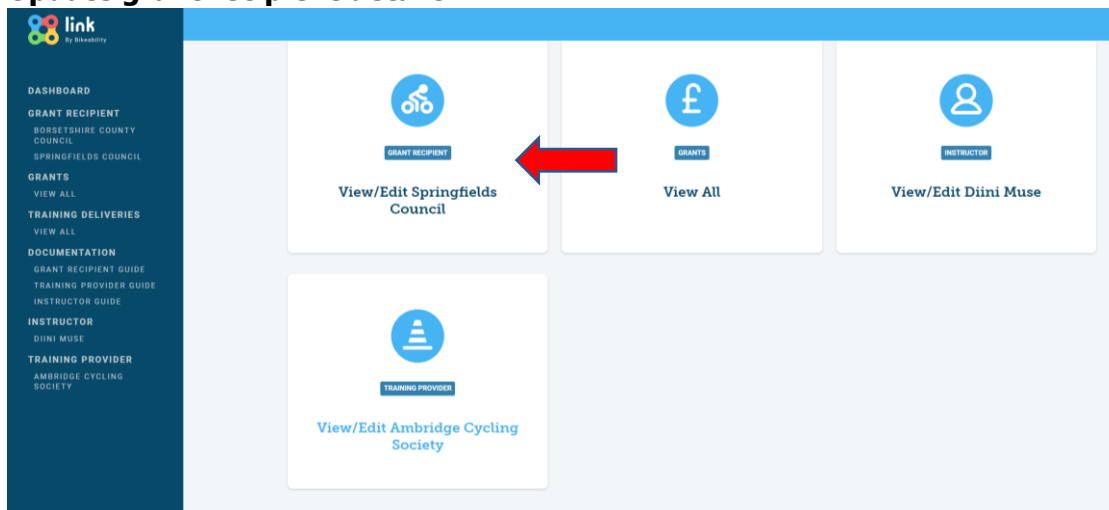
[CREATE PASSWORD](#)

[Go back to login screen](#)

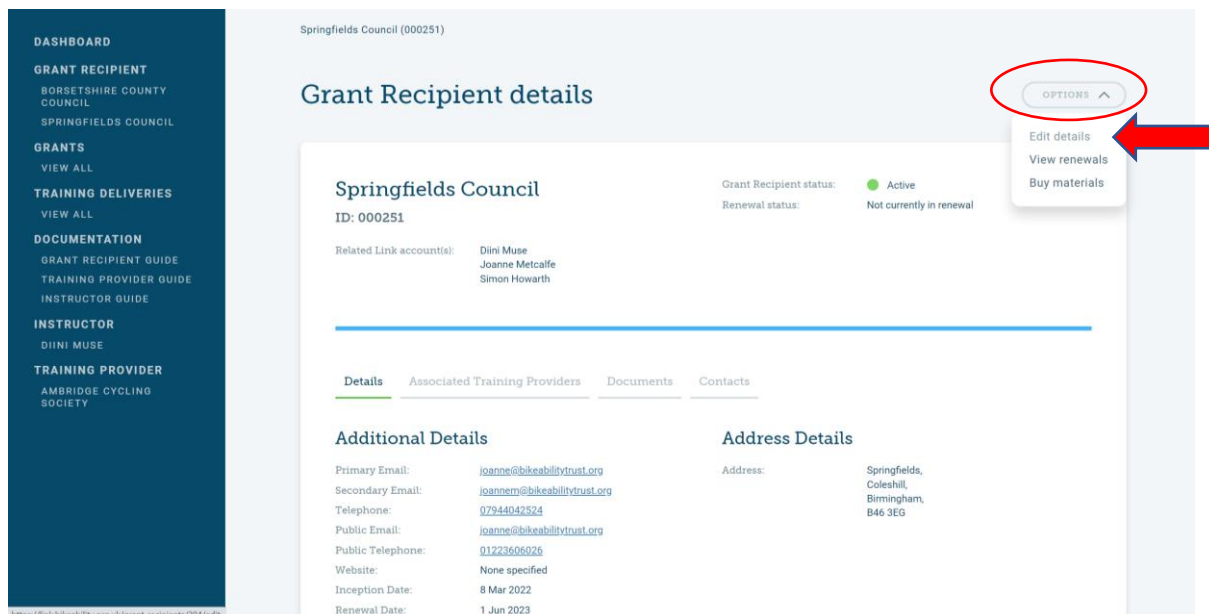
Type in your new password and then press 'create password' once you have done this please log into your link account



Update grant recipient details



To view your details, click on 'View/Edit'.



You will be directed to the grant recipient details page, here you can view the following:

- Primary email
- Secondary email
- Tel number
- Inception date
- Renewal date
- Address

You can edit these details by clicking 'Options' on the top right of the page and scrolling down to 'Edit'

Link requires grant recipients to have two email addresses associated, so that the Trust can get in contact in case one email address is unavailable or not working.



Edit grant recipient

Springfields Council

ID: 000251

Related Link account(s):
Diini Muse
Joanne Metcalfe
Simon Howarth

Grant Recipient status: ● Active
Renewal status: Not currently in renewal

Grant Recipient Details

Recipient Name

Springfields Council

Sister Training Provider

Please select

Address Line 1

Springfields

Address Line 2

Coleshill

City

Birmingham

Postcode

B46 3EG

Once you have made the necessary changes please scroll to the bottom of the page and press update.

How to associate training providers

Grant recipients need to associate all training providers working for them on Link. This is required as training delivery can be reported only for associated training providers.

Grant recipients can associate Training Provider by choosing the 'Associated Training Providers' tab



Grant Recipient details

OPTIONS ▾

Springfields Council

ID: 000251

Grant Recipient status:

● Active

Renewal status:

Not currently in renewal

Related Link account(s):
[Simon Howarth](#)
[Diini Muse](#)
[Joanne Metcalfe](#)

Details **Associated Training Providers** Documents Contacts

You need to associate the training providers you use to deliver Bikeability training before you're able to log training deliveries, as you now need to specify a training provider when entering that information in Bikeability Link.

It doesn't look like any training providers are associated with Springfields Council.

+ ADD



Click the 'Add' Button

Add Training Providers

Training Providers

Ambridge Cycling Society (704606A) | ✕

Please select

ASSOCIATE ALL



Here you can search training providers by name or by provider number if known. Once you've found it, press 'associate all'.

If you have made a mistake, don't worry you can delete it.



You need to associate the training providers you use to deliver Bikeability training before you're able to log training deliveries, as you now need to specify a training provider when entering that information in Bikeability Link.

Status	ID	Name	Type	Telephone	
Active	704606A	Ambridge Cycling Society	Independent Provider	01237ht 606082	⋮
Active	704002A	BikeRight!	Independent Provider	0161 230 700	⋮

[+ ADD](#)

[Send Email](#)
[Delete](#)

Click on the three dots and then scroll down to 'delete' then confirm the change.

Documents

You can upload documents anytime, this generally happens during the renewal process. Scroll to the document section.

Add – upload sizes 15mb?

Grant Recipient details

OPTIONS ▾

Parker Ltd
ID: 766388

Grant Recipient status: Active
Renewal status: In progress
Renewal due date: 28 Oct 2020

Details Associated Training Providers **Documents** Contacts

[Complaints Policy](#)
Reference: v1
Created: 30 Sep 2020
[Delete](#)

[Safeguarding Policy](#)
Reference: November 2019
Created: 30 Sep 2020
[Delete](#)

[+ UPLOAD](#)

Viewing and adding contacts

Under the 'contacts' heading in the profile, an organisation can store information on additional individuals within their organisation.



Springfields Council

ID: 000251

Grant Recipient status:

Active

Renewal status:

Not currently in renewal

Related Link account(s):

Diini Muse
Joanne Metcalfe
Simon Howarth

Details

Associated Training Providers

Documents

Contacts

Contacts are people of importance within this organisation, but they may not necessarily be Bikeability Link account holders, nor have direct access to this record. Their contact details will not be used for any automated communications from Bikeability Link.

It doesn't look like we have any contacts for this organisation.

ADD CONTACT

To add a contact, click on 'contacts', then click on 'add contact'.

Create new contact

Contact Details

First Name

Last Name

Email

Job Title

Primary Telephone

Secondary Telephone

☐

This person is a lead contact.

CREATE

Create your new contact and then click 'create'

Training deliveries

Your delivery input will appear on your grant recipients delivery confirmation page, where your grant recipient will be able to check and confirm the delivery is ok.

From your homepage, 'training provider details' from either the box or the side panel.



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DASHBOARD

TRAINING PROVIDER

AMBRIDGE CYCLING SOCIETY

TRAINING DELIVERIES

LOG NEW TRAINING DELIVERY

DOCUMENTATION

GRANT RECIPIENT GUIDE

TRAINING PROVIDER GUIDE

INSTRUCTOR GUIDE

Hi Stephen!

Welcome to Bikeability Link this afternoon.

TRAINING PROVIDER

**View/Edit
Ambridge
Cycling
Society**

You will see on this page, a new tab 'training deliveries'

Training Provider details

OPTIONS ▾

Ambridge Cycling Society

ID: 704606A

Related Link account(s):

- louise sanders
- Joanne Metcalfe
- Josie Walker
- Diini Muse
- Simon Howarth
- Stephen Smith

Training Provider status: Active

Renewal status: In progress

Renewal due date: 6 Apr 2024

Details

Associated Instructors

Instructor Checks & Essential Training

Associated Grant Recipients

Documents

Contacts

Delivery Areas

Training Deliveries

Contact Details

Type: Independent Provider

Address: Main Road, Ambridge, BC1 3ER

Primary Email: contactus@bikeability.org.uk

Secondary Email: alison@bikeabilitytrust.org.uk

Telephone: [01223 665432](tel:01223665432)

Accredited Levels

✓ Level 1 ✓ Level 2 ✓ Level 3

Accredited Plus Modules

✓ Balance	✗ Bus	✗ Fix	✗ Learn
✗ On Show	✗ Parents	✗ Promotion	✗ Recycled



This new page will list all of the training deliveries that have been inputted by either you or a grant recipient for deliveries that you have made. The top of the page will give you a summary, showing how many of the deliveries have been confirmed by the grant recipient and how many are waiting to be confirmed.

Details	Associated Instructors	Instructor Checks & Essential Training	Associated Grant Recipients	Documents	Contacts	Delivery Areas	Training Deliveries
LEVEL 1		LEVEL 1 & 2		LEVEL 2		LEVEL 3	
UNCONFIRMED BOOKED / ATTENDED		UNCONFIRMED BOOKED / ATTENDED		UNCONFIRMED BOOKED / ATTENDED		UNCONFIRMED BOOKED / ATTENDED	
0 / 0		0 / 0		0 / 0		0 / 0	
CONFIRMED BOOKED / ATTENDED		CONFIRMED BOOKED / ATTENDED		CONFIRMED BOOKED / ATTENDED		CONFIRMED BOOKED / ATTENDED	
0 / 0		0 / 0		0 / 0		0 / 0	
PLUS BALANCE		PLUS FIX		PLUS LEARN		PLUS FAMILY	
UNCONFIRMED BOOKED / ATTENDED		UNCONFIRMED BOOKED / ATTENDED		UNCONFIRMED BOOKED / ATTENDED		UNCONFIRMED BOOKED / ATTENDED	
0 / 0		0 / 0		0 / 0		0 / 0	
CONFIRMED BOOKED / ATTENDED		CONFIRMED BOOKED / ATTENDED		CONFIRMED BOOKED / ATTENDED		CONFIRMED BOOKED / ATTENDED	
0 / 0		0 / 0		0 / 0		0 / 0	

Lower down on this page you will see a full breakdown of the delivery input.



RESET FILTERS

Filter Financial Year
All

Delivery Date	School/Postcode	Grant Recipient	Module	Booked Value	Attended Value	Delivery Input by GR/TP	Confirmed
All	All	All				All	All
3 April 2023	Colebourne Primary School	Springfields Council	Level 1	20	15	N/K	
3 April 2023	Colebourne Primary School	Springfields Council	Level 2	50	45	N/K	
4 April 2023	Chatham & Clarendon Grammar School	Springfields Council	Level 1 & 2	80	75	N/K	
4 April 2023	Chatham & Clarendon Grammar School	Springfields Council	Plus: Learn	10	8	N/K	
4 April 2023	Chatham & Clarendon Grammar School	Springfields Council	Plus: Balance	30	29	N/K	
11 April 2023	Brogdale CIC	Springfields Council	Plus: Fix	25	25	N/K	
11 April 2023	Ashford, St Mary's Church of England Primary School	Springfields Council	Level 1 & 2	101	50	GR	

RESET FILTERS

APPLY

You have the option to use the filters on this page to view a summary of your delivery. You can sort by delivery month, school, grant recipient, who has inputted the delivery and whether it has been confirm. You can sort by more than one section, so for example you can sort by a particular month and also select a particular school.

Delivery Date	School/Postcode	Grant Recipient	Module	Booked Value	Attended Value	Delivery Input by GR/TP	Confirmed
April	All					All	All
3 April 2023	Colebourne Primary School	Springfields Council	Level 1	20	15	N/K	
3 April 2023	Chatham & Clarendon Grammar School	Springfields Council	Level 2	50	45	N/K	
3 April 2023	Brogdale CIC	Springfields Council	Level 1 & 2	80	75	N/K	
4 April 2023	Ashford, St Mary's Church of England Primary School	Springfields Council	Plus: Learn	10	8	N/K	
4 April 2023	Chatham & Clarendon Grammar School	Springfields Council	Plus: Balance	30	29	N/K	



On this tab, you will also see the option to 'log new training delivery'. This will take you to a training delivery input page.

BOOKED / ATTENDED
0 / 0

CONFIRMED
BOOKED / ATTENDED
0 / 0

RESET FILTERS

LOG NEW TRAINING DELIVERY


Filter Financial Year
All

Delivery Date	School/Postcode	Grant Recipient	Module	Booked Value	Attended Value	Delivery Input by GR/TP	Confirmed
All	All	All				All	All
3 April 2023	Colebourne Primary School	Springfields Council	Level 1	20	15	N/K	

This will take you to the 'log new training delivery' page. You can also access the 'log new training delivery' page through the side panel.



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GRANT RECIPIENT GUIDE

TRAINING PROVIDER GUIDE

INSTRUCTOR GUIDE

Hi Stephen!

Welcome to Bikeability



TRAINING PROVIDER

**View/Edit
Ambridge
Cycling
Society**



Log new training delivery

Delivery Details

Applicable Grant

Please select

Delivery School

Please select

Please use a URN for quickest results or type at least 4 LETTERS of the school name.

Was this delivered somewhere other than a school?

☐ Yes ☒ No

Delivery Training Provider

Please select a grant first

Instructors Present

Please select a training provider first

Delivery Start Date

Choose date



Delivery End Date

Choose date



Additional Local Funding (£)

0

If delivery was paid in part locally.

Notes

Any observations or notes about this delivery

Specific Training Delivered

Please select a grant first.

The 'applicable grant' will show any grant available to you to input against. This will be the grant recipient you have delivered the training under.

If you have permission from more than one grant recipients, all the relevant grants will appear here. Most deliveries will be the standard 2023/24 grant for the grant recipient.

If you have delivered HAF, this will be a different grant.



If you are inputting near the end of a financial year, you input against the start date of the course and which financial year this falls into. Link will display an error if the date does not fit against the correct financial year.

Delivery Details

Applicable Grant

Please select

Please select Press to select

Hello (2020 - #121)

Springfields 2023 Standard (2023 - #9999/9999)

Please select a grant first

The 'delivery school' can be inputted through starting to type the school name and finding the school or through entering the School Unique Reference Number (URN). We suggest you input the URN as this is much quicker and there is less chance of error. If the course has taken place in a setting other than a school, you should enter 'yes' and input the post code.

Delivery School

Please select

101258

Barnfield Primary School, Edgware (101258)

☐ Yes ☒ No

Was this delivered somewhere other than a school?

☒ Yes ☐ No

Alternative delivery postcode

If you've delivered somewhere other than a school listed above

You should enter the 'delivery training provider', which will be yourself. If the instructor who delivered the course does not appear, you should ensure that you have associated the instructor with your training provider on the 'associated instructors' tab



Delivery Training Provider

Please select

Please select

Ambridge Cycling Society (704606A)

Choose date

Instructors Present

Please select a training provider first

Additional Local Funding
(£)

You should enter the course start and end date. You will have an error message if the course start date is not in the correct financial year to the applicable grant you have selected.

Delivery Start Date

Choose date

Delivery End Date

Choose date

The bottom section of the training delivery page will enable you to select your module and enter the details of your delivery. Most modules will ask for gender, ethnicity, SEND and pupil premium details. Family will ask for breakdown of numbers attended and Adult will ask for gender, ethnicity, age range and repeat type.



Specific Training Delivered

ADD A DELIVERY EVENT

LEVEL 1

LEVEL 1 & 2

LEVEL 2

LEVEL 3

PLUS BALANCE

PLUS BUS

PLUS FIX

PLUS LEARN

PLUS ON SHOW

PLUS PARENTS

PLUS PROMOTION

PLUS RECYCLED

PLUS RIDE

PLUS TRANSITION

PLUS FAMILY

PLUS ADULT

A delivery event is training for one module delivered to one year group (where applicable).
You can have as many training events per delivery as you like so as to best represent your specific training session.

LOG TRAINING DELIVERY


This shows an example of the input required for a Level 2 course. You must ensure you input the same number of rider characteristics as the 'total attended' figure or you will have an error.



Specific Training Delivered

Event #1 (Level 2)

Year Group

Please select 

Total Booked

0

Total Attended

0

This must be less than or equal to Total Booked.

Rider Characteristics

Gender	Ethnicity	SEND	Pupil Premium
This must be equal to Total Attended.	This must be equal to Total Attended.		
# Male	# Asian - Bangladeshi	# Riders	# Riders
0	0	0	0
# Female	# Asian - Chinese	# Prefer not to say	# Prefer not to say
0	0	0	0
# Other	# Asian - Indian		
0	0		
# Prefer not to say	# Asian - Pakistani		
0	0		

You can add multiple modules under the same delivery by selecting a further event at the bottom of the page. Once you have entered all delivery for the dates detailed, select 'log training delivery':



group

Any other ethnic group - Arab

Prefer not to say

ADD A DELIVERY EVENT

LEVEL 1

LEVEL 1 & 2

LEVEL 2

LEVEL 3

PLUS BALANCE

PLUS BUS

PLUS FIX

PLUS LEARN

PLUS ON SHOW

PLUS PARENTS

PLUS PROMOTION

PLUS RECYCLED

PLUS RIDE

PLUS TRANSITION

PLUS FAMILY

PLUS ADULT

A delivery event is training for one module delivered to one year group (where applicable).
You can have as many training events per delivery as you like so as to best represent your specific training session.

LOG TRAINING DELIVERY

When you have finished entering the details, click on the log training delivery button. The deliveries will then appear in your 'training deliveries' tab and appear on the grant recipient confirmation tab ready for review and confirmation.

You can edit any deliveries that you have inputted up to the point where it is confirmed by the grant recipient.



10 April 2023	Aughton Christ Church Church of England Voluntary Controlled Primary School	Springfields Council	Level 1	20	19	TP	<div>View</div> <div>Edit</div> <div>Delete</div>
11 April 2023	Brogdale CIC	SpringfieldPlus: Council	Fix	25	25	N/K	<div>View</div> <div>Edit</div> <div>Delete</div>

Grants process

To view your grant details, click on grants on the right-hand side of the page and click on your grant id

GRANT RECIPIENT
BORSETSHIRE COUNTY
COUNCIL
SPRINGFIELDS COUNCIL
GRANTS

Grant Recipient details

OPTIONS ▾

Once you are on the 'grant recipient details' page scroll down to 'grants'

Grants

ID	Period	Label	Source	Format	
2022/999999	2022/2023	Borsetshire 22/23	DfT Standard	GrantFormatDFT	<div>View</div> <div>Edit</div> <div>Delete</div>
2022_Test	2022/2023	Test	DfT Standard	GrantFormatDFT	<div>View</div> <div>Edit</div> <div>Delete</div>

On the 'grants' section, click on your ID. This action will take you to the 'grants' detail page.

Grant Details

OPTIONS ▾

Details

Move Places

Change Funding

Training Deliveries

Claims

Delivery Confirmation

You can now do the following:

- View details
- Move places
- Change funding
- Training deliveries
- Claims
- Delivery confirmation



Grant Details

OPTIONS ▾

Details Move Places Change Funding Training Deliveries Claims Delivery Confirmation

Grant Details

Grant Recipient: [Borsetshire County Council](#)
Grant Number: #2022/999999
Grant Label: Borsetshire 22/23
Grant Period Start Year: 2022
Grant Source: DfT Standard
Grant Format: GrantFormatDfT

Grant Summary

No summary provided.

Allocation & Claims

	ALLOCATIONS			CLAIMS			REMAINING	
Levels/Module	Total Places	Grant per Place	Total Funding	Places Claimed	Claims Approved	Funding Claimed	Places Remaining	Funding Remaining
Level 1	10	£1,000.00	£10,000.00	2	2	£2,000.00	8	£8,000.00
Level 1 & 2	1	£1,000.00	£1,000.00	0	0	£0.00	1	£1,000.00
Level 2	10	£1,000.00	£10,000.00	0	0	£0.00	10	£10,000.00

The 'grants details' page allows you to view the following:

- Allocations and claims
- Allocation tools


Move places tab

Grant Details

OPTIONS ▾

Details Move Places Change Funding Training Deliveries Claims Delivery Confirmation

There are no movements for this grant.

 REQUEST MOVEMENT OF PLACES

Click on 'request movement of places'



Request grant movement

Grant Summary

Label: Borsetshire 22/23
ID: 2022/999999

Grant Recipient: [Borsetshire County Council](#)
Grant Period Start Year: 2022
Grant Source: DIT Standard

MAXIMUM ALLOCATION

£22,000.00

SPARE FUNDING*

£0.00

* Spare funding is part of your allocated funding that currently is not linked to the delivery of specific training places. The maximum you can hold as spare funding is £50.

ADD MOVEMENT

REQUEST MOVEMENT

Once you have reached this page, you will need to click on 'add movement' to move places.

Movement #1

Type of movement

Increase Places

Level/Module

Level 1

Places

9

Funding Change

↓ £0.00

ADD MOVEMENT

REQUEST MOVEMENT

Now that you have filled out the above, please click 'request movement'.

Change funding

To change Funding, you will need to slide over to the 'change funding' tab under 'grant details'.



Grant Details

OPTIONS ▾

Details Move Places **Change Funding** Training Deliveries Claims Delivery Confirmation

Status	ID	Type	Grant	Created	Approved	
APPROVED	/Re/1	Release	Borsetshire 22/23 (2022/999999)	15 Dec 2022	15 Dec 2022	⋮

RELEASE FUNDING

INCREASE FUNDING

Here you have the option to either 'release funding' or 'increase funding'.

Request release of funds

Request release of funds

Grant Summary

Label: Borsetshire 22/23
ID: 2022/999999

Grant Recipient: [Borsetshire County Council](#)
Grant Period Start Year: 2022
Grant Source: DfT Standard

Module	Allocated	Delivered	Max Releasable	Places to Release	Funding Released
Level 1	10	0	10	<input type="text" value="1"/>	↓ £1000.00
Level 1 & 2	1	0	1	<input type="text" value="1"/>	↓ £1000.00
Level 2	10	0	10	<input type="text" value="0"/>	↓ £0.00

Please fill out how many places you would like to release. Once you have done this scroll down and click the 'release funding' button.



Grant reallocation details

OPTIONS

Details

Date Created: 23 Mar 2023
Type: Release
Status: In progress

Allocation Summary

Level/Module	Places Released	Funding Released
Level 1	1	£1,000.00
Level 1 & 2	1	£1,000.00
Level 2	0	£0.00
Level 3	0	£0.00
Plus Balance	0	£0.00
Plus Bus	0	£0.00
Plus Fix	0	£0.00
Plus Learn	0	£0.00
Plus On Show	0	£0.00
Plus Parents	0	£0.00
Plus Promotion	0	£0.00
Plus Recycled	0	£0.00
Plus Ride	0	£0.00
Plus Transition	0	£0.00

The Grant relocation is 'in progress' waiting to be approved.

Request funding increase

Request funding increase

Grant Summary

Label: **Borsetshire 22/23**
ID: 2022/999999

Grant Recipient: [Borsetshire County Council](#)
Grant Period Start Year: 2022
Grant Source: DFT Standard

Reasons for requesting a funding increase

Module	Currently Allocated	Places to Increase	Funding Required
Level 1	10	<input type="text" value="0"/>	↑ £0.00
Level 1 & 2	1	<input type="text" value="0"/>	↑ £0.00
Level 2	10	<input type="text" value="0"/>	↑ £0.00
Level 3	0	<input type="text" value="0"/>	↑ £0.00

You will need to type in how many places you would like to increase, once this has been done, please scroll down to the bottom of the page and press 'request increase'.



Grant reallocation details

OPTIONS ▾

Details

Date Created: 23 Mar 2023
Type: Increase
Status: In progress

Allocation Summary

Level/Module	Places to Increase	Funding Needed
Level 1	1	£1,000.00
Level 1 & 2	0	£0.00
Level 2	0	£0.00
Level 3	0	£0.00
Plus Balance	0	£0.00
Plus Bus	0	£0.00
Plus Fix	0	£0.00
Plus Learn	0	£0.00
Plus On Show	0	£0.00
Plus Parents	0	£0.00
Plus Promotion	0	£0.00
Plus Recycled	0	£0.00
Plus Ride	0	£0.00

You will now see the changes made, your status will remain 'in progress' until approved.

Training deliveries

Under the 'training deliveries' page you will see the following:

Grant Details

OPTIONS ▾

Details Move Places Change Funding **Training Deliveries** Claims Delivery Confirmation

Bikeability Levels progress



Bikeability Plus progress



Claims



Grant Details

OPTIONS ▾

Details Move Places Change Funding Training Deliveries **Claims** Delivery Confirmation

Status	ID	Grant	Created	Approved
APPROVED PAID	2022/999999/CI/1	Dorsetshire 22/23 (2022/999999)	6 Jul 2022	6 Jul 2022

You will be able to review all your grant claims, you will be able to see your status. As you can see in the image above, it is 'approved'.

If you click on the ID, this will take you to the 'grant claim details'.

Grant claim details

This claim has been paid.

Grant Claim Summary

Module	Allocated	Booked	Approved Claims	Max Claimable	Places Claimed	Claim Value
Level 1	10	0	2	0	2	£2,000.00
Level 1 & 2	1	0	0	0	0	£0.00
Level 2	10	0	0	0	0	£0.00
Level 3	No funding for this module					
Plus Balance	No funding for this module					
Plus Bus	No funding for this module					
Plus Fix	No funding for this module					
Plus Learn	No funding for this module					
Plus On Show	No funding for this module					

Delivery confirmation

The delivery confirmation tab shows all training deliveries that have been inputted for the grant, including delivery dates, schools or postcodes, training providers, modules, books attended, and the value of the delivery.

Deliveries need to be confirmed on the training delivery confirmation tab before becoming payable.



Please click on the 'delivery confirmation' tab.

Grant Details OPTIONS ▾

[Details](#) [Move Places](#) [Change Funding](#) [Training Deliveries](#) [Claims](#) [Delivery Confirmation](#)

LEVEL 1	LEVEL 1 & 2	LEVEL 2	LEVEL 3
UNCONFIRMED BOOKED / ATTENDED 0 / 0	UNCONFIRMED BOOKED / ATTENDED 0 / 0	UNCONFIRMED BOOKED / ATTENDED 0 / 0	UNCONFIRMED BOOKED / ATTENDED 0 / 0
CONFIRMED BOOKED / ATTENDED 0 / 0	CONFIRMED BOOKED / ATTENDED 0 / 0	CONFIRMED BOOKED / ATTENDED 0 / 0	CONFIRMED BOOKED / ATTENDED 0 / 0
CLAIMED 2	CLAIMED 0	CLAIMED 0	CLAIMED 0
PLUS BALANCE	PLUS FIX	PLUS LEARN	PLUS FAMILY

Renewals

The renewals process takes place yearly.

To view your renewals, you will need to go to the 'grant recipients details' page

Grant Recipient details OPTIONS ^

Springfields Council
ID: 000251

Grant Recipient status: ● Active
Renewal status: Not currently in renewal

Related Link account(s):
Diini Muse
Joanne Metcalfe
Simon Howarth

Edit details
View renewals
Buy materials

Click on 'options' then scroll down to 'view renewals'



Grant Recipient Renewals

Springfields Council
ID: 000251

Grant Recipient status: Active
Renewal status: Not currently in renewal

Related Link account(s):
Diini Muse
Joanne Metcalfe
Simon Howarth

Status	Renewal Period	Overdue	Due Date	Updated
APPROVED	2022		1 Jun 2022	9 Apr 2022 @ 00:00

You will be able to see the status of your renewals above.

The next renewal date will take place April 2024

Exporting data

To export the deliveries, please click on 'options' and scroll down to 'export deliveries'

Training Deliveries
Borsetshire 22/23 (2022/999999)

OPTIONS ^

Log new training delivery
Export deliveries

Borsetshire 22/23 | DfT Standard (2022/999999)

There are no deliveries for this grant.

This will automatically download the xport data.

Buying awards materials

You can access the awards shop directly though Link. You will need to Scroll down to 'buy materials'.

Grant Recipient details

Springfields Council
ID: 000251

Grant Recipient status: Active
Renewal status: Not currently in renewal

Related Link account(s):
Diini Muse
Joanne Metcalfe
Simon Howarth

OPTIONS ^

Edit details
View renewals
Buy materials



Shop

Note: American Express is not accepted

Showing 1–12 of 14 results



Parent's Handbook, Pack of 20



Level 1 Complete Award (pack of 50)



Level 2 Complete Award (pack of 50)

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Please email us at contactus@bikeability.org.uk if you have any additional questions.