



# WA Bike Month 2025

## Grant Guidelines

Please read these grant guidelines before submitting your WA Bike Month grant application.

### Purpose and background

WA Bike Month is WA's annual celebration of bike riding and aims to promote and encourage people of all ages and abilities to ride bikes for transport, fun and a healthier lifestyle. WA Bike Month is held in October each year and in 2025, a total of \$75,000 is available for grants and event packages available to local governments, workplaces, schools, bike groups and community organisations to host bike riding events.

WA Bike Month 2025 is an initiative of the State Government, co-funded by the Department of Transport and Major Infrastructure (DTMI) and the Royal Automobile Club of Western Australia (RAC). DTMI contributes \$50,000 annually for grants and RAC is contributing \$25,000.

### WA Bike Month objectives

All grant applications will be assessed by a panel led by DTMI, based on how the proposed event intends to achieve one or more of the following objectives:

- Encourage riders of all ages and abilities to go for a bike ride for transport, fun and a healthier lifestyle.
- Increase awareness and use of new and existing bike infrastructure, the active transport network, and local facilities that are accessible by bike.
- Grow the level of involvement in WA Bike Month activities from local councils, workplaces, schools, organisations, government agencies and community groups.

A great WA Bike Month event will also:

- promote and celebrate the benefits of bike riding such as physical health, wellbeing and social connection and immersion in the community;
- contemplate a mix of bike and non-bike related activities (e.g. entertainment or celebration) to encourage participation from the wider community; and
- help people overcome some of the basic barriers to bike riding, such as offering bicycle mechanics, advice and skills training.

### Key dates

Milestone	Date
Applications period	June 2025
Applicants notified of success	Early August 2025*
WA Bike Month events period	1 – 31 October 2025
Acquittal due date	5 pm on Friday 21 November 2025
Payment period	December 2025

\*Please note, these dates are indicative only and may vary.

## Applicant eligibility

To be eligible for a WA Bike Month grant, applicants must meet the entity criteria, be located in WA and be one of the following:

### Eligible entities

- Local governments
- Schools
- Workplaces
- Tertiary education institutions
- Parents and citizens' associations
- Community groups
- Bike groups
- For-profit and not-for-profit organisations.

### Ineligible entities

The following entities are not eligible for a WA Bike Month grant:

- Individuals
- Political organisations
- State government agencies
- Transport Portfolio staff members.

## Funding categories

This year, we are offering organisations two types of grant funding for bike riding events located in WA:

1. **Monetary funding** in three categories (Minor, Local, and Major). Schools can apply for a minor grant to receive funding only for their WA Bike Month event.
2. **School packages** designed to make your WABM event planning a breeze. These are packages valued up to \$750 and include a combination of offerings.

### Monetary funding

There are three categories of funding available. It is anticipated that **two** major grants will be awarded; one metropolitan based, and one regionally located.

It is recommended that recipients of major and local grants allocate at least 10 per cent of their overall budget to promoting their event.

Major – up to \$5,000	Local – up to \$2,000	Minor – up to \$750
Open to organisations or groups applying to host a large, (100-500 attendees) flagship bike riding event that is open to the public. These events must actively encourage people to cycle and support novice riders. Examples include: <ul style="list-style-type: none"><li>• a community bike festival with food trucks, coffee vendors, entertainment and bike skills and maintenance sessions</li></ul>	Open to organisations or groups applying to host a smaller public bike riding event that actively encourages people to cycle and supports novice riders. The anticipated attendance at these events would be between 50 and 100 people. Examples include: <ul style="list-style-type: none"><li>• public bike breakfast events comprising food trucks, coffee</li></ul>	Open to organisations or groups including schools and workplaces to host small events for a confined or private audience. Examples include: <ul style="list-style-type: none"><li>• private bike breakfasts</li><li>• guided bike rides</li><li>• bicycle skills sessions.</li></ul>

<ul style="list-style-type: none"> <li>multiple day community events that encourage bike riding such as BMX coaching sessions, guided rides and ride to work or school days.</li> </ul>	<ul style="list-style-type: none"> <li>vendors and bike maintenance</li> <li>mountain bike trail rides, including skills sessions and led rides</li> <li>a combined school and community 'Bike Day' comprising a pump track, skills track and trial ride track hire, food, beverages and small prizes.</li> </ul>	
---	---	--

## School packages

For 2025, we are introducing pre-packaged bicycle promotion packages that are designed to make riding to school events a breeze. Packages valued up to \$750 and include two options for combination packages:

1. A bike **bus workshop** and **funding** for food/ other event costs; or
2. A customisable number of **bike promotion prize packs** that can be combined with **bike education** or **funding** for food/ other event costs.

Organisations can select one of the packages to host an unforgettable WA Bike Month event. You will be able to select a package type in the application form.

- 1-Hour bike bus workshop (worth \$500) + \$250 for breakfast or event costs.
- 2 x Primary school bike promotional packages + \$500 funding for breakfast/ bike education
- 4 x Primary school bike promotional packages + \$250 funding for breakfast
- 6 x Primary school bike promotional packages
- 2 x High school bike promotional packages + \$500 funding for breakfast/ bike education
- 4 x High school bike promotional packages + \$250 funding for breakfast
- 6 x High school bike promotional packages

### *Bike Bus workshop*

You will receive a one-hour online session teaching you how to run a bike bus at your school. A bike bus is a group of parents and students who ride to school together. A bike bus follows a fixed route and collects 'passengers' to ride along the way like a regular bus. These workshops are held at a time that suit you best and we recommend you select a date that allows you to have a bike bus in October.

### *Bike promotional packages*

DTMI will post the pre-packaged bicycle promotion packages to your school to use as prizes at your event. You can choose two, four or six packages, and each package is worth \$125.

Bike promotion packages have been tailored for primary schools and high schools, and include the following items:

Primary school bike promotional package	High school bike promotional package
<a href="#">Bike light</a>	<a href="#">Bike light</a>
<a href="#">Bike lock</a>	<a href="#">Bike lock</a>
<a href="#">Bike pump</a>	<a href="#">Bike pump</a>
<a href="#">Helmet (small)</a>	<a href="#">Helmet (medium/ large)</a>
<a href="#">Bike bell</a>	<a href="#">Bike bell</a>
<a href="#">Handlebar streamers</a>	
<a href="#">Spokey dokes</a>	

### ***Bike education***

If you select a package that includes bike education, DTMI will put you in contact with a bike education provider and pay the provider directly for the bike education session.

You can work with the supplier to deliver a range of activities including:

- bike safety presentation incursion;
- event bicycle skills obstacle course: or
- bike skills session.

Packages may be limited based on supplier availability and school requests will be accommodated where possible. Where bike education packages cannot be delivered, the \$500 monetary funding will be available to schools to use for their event as an alternative.

### **Approved and unapproved expenses**

Applications can only contain approved expenses items as listed below:

#### **Approved items**

- Local bicycle services, including but not limited to bike hire, bike valet parking, bike mechanic services, bike education and guided rides
- Bicycle equipment hire
- Food and beverages, preferably purchased from local businesses
- Promotion and advertising; major and local grants should allocate at least 10 per cent of their overall budget to promoting their event.

**Grant funding may also be used on the following** (ensuring there is a clear connection to the WA Bike Month objectives):

- Food and beverage allocation, capped at \$10 per head
- Entry fees required to cover event costs, capped at \$10 per head
- Entertainment and other promotional items
- Bike riding-specific merchandise (e.g. bicycle helmets, bicycle accessories/attire, exercise towels or water bottles), capped at \$10 per head, preferably purchased from WA-based businesses
- Gift vouchers to bike riding stores limited to 10 per cent of the overall grant amount.

#### **Unapproved items**

The following items will not be approved for grant funding and must not be requested:

- Fundraising events or for-profit events

- Professional development seminars and workshops
- Conference attendance or travel requests
- Competitive bike riding events, individual endurance rides or spin classes
- Gift vouchers and prizes from non-WA based businesses
- Infrastructure or assets, including sporting team apparel or sporting equipment
- Internal/organisational project management or administration costs (overheads), including staff wages, in-house office supplies and printing/utilities, travel expenses (fuel costs) etc.
- Events outside of WA or that take place outside of WA Bike Month (i.e. not between 1 – 31 October 2025).

## How to apply for a grant

Applications must be submitted using DTMI Grants (OmniStar). Email applications are not available and will not be considered. A link to DTMI Grants will be made available on the WA Bike Month webpage.

For instructions on how to create an account please visit the [WA Bike Month webpage](#).

## Grant application assessment

All grant applications will be assessed by DTMI and independently reviewed to ensure fairness and transparency. Grant applications that are recommended for funding will be approved by DTMI's Executive Director Urban Mobility.

### Assessment criteria and weightings

Each application will be assessed against four criteria and scored on a scale of 1 to 5, where 1 is not meeting the criteria and 5 is exceeding the criteria. Weightings will be applied as per the following table:

Criteria	Detail	Weighting
Alignment to WA Bike Month objectives	<ul style="list-style-type: none"> <li>• Proposed event must achieve one (or more) objective.</li> <li>• Outline how each identified objective will be addressed by the proposed event.</li> </ul>	30%
Event planning and promotion	<ul style="list-style-type: none"> <li>• Describe the steps you will take to plan for a successful event.</li> <li>• Describe the plan to promote attendance at the proposed event.</li> </ul>	20%
Value for money	<ul style="list-style-type: none"> <li>• Grant category selected.</li> <li>• Amount of funding requested.</li> <li>• Services and items to be purchased with funding.</li> <li>• For major grants only – detailed description of the proposed use of funds for the event itself.</li> </ul>	40%
Innovation	<ul style="list-style-type: none"> <li>• Event plan is unique and provides an innovative approach to bike riding activities.</li> <li>• Event is fun, engaging, celebrates bike riding and provides attendees with a memorable experience.</li> </ul>	10%

## Grants reserve list

DTMI may reallocate grant funding to grantees on a reserve list if another grantee declines a grant or withdraws its grant application. If the grant funding cannot be allocated to another grantee in time, funding may be reallocated to other programs, at DTMI's discretion.

## Grant agreement contract

All successful grant recipients are required to do the following:

1. Sign and return a grant agreement contract (GAC) within 10 business days of being advised as successful.
2. Complete and return a risk assessment form.
3. Promote their event.
4. Complete a grant acquittal form by 5 pm on Friday 21 November 2025.

## Event promotion

### Digital and printed promotions

It's recommended and preferred that all grant recipients use the promotional material that will be made available via the downloadable content section of the [WA Bike Month webpage](#). A range of templates will be available including pre-approved and editable templates.

Grantees must submit all promotional items to DTMI for review/approval via [wabikemonth@transport.wa.gov.au](mailto:wabikemonth@transport.wa.gov.au). DTMI will aim to review and provide guidance on items within one week.

### Facebook events

It is recommended that grantees register their public event by creating a Facebook event page and inviting @wabikemonth to co-host the page. If you are unable to create a Facebook event through your organisation's account, DTMI can help to create an event on your behalf to help promote your event to a wider audience. DTMI may also promote public events through WA Bike Month's website and on its social media platforms. If you need assistance or advice on how to promote your WA Bike Month event, please contact [wabikemonth@transport.wa.gov.au](mailto:wabikemonth@transport.wa.gov.au).

## Acknowledgements and use of logos

Grant recipients must acknowledge DTMI, RAC and WA Bike Month on all promotional materials. Promotional materials include, but are not limited to, posters, flyers, signage, websites, social media, merchandise, etc.

DTMI, RAC, and WA Bike Month must also be acknowledged during any speeches or presentations at funded events. Templates of promotional and marketing materials will be made available via the downloadable content section of the [WA Bike Month webpage](#).

## Change of event details (variations)

All grants are assessed and awarded based on the event details included on the grant application. As such, any changes to event details need to be communicated (via [wabikemonth@transport.wa.gov.au](mailto:wabikemonth@transport.wa.gov.au)) and may need approved by DTMI. Below are the requirements for each grant category.

## **Variation before the GAC is signed**

### **Minor**

Grantees hosting minor events can change the original event date and time if necessary. This must be done by notifying DTMI and including the updated date/time on an amended GAC. In special cases, DTMI may approve event dates outside of October. A change of event scope, purpose or format needs approval from DTMI.

### **Local and major**

Any changes to major and local event details (such as date, time, event format or event plans) must be communicated to DTMI at least five business days before the event. DTMI must approve any changes to events before the event commences. Failure to communicate any event changes may result in nonpayment of grant funding.

## **Variation after the GAC is signed**

### **Minor, local and major**

If the GAC has been signed by both parties, the grantee must request changes to the event via the DTMI Grants (OmniStar) system. Grantees should contact [wabikemonth@transport.wa.gov.au](mailto:wabikemonth@transport.wa.gov.au) to discuss their event before submitting a variation request.

## **Withdrawing grant acceptance or cancelling an event**

To withdraw a grant application or acceptance, or to cancel an event, contact [wabikemonth@transport.wa.gov.au](mailto:wabikemonth@transport.wa.gov.au) as soon as possible.

## **Acquittal and reporting**

This year, grant acquittals will be completed using the DTMI Grants (OmniStar) system.

Successful applicants will be required to log into their DTMI Grants (OmniStar) account to access and submit their grant acquittal form.

Grant acquittals must be completed in full by 5 pm on Friday 21 November 2025 and must contain the following information and attachments:

- A summary of your event and its outcomes against the WA Bike Month objectives
- Description of how the WA Bike Month grant funding was used
- 1 to 3 copies of photographs taken during the event<sup>1</sup>
- 1 to 3 copies of promotional materials for your event (e.g. posters, flyers, website posts)
- Details of any media coverage received – traditional, online and social.

---

<sup>1</sup> Note: As per the grant agreement, it is the responsibility of the grant recipient to ensure that photography and/or videography permission has been sought from attendees prior to use in promotion and acquittal documentation. Those photographed should also be made aware that their consent includes permission for photos to be used by third parties, namely DTMI and general media outlets, for promotional purposes.

Failure to complete grant acquittal by the deadline will result in nonpayment of grants.

## **Grant payment**

Grant funding will be provided to successful grant recipients in one lump sum on receipt of a completed online grant acquittal form after the event has concluded. Any unspent grant funds, or grant funds not expended in accordance with the grant agreement, will be retained by DTMI.

## **Contact us**

Please email [wabikemonth@transport.wa.gov.au](mailto:wabikemonth@transport.wa.gov.au) for more information about WA Bike Month.