

## **Community Transport Small Grants Fund**

Guidance, criteria and conditions of grant

**Overall aim of the fund:** To reduce social exclusion, particularly for those people living in rural areas or without access to a car, by improving access to services and facilities in Wiltshire and Swindon through transport initiatives and other measures.

### **1. Guidance to applicants**

- a) Applications up to £1,000 will be considered (in exceptional circumstances larger grants can be considered)
- b) Projects up to the value of £250 can apply for 100% of the costs of a project from the fund
- c) Applications over £250 will need to contribute 25% of the value of a project – eligible ‘match funding’ includes support from own funds, other grants or ‘in-kind’ contributions
- d) Applications can be for capital or revenue, or a combination of both, but not for on-going running costs of an existing project.
- e) Applications are particularly welcome for funding for projects that benefit (and preferably involve) vulnerable, disadvantaged, isolated and excluded sections of the community.

### **2. Projects may be considered if they fit the criteria stated below**

#### **Projects must:**

- a) Provide a new or improved service or facility that enhances access to services and facilities for people living in Wiltshire or rural parts of Swindon
- b) Be a new project or a new or improved initiative within an existing project
- c) Must have a clear community, social or environmental benefit and be able to demonstrate sustainability
- d) Be undertaken in, and solely for the benefit of residents of Wiltshire or Swindon
- e) Show community support
- f) Meet a clearly defined local need
- g) Be unlikely to proceed without assistance from the fund

### **3. Examples of projects**

Those that:

- Improve the service, facilities, equipment or running of local community transport schemes
- Make community transport groups more effective in meeting passenger needs
- Develop new initiatives that would make it easier for people to access and reach the services and facilities they need and vice versa
- Research local transport needs

#### **4. Applicants**

Applications would normally be considered from the following list:

- a) Individuals aged 18 or over wishing to set up a community group to plan or undertake a larger project (where setting up a group is an essential activity, although possibly only part of the whole project) OR
- b) Voluntary organisations with a constitution or governing document OR
- c) Community groups without formal rules or a constitution (part of any project would be to introduce them) OR
- d) Parish councils or Parish meetings

Applications would be particularly welcome for projects that benefit (and preferably involve) vulnerable, disadvantaged, isolated and excluded communities.

Applications would NOT normally be considered from statutory or commercial organisations.

#### **5. Applications will not be considered for:**

- a) Payments of loans
- b) Contributory capital funding for vehicles

#### **6. Applicants must agree to the following conditions:**

- a) That they will use the grant only for the purpose specified on the application form
- b) The grant will be for use by the applicant group only
- c) Must have, or be prepared to set up, a bank account in the groups' name, with a minimum of two signatories.
- d) The Community Transport Taskforce may arrange field visits to monitor the project
- e) The Community Transport Taskforce reserves the right to recoup grant monies in the event of breach of conditions or unsatisfactory performance or to recoup unspent monies
- f) The group must make due mention to the Community Transport Taskforce in publicity
- g) The Community Transport Taskforce reserves the right to use information about the group and its project for publicity and promotional purposes
- h) The group must agree to any further conditions required by the Community Transport Taskforce at the time of awarding the grant

#### **7. After receipt of grant monies the applicant group will agree to:**

- a) Spend the grant within six months of receipt of the offer letter
- b) Provide receipted invoices as evidence of expenditure
- c) Seek written permission from the grants panel for any changes to the use of the grant