**East Cambridgeshire Community Transport Grant Scheme 2019/2020 - Guidance Notes**

East Cambridgeshire District Council (ECDC) is seeking applications to the Community Transport Grant Scheme for the financial year 2019/2020. £43,500 is available to support the delivery, development and promotion of community transport services in East Cambridgeshire.

Please note that this amount of funding is available for this financial year only. Funding for future years is subject to approval by Full Council as part of its annual budget setting process.

The purpose and the aim of the Community Transport Grant Scheme is to provide and deliver community transport servicesto improve accessibility to work, education, essential public services and for social purposes, and looks to address the problems of social isolation, by helping improve transport choices within East Cambridgeshire. The Scheme aims to achieve this by supporting the long term viability of existing transport schemes and where appropriate help develop new schemes.

# Eligibility and activities supported

The Community Transport Grant Scheme is not limited to existing community transport providers. The fund is also open to charities, social enterprises and community groups, including Parish Councils. You must be able to demonstrate that your organisation has an interest in transport and accessibility and is a formally constituted group.

ECDC does not make match funding a requirement. However, we do not expect to be the sole source of funding and applications must show what other sources of funding have been sought and that the project is deliverable.

Applicants must:

* Have a written constitution
* Have a management committee of at least three people; a Chair, Treasurer and Secretary
* Have their own bank account with a requirement for two signatories for any payments made
* Be able to provide an up to date copy of their accounts
* Meet relevant legal responsibilities, including those of an employer, and adopt, implement and monitor good employment practices, including having relevant insurances to cover operations.
* Provide appropriate child and vulnerable adult protection, health and safety, Equal Opportunity and DBS checking policies as appropriate.
* Illustrate user and member involvement in policy-making and management as appropriate  Illustrate how they recruit and support volunteers as appropriate.
* Demonstrate a need for financial support. You will be asked for details of your policy on unrestricted reserves, based on Charity Commission guidelines

Activities supported:

* Delivery of existing community transport services within East Cambridgeshire and to residents of East Cambridgeshire.
* Development of new services which meet identified need.
* Development of the quality and capacity of community transport schemes.

# How to apply

To access funds organisations are asked to submit the application form to the District Council.

Your application should include the following information, to allow it to be evaluated:

* The application should improve accessibility, to work, education, essential public services and for social purposes, and look to address the problems of social isolation.
* The application must demonstrate that there is a need for the proposed project. This may include the results of a questionnaire/market research, a statement of intent, or evidence collected by a third party (please ensure you state the date that evidence was collected and the methodology).
* The measurable benefits such as an additional (x) passengers or (y) number of villages that your proposal would deliver.
* A detailed budget which includes the allocation of the Community Transport Grant Scheme, any match funding, and demonstrates how the proposed scheme will be financed beyond the use of the funding.
* Show how the bid benefits the general public in East Cambridgeshire either directly or indirectly.
* The Community Transport Grant Scheme will monitor the progression and achievements of successful applications against their business case. To enable the Council to monitor the project, the application should clearly set out milestones, spend, predicted outcomes and outputs.

The completed application form must be returned by **5pm on Tuesday 30th April 2019** to Sally Bonnett,

Infrastructure and Strategy Manager, East Cambridgeshire District Council, The Grange, Nutholt Lane, Ely, Cambridgeshire CB7 4EE or email it to sally.bonnett@eastcambs.gov.uk

# Scoring Criteria

Each application will be scored using the following marking scheme:

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| --- | --- |
| **Score** | **Classification** |
| 5 | Meets the aims **exactly** as specified |
| 4 | Meets the aims specified to a **good level** - but not exactly |
| 3 | Meets the aims specified in **most aspects** – but fails in some |
| 2 | Fails in most aspects, but qualifies in **some** |
| 1 | Significantly **fails** to meet the aims specified |
| 0 | Completely **fails** to meet the aims specified |

# Conditions of grant

If your organisation is awarded a grant you will be expected sign a funding agreement and to comply with the following conditions:

* Any unused grant will be returned to the Council.
* Grant monies will only be used for the purposes applied for.
* East Cambridgeshire District Council will receive an evaluation of the project.
* East Cambridgeshire District Council reserves the right to impose further conditions prior to the grant being awarded.
* Any publicity must acknowledge the Council and the award given.
* That grant monies are taken up by the deadline given on the letter or if not stated, within 12 months of the date of this letter.
* If your organisation is able to reclaim VAT this must be advised to the District Council. (the grant monies will then be adjusted to the appropriate percentage of the total actual costs excluding the VAT elements).
* The award shall support only actual expenditure on the items identified in the approved application. The grant will not be increased in the case of any over-spend, miscalculation of VAT or other tax liabilities or addition to the original project, unless made as a condition of grant or with prior agreement in writing.
* That evidence is provided to show that your organisation has a satisfactory security of hire for the duration of the funded project.
* That the equipment provided meets the appropriate British/European Safety Standards.
* Assets other than consumables acquired with the help of a Council grant may not be sold, transferred or disposed of, or be offered as security for a mortgage or loan without the prior written permission of the Council. In the event of your organisation disbanding or ceasing to exist, the assets are to be transferred to another voluntary, not for profit organisation, with similar aims and objectives.
* Repayment of the grant will be required if the applicant has acted fraudulently or negligently at any time or fails to comply with any of the conditions of the grant.
* The applicant must ensure that the project operates an equal opportunities policy during and after completion, and that nobody is unreasonably denied access to use a facility or service in receipt of Council funding.
* The applicant must provide a child and vulnerable adult’s protection policy if required as part of your organisation’s core business, or to deliver your particular project.