

# Application Form for Community Transport Grant (up to £5,000 maximum)

Please read the Guidance Notes before completing this Application Form

## 1. Your Contact Details

Name of your organisation	
Contact name	
Position	
Telephone number	
E-mail address	
Address for correspondence	

## 2. Project Description

Briefly: (a) describe your proposed scheme (b) specify what the grant would be spent on (c) explain how this would help your group and your community			
(a)			
(b)			
(c)			
Planned project start date		End date (if applicable)	

### 3. Finance

The applicant is responsible for completing the scheme using best value. Where possible, three quotes should be obtained to demonstrate good value. Please provide a breakdown of the funding sought and project timeframe.

Description and cost	
Grant amount applied for ( <b>maximum £5,000</b> )	£
Match commitment your group will provide to support the grant	£
Delivery timescale	

Signed.....

Date.....

I understand the criteria for the Community Transport Grant scheme and confirm that information supplied in this application form is correct.

I commit to supplying Dorset Council with evidence of the completed project and monitoring data as stated in the grant conditions.

Please return your completed application form to:

Email: [ct@dorsetcouncil.gov.uk](mailto:ct@dorsetcouncil.gov.uk)

or by post: Dorset Travel Team, Environment, Infrastructure & Economy Directorate,  
Dorset Council, County Hall, Dorchester, DT1 1XJ

## Guidance & Criteria for Community Transport Grant

The Community Transport Grant is available to support the establishment of new community transport services or to expand existing schemes to meet the need of local communities.

If your group is looking for a grant of up to £5,000, the Community Transport Grant may be able to help you. Applications will need 50% matched funding of the total cost of the project.

For more details about how to set up a community transport scheme please read the community transport toolkit which is available via the following webpage:

[www.dorsetcouncil.gov.uk/community-transport](http://www.dorsetcouncil.gov.uk/community-transport)

You may only apply if your project is non-profit making and that you also meet one or more of the following criteria:

- A registered charity
- Parish councils or Parish meetings
- Voluntary organisations with a constitution or governing document
- You are a community group looking to establish a new community transport scheme with a defined constitution signed by founding members.

The Community Transport Grant will fund costs associated with starting up and operating a scheme. These include vehicle purchase costs, IT software that supports effective operation, marketing of schemes and training of staff or volunteers.

You can request up to £5,000 for capital expenditure i.e. vehicle purchase. £2,000 is available for revenue costs such as IT systems, training and marketing etc.

**Please note:** The scheme will not pay for expenditure incurred before approval of the grant.

Successful applicants will agree to the following conditions:

- That they will use the grant only for the purpose specified on the application form.
- The grant will be for use by the applicant group only.
- Do not progress with the expenditure of the grant until the grant agreement has been signed.
- Must have or be prepared to set up, a bank account in the groups' name, with a minimum of two signatories.
- Provide a short report on expenditure and outcomes.
- Dorset Council reserves the right to recall the grant in the event of breach of conditions or unsatisfactory performance or to recall unspent monies.
- Use the Dorset Council logo in publicity and promotional material in relation to the funded project.
- Dorset Council reserve the right to use information about the group and its project for publicity and promotional purposes.
- The group must agree to any further conditions required by Dorset Council at the time of awarding the grant.

After receipt of grant monies the applicant group will agree to:

- Spend the grant within six months of receipt of the offer letter.
- Provide financial breakdown of how the grant has been spent.
- Seek written permission for any changes to the use of the grant.