



NORTH
NORFOLK
DISTRICT
COUNCIL

A better place for supporting communities

COMMUNITY TRANSPORT FUND



Prospectus

Purpose and aim of the Grant

North Norfolk District Council values and appreciates the contribution made by the voluntary sector in the provision of Community Transport across North Norfolk

The aim of the Community Transport Grant will be to fund projects that benefit vulnerable, disadvantaged, and isolated people of all ages living in rural areas by providing a flexible community transport service that will enable them to access the services and facilities they need.

The type of projects the Grant is likely to support.

- Good Neighbour Schemes
- Dial-A-Ride Schemes
- Community Car/Minibus Schemes
- Community Shopper Bus
- Medi-Ride Services
- Access to work/study schemes
- Personal Door to Door services which enable users to access medical appointments, shops and other services

A grant can be used to fund:

- Training of staff and volunteers including drivers
- IT Software that supports the effective running of the scheme
- Publicity and advertising
- Cost of setting up a community transport scheme (excluding purchase of vehicles)
- Contribution to core costs (e.g. staff and volunteer costs, premises, insurance and fuel)
- Small equipment purchases (e.g. child car seats)

A grant cannot be used to fund:

- Capital costs such as the purchase of or contract hire of a vehicle
- Research of local transport needs
- Vehicle repairs
- Transport to Daycare services
- Day Trips and Outings

Who would be eligible to apply?

- Constituted local voluntary organisations, charities and community groups operating in North Norfolk
- North Norfolk District Parish and Town Councils
- Larger regional or national charities/organisations if the funding is to deliver a specific project in North Norfolk
- Community and Social Enterprises and other not-for-profit organisations

Who would not be eligible to apply?

- Individuals and commercial businesses
- Organisations who have already received a grant from North Norfolk District Council in the same financial year
- Schools .

How to apply

An application pack containing the guidance notes, application form, independent referee form and the supporting documentation checklist can be downloaded from the North Norfolk District Council website www.north-norfolk.gov.uk/communitytransportfund.

All potential applicants must contact 01263 516248 prior to submitting an application.

Complete applications must include (*supplied as single sheets and not part of a bound document or report*)

- A completed application form which has been hand signed
- A completed Independent Referee form – hand signature required
- A copy of the organisations constitution or governing document
- A copy of the most recent Income and Expenditure Accounts/Audit Accounts
- A copy of the most recent bank statement
- A breakdown of all proposed expenditure
- Copies of the organisations policies such as Equal Opportunities, Safe Guarding

Please do not include any other papers, leaflets or documents, other than a covering letter if desired, but do include all supporting documentation as only fully completed applications will be processed.

Completed applications are to be sent by email to:

- supporting.communities@north-norfolk.gov.uk ,

Applications for a Community Transport grant will be assessed 3 times a year with the deadline for applications being the last Friday of

- June
- October
- February

Notification of Decisions

Decisions on complete applications received will be made by delegated authority within 4 weeks of the deadline date. If your application is successful you will receive an offer letter outlining the conditions of the award and two sets of Terms and Conditions.

To accept the grant award offer, both sets of terms and conditions will need to be signed. One set is to be returned to North Norfolk District Council to trigger the payment process; the other set will be retained by the applicant. If the application is unsuccessful, you will be notified in writing of the reasons for the decision.

Funding Commitment

North Norfolk District Council will honour funding commitments and will expect applicants to act reasonably with respect to the submission of funding applications and to be realistic in respect of their ability to spend any approved monies; therefore

- An organisation can only receive one grant award in any twelve month period.
- A grant offer maybe less than the amount requested. Projects will be strongly encouraged to seek or provide match funding.
- The Grant can only be used for the activities identified in the application and set out in the Terms and Conditions. Any planned changes to the original project must be agreed by North Norfolk District Council.
- In the event the proposed project or activity is cancelled the grant must be returned to North Norfolk District Council
- Any unspent monies remaining at the end of the twelve month period (date on letter providing application outcome) to be returned to North Norfolk District Council.
- Failure to comply with the Community Transport Grant Terms and Conditions could result in recovery action as identified in the Grant Recover Policy.

Publicity

Projects that are successful in their application will be expected to acknowledge the award in promotional articles in order for it to be viewed by the widest audience.

The North Norfolk District Council Community Transport Logo is to be displayed on websites and on all publicity material.

Successful projects will also be expected to supply 2 or 3 good quality photos of the project which may be used by North Norfolk District Council to promote the Community Transport grant fund.