# Herefordshire UKSPF

# Community Transport Grant Scheme 25-26

Please see grant information leaflet for full details of the grant criteria

Application form

Applicants should consult the guidance notes before completing the form. All applications that are received that do not meet the eligibility criteria will be discounted.

**Subsidy Control Act 2022 Minimum Financial Assistance (MFA)**

It is considered that this grant scheme complies with the minimum financial assistance requirements of the Subsidy Control Act 2022. This allows you to receive small amounts of financial assistance from public bodies not exceeding £315,000 in the current financial year and the two proceeding financial years.

Please confirm that if you are awarded this grant that you will not exceed the MFA threshold.

**YES** [ ]

**NO** [ ]

Note: We may ask you for further information for audit purposes.

Project Title

Click or tap here to enter text.

Section 1. Contact Details

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| **Contact Details**  |
| 1.1 Name of Organisation |
| Click or tap here to enter text. |
| 1.2 Primary contact’s details  |
| Contact name:Click or tap here to enter text. |
| Contact position:Click or tap here to enter text. |
| Address: Click or tap here to enter text.Postcode: Click or tap here to enter text. |
| Telephone: Click or tap here to enter text. |
| Email Address: Click or tap here to enter text. |
| What is the status of your organisation or group? (Please tick all boxes that apply)1. Registered Charity[ ]  Number: Click or tap here to enter text.
2. Company Limited by guarantee [ ]  Number:
3. Social Enterprise [ ]
4. Community Group [ ]
5. CIC [ ]
6. CIO [ ]
7. Other [ ]  Please state: Click or tap here to enter text.
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| Do you have a governing document or constitution?Yes [ ]  No [ ]  |
| Do you have public liability insurance?Yes [ ]  No [ ]  |
| Can you reclaim VAT on your project spend?Yes [ ]  VAT number: Click or tap here to enter text.No [ ]  |

Section 2. Project Details

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| **Project Details** |
| **2.1** **Project Start Date:** Click or tap to enter a date. |
| **2.2 Project Completion Date:** Click or tap to enter a date. |

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| **2.3 Proposed locations/s that your project will take place including postcode (this must be within Herefordshire)** |
| Click or tap here to enter text. |

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| **2.4 Tell us what your project will do***Include the type of activity, who it’s for, and how it will be delivered. (Max 300 words)* |
| Click or tap here to enter text. |

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| **2.5 What are the expected benefits of this project?***Tell us how it will improve access, wellbeing, or inclusion. (Max 200 words)* |
| Click or tap here to enter text. |

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| **2.6 How many people do you expect to take part?** |
| Adults: Click or tap here to enter text.Children/Young People: Click or tap here to enter text.Disabled participants: Click or tap here to enter text.Volunteers involved:Click or tap here to enter text.  |

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| **2.7 Is your project targeting underrepresented or inactive groups?** |
| Yes [ ]  No [ ] If yes, please explain: Click or tap here to enter text. |
| Is your project aimed specifically at children or vulnerable adults? Yes [ ]  No [ ] If so, do you have appropriate safeguarding policies and DBS checks for the organisation and people involved in place?  Yes [ ]  No [ ]  N/a [ ]   |
| Do you need any licences, permission or insurance for the project? Yes [ ]  No [ ] Please list:Click or tap here to enter text.If so, have these been secured? Yes [ ]  No [ ]  |

Section 3. Project Impact

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| **Project Impact** |
| 3.1 The funding issued under this grant scheme must achieve certain outputs provided by Government. Please fill in what output numbers you hope to achieve as part of the project |

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| **Output description** | **Current Number** **(baseline)**Place a zero in the box if your project is new | **Additional number expected**  |
| Number of residents supported with transport | Click or tap here to enter text. | Click or tap here to enter text. |
| Number of community transport journeys delivered | Click or tap here to enter text. | Click or tap here to enter text. |
| Number of transport bursaries awarded | Click or tap here to enter text. | Click or tap here to enter text. |
| Number of new volunteer drivers or transport helpers recruited | Click or tap here to enter text. | Click or tap here to enter text. |
| Number of hours of service delivered | Click or tap here to enter text. | Click or tap here to enter text. |

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| **3.2 Please explain how you have calculated these expected outputs:***(e.g. based on historical demand, number of volunteers, typical journey volume)* |
| Click or tap here to enter text. |

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| **3.3 How will you evidence these outputs?**(e.g. booking records, logs, bursary records, feedback forms) |
| Click or tap here to enter text. |

Section 4. Project Costs

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| **Project Costs** |
| 4.1 **Please itemise your individual project costs in the Project Costs form**. The Project Costs form is a separate excel document and can be downloaded from the grant scheme guidance webpage. All included costs must be revenue items. For items over £2,500 please provide quotes along with your submission. Receipts, invoices and other evidence of costs must be submitted as part of any project claim.  |
| a) Total Project Cost: £Click or tap here to enter text.b) Amount of UKSPF grant you wish to apply for: £Click or tap here to enter text.c) Match funding (if any): £Click or tap here to enter text.Please indicate the organisation’s main source of income. You will be asked to provide a **current** bank statement if successful:Click or tap here to enter text.If the amount is less than the project total, please tell us how the balance of the cost will be funded:Click or tap here to enter text. |

Section 5. Managing Your Project

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| **Managing Your Project** |
| **5.1 Who will manage and deliver the project?** |
| Click or tap here to enter text. |
| **5.2 How will you track project impact** (e.g. attendance logs, feedback, volunteer time)? |
| Click or tap here to enter text. |
| **5.3** **If you plan for the project to continue beyond the grant period, how will it be sustained?**  |
| Click or tap here to enter text. |

Section 6. Risk Management

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| **Risk Management** |
| **6.1 Are there any risks that could impact on the project being delivered before 20 February 2026?**  |
| Click or tap here to enter text. |

All approved projects are required to adhere to the [GOV.UK UK Shared Prosperity Fund Branding and Publicity requirements.](https://www.gov.uk/guidance/uk-shared-prosperity-fund-branding-and-publicity-6)

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| **Fraud statement** |
| By completing the application or accepting the grant, you are confirming that you are eligible for the grant. If your eligibility circumstances change after making an application or receiving this grant, you must notify us immediately. Herefordshire Council will not accept deliberate manipulation or fraud, and any instances will be actively investigated. Any individual who falsifies their records or dishonestly provides inaccurate information to gain a grant will face prosecution. The council reserves the right to recoup funds or grant awarded equipment and claw back any grants given in error. The personal information we have collected from you will be shared with fraud prevention agencies who will use it to prevent fraud and money-laundering and to verify your identity. If fraud is detected, you could be refused certain services, finance, or employment. Further details of how your information will be used by us and these fraud prevention agencies, and your data protection rights, can be found on the Herefordshire Council website here:[Fraud prevention privacy notice - Privacy notices – Herefordshire Council](https://www.herefordshire.gov.uk/directory-record/6201/fraud-prevention-privacy-notice) |

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| **Data Protection** |
| Herefordshire Council is the Data Controller under data protection law for any personal data provided by you and we will only use the information you provide on this form to administer, process and assess your application for funding under the UK Shared Prosperity Fund (UKSPF) Grant Scheme and to administer any funding if your application is successful. The legal basis for processing this data is that it is necessary for the performance of a contract with you or to take steps preparatory to such a contract.Individuals have a number of rights under data protection law, including the right to request their information. You also have a right to make a complaint about our handling of your personal data to the [Information Commissioner’s Office](https://ico.org.uk/)We will keep your data once an application is approved and funding released for the period of 10 years as defined by the funding body. Information may be shared with other persons or organisations helping us with the assessment and monitoring of applications. Information you provide may also be shared with government departments, agencies and third parties appointed in connection with the administration of this grant.  |

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| **Declaration** |
| **Signatures are required from two people who are authorised to sign on behalf of your organisation and will usually be the Director/Chair plus one other senior member e.g. Treasurer. Please do not type your signature, electronic signatures are required.** |
| **I/we confirm that I/we have read and understood the Fraud Prevention Notice and confirm that the information contained within this application form is true and accurate** |
| Name: Click or tap here to enter text.Position: Click or tap here to enter text. |
| Signature 1Enter signature Date: Click or tap to enter a date.Email address:Click or tap here to enter text. |
| Name: Click or tap here to enter text.Position: Click or tap here to enter text. |
| Signature 1Enter signature Date: Click or tap to enter a date.Email address:Click or tap here to enter text. |
| **Please note that you are signing on behalf or your organisation – we may require copies of minutes or other evidence to show that your organisation has agreed to undertake this project/activity** |

**If your application is approved you will need to provide the following documents before an offer is made:**

* A copy of your organisation’s constitution
* Supporting evidence that other funding is in place (where relevant)
* Copies of any licences/permissions or insurances (where relevant)
* A recent bank statement

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| In order for us to help improve our service, please comment on how easy you found this form to complete. What would make it easier? |
| Click or tap here to enter text. |

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| We may also advise you of other council services, which may benefit you. Please tick here if you consent to your details being kept on a database for this purpose [ ]  |



If you would like help to understand this document or would like it in another format or language, please contact the delegated grants team at Herefordshire Council on 01432 260753 or delegatedgrants@herefordshire.gov.uk.

We would like projects to be both environmentally and economically sustainable wherever possible and help and advice is available by calling 01432 261930.

**Please submit your application by email to:** **delegatedgrants@herefordshire.gov.uk**