



**ORKNEY**  
ISLANDS COUNCIL

## Community Transport Small Grant Scheme – Notes

Please answer the questions set out in the grant application form as fully as possible and continue on a separate sheet if necessary.

The purpose of the Community Transport Grant Scheme is to assist constituted Community Groups and Trusts, with the objective of delivering transport services to improve connectivity and reduce isolation where or when there are no conventional public transport services available or accessible.

It is not the intention of the grant scheme to fund projects in their entirety and funding is limited. Applications need to demonstrate that the project is viable and will offer community benefits, and must be for revenue costs.

It is expected that groups or trusts should raise part of the costs of the transport scheme themselves, through for example, generating fares and revenue, donations and / or successful application to other grant funding bodies.

Projects must be delivered during the financial year, 1 April to 31 March.

### Evaluation

The criteria used to assess applications will be based upon the value of the project to the community, and will be assessed using the following:

<b>Award Criteria.</b>
<b>Transport needs analysis.</b> Consideration will be given if the project intends to fill an identified gap in service for a particular geographical area or group of users. The application should specifically aim to provide transport links and connectivity; to reduce isolation and social exclusion. The project should be seen to be a good use of public money, be designed efficiently and integrate with existing services and provision as far as possible.
<b>Targets and Monitoring.</b> The project should have a clear set of targets. The project should set out how these will be achieved, what actions will be taken, and how targets will be monitored.
<b>Promoting your Project.</b> There should be a plan setting out how you will promote your project and the financial support received from the grant scheme.
<b>Other sources of funding (if applicable).</b> The project should make good use of other sources of funding, from partner agencies, from other internal or external sources.
<b>Evaluating your Project.</b> It should be clear how the project will be evaluated to demonstrate that it is meeting its objectives.