

# Community-Led Transport Grant Application (New or Expanded Transport Service)

## Overview

Hampshire County Council (HCC) has been allocated funding through the Department for Transport's Bus Service Improvement Plan (BSIP) 2025/26 Bus Grant. A portion of this funding has been designated to support the development of new community-led transport services or the enhancement of existing provisions in areas with unmet demand—particularly where services are not currently covered by Hampshire's tendered or commercial bus network.

This funding will support the creation of new community-led transport services or the enhancement of existing ones, by enabling communities to develop flexible and innovative transport solutions that reflect local priorities. By supporting locally tailored responses to specific transport challenges, the funding aims to improve access to essential services—such as education, healthcare, employment, and shopping—and promote greater social inclusion.

**If you wish to apply for publicity grant funding to promote existing transport services, please note that this is available through a separate application form- <https://forms.office.com/e/5J3MKybJkN>**

## How to apply

Organisations or groups applying for a grant must ensure that the application form is **fully completed**, with all relevant sections accurately filled in. Applicants are also required to submit any supporting documentation deemed necessary.

**Applications for this grant will open on Wednesday, 1 October 2025.**

**\*\*All applications must be submitted by Friday, 28 February 2026\*\***

## How we use your data

Hampshire County Council will use the information to process your grant application and communicate with you about your outcome. For further details please see Hampshire County Councils General Privacy Notice - <https://www.hants.gov.uk/aboutthecouncil/privacy/privacy-general-notice#:~:text=We%20collect%20and%20use%20your,in%20responding%20to%20your%20request>.

## Contact us

If you have any specific questions or need further information, please email the team at [community.transport@hants.gov.uk](mailto:community.transport@hants.gov.uk)

## Applicant details

1. Grant Stream you are applying for \*

- Community-Led Transport Grant (Develop or Expand a Community-Led Transport Service)

2. Which of the following best describes your organisation or the organisations involved in your application?

*(Please select all that apply) \**

- Registered Charity
- Community Organisation
- Parish or Town Council
- Community Transport Operator
- Other

3. Organisational Name

*(This is the main organisation that would be responsible for the grant): \**

4. Company, Organisation or Charity Number

*(as displayed on Companies House if applicable):*

5. Organisation Address

*(including Postcode): \**

6. Organisation Web Address \*

7. Please provide the **full name** for the person completing the application form:

*(This needs to be the person who is able to answer clarification questions) \**

8. Please provide details of the **position held within the organisation**, of the person completing the application form: \*

9. Phone Number of the person completing the application form: \*

10. Email Address of the person completing the application form:

*(This is the email address you would use for all correspondence relating to the grant. If you have multiple email addresses, please list them here, ensuring they are **all** regularly monitored) \**

## About your organisation

If any of the following questions are not relevant to your application, please write 'N/A'

11. How many trustees/members of the management committee do you have? \*

12. How many staff/employees (excluding trustees)? \*

13. How many volunteers (excluding trustees)? \*

14. If you currently operate or commission any pre-existing transport services, please provide a high-level overview of these services.

*Include details such as the type of service, areas served, target users, frequency of operation, any partnerships or funding arrangements, and highlight any relevant skills or expertise your organisation brings to service delivery. If this does not apply to you, please write N/A. \**

15. If your organisation does **not** currently operate or commission transport services, please briefly describe any relevant experience, skills or partnerships that demonstrate your capacity to deliver or support a new or expanded transport service. \*

## Planning and Designing a Community-Led Transport Service in your area

16. How have you engaged with the community to identify transport needs? \*

17. Have you conducted an audit of existing transport services in your area?

***(Please note: this is a mandatory funding requirement. Applications without a completed audit will not be considered) \****

Yes

No

18. Please outline the findings from your transport audit \*

19. How have you consulted with your community to identify transport needs?

*(Select all that apply) \**

Questionnaire

Public meetings

One-to-one meetings

Drop in events

Other

20. What key transport gaps or challenges were identified through your consultation? \*

21. How is your organisation currently embedded within the local community, and how will you engage with the wider community to build support for this transport service?  
*(Please describe any existing relationships, outreach activities, or local involvement, and explain how you plan to involve residents, stakeholders, or groups to ensure the service reflects community needs and gains local buy-in) \**

22. How will your proposed service meet the identified needs of your community? \*

23. Please confirm the following:

*If the below does not apply, please provide an explanation in the 'Other' box: \**

The proposed service meets unmet needs and does not duplicate existing services

Other

## About your proposal to deliver a Community-Led Transport scheme

24. Project Title: \*

25. Describe the proposed transport service model:  
(e.g., minibus, car share, dial-a-ride, volunteer drivers) \*

26. Is this a new service or an enhancement of an existing service? \*

- a new service
- an enhancement of an existing service

27. Details of your proposed project:  
(Description of service) \*

28. Which geographic area(s) will the project serve?  
(Please specify towns, villages, or postcodes) \*

29. Who are the primary beneficiaries of this service?  
(e.g., older adults, disabled people, rural residents, young people) \*

30. How will you ensure the service is inclusive and reaches the most in need? \*

31. How will the project improve access to essential services?

*(e.g., healthcare, education, employment) \**

32. How will the service be operated?

*(contracted staff members, volunteer drivers etc) \**

33. How will the service be managed?

*(under contract, by committee etc) \**

34. What will be the operating frequency of your service?

*(e.g., daily, weekdays only, weekends only, twice a week, etc.) \**

35. Under what licensing arrangements will the transport service be operated? \*

36. How will you promote the service to the community?

*(Include high-level outreach and marketing plans) \**

37. What outcomes do you expect from the project?

*(e.g., reduced isolation, increased mobility, improved wellbeing) \**

## Partnerships & Collaboration

38. Are you open to delivering this project in partnership with other organisations or communities?

*(e.g., across multiple parishes or local groups)*

If yes, please outline any existing or potential collaboration arrangements. If not applicable, please write N/A. \*

39. What role will partners play in the delivery or support of the project?

*(If not applicable, please write N/A) \**

40. How will collaboration with partners enhance the reach, quality, or sustainability of the service?

*(If not applicable, please write N/A) \**

## Financial Information

The following questions relate to both capital and revenue expenditure.

Your responses will be directed based on your selection:

- If you select **Capital** or **Revenue** funding only, you will be directed to the relevant section.
- If you select **Both**, you will be required to complete both sections.

Where applicable, please clearly distinguish between capital and revenue spend in your responses.

41. Please indicate whether you are applying for capital funding, revenue funding, or both  
*(You are welcome to apply for both if applicable) \**

- Capital Funding only (vehicles, infrastructure, or equipment)
- Revenue Funding only (staffing, service delivery, marketing, administration)
- Both Revenue and Capital Funding

## Capital Funding

42. Total **capital** grant funding requested: \*

43. What capital assets are you seeking funding for?  
(e.g., vehicles, infrastructure, technology systems, equipment) \*

44. How will these capital investments improve or enable service delivery? \*

45. Do you have any necessary permissions or plans in place for capital purchases or installations? \*

46. Please provide a high-level breakdown of the anticipated **capital** costs associated with your project for the **initial 12-month period** and email this to [community.transport@hants.gov.uk](mailto:community.transport@hants.gov.uk). This should include the anticipated costs required for the purchase or improvement of long-term assets that will support the delivery of your transport service. These are typically one-off costs associated with infrastructure or equipment. Examples of eligible capital costs include the purchase of a vehicle, installation of booking or scheduling systems and construction or refurbishment of transport hubs, and purchasing of equipment. Ensure capital items are justified in terms of how they enable or enhance service delivery.

**If applying for both, clearly separate your capital and revenue costs in your budget.**

\* Please note without this breakdown, HCC will not be able to process your application. \*

- I confirm that I will provide the requested high-level breakdown of anticipated **capital** costs for the initial 12 month period of the project and email this to the Community Transport Team. If I am applying for both, I confirm that I will separate my capital and revenue costs in my budget. I understand that without this my application will not be processed.
- N/A - I am only applying for revenue funding

47. Have you secured any additional capital funding to support this project?  
(Please provide details) \*

48. How will the service be sustained beyond the funding period? \*

## Revenue Funding

49. Total **revenue** grant funding requested: \*

50. Please explain why you are requesting initial funding support. What specific start-up and operational costs will the funding help cover?

*(e.g., staffing, fuel, insurance, vehicle maintenance, marketing, contractual costs etc.) \**

51. How will revenue funding help sustain or expand service delivery? \*

52. What is your plan for financial sustainability beyond the funding period? \*

53. Please provide a high-level breakdown of the anticipated **revenue** costs associated with your project for the **initial 12-month period** and email this to [community.transport@hants.gov.uk](mailto:community.transport@hants.gov.uk). This should include the anticipated costs required to support the ongoing operational costs required to run a transport service. Eligible revenue costs may include staff salaries, volunteer expenses, fuel, insurance, vehicle maintenance, marketing and outreach activities, training, and administrative support. Revenue funding can also cover costs related to monitoring and evaluating the service's impact.

**If applying for both, clearly separate your capital and revenue costs in your budget.**

\* Please note without this breakdown, HCC will not be able to process your application. \*

I confirm that I will provide the requested high-level breakdown of anticipated **revenue** costs for the initial 12 month period of the project and email this to the Community Transport Team. If I am applying for both, I confirm that I will separate my capital and revenue costs in my budget. I understand that without this my application will not be processed.

N/A - I am only applying for capital funding

54. Have you secured any other revenue or operational funding to support this project?  
(Please provide details) \*

## Monitoring & Evaluation

If your grant application is successful the recipient will be required to provide the funder (HCC) with the following documentation:

- Organisations annual accounts
- A breakdown of how the grant has been spent
- A copy of any publicity, advertising for the scheme
- A final report on completion of the Grant Period which shall confirm whether the Project has been successfully and properly completed including the number of users who travelled on the service

55. I, the recipient, confirm that I can provide the funder (HCC) with the relevant monitoring documentation as listed above: \*

Yes, I confirm.

56. How will you measure the success of the project? \*

57. What data will you collect to demonstrate impact?  
(*e.g., number of users, feedback, service usage patterns*) \*

58. Please confirm that your organisation will be responsible for managing any and all risks associated with the delivery of the Project, including but not limited to staff training and support, and any risk assessments that may be required for individuals receiving the delivery of the Project. \*

Yes, I confirm.

## Liability and Insurance

Please confirm below whether you are able to provide the following documents.

Copies should be emailed to [community.transport@hants.gov.uk](mailto:community.transport@hants.gov.uk) with the subject line: "Community-Led Transport Grant – [Your Organisation's Name]".

### 59. Your Constitution \*

- Yes
- No
- Other

### 60. Most recent Annual Accounts and associated Reserves Policy/Statement \*

- Yes
- No
- Other

### 61. Public Liability Insurance (minimum level of £5 million), held in the name of your organisation. \*

- Yes
- No
- Other

### 62. Employers Liability Insurance (minimum level of £5 million), held in the name of your organisation. \*

- Yes
- No
- Other

## Declaration

63. I confirm that everything submitted within this Community-Led Transport grant application form is accurate to the best of my knowledge. I understand that if funding is awarded, the terms and conditions set out in the Grant Agreement will apply: <https://documents.hants.gov.uk/grants/CLT-grant-developing-or-expandingtransportservice-grant-agreement-template.pdf> \*

Yes, I confirm

64. If my application is successful and I am awarded a Community-Led Transport Grant:  
(Please tick to confirm each statement) \*

- I agree to keep all receipts, invoices, and bank statements related to the use of grant funds. I understand that Hampshire County Council may request these documents as part of ongoing monitoring to ensure the funding is used appropriately.
- I agree to notify Hampshire County Council at [community.transport@hants.gov.uk](mailto:community.transport@hants.gov.uk) if circumstances change and I/we are no longer able to use the grant for the purpose stated in this application.
- In such cases, I agree to return any remaining grant funds and/or items purchased with the grant (including vehicles, equipment, or materials) to Hampshire County Council's Community Transport Team.

65. Signature  
(please type your full name in CAPITAL LETTERS) \*

66. Date \*

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