

# Community Transport Fund

## Fund Criteria and Guidance for Applicants

**Grants Available:** Up to £500

**When to apply:** Grants are approved on a rolling basis. We aim to respond with a decision within 10 weeks. Applications for this programme can be submitted at any time.

### About the grants:

The Community Transport grants programme invites applications of up to £500 to:

- pay for relevant training
- purchase capital items
- contribute towards core running costs

### Who can apply?

In order to apply to the Community Transport Fund your organisation must fulfil the below criteria:

- Is part of the [Community Transport Hertfordshire](#) project and subsequently listed on the Community Transport Hertfordshire website (but excluding the statutory organisations)
- Is a registered charity, voluntary or community group based and/or operating within Hertfordshire
- Has a written constitution or governance document setting out your charitable aims
- Is governed by a management committee or board of trustees with at least 3 members (who are not personally related to each other)
- Has its own bank account (with at least 2 unrelated signatories)
- Has an annual income of under £100,000 and less than 12 months unrestricted reserves

*Please note – fulfilling the above criteria means your group is eligible to apply, but it is not a guarantee of receiving a grant. Each funding request is considered on its own merits and according to the funds we have available at the time.*

### Who can't apply?

There are some groups that the Foundation prefers not to fund. These include:

- Individuals
- Statutory agencies including schools and Parish Councils
- Groups with more than 12 months unrestricted reserves
- Groups controlled by public sector organisations such as Local Authorities or CCGs
- Groups who cannot demonstrate a charitable purpose

There are some projects that the Foundation prefers not to fund. These include:

- Applications from projects operating outside of Hertfordshire
- Promotion of religious or political causes

- Retrospective funding
- One off events that can't show long term benefits
- Overseas travel for groups

**Grant Criteria:**

HCF is looking for projects that:

- Demonstrate how the money requested will make a positive impact (i.e. have clear objectives and outcomes)
- Are well connected to the communities they serve
- Will be able to spend the funding requested within 12 months of the grant being awarded

**Monitoring and evaluation requirements:**

All successful grant recipients will be required to complete a simple monitoring form to report back on how the money has been used and what difference it has made.

Monitoring forms will be sent shortly after the grant has been awarded so you are aware of the information we require.

The forms will be required after the project ends or within 12 months of the grant being made, whichever is sooner.

Failure to submit appropriate monitoring will affect the likelihood of securing future funding from HCF.

**How to apply:**

Organisations can apply through the HCF website [here](#) and will need to:

- Complete the online application form
- Attach or send the required supporting documents which include:
  - A copy of the groups constitution or governing documents
  - A copy of the groups most recent annual accounts
  - A list of the names and addresses of your trustee or management committee
  - Copies of any relevant equality or safeguarding policies

You will need to complete and submit the application form and all required supporting documents.

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