**Containing Outbreak Management Fund – Transportation Grant Scheme April 2021**

**Guidance notes**

**SUMMARY**

The Contain Outbreak Management Fund (COMF) funds the implementation of measures to support the proactive containment and intervention to reduce COVID-19 outbreaks and spread of infection.

The COMF Transportation Grant scheme will offer additional financial assistance to voluntary and community organisations, for the enablement of COVID-safe transportation:

* for transporting or arranging transportation for residents
* for transportation costs associated with the work to support residents and the prevention of further spread of the virus

We hope these guidelines will help you with the application process and give your project the best possible chance of success, so please read them carefully and contact the Community Enablement Team at **grants@southandvale.gov.uk** if you have any questions.

**GRANT TIMELINE**

The scheme opens on Thursday 1 April 2021 until noon, Friday 14 May 2021. We expect all awarded grants to be spent by 31 March 2022.

**WHO WE CAN FUND**

* Constituted and not for profit community and voluntary organisations
* Constituted foodbanks and food projects including larders and community fridges supporting vulnerable residents affected by the Covid-19 pandemic
* Town and Parish Councils
* Town and Parish Councils who are collaborating with un-constituted third-party groups e.g. COVID-19 community response groups, mutual aid groups
* Community interest companies
* Non-profit businesses

**WHO WE CANNOT FUND**

* Individuals
* Profit-based businesses (private businesses)
* Political and lobbying groups
* Un-constituted community groups or organisations (unless collaborating with a Town or Parish Council)

These lists are not exhaustive, and the council’s decision is final.

**HOW MUCH CAN YOU APPLY FOR?**

* Minimum £1,000
* Maximum £15,000

Funding can cover up to 100% of the maximum cost of the project per organisation.

Please note we can accept applications for retrospective costs that have taken place from 01 December 2020 onwards. All funding must be spent by the end of March 2022

**WHAT WE CAN FUND**

**Project examples**

The council is particularly interested in funding projects, services or initiatives that include:

* COVID secure transportation of people who are particularly vulnerable to COVID-19 (clinically extremely vulnerable, clinically vulnerable, senior citizens or on low income), e.g.
	+ transporting people medical or health appointments including vaccination appointments
	+ transporting people to do their essential shopping
	+ projects that reduce reliance on public transport
* COVID secure transportation of goods (including food) and services which enable people to stay at home as a result of shielding, self-isolating - minimising their need to leave their homes, this could include:
	+ transporting food / prescriptions / collecting shopping / running errands
* COVID secure transportation of food and equipment around the food network;
	+ this could include transportation of food between food banks, larders, community fridges, community groups providing meals to residents at home
* COVID secure transportation for residents within the community who need additional assistance, e.g.
	+ projects that enable vulnerable people to safely travel e.g.re-training guide dogs or providing assistance to shop confidently.

**Capital expenses can include:**

* Buying or replacing essential equipment e.g. vehicles
* Equipment related to the safe transportation of people, goods or items directly related to ensuing that the infection does not spread
* PPE / cleaning / sanitising costs

**Revenue expenses can include:**

* Staffing costs related to transportation e.g. hiring an additional driver / someone to co-ordinate a driving scheme / cleaner
* Training costs
* Petrol / diesel costs e.g. assistance with mileage payments to volunteers
* Utility, rental and staffing costs
* Vehicle rental or maintenance costs
* A cleaner or other cleaning costs
* Adaptations to vehicles to allow disabled access
* Costs to cover onboarding new drivers e.g. recruitment costs, DBS checks, training,
* Communication and IT costs related to the running of a transportation scheme experiencing an increase in demand resulting from COVID
* Seed funding for new rural transport projects e.g. dial-a-ride services, Good Neighbour scheme set up costs
* Marketing costs to advertise transportation services

**WHAT WE CANNOT FUND**

* Any activity that does not assist the purpose of the funding which is to help stop the spread of the virus.
* Statutory activities/requirements that either the council or another public-sector organisation is responsible for delivering
* Lost income as a result of reduced services due to COVID
* Projects that specifically benefit private businesses
* Projects not related to transportation or transportation costs
* Political activities, lobbying or campaigning

**HOW TO APPLY**

**Information you will need before you apply:**

Please make sure you have all the following information to hand before starting your application:

* Name of your group / organisation and your formal constitution or similar governing document (not necessary for town and parish councils)
* A recent bank statement, no older than 3 months, in the organisation’s name who are applying
* High level details of the project, service, initiative your group / organisation will provide with the funding
* The amount being requested and an indication of the general-purpose of the funding

**Applications can only be received online, via the council’s grants system, FlexiGrant.**

1. Register an account on FlexiGrant if you don’t already have one - the email address and phone number that you register with will be used to contact you with the outcome of the award and for reporting purposes.
2. Complete a data consent declaration to allow the Community Enablement team to contact you regarding your application and in the future.
3. Complete each section of the form and remember to press ‘save progress’ as you go along.
4. Once you press the final ‘submit’ button, you cannot return to your application to make further changes.

**What are we looking for in your application?**

* Does the project meet the objectives and principles of the scheme?
* Who will benefit from the project?
* Will your project / organisation support any vulnerable groups who are particularly at risk of spreading infection?
* How will your project be COVID-19 compliant?

We are particularly interested in funding organisation that have been unable to access funding from local or national government grant schemes for their COVID-19 response.

**WHAT HAPPENS AFTER I SUBMIT MY APPLICATION?**

After the deadline of 13 May, applicants will be notified within a month of our decision.

Successful applicants will have to formally accept our offer in writing using the grant acceptance form which will be sent by email to the main contact identified on the application form. Please ensure we have the correct details and you keep your FlexiGrant record up-to-date with any staff changes.

Your signed offer letter commits you to the following conditions:

* Organisations/groups must spend the grant on the general community initiatives indicated in their request for funding, by the time the pandemic has ended, or the funding will need to be returned to the council.
* Organisations/groups must let the council know if they no longer require their grant and return it in those circumstances so that it can be redirected to support other COVID-19 initiatives.
* Organisations/groups are responsible for considering where their initiatives need to take account of safeguarding children, young people and vulnerable adults, and subsequently complying with the relevant legislation.
* Organisations/groups acknowledge that the council accepts no responsibility or liability for the services/activities the groups deliver with the funding, now or in the future.
* Organisations/groups will acknowledge the council’s support in any press, publicity or promotion of the project.
* Organisations/groups must complete a monitoring form within 30 days of project completion.

**HOW DECISIONS ARE MADE**

When the team receives an application, we’ll check the eligibility of an organisation and project against the criteria set out in these guidance notes, before scoring the application against the grant assessment scoring matrix.

Decisions are final and aren’t subject to appeal, but we are able to offer feedback or
suggestions of other potential sources of funding if required.

**WHAT IF I’M NOT SUCCESSFUL?**

We also work with Oxfordshire Community and Voluntary Action (OCVA), who
support voluntary and community sector groups and organisations based in
Oxfordshire and offer all kinds of advice, including sources of funding and getting fit
to fund. You can contact them on 01865 251948 or at admin@ocva.org.uk to
discuss potential funding options for your project or service. For more information,
visit the OCVA website

**CONTACT US**

If you have any queries regarding the eligibility criteria or the application process, please contact grants@southandvale.gov.uk

**GOOD LUCK!**