

Cumbria County Council – Bus Services Operators Grant

APPLICATION FORM

Please read the full document before starting your application. If your application does not meet the essential criteria detailed, we will not be able to take your application further. If you have any questions please contact the Transport Services Team at integrated.transport@cumbria.gov.uk

(Sections marked “#” only need to be completed if applicable. Otherwise leave blank)

Organisation name	
Type of organisation	<i>(e.g. Registered charity, co-operative, company limited by guarantee/share, community interest company, Friends Group)</i>
Charity number	#
Companies House number	#
VAT number	#
CTA membership number	#
Year established	
Website	#
Address	
Postcode	
Name of contact person	
Contact address (if different from above)	#
Telephone number	
Email address	

Applicable Criteria for BSOG Funding

BSOG is a ring fenced specific grant. The grant conditions as set out between the Department for Transport and Cumbria County Council require that:

- The grant may be used only for the purposes of:
 - supporting bus services
 - community transport
 - for the provision of 'infrastructure' supporting such services
- In subsequent correspondence the County Council received approval from the Department for Transport to use the grant in support of community transport linked projects without the restriction to section 19 operations.

Therefore, any application for funding received by Cumbria County Council must directly relate to:

- The support of bus services (but not directly funding them – as CCC does not directly subsidise bus services)
- Supporting Community Transport provision
- Infrastructure in supporting bus services or Community Transport

The funding is finite therefore applications will be considered on a first come first served basis and will be dependent on funding still being available. Applications will be considered for the 2022/23 funding programme and should be submitted before 1 February 2023 but applications will be considered at any time prior to this date.

All Applications will be reviewed by the BSOG Applications Board. The Board will sit [once a month, or as and when urgent decisions are required] during the above period (where applications have been received). Where an urgent decision is required, and the board members are not available, a decision to award a grant can be delegated to the Senior Manager Transport following consultation with the Cabinet Member with responsibility for Transport.

The Board Members are the Cabinet Member with responsibility for Transport, The Senior Manager for Transport and the Manager responsible for BSOG

Their decision is final and there is no internal right of appeal. The BSOG Board will give reasons to all applicants as to why an application has or has not been approved.

The BSOG funding is currently only available in 2022/23, therefore any project with projected ongoing revenue cost must to have an explanation of how these will be covered in future (other than via further grant applications).

Specific Rules

- Applications are limited to a maximum value of £15k – this is to allow a fair distribution of funds to Services across the County.
- There are no limits on the amount of applications an organisation can make.
- The applicant must be an 'Entity' to which the Council can give public money. E.g. a company, a Parish Council, etc. The 'Entity' must be able to provide the Council with an Invoice, in support of their request for funds.

Examples

The following are provided as examples of what can be applied for in the scope of the three specific criteria areas.

The criteria wording is designed to provide organisations with the 'flexibility' to be innovative in their approach.

The support of bus services – could be the Marketing, Advertising costs, etc but not wages or financial support for a bus service.

Supporting Community Transport provision – could be support towards the start-up costs to start a Liftshare initiative.

Infrastructure in supporting bus services or Community Transport – Could be buying new bus shelters, new ticket machines for small bus operators, installing new raised kerb edgings to allow easier disabled bus access, or new bus stop road lay out markings.

1. Scope of your organisation

1a. Which of these categories best describes your organisation's activity? (please tick one)

- Operating community transport
- Friends Group or other community group related to Bus Services.
- Other organisations, e.g. Charity

1b. Who are, or would be the main users of your services? (Please tick all that apply)

- Older people
- People with disabilities/ restricted mobility
- Socially/geographically excluded
- Women
- Children
- Teenagers
- People from ethnic minorities
- Members of the general public
- Other please specify:

1c. How would you describe the area(s) you serve?

- Exclusively urban
- Exclusively rural
- Mostly urban but some rural
- Mostly rural but some urban
- About equal urban and rural

2 How much are you applying for ?

£

3 Operational Information (What do you want the Funds for)

3a. Please provide a general description of the activities, services or assets (bearing in mind the three areas in which the funding can be used) your funding application would be used in the furtherance of (word limit [500]):

3b. If applicable, please give a description of the permit or license under which your services are operated and supply a copy of such licence:

Please tick all that apply:

- Section 19 permit.
- Section 22 Community Bus Permit.
- PSV Operator's Licence.
- Other (please specify):

4. Declaration

4a. Declaration: We confirm that the information provided on this application form is correct. We understand that provision of misleading or false information may lead to recovery of payments and/or risk of prosecution.

Name	
Position	
Organisation	
Date	

What to do next

The application should be emailed to integrated.transport@cumbria.gov.uk

If appropriate, please include the following supporting documentation:

- A copy of your governing instrument e.g. Constitution, Memorandum of articles and association, etc.
- A copy of your most recent audited annual accounts (if available).
- A supporting statement from a stakeholder either in or supporting your organisation.
- A copy of any 'permits' (Section 19, 22).

State Aid Section

Under European Law there are limits on how much 'state aid' may be received by any undertaking. This includes community transport organisations, even when they have charitable status. The legislation is complex and it is not possible to summarise it in detail here. However, of most immediate relevance to the transport of passengers by road, Regulation No 1407/2013 limits the amount of aid that may be received during any period of three years to a cumulative maximum of €200,000. A higher threshold may be relevant to the extent that EC Regulation No 360/2012 applies. The three year period is rolling, so includes previous and subsequent years.

All assistance to which a financial value may be attributed which is received from public bodies must be taken into account in determining whether the relevant state aid threshold has been (or will be) exceeded; not just assistance received from local authorities. Aid may be given by any public sector body, including central, regional or devolved governments and related agencies. Aid may take the form of cash grants but may also be received "in kind", for example the receipt of subsidised loans or the use of equipment or facilities owned or financed by a public body. By contrast, revenue received pursuant to a tendered contract on arm's length commercial terms should not constitute state aid. If you are not sure whether any assistance you have received (or may receive) constitutes state aid, please contact the body which granted the assistance to clarify.

It is important that you understand and act in accordance with the rules on state aid, as the European Commission has power to require repayment of impermissible aid. Any funding that may be awarded through this initiative will count toward the applicable cumulative limit, therefore reducing the amount of aid that may be received from other sources and will be repayable to the extent that the applicable limit is exceeded. Impermissible aid must be repaid with interest regardless of the effect on the recipient – even if the result is insolvency. Financial risk is therefore borne by the applicant. If you are in any doubt as to whether or not any funding that may be awarded through this initiative might constitute impermissible state aid, you should seek appropriate independent financial and legal advice.

Applications will not be considered to the extent that it appears from the information provided that funding may constitute impermissible aid. However, any decision to provide funding will not constitute an agreement or acceptance on the part of the Council that the funding is in accordance with the rules. It is the responsibility of applicants to satisfy themselves as to compliance with the rules and bear the financial risk accordingly.