# Shared Transport for Communities

# Scottish Micro-grants 2022/23

# Application Form

In 2022/23, CoMoUK has funding to offer micro-grants, of up to £2,500, to Scottish third sector organisations, social enterprises and established community groups to support the setting-up of new shared transport schemes – either bike share, car share or ride share. For more information on these types of schemes, click [here](https://como.org.uk/).

**Please ensure you have read ‘Shared Transport for Communities Micro-grant – Guidance Document 2022/23’ before submitting your application**.

Email [microgrants@como.org.uk](mailto:microgrants@como.org.uk) if you cannot access this via the website.

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| **Q1. Please include your organisation’s name and structure** | |
| **Organisation Name:** |  |
| **Shared Transport Project Name** (if separate from organisation’s name): |  |
| **Type / structure of organisation** (e.g., social enterprise, cooperative, development trust, charity): |  |

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| **Q2. Main contact details for this funding application** | | | |
| **Name:** |  | **Address:** |  |
| **Position:** |  |
| **Telephone**  **number(s):** |  |
| **Email:** |  | **Postcode:** |  |

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| **Q3. Please tell us about your shared transport scheme; including how you identified the need for it and its current progress:** |
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| **Q4. Who will benefit from the project and how? What are the expected outcomes?** |
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| **Q5. Do you have a plan or timeline in place to ensure sustainability of the scheme for at least one - two years? Please include details of your plan below:** |
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| **Q6. What will you spend the grant on and how it will benefit your project?** |
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| **Q7. Please provide a breakdown of the amount you are asking for per item (if more than one).** We recommend getting three quotes for any costs, to determine best value for money. | |
| **Description** | **Total cost** |
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|  |  |
|  |  |
| **Total** | **£** |

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| Declaration and Terms of Grant  All information given must be correct, throughout the application.  If your application is successful, you will be required to submit a short report within six months of receiving the grant.  Applications can only be considered for groups who have a bank or building society account where at least two signatures are required to draw funds.  Please tick the box to confirm this: |

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| --- | --- | --- | --- |
| **The following section should be completed by two account signatories to confirm that the information in the application is correct.** | | | |
| **Full Name:** |  | **Position in group:** |  |
| **Signature:** |  | **Date:** |  |
|  | | | |
| **Full Name:** |  | **Position in group:** |  |
| **Signature:** |  | **Date:** |  |

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| **Application Checklist** |
| Quotes/ invoices attached for each item requested  Two signatories have signed and dated the application  You meet the eligibility criteria as outlined in the guidance document |

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| **Submission** |
| Thank you for your application, please submit this form and all supporting documents to: [microgrants@como.org.uk](mailto:microgrants@como.org.uk). We will get back to you within two weeks of receiving the application and may require more information in that time. |

## Terms and Conditions

By accepting funding from CoMoUK’s Shared Transport for Communities Micro-grant Fund, administered by CoMoUK, you will be consenting to the following terms and conditions:

1. CoMoUK has received grant funding from Transport Scotland to support the development of community shared transport schemes. The purpose of this grant is to fund specific items to facilitate the sharing of transport. The grant shall only be used for this project and for no other purpose. It should not be used to fund reclaimable VAT.
2. The grant is for Scottish applicants only.
3. This funding will be transferred in its entirety to the grantee following eligibility checks.
4. In the event the project is discontinued for any reason during the period of this funding, CoMoUK reserves the right to reclaim any underspend.
5. CoMoUK may include details of the grantee and their project in press releases and promotional activity. The grantee should agree for their name to be used in relation to this.
6. The grantee shall ensure that in relation to this project, they and anyone acting on their behalf shall comply with the relevant law, for the time being in force in Scotland.
7. If grants are not used within six months of receiving CoMoUK has the right to request 100% of funding back. If you anticipate delays within this time frame, please contact [microgrants@como.org.uk](mailto:microgrants@como.org.uk) immediately.
8. The grantee will submit proof of expenditure and a short report (a template will be provided) detailing the project’s progress, within six months of receiving the grant.