



# Example Grant Application

## Developing your charitable trust grant application

**This guidance will be useful for:** Community transport operators who would like to see an example of a grant application for a charitable trust.

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## Background

If fundraising for smaller amounts, it can be useful to apply to a variety of charitable trusts – they vary in the size of grants they give, but typical grants range from £500 - £5,000. As with any funder, read their eligibility criteria before applying and check for any deadlines. Some trusts are open for applications all year-round whereas others may have fixed deadlines. There are many different charitable trusts, so you may use a grant-finding database, such as [www.funding.cymru](http://www.funding.cymru), to find one which you are eligible for. **This document provides an example of what a bid could include, but please keep in mind that each trust will have its own application process.**

## Covering Letter

The ABC Charity  
PO Box 1234  
London  
WC1A 2BC  
Date

Dear Sir / Madam,

### **Request for support for our work with the elderly in rural Wales**

I am writing with information about the work of Anytown Community Transport in the hope that the Trustees of the ABC Charity will be able to provide some financial assistance, enabling us to reach more people in need of our service.

The area in which we work is a sparsely populated rural area, with poor transport infrastructure and long distances for people to travel to access services and facilities. This can have a disproportionate impact on older people and those who have poor health or mobility issues. Much of our work centres on supporting people to live independently for as long as possible, as they often have strong networks in their local community and wish to remain an active participant in their own neighbourhood. We are currently fundraising to extend our Volunteer Car Driver Scheme into a wider geographical area so we can reach and support more people who would be isolated and potentially housebound without access to our service. We also wish to offer a new 'Here for You' service providing regular Welfare Calls to isolated individuals.

Please find enclosed a project summary and our latest Annual Report and Accounts. Thank you for your kind consideration of this request.

Yours sincerely,

*Aaron Brooks*

Aaron Brooks, Manager

## Your project

**Name: Anytown Community Transport**

**Project: Extension of Volunteer Car Scheme and new 'Here for You' Welfare Calls service**

### Summary

We are fundraising to extend our existing Volunteer Car Scheme into a new area and establish a new 'Here for You' welfare calls service. For the past 5 years we have run a successful service in Anytown, helping to keep elderly and disabled people connected within their local community, and we would now like to extend it to BiggerTown. While living in this area is a privilege, with stunning countryside on the doorstep, there can be significant challenges for people who need to access medical appointments, health and wellbeing activities or who simply want to connect with family and friends.

Our existing model whereby volunteers use their own cars to transport people is an efficient, low-cost and sustainable way to deliver this aspect of our community transport service, but expanding into a new area does require additional resources for volunteer recruitment, training and support, for promotion and publicity, and to contribute to dead mileage costs while we get the scheme up and running. There are also costs involved in developing regular welfare calls to our more isolated beneficiaries. We hope that the Trustees of the ABC Charitable Trust will consider supporting this project, which fits with your aim of 'supporting older people to live independently'.

## Your local area

Local residents face a number of challenges including:

### **The distance to services and facilities**

A challenge for those living in our rural communities is the distance to their nearest shops, facilities, GP surgeries, and hospitals. According to national data, Anytown and the outlying villages of ..., are amongst the 10% of areas in Wales where it takes the longest to reach basic services such as a pharmacy, GP surgery, and shops. The longer travel distances can deter some people from using health services as frequently as those living in urban areas, putting them at risk of delays in diagnosis and treatment ("Rural health and care services in Wales", Welsh NHS Confederation Briefing 2018).

### **Higher fuel costs for private vehicles and a reduction in public transport**

Due to the greater distances people need to travel to get to services and facilities, car ownership is considered important in rural areas but the costs of running a car can be high (fuel typically costs more in rural areas than in towns). As a result, people may have to rely more on public transport yet there have been cuts to bus services and the connections between services can mean lengthy waits. In EvenBigger County, the local authority spend on buses reduced from £600,000 in 2010-11 to £250,000 in 2017-18, a significant reduction (Check statistics for your area in 'Buses in Crisis: A report on bus funding across England and Wales, 2010-2018', Campaign for Better Transport, 2018).

The reduction in transport provision by statutory agencies, such as non-emergency patient transport, social services transport, local bus and school transport particularly affects those on low income, and older and disabled people, who are less likely to have personal transport. The economic climate in the last few years has also meant that with high fuel prices those living in rural areas often face difficulties with transport affordability. As the Anytown area is extremely rural, transport often represents a disproportionate element of local residents' expenditure.

### **Lower wages and less 'disposable income'**

Wages are lower in this area of Wales, hence disposable income for taxis, and transport generally, is restricted and people often have to make choices about 'essential' journeys. The median weekly wage in the BiggerTown constituency is around £290 a week, which is 16% lower than EvenBigger Town as a whole, and 24% lower than Wales (Check statistics from the "Well-Being Assessment" for your area – these are produced by the area Public Service Board). Almost 23% of households in Anytown are in fuel poverty. This is considerably higher than the average for Wales (14%).

### **Increased risk of social isolation and loneliness**

For those who are older or who have mobility issues, or individuals of any age who have health conditions and disabilities there can therefore be significant obstacles in getting out and about to attend medical appointments (BiggerTown Hospital is a 50 mile round trip from Anytown), to do their weekly shopping, or to visit friends and family, and take part in social activities in their community. There is greater awareness now of the health impacts of loneliness and isolation, and BiggerTown is among the counties where the risk of isolation is highest ("Well-Being Assessment", BiggerTown Public Service Board, 2016). There is a need locally for more opportunities for people to meet others for friendship and peer support. These opportunities need to be low-cost with accessible transport provided 'door-to-door' to remove some of the practical barriers to participation.

## **About us**

**"Before I heard about your service, I was paying £70 return fare for a taxi to get to BiggerTown hospital for regular scans. My GP put me in touch with you and I am so glad he did, as I had been worrying about how I would find the money to attend my next appointment. Due to my health condition I can't stand for long and couldn't walk to the bus stop – it's just too far away and I never knew whether the bus would turn up or how long I would have to stand there. Your service has been a Godsend."** (new client feedback)

Anytown Community Transport was established in 2000 to provide affordable community transport and improve access to services for local residents, including those who are elderly and / or disabled. We run a Dial-a-Ride Scheme, complemented by a Volunteer Car Driver Scheme. Our catchment area includes the villages of .... By providing an accessible door-to-door community transport service, we are helping people to use local services and facilities, maintain good health,

and stay independent for longer. Public transport provision in this area is limited – and sometimes, even if there is a bus available at a time it is needed, older or disabled people are unable to get to the bus stop due to the distance from their home, lack of seating at the bus stop, and unreliability of the bus service. They require a ‘door-to-door’ service. This is why community transport is so essential. The Volunteer Car Driver scheme is effectively ‘neighbours helping neighbours’ and contributes to wider efforts to promote community cohesion and foster good relationships within communities. This is so important as over 30% of people live in one-person households (Check relevant data for your area from Census 2011) and some people may have little contact with their neighbours.

Of the 6,000 journeys taken between January 2019 and January 2020, 1,540 of these journeys were undertaken by our volunteers using their own vehicles and the remaining 4,460 journeys were fulfilled using Anytown Community Transport vehicles. The main purposes of the journeys were as follows: Hospital (1,380 journeys); GP appointments (620 journeys); Day Centre and Residential Nursing Homes (810 appointments); Shopping (920 journeys) and Social / Leisure / Wellbeing Visits (1,290 journeys). The service is also used by local schools and for youth activities (350 journeys). Other uses include general medical appointments such as visiting the hearing aid centre, chiropodist, optician, dentist (200 journeys).

While the majority of the people who use our service are elderly, we also take people to their place of work (430 journeys) as well as offering our services to agencies working with disadvantaged people, taking them to training opportunities, to volunteer, or to other motivational activities. The service has been used by community groups and schools for outings and educational visits. We also provide transport between the rural villages in the area for residents who would otherwise not be able to travel between the villages. This can be particularly helpful for those residents who do have family and friends in the area.

## About the project

We currently run a popular volunteer car driver scheme in Anytown, with around 400 registered users who use the service to go shopping, get to medical appointments, visit family and friends, and attend social and support groups. We have been asked repeatedly to run a similar scheme in BiggerTown, and due to recent cuts in public transport provision (could include a link to any newspaper articles relating to reduced transport services in the area) we want to start a similar scheme in that area. To do this we will recruit additional volunteers for both the volunteer car driver scheme and the welfare calls service, develop new publicity materials, and work with key partners in BiggerTown, such as local GP surgeries, the community wellbeing team, one stop shop, and community connectors, to encourage referrals to the new service once it is ready to be launched. The Welfare Calls service is a project idea that arose from feedback from our volunteer drivers originally – we have regular volunteers’ meetings and the isolation of some of our passengers was highlighted by volunteers, who reported that passengers often didn’t see or speak to anyone in between journeys due to having lost many social connections over time. We followed this up by a

survey that we sent out to all our beneficiaries and the response indicated that a regular phone call for an informal chat, to provide reassurance and a ‘friendly listening ear’, would be appreciated.

We plan to recruit a minimum of 12 new volunteers who live locally, and provide training prior to them using their own cars for transporting passengers or for becoming welfare volunteers. Training will include: customer care, active listening skills, volunteer roles and responsibilities, basic first aid / health and safety, and dementia friends training.

***“Our Community Transport Volunteer Car Driver scheme is a low cost, effective, solution to meeting the needs of those elderly members of our community who need a little bit of additional support to help them remain living independently for as long as possible”.***

(Aaron Brooks, Manager of Anytown Community Transport)

**Outcome 1** - 180 -200 beneficiaries in BiggerTown have access to the new service in Year 1 and feel better connected.

**Outcome 2** - 50 - 60 beneficiaries receive a regular welfare call in Year 1 and feel less isolated.

**Outcome 3** - There are increased opportunities for volunteering and 12 additional volunteers are recruited for our project.

## Budget

Our fundraising target for extending the Volunteer Car Driver scheme to BiggerTown and setting up the ‘Here for You’ welfare calls service was £20,000, and we have already secured 50% of this so are now fundraising for the remaining £10,000. We would greatly appreciate any contribution that the ABC Charity can make towards this sum, should you consider our request in keeping with your priorities.

<b>Transport project:</b> Breakdown of costs:	<b>£</b>
Volunteer recruitment (including flyers / adverts in local press)	1,200
Volunteer induction and training costs	1,000
Volunteer ID wear (fleece with logo and ID badges)	600
Promotional materials to publicise service	800
Additional office costs due to increased membership (such as: printing; photocopying; postage; stationery; and telephone costs)	2,800
Additional admin hours due to increased administration	8,800
Contribution towards dead mileage costs	4,000
Telephone costs (call costs and mobile phones)	800
<b>Total cost for 2021 – 2022 financial year</b>	<b>£20,000</b>
Amount that has already been raised through a grant of £10,000 from the National Lottery Community Fund Awards for All	£10,000
<b>Amount still to fundraise</b>	<b>£10,000</b>

## Your organisation

**Full legal name of organisation** Anytown Community Transport

**Does your organisation use a different name in day to day work?** No

**When was your organisation set up?** 01/04/2005

**What is the main or registered address?** Community Centre, Main Street, Anytown, AN1 1NY

**What type of organisation are you?** Registered charity

**Registration number** 01234567

## Contact details

### For more information

Please contact Aaron Brooks by phone on... or by email at...

You can also visit our website at...

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## About Connecting Communities in Wales

This guide was put together as part of the Connecting Communities in Wales project run by the Community Transport Association. The project is funded through the Welsh Government Rural Communities Rural Development Programme 2014-2020, which is funded by the European Agricultural Fund for Rural Development and the Welsh Government, and aims to support community transport in Wales through creating new partnerships, bringing funding into the sector and creating new transport networks.