



PERTH & KINROSS COUNCIL

Community Transport Fund

2025/2026

GUIDANCE NOTES

This guide describes the background, priorities, and standard conditions of Perth and Kinross Council's **Community Transport Fund**.

Background

Community Transport takes many forms, but in principle it is passenger transport that is provided by voluntary sector and not-for-profit organisations within our communities. Often it fills the gap left by conventional bus services - either by operating in rural areas or by supporting passengers with additional mobility needs. The transport service can be provided by volunteers using their own cars or with vehicles that are in the possession of the organisation.

This funding application will be available to any group who can show a clear commitment to community transport and has a structured action plan which demonstrates what it is they hope to achieve in terms of passenger transport provision.

Priorities for Funding

The Council would support any group whose aspirations are aligned with the Council's seven priorities and applications will be evaluated against these as below:

- Working in partnership with communities
- Tackling poverty
- Tackling climate change and supporting sustainable places
- Developing a resilient, stronger, and greener local economy
- Enabling our children and young people to achieve their full potential
- Protecting and caring for our most vulnerable people
- Supporting and promoting physical and mental wellbeing

Who can apply?

The definition of a voluntary/community organisation is a body which is usually led by volunteers, is non-profit distributing, legally independent of the state, and is dedicated to a public good. The funding criteria contained in this guide applies to all

local voluntary/community and national voluntary organisations and umbrella organisations requesting financial support from the Community Transport Fund.

Applicant organisations will be open to all regardless of religion, race, gender or disability.

What is eligible?

Grants may be awarded for:

- vehicle and equipment costs
- operating costs
- staff costs and training costs
- annually recurring maintenance (e.g. servicing / MOT costs)
- motor insurance costs
- IT and publicity costs (including website development)

The transport services can travel into neighbouring local authority areas as it is appreciated that medical appointments may require this or that this is the nearest centre for the passengers, but applicants should note that the majority of passengers who use the service must reside within Perth and Kinross.

What is not eligible?

All submissions will be considered on their individual merits, but it should be noted that grants will not normally be awarded retrospectively.

Level of grant

The Council will consider funding **up to** £1,200 of project costs or group operating costs. Successful applicants may not be awarded the full amount applied for, depending on the level of successful applications approved. There is no specific requirement to demonstrate match funding, although evidence that organisations have approached other funding sources will be viewed positively.

Closing date

The closing date for the application process will be **4.00pm on Thursday, 12 February 2026**. An assessment of applications received will take place and notification of awards made by early March 2026.

Support

If you would like to discuss your idea or project, please contact the Public Transport Unit

- Telephone: 01738 475000
- Email publictransport@pkc.gov.uk

Along with these guidance notes a single application form is included and should be used to apply.

Completed applications should be returned via email to
publictransport@pkc.gov.uk

Standard Conditions of Grant

The following conditions are core conditions that apply to all organisations. Where specified, failure to meet stated aims, agreed performance targets or grant conditions, may result in support being withdrawn. Any organisation unable to meet one or more of these conditions may request assistance through the Grants Administrator. There may be some relaxation of these conditions where it is a newly established group, or funds are requested to address an area of weak practice.

The organisation must have a written constitution which must include the headings covering the following:

- Name, aims and objectives
- Description of how it achieves those objectives
- Description of how its governing body is elected or appointed
- Description of how people join the organisation
- A description of what will happen to the organisation's assets should the organisation cease to exist
- The date that the constitution was adopted on behalf of the organisation
- The signature(s) of the appropriate officer bearer(s)

The organisation must provide a Balance Sheet or a set of Annual Accounts for the preceding financial year audited or verified by an appropriately qualified person independent of the Committee including capital held on trust, or otherwise. In the case of an organisation recognised as a charity, please consult the Office of the Scottish Charity Regulator ([OSCR-www.oscr.org.uk](https://www.oscr.org.uk)) to check if an audit or an independent examination is required.

The organisation must have a bank or a building society account in the name of the organisation. There must be at least two signatories to this account who are members of the management committee of the organisation. The two signatories should not be related, and all cheques must be signed by both.

The organisation must disclose any other financial resources or asset income.

Organisations providing services for children or young people or vulnerable adults must comply with all current child protection or vulnerable adult protection legislation and have in place a child protection or vulnerable adult protection policy specific to the organisation and may be asked to provide this on request.

The organisation must be open to inspection by official representatives of Perth and Kinross Council or directly by the Council's external auditors. The organisation may be required to supply financial or other information on request.

The grant must only be used for the purpose for which it was approved by Perth and Kinross Council. At the end of the project, or where a breach of the standard conditions of grant, Perth and Kinross Council reserve the right to reclaim the grant or any equipment, materials etc purchased with the grant. Perth and Kinross Council reserve the right to deduct any amount due to the Council prior to payment of any successful grant application.

Organisations which receive a grant from Perth and Kinross Council will be monitored according to the Code of Guidance on Following the Public Pound and funding external bodies. Organisations receiving funding above £15,000 from the Council or with an annual revenue income of £20,000 will be expected to demonstrate that they use a Quality Assurance System such as the Practical Quality Assurance System for Small Organisations (PQASSO) and have achieved a specified level such as PQASSO level 1. Organisations expected to meet that requirement will be informed in the letter offering the grant. Training and support would be made available to organisations developing such quality assurance systems.

All applications for financial assistance must be made on the official single application form which must be completed in full. Forms can be obtained by emailing publictransport@pkc.gov.uk

Successful applicant organisations must acknowledge the Council funding contribution in all publicity surrounding the project, or any reports/documents compiled in connection with the project. The Council reserve the right to publicise full details of any funding offered including name of recipient, project details and amount offered.

In partnership with Perth and Kinross Association of Voluntary Services, Perth and Kinross Council supports **Perth and Kinross Grants Direct**, the one-stop-shop for further information, advice and support on funding from local sources or sources outside Perth and Kinross area (e.g. National Lottery, European programmes, Trusts and Foundations, Scottish Government funds).

You can contact **Perth and Kinross Grants Direct** by phoning 0345 605 2000, e-mailing pkgrantsdirect@pkc.gov.uk or by visiting www.pkc.gov.uk/pkgrantsdirect