

Form 3 - Eligibility & Specific Conditions of Offer

Please note that the following conditions apply in respect of our administration of the 2019 Local Link Donegal allocated grant. These conditions apply in respect of all groups seeking “transport only” supports.

Eligible Activities:

- Groups funded for Social Inclusion Transport Fund must aim to undertake activities with clearly identifiable social inclusion objectives and intended impacts/outcomes.
- Groups should provide a clear statement when submitting their request of why the transport support is needed and how it cannot be provided through alternative funding sources i.e. through members own funds, other organisations or agencies.
- Priority will be given to groups, where transport support is currently not already being sourced elsewhere.
- Requests will be assessed on a case by case basis against specific criteria.
- Reasonableness will apply in ensuring a fair allocation of the funds in the case of groups requesting support for more than one return journey.
- Funding will be allocated on a first-come first-served basis.

Eligible Date(s) for Transport:

- A condition of any grant offer will be that all support transport journeys between 1st May 2019 to be complete on or before 30th September 2019

Group Transport Needs / Requirements:

- Groups seeking transport support should complete and return the attached **“Form 1”** clearly outlining / detailing their transport support needs.

Local Link Approved Bus Operators List:

- Only transport being provided by Local Link Donegal approved operators will be considered for funding support and an operator should be selected from the attached list **“Form 2.”**
- Requests should be based on a verbal quotation(s) from the selected operator.

Letter of Offer:

- Groups will be notified in advance by way of a ***“letter of offer,”*** of any transport being supported by IDP and being provided through the Local Link allocated funds.
- Do not book any transport until a letter of offer has been received.

Protection of Children or Vulnerable Adults:

- Groups that are providing transport or activities for children or vulnerable adults will be asked to confirm in writing, that a safeguarding statement is in place for any supported journeys.

Cost of Journey and Payments:

- A written quotation should be obtained from the transport operator, in respect of the transport (journeys) being supported.
- Payments for supported journeys will be paid by Local Link to the transport operator based on the submission of a valid invoice.
- The invoices must be submitted by the groups to Inishowen Development Partnership (on or before the 30th September 2019)
- Invoice must be made out to Locallink Donegal
- Locallink will pay the operators directly.
- Invoice must show the gross cost of transport minus the 25% paid by the group in fares and deducted from the total cost. Locallink will then pay the 75% **up to a maximum of €350 per group**

Passenger Log:

- A passenger log needs to be completed and submitted to Local Link Donegal along with the invoice for payment.

The name and lead contact person in the community group must be identified on the log.