

## Proposed Terms of Grant for Community Car Schemes Groups

1. The following information must be provided by all community car schemes:
  - Confirmation from the Hampshire Voluntary Care Group Advisory Services that the organisation has the relevant accreditation,  
or
  - A copy of the organisations constitution OR Memorandum and Articles of Association, and a copy of the organisation's latest audited / independently checked accounts (If you are a new group, a projected budget for the first year together with a bank statement)
2. The maximum grant available to each car scheme group will be calculated based on the population numbers of people in the parishes served by the group who are by age eligible for the older person's bus pass.
3. Grants for each financial year will be determined by reference to the population figure as at 31<sup>st</sup> January preceding the start of the financial year. Each group will be notified in writing by 1<sup>st</sup> March preceding the start of the financial year of how their grant has been calculated.
4. A grant cap for each scheme will be based on a tariff of £1000 per 500 people who by age are eligible for the older person's bus pass.
5. In order to claim the grant, the following procedures applies:
  - a. Car scheme administrators will be able to decide which customers they allow to benefit from their grant. In order to access the scheme and qualify for the grant, each group must have their own criteria which has been notified to the Council and publicised to their clients.
  - b. Where some grant is allocated to a customer by means of a free, half price or otherwise discounted fare (to be determined by each car scheme) then the bus pass number (for eligibility identification purpose only and not entitlement to free-car travel) is recorded along with the amount of the journey cost to be claimed from the grant. If in exceptional circumstances a bus pass number cannot be provided, the scheme administrator will provide a signed declaration confirming the customer's eligibility for the grant. The level of discount to the customer as a result of the grant is to be included in the notification provided to the Council and published to their clients.
  - c. The car scheme groups reclaim the grant by means of a monthly return to the Council.
  - d. Grants will only be paid to individual car scheme groups up to the level of their grant cap.
  - e. This scheme is in place to provide support to Community Car Schemes to enable them to provide transport for those persons eligible for a Farepass but unable to use or access public transport, or for example for those journeys such as hospital appointments where individual transport by car is more appropriate. Claims may also be made against the grant where journeys have been made to assist an eligible client but where the client is not able to physically make the journey for themselves (for example due to illness or impairment), and there is considered to be no other viable alternative. Any such claims are to be annotated on the Claim Return form 'Client not present'.