

Small Travel Grants

for voluntary organisations
of older or disabled people

November 2009



What is a small travel grant?

GMPTE provide grants to help meet the needs of older or disabled people who have serious mobility difficulties and find it difficult to use ordinary public transport.

Each grant is worth up to £150 (any one year from April to March) and must be used to pay for transport, for example, commercial coach or minibus hire, community transport or taxis. Please note: we are unable to provide grants for trips on Ring and Ride services.

Who can apply?

Small travel grants are for voluntary organisations of older or disabled people or for voluntary organisations who stage events which are likely to attract significant numbers of older or disabled people.

The trip or event must be a special one-off occasion and not a regular meeting. It must take place in **Greater Manchester or within ten miles of the county boundary** and the people involved must live in Greater Manchester. There is a map showing the boundary on the back of this form.

All organisations must have a bank account. We are unable to accept personal bank details.

It is a condition of the grant that the voluntary organisation provides proof that the money has been spent on transport, for example, a receipt or an invoice signed "paid" from a coach hire company, community transport operator or taxi firm. All receipts or invoices must be received within one month of the trip taking place.

It is important to note that we are unable to process further applications if all invoices and receipts have not been received.

How to apply?

Fill in both sides of the attached application form and send it to:

Customised Services

**GMPTE
2 Piccadilly Place
Manchester
M1 3BG**

This application form is available to download at **www.gmppte.com**

All correspondence and receipts should be sent to the address above.

For further information or advice about small travel grants telephone Customised Services on:

Telephone: **0161 244 1266**
Textphone: **18001 244 1266**
Email: **flexibletransport@gmppte.gov.uk**

You can request this leaflet in Braille, on tape or in other languages.

Application form for a small travel grant

You and your organisation

Your organisation's name

Telephone number

Your name

E-mail address

Your position in the organisation

What is the status of your organisation (for example, registered charity, self-help group, social club)?

Address for correspondence

Charity number if applicable

What are your organisation's main activities?

The trip or event

When will it take place?

Please explain briefly why members of your organisation have serious difficulty using ordinary public transport.

Where will it take place?

Please describe briefly the purpose of your trip or event.

Number of people participating in the trip

The transport

Who will provide the transport?

What will be the total cost of the transport?

The grant

How much money are you applying for?

What name is on your organisation's bank account?

Bank account number

Sort code

Bank name & address

Authorised signature(s) for bank account

We will write to you to let you know the outcome of your application. If successful we will then arrange for the money to be transferred into your organisation's bank account within 2 weeks.

Please tick this box to confirm that you will send us proof that the money has been spent on transport, within one month of the trip taking place.

Declaration

1. I declare that the trip or event is a special occasion and not a regular meeting.
2. I declare that all members of the group are residents of Greater Manchester.
3. I declare that members of the group have serious mobility difficulties and would find it difficult to use ordinary public transport. I understand the information I have provided on this form may be verified and that abuse of the scheme may result in legal action.

Signature of applicant

Date

Please check the following before you send your form:

- That you have allowed at least two weeks before your trip or event takes place.
- That your trip or event takes place in Greater Manchester or within ten miles of the county boundary.
- That the form is signed and includes the authorised signature for the bank account.
- That you have ticked the 'proof of spend' box.

Please detach this form by tearing along the dotted line and send to:

Customised Services, GMPT, 2 Piccadilly Place, Manchester M1 3BG.

Monitoring form

We aim to make all forms of accessible transport available to as many people as possible. Answering the following questions will help us provide a better service. Please help us by completing this form as best you can on behalf of your group. You are not obliged to provide this information but it will help us if you do. All information provided will be treated confidentially and only used in relation to research into public transport needs, for the sole purpose of GMPT. We adhere to the Data Protection Act and the guidelines of the Market Research Society.

Disability

Do members of your group have any long-term illnesses, health problems or disabilities and are ordinary day to day activities limited? Please include problems which are also due to growing older.

Yes No

If yes what types of disability or impairment do you consider members to have? Please tick all that apply.

- Visual
- Hearing
- Learning
- Speech
- Wheelchair user
- Serious walking difficulty/restricted use of arms
- Other

Please specify

Age

What age ranges are represented in your group?

- | | | |
|-----------------------------------|--------------------------------|--------------------------------|
| <input type="checkbox"/> Under 16 | <input type="checkbox"/> 25-29 | <input type="checkbox"/> 50-59 |
| <input type="checkbox"/> 16-19 | <input type="checkbox"/> 30-39 | <input type="checkbox"/> 60-64 |
| <input type="checkbox"/> 20-24 | <input type="checkbox"/> 40-49 | <input type="checkbox"/> 65+ |

Ethnicity

Do your activities benefit any of the following groups of people?

Please tick all relevant boxes.

White – British

- English
- Scottish
- Welsh
- Irish
- Any other white background

Please specify

Black or British black

- Caribbean
- African
- Any other black background

Please specify

- Chinese
- Other ethnic group

Please specify

Asian or Asian British

- Bangladeshi
- Indian
- Pakistani
- Any other Asian background

Please specify

Mixed

- White & black Caribbean
- White and black African
- White and Asian
- Any other mixed background

Please specify
