

COACH TRIP SCHEME 2019/20 INFORMATION SHEET

Please read the following notes before completing your application form.

Who is eligible:

- 1) Organisations based in the London Borough of Hammersmith & Fulham and supporting local communities and individuals
- 2) Organisations that have an income under £10,000 in 2019/20 or who are unfunded
- 3) Organisations that have a local Management Committee of at least 3 members
- 4) Organisations that have their own bank account

Who is not eligible:

- 1) Groups run by statutory organisations such as schools, the Council or NHS Trusts, sports & arts groups
- 2) Organisations in receipt of more than £10,000 funding from London Borough of Hammersmith & Fulham

Priority is given to:

- 1) Local older people's groups
- 2) Groups that do not receive funding from the council or from any other source
- 3) Groups that support residents from a wide range of communities

Consideration, though lower priority, will be given to unfunded groups which are supported by local 3rd Sector organisations with more than £10,000 income

**IF THE SCHEME IS OVER SUBSCRIBED NOT ALL APPLICATIONS
WILL BE SUCCESSFUL**

If your application is successful, you will receive a contribution towards coach/minibus hire **up to a maximum of £300.**

Your group will be responsible for finding a coach company who can provide you with a coach/minibus.

Here are some useful points to consider when completing your application form and later making a coach booking:

- You should estimate the number of people who, from your experience, will actually turn up on the day.
- Remember to allow two seat spaces for each wheelchair passenger and advise the coach company that you will require a wheelchair accessible coach.
- Don't forget to consider the need for storage space on mini-buses for wheelchairs or push chairs.
- If you are a small group, it might be worth joining with another group to plan your trip and fill a coach.
- Please don't forget to make a supporting statement (Section D on your application form) as this information is very carefully considered when we make our assessment of your application.

Returning your application form:

Please send your completed form to: Community Investment, Room 39, Hammersmith Town Hall King Street, W6 9JU or via email to: sacha.mortimer@lbhf.gov.uk

What happens next?

All applications received will be assessed and we will advise you, in writing, the outcome of your application.

As this scheme is very popular, not every group who applies is likely to be successful. Eligible groups who are not awarded a contribution will be placed on a "reserve list" in case of any cancellations.

The award is to contribute towards ONE day trip to be taken before March 2020.

If you do not take your day trip, or the cost of your transport is less than the award, you may be asked to refund the balance.

If you have any queries, would like advice on completing the form, or would like more information, please do not hesitate to contact Sacha Mortimer:
Phone: 020 8753 5009 or email: sacha.mortimer@lbhf.gov.uk