

## CENTRAL MANAGEMENT BRANCH



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**Your reference:** DALO 39A/4/2014  
**Our reference:** SUB-1054-2015

18 May 2015

Paul Carlisle  
Clerk to the Committee for Regional Development  
Committee Office  
Room 254  
Parliament Buildings  
BELFAST  
BT4 3XX

Dear Paul

### RURAL COMMUNITY TRANSPORT PARTNERSHIPS (RCTP)

In your letter of 23 April 2015, you requested additional information about community transport. I have listed your questions and the Department's responses below in the order raised:

#### **Can the Department provide the Committee with details of the reserves held by each of the Community Transport Partnerships?**

Information detailing the reserves was contained in the slides sent to you on 21 April 2015 as part of the department's presentation. It is the Department's understanding that at the end of 2013/2014 the level of reserves totalled £1.9m. The table below shows the net current assets position for each Partnership. Clearly it will be important to establish the position at the year end 2014/2015.

#### Rural Community Transport Partnerships (RCTPS) Reserves

RCTPS	2012/13	2013/14	change	% change
CDM	£248,324	£289,008	£40,684	16%
Down	£101,613	£106,604	£4,991	5%
Easilink	£199,153	£350,166	£151,013	76%
Fermanagh	£130,727	£378,560	£247,833	190%
Lagan Valley	£82,292	£158,926	£76,634	93%

North Coast	£180,830	£333,320	£152,490	84%
South Antrim	£89,852	£129,398	£39,546	44%
Southern Area	£176,107	£215,390	£39,283	22%
	<b>£1,208,898</b>	<b>£1,961,372</b>	<b>£752,474</b>	<b>62%</b>

**Can the Department provide the Committee with all correspondence, including emails relating to bids for funding Community Transport partnerships from the departmental budget?**

We received the following correspondence about funding for Community Transport Partnerships and issued, where appropriate, replies:

- Correspondence received as part of the Draft budget consultation.
- Forum Invitation Letter to the RCTP's from the Department to discuss final budget implications.
- Letter from Community Transport Network NI (CTNNI) on behalf of some of the RCTPs and letters of reply to all RCTPs.
- Letters of offer to RCTPS and signed reply of acceptance.

**Can the Department confirm that the decision to severely reduce rural Community Transport partnerships was fully rural proofed.**

The department referred to rural proofing considerations in its draft budget consultation on its 2015/16 spending and saving proposals dated 27 November 2014.

**If so, can the Department provide the Committee of any papers detailing the above proofing?**

For the reasons set out above, there was no rural proofing of the budget outcome.

**Can the Department provide the Committee with copies of the EQIA undertaken in respect of Community transport budgets?**

I can confirm that a High Level Equality Screening Assessment was carried out for the draft budget that was issued for consultation on 27 November 2014. This referred at page 19 to a reduction in the grants for rural and community transport.

**Can the Department provide the Committee with detailed written briefing on how it arrived at the individual allocations for Community Transport partnerships?**

This was a two-stage process. There was an initial £2m cut in funding for Community Transport in final budgets. This was then split as follows:

	<b>2014/15</b>	<b>2015/16</b>	<b>£ Reduction</b>	<b>% Reduction</b>
<b>Disability Action</b>	£2.95m	£2.32m	£0.63m	21%
<b>RCTPs</b>	£3.63m	£2.43m	£1.2m	33%
<b>Other</b>	£0.57m	£0.24m	£0.33m	58%
<b>Total</b>	<b>£7.15m</b>	<b>£4.99m</b>	<b>£2.16m</b>	<b>30%</b>

The 'other' category includes other grants to smaller community groups and for other Disability Action schemes. It also includes Shopmobility budgets, which were protected from any cuts.

Within the £2.4m budget identified for funding to individual Community Transport Partnerships this was allocated taking account of the requirements set out in their business plans and annual accounts and also the overall financial position of each RCTP as set out above. The main factor influencing the allocation was the projected costs in providing services as set out in each RCTPs business plan for 2015/16. Adjustments were made to ensure no organisation was cut by less than 25% and more than an upper limit of 40%. The Department did not and does not allocate funding based on number of trips as we believe this would constitute a 'contract' and not a 'grant'. This focus on costs is in our view in line with guidance included in DFP guidance on Managing Public Money. For convenience, I have included the appropriate reference below:

*“A.5.1.2 Grants should be paid on evidence of need or qualification, depending on the terms of the grant scheme. For example: the recipient may need to show that it meets the conditions of the scheme, e.g. a farmer may need to disclose details of his or her business; there may be a timing condition; small third sector organisations may need to demonstrate a clear operational requirement for project funding to be made before grant is paid.”*

The content of this letter is fully disclosable under FOI.

I trust that this clarifies the position.

Yours sincerely

[SIGNED]

**ALAN DOHERTY**  
**Departmental Assembly Liaison Officer**

18/12/14

To whom it may concern:

This submission in response to the DRD Draft Budget is made by the Community Transport Network for Northern Ireland (CTNNI) – the 10 members of which are listed below.

CTNNI are fully aware of the reductions in the overall DRD Budget, and accept that services funded by DRD need to be reviewed. In particular we are concerned with the Rural Transport Fund 'Dial a Lift' (DAL) service for individuals living in rural areas, the Assisted Rural Travel Scheme (DARD funded use of Smart Pass on Dial a Lift service) and the Disability Action Transport Scheme (DATS). These current services help the most isolated and vulnerable people access essential services which has a very significant positive impact on their physical and mental health, allowing them to live independently in their own home, needing minimal support from Health & Social Services.

CTNNI are also concerned that any reduction in Translink routes or frequency of services in rural areas will add to the demand for rural transport services at a time when support for these services is under considerable pressure. For this reason we feel strongly that all avenues should be explored in an attempt to at least maintain the current levels of service delivery in the 3 schemes listed above (DAL, ARTS & DATS). We feel consideration should be given to the following options:

1. Increase Fares on the Dial a Lift service in line with proposals submitted by the Rural Community Transport Partnerships to DRD in late 2013 – the preferred option in this document was for an increase of 50p per single trip which would generate approximately £100,000 in additional income.

(Anecdotal evidence gathered when completing our Social Return on Investment Report in early 2014 and other client surveys suggested that clients would be prepared to pay a nominal fee or a small increase in fares if it protected the services long-term).

2. To discontinue the Voucher Scheme (currently costing approximately £100,000 per year from the Rural Transport Fund Budget). This scheme is targeted at larger community groups (more than 16 members) allowing them to access a £100 voucher towards the cost of transport booked through a private Bus Company from an approved list. The reason this service was introduced 4 or 5 years ago was because at that time DRD were supporting the Rural Community Transport Partnerships (RCTPs) to provide a subsidised Group Service for smaller rural community groups (16 members or less) and the Voucher Scheme was seen to be helping any of the larger rural groups access some support for their transport costs. Since the Voucher Scheme was introduced, DRD has in the last 2 years not provided any support to the RCTPs for the smaller Group Transport service so there is no longer a case to be providing support to the larger groups.

3. With regard to the Assisted Rural Travel Scheme (ARTS) i.e. the use of Smart Pass on Dial a Lift services the DARD Draft budget makes the following points:

*'On TRPSI (Tackling Rural Poverty and Social Isolation) there is the potential that the proposed reduction in the existing funding for the structures supporting community development would have a negative impact on all Section 75 groups.*

*In particular there is a proposed reduction in the financial support for the Assisted Rural Travel Scheme (ARTS). These schemes are delivered in partnership with statutory partners responsible for intervention areas and DARD support was never intended to be long term. However DARD will ensure the project evaluations are completed and evidence presented to inform future policy interventions and DARD will impress where appropriate on partner organisations to continue to provide such services. DRD is currently reviewing the provision of its rural transport fund and the ongoing sustainability of the ARTS scheme.*

We feel that DRD should do all it can to maintain some level of support from DARD for the ARTS. The DARD contribution to ARTS has increased from £315,000 in 2010/11 to £570,000 in 2013/14. If DARD could maintain a level of support of £400,000 then a small contribution from the clients (who are currently travelling for free) of £1 per single trip would generate approximately £170,000 – allowing the service to continue at current levels.

(Again, anecdotal evidence gathered when completing our Social Return on Investment Report in early 2014 and other client surveys suggested that clients would be prepared to pay a nominal fee or a small increase in fares if it protected the services long-term).

4. With regard to the DRD funded Disability Action Transport Scheme we feel the Department should consider either funding the RCTPs currently delivering DATS in the rural towns directly for the DATS service rather than through Disability Action; or combining the 2 services and again Grant Funding directly to the RCTPs. We feel there are savings which could be achieved by dealing directly with the RCTPs which would help sustain both services at current levels through further integration of resources and more use of volunteers.
5. CTNNI published a Social Return on Investment (SROI) report in July 2014 which highlighted that for every £1 invested in the RCTPs £12 of value is created. One of the significant reasons for this 'added value' is the very generous contribution local volunteers give to the RCTPs across NI. To ensure this added value is protected we would encourage DRD to continue the Grant Funding approach to Community Transport services currently being supported (DAL & DATS).

Yours sincerely,

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Paddy McEidowney  
Chair of the Community Transport Network Northern Ireland (CTNNI)

C/O Easilink Community Transport  
Unit 12 Strabane Enterprise Agency  
Orchard Road  
Strabane  
BT82 9FR



**Community  
Transport  
Association**

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**CTA response to the**

**Draft Budget 2015 – 2016:  
Spending and savings proposals within the  
Department for Regional Development**

## About the Community Transport Association (CTA)

The CTA is a national membership association which leads and supports community transport to be successful and sustainable in England, Wales, Scotland and Northern Ireland.

It provides leadership by promoting community transport and influencing the development of better strategy, policy, regulations and investment at all levels of government.

It provides support by advocating high standards of practice and providing advice, information, training and hands-on support that helps operators work to these standards. The CTA is a Designated Body and the main provider of S10b permits to community organisations in Northern Ireland.

Community transport enables people to live independently, participate in their community and to access education, employment, health and other services. It uses and adapts conventional vehicles to do exceptional things – always for a social purpose and community benefit, but never for a profit.

Using everything from mopeds to minibuses, typical services include voluntary car schemes, community bus services, school transport, hospital transport, dial-a-ride, wheels to work and group hire services. Community transport is responsive, accessible and flexible.

Our membership consists of over 1500 organisations of which the CTA represents 152 organisations in Northern Ireland. These organisations consist of groups ranging from large charitable community transport organisations to small church groups. Along with our members we also work with a wider group of stakeholders in government, the transport industry and voluntary sector, who all want the very best for their communities and see community transport as integral to achieving that.

## Contact Details

Any queries regarding this response should be directed to:

Kellie Armstrong  
 Director for Northern Ireland  
 Community Transport Association  
 Room 109, CityEast  
 68-72 Newtownards Road  
 Belfast  
 BT4 1GW  
 028 9094 1661  
 Email: [kellie@ctauk.org](mailto:kellie@ctauk.org)

## CTA Response to the Draft Budget 2015/2016

### Introduction

The CTA has considered the Draft Budget within the current economic climate. While a reduction in expenditure was anticipated, the size of the 'cut' was not. In comparison to other Departments the DRD has a higher percentage reduction. Transport is facing the most drastic reduction in services. It is likely that this will lead to bigger demands on public services as a result of increased isolation and reduced independence therefore having a specific negative impact on: rural dwellers, older people, women and people with disabilities.

For the purposes of this response the CTA will focus on transport services supported by DRD. In particular we will discuss the Rural Transport Fund (RTF) and the Transport Programme for People with Disabilities (TPPD).

For the purposes of this response CTA will respond to the budget impacts to transport.

### Reduction in funding for community transport services

The CTA is concerned the Department suggests a reduction in budget for both the RTF and the TPPD without providing financial detail in the consultation document.

The Department has been able to detail the reduction to Translink but only states there will be a negative impact to both RTF and TPPD in Section 4, Page 28: 'Impacts of 2015-16 draft Budget Outcome on the 9 section 75 areas:'.

Any reduction in funding to either the RTF or TPPD will have a catastrophic impact on the lives and well-being of older people, people with disabilities and people living in rural areas.

By not detailing the expected reduction in financial support it leaves the following service suppliers unable to plan for the future:

- 11 Rural Community Transport Partnerships
- Disability Action and;
- Bridge Accessible Transport

As the Department is not providing details, each community transport organisation is left 'in limbo'. They are unable to mitigate against the reduction in grant and the impacts it will have on their charities as they will not have time to:

- Consult with community to prioritise service delivery



- Provide notification to the community about changes to services including fares review
- Assess the impact of reduction of services (S75, rural, volunteering etc.)
- Give staff statutory notice of redundancy (if required)

The reduction in Translink services can be mitigated against by two actions:

- Increase of fares
- And utilisation of reserves.

However, neither of the above options are open or appropriate to suppliers of services for the RTF or TPPD due to the following constraints:

- **Not permitted to increase fares:** Community transport organisations are restricted by S10b permit regulations. Under the S10b permit transport must be delivered on a not for profit basis. Fares must only cover the operating cost of delivering transport. Fares may not generate profit or be set to create profit.
- **Utilisation of reserves to cover operating costs:** Unlike Translink charities are unable to use reserves for purposes outside of their 'Reserves Policy'. Charitable reserves are limited to known liabilities, such as: redundancy costs or depreciation of equipment. If a charity is expected to use reserves to subsidise a government service then the Board or Trustees could be trading illegally – by using the redundancy fund they will be operating outside Charity Commission guidance and Corporate Law.

### Reduction in support for community transport

In the coming years there will be a radical change to both the RTF and TPPD due to the introduction of the Integrated Transport Strategy, Bus Operator Licensing outcomes, EU legislation harmonisation of driving licenses and volunteering opportunities. Now more than ever the community transport sector needs support. Support that will enable currently funded organisations to go through significant strategic, operational and practical change in order to meet the needs of both the Community and the DRD.

The CTA is currently funded through the RTF and has sustained a 39.5% reduction in funding in the last 3 years. We have reached the stage where further reductions will significantly reduce support within Northern Ireland. Our programme of driver training (MIDAS), training for Board members and transport managers (Minibus Management and Minibuses and the Law) may no longer be delivered in our country. This will have implications for the safe delivery of passenger-centred transport by the community sector.

The CTA has been asked by officials, in advance of consultation completion, to bid for a decreased budget in 2015-16. CTA argues that more financial

support should be made available to meet the demands of both transport suppliers and DRD officials for the reasons highlighted above.

With the reduction in Translink services more people will be turning to the community sector for help i.e. without a local public transport service the only lifeline to provide access to services will be community transport. Community transport and the CTA will be under increased pressure to meet Community needs and deliver DRD's own vision of '...services which improve quality of life'.

Now is the time when DRD should seek to invest support for the community transport sector not aim to reduce services, especially when community transport will fill the gaps created by the withdrawal of Translink routes from rural towns and villages.

### Community Transport is Value for Money

The Department receives an incredible return on investment from both the RTF and TPPD.

- The RTF grant equates to under £4million annually.
- The fund enables community organisations to deliver transport solutions that reduce social exclusion and isolation for people with mobility issues.
- The RTF grant supports and encourages volunteering particularly in rural areas – this enables the community to 'self-help' by delivering access solutions using a mix of community owned minibuses and volunteers own cars.

The TPPD programme enables people living in towns and cities, aged 85+, and people with disabilities to be able to get out and about. For many TPPD beneficiaries public transport is not a viable option as the bus stop is too far to walk to or the service does not meet their mobility needs. The TPPD programme delivers the only viable access option for people who would otherwise be 'house bound'.

Both programmes deliver community-led transport solutions for older people and people with disabilities often at times of the day and days of the week when alternative transport is not available or would be too expensive. With the proposed cuts in funding to these programmes it is inevitable that they will lead to an increase in social isolation and reduced independence. Further strain will also be put on other public services and potentially cost more in the long run.

### Small reduction has a huge negative impact

Even the smallest of reduction to either RTF or TPPD budgets will have a negative impact on specific Section 75 groups including: older people and

young people, people with disabilities and women. It will also have a specific negative impact on people living in rural areas, people on low incomes and people with limited mobility due to poverty, age, illness or disability.

The amount of money invested in community transport is marginal in comparison to the amount used for Translink and concessionary fares. By maintaining the RTF and TPPD fund at its current levels DRD can assure older people and people with disabilities they are not being used as 'easy targets'. Even the DRD have identified that a reduction in funding will have a 'Major' negative impact on people with disabilities (see page 30 of the DRD consultation document).

### **Conclusion**

Community transport is in a strong position to help communities respond to reductions in public spending, but they will need resources to enable them to do so. The CTA urges DRD to reconsider any reduction to both the RTF and TPPD budgets.

Reduction to budgets means a reduction in frontline delivery of services for the most vulnerable people in our society. In targeting vulnerable individuals the Department will reduce mobility, prevent people from accessing local services such as health centres, the impact will see a reduction in 'quality of life for all'. This is in complete opposition to the Department's own vision.

The negative impact to older people and people with disabilities will lead to long term expenditure across both the DRD and all government departments. This short term reduction in budget could have the potential to have very long reaching cost implications for many years to come.

Your Ref:  
Our Ref: DRD/COR/  
Date: *06* March 2015

Further to the letter from Ciaran Doran of 03 March 2015, the Department intend to have a forum to discuss a number of issues relating to grant funding for 2015/16. This will take place in the Cohannon Inn, 212 Ballynakilly Road, Dungannon. Co Tyrone BT71 6HJ.

An agenda for this event is attached. It is anticipated that it should not last more than one hour. The officials attending from the Department will be:

Ciaran Doran - Director, Public Transport Services Division  
Tony McConnell - Public Transport Services Division

I would ask that at least one member of your Board attend this event and I would appreciate if you could confirm who will be attending. This information should be sent to Nuala McMullan ([nuala.mcmullan@drdni.gov.uk](mailto:nuala.mcmullan@drdni.gov.uk)) by Tuesday 10 March 2015.



Tony McConnell  
Public Transport Services Division

Agenda

Introductions (5 mins)	-	Tony McConnell
The Budget in context (5 minutes)	-	Ciaran Doran
Potential threats to grant		
Funding, ( Licensing/Legal	-	Tony McConnell
Challenges/State Aid) (15 minutes)		
Questions/Answers (15 minutes)	-	To Panel
Conclusions/Next steps	-	Ciaran Doran

E-MAIL:

ctnni@hotmail.com



Mr Danny Kennedy  
Minister for Regional Development  
47 Main Street  
Markethill  
BT60 1PU

30<sup>th</sup> March 2015

Dear Minister Kennedy,

I am writing as Chair of the Community Transport Network for Northern Ireland (CTNNI).

Please find enclosed letters from 8 local Rural Community Transport Partnerships (RCTPs) outlining our deep concerns about how the much reduced grant funding for Dial a Lift services to the RCTPs is being allocated.

We strongly contend at a time of major budget reductions that the funding should be allocated on the basis of proven need which achieves the maximum benefit for service users across Northern Ireland.

We propose that DRD allocate the RTF Grant on a Cost per Trip basis across all RCTPs for the incoming year 2015/16.

Can you please explain clearly how the RFT Grant is being allocated across the RCTPs for the incoming year 2015/16?

Yours sincerely,

Paddy McEldowney

Chair of the Community Transport Network Northern Ireland (CTNNI)  
C/O Easilink Community Transport  
Unit 12 Strabane Enterprise Agency  
Orchard Road  
Strabane  
BT82 9FR  
Email – paddy@easilink.org  
ctnni@hotmail.com

Mr. Danny Kennedy

Minister for Regional Development

Date 27<sup>th</sup> March 2015

Dear Minister

**REF: ALLOCATION OF RTF GRANT 2015/2016**

I am writing to you as Chair of Newry & Mourne Community Transport to express my deep concern over the ambiguity surrounding the proposed apportionment of a much reduced RTF budget for the delivery of Dial-A-Lift services for the 2015/2016 financial year.

Our Partnership is concerned that the now historic inequalities relating to how grant has been apportioned to Partnerships by your Departmental officials in the past will be perpetuated into the next extremely challenging financial year.

I would draw your attention to Table 1 below, this information on Partnership performance was extracted from RTF officials via an Assembly question AQW 43362/11-15 - MLA Sean Lynch.

Name	Funding Received Apr 13 – Mar 14	Number of trips	Average Miles per trip	Cost Per Trip
CDM	£564,284.74	56,335	12.4	10.01
Down	£439,843.16	13,084	24.4	33.61
Easilink	£534,627.42	38,587	9.5	13.85
Fermanagh	£517,469.24	33,344	13.8	15.51
Lagan Valley	£209,358.78	6,512	13.3	32.14
North Coast	£605,224.00	47,296	10.6	12.79
South Antrim	£212,665.39	14,021	13.9	15.16
Southern (includes Armagh, DART, Newry)	£392,246.97	34,788	18.4	11.27
<b>Totals</b>	<b>£3,475,719.70</b>	<b>243,967</b>	<b>13.4</b>	<b>14.20</b>

Table 1

Based upon the information presented above I would ask you to ensure that any future allocation of RTF funding is efficiently allocated on the basis of an average cost per trip across N.Ireland which currently stands at approximately £14.00.

This is the only conceivable way to ensure fairness, equity and efficiency in grant allocation moving forward into the new financial year and end the often arbitrary and unequal distribution of RTF grant which is causing so much contention and distress to the majority of Partnership Boards.

I look forward to hearing from you on this matter.

Yours Sincerely,



TW Davis Office Bearer of Newry & Mourne Community Transport



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Making the Community Mobile

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BT66 8AH

Tel: 028 3831 7810  
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Web: [www.rtfni.org/dart](http://www.rtfni.org/dart)  
Email: [info@dartpartnership.org.uk](mailto:info@dartpartnership.org.uk)

Mr. Danny Kennedy  
Minister for Regional Development  
80 Market Street,  
Tandragee,  
County Armagh  
BT62 2BW

**27.03.15**

Dear Minister Kennedy,

**REF: ALLOCATION OF RTF GRANT 2015/2016**

I am writing to you as Chair of Down Armagh Rural Transport (DART) Partnership to express my deep concern over the ambiguity surrounding the proposed apportionment of a much reduced RTF budget for the delivery of Dial-A-Lift services across N.Ireland.

The DART Partnership is concerned that the now historic inequalities relating to how grant has been apportioned to Partnerships by your Departmental officials in the past will be carried forward into the next extremely challenging financial year.

I would draw your attention to Table 1 below, this information on RCTP performance was extracted from RTF officials via an Assembly question AQW 43362/11-15 - MLA Sean Lynch.

Name	Funding Received Apr 13 – Mar 14	Number of trips	Average Miles per trip	Cost Per Trip
CDM	£564,284.74	56,335	12.4	10.01
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<b>Totals</b>	<b>£3,475,719.70</b>	<b>243,967</b>	<b>13.4</b>	<b>14.20</b>

Table 1

Unfortunately the precise mechanism by which RTF grant is apportioned remains confusing, opaque and at variance with the data presented in (Table 1) above, - since mileage has often been used in the past by DRD officials as



a justification for higher levels of subvention for the Partnerships' outlined in red.

Based upon your Department's figures, clearly the current 'system' of allocation cannot be deemed to be logical nor justifiable in this current climate and again I would ask you provide a clear and specific rationale as to why two Partnerships are continually funded at much higher levels on a cost per trip basis than the majority of other Partnerships who are operating efficiently and effectively.

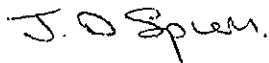
We strongly contend at a time of budget reductions that budget should be allocated on the basis of proven need and in a more transparent manner which achieves the maximum possible benefit to users across N.Ireland.

Furthermore, and based upon the information presented above, I would ask you to give a clear assurance that any future allocation of RTF funding for 2015/2016 is efficiently allocated on the basis of an average cost per trip across N.Ireland which currently stands at approximately £14.00.

This is the only conceivable way to ensure fairness, equity and efficiency in grant allocation moving forward into the new financial year and bring to an end the often arbitrary and unequal distribution of RTF grant which is causing so much contention and distress to the majority of Partnership Boards.

I look forward to receiving a full response from you on this matter.

Yours Sincerely



John Spiers  
Chairperson  
DART Partnership



# NORTH COAST COMMUNITY TRANSPORT

Mr. Danny Kennedy  
Minister for Regional Development

27<sup>th</sup> March 2015

Dear Minister

## REF: ALLOCATION OF RTF GRANT 2015/2016

I am writing to you as Chair of North Coast Community Transport to express my deep concern over the ambiguity surrounding the proposed apportionment of a much reduced RTF budget for the delivery of Dial-A-Lift services for the 2015/2016 financial year.

Our Partnership is concerned that the now historic inequalities relating to how grant has been apportioned to Partnerships by your Departmental officials in the past will be perpetuated into the next extremely challenging financial year.

I would draw your attention to Table 1 below, this information on Partnership performance was extracted from RTF officials via an Assembly question AQW 43362/11-15 - MLA Sean Lynch

Name	Funding Received Apr 13 – Mar 14	Number of trips	Average Miles per trip	Cost Per Trip
CDM	£564,284.74	56,335	12.4	10.01
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Fermanagh	£517,469.24	33,344	13.8	15.51
Lagan Valley	£209,358.78	6,512	13.3	32.14
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South Antrim	£212,665.39	14,021	13.9	15.16
Southern (includes Armagh, DART, Newry)	£392,246.97	34,788	18.4	11.27
<b>Totals</b>	<b>£3,475,719.70</b>	<b>243,967</b>	<b>13.4</b>	<b>14.20</b>

Based upon the information presented above I would ask you to ensure that any future allocation of RTF funding is efficiently allocated on the basis of an average cost per trip across N.Ireland which currently stands at approximately £14.00.

This is the only conceivable way to ensure fairness, equity and efficiency in grant allocation moving forward into the new financial year and end the often arbitrary and unequal distribution of RTF grant which is causing so much contention and distress to the majority of Partnership Boards.

I look forward to hearing from you on this matter.

Yours Sincerely

A handwritten signature in black ink, appearing to read 'Ursula Coll', written over a horizontal line.

URSULA COLL

Chairperson

Ivan Wilson Complex  
277 Dunhill Road  
Coleraine  
BT51 3QJ  
Tele: 028 7032 1234  
Fax: 028 7032 0557

Mr. Danny Kennecey  
Minister for Regional Development  
Friday 27<sup>th</sup> March 2015

Dear Minister

**REF: ALLOCATION OF RTF GRANT 2015/2016**

I am writing to you as Chair of Easilink Community Transport to express my deep concern over the ambiguity surrounding the proposed apportionment of a much reduced RTF budget for the delivery of Dial A Lift services for the 2015/2016 financial year.

Our Partnership is concerned that the now historic inequalities relating to how grant has been apportioned to Partnerships by your Departmental officials in the past will be perpetuated into the next extremely challenging financial year.

I would draw your attention to Table 1 below, this information on Partnership performance was extracted from RTF officials via an Assembly question AQW 43362/11-15 - MLA Sean Lynch

Strabane Office 028 7168 3282  
Unit 12 Strabane Enterprise Agency, Orchard Road  
Industrial Estate, Strabane, Co Tyrone BT22 9FR

Omagh Office 028 8724 8440  
298 Grifone Industrial Estate, Omagh, Co Tyrone BT78 5EJ

Foyie Office 028 7194 5252  
The Diamond Centre, 650 Brynath Road, Derry, BT41 4EA



Name	Funding Received Apr 13 – Mar 14	Number of trips	Average Miles per trip	Cost Per Trip
CDM	£554,284.74	56,335	12.4	10.01
Down		13,084	24.4	...
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Fermanagh	£517,459.24	33,344	13.8	15.51
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North Coast	£605,224.00	47,296	10.6	12.79
South Antrim	£212,655.30	14,021	13.9	15.16
Southern (includes Armagh, DART, Newry)	£392,246.97	34,788	18.4	11.27
<b>Totals</b>	<b>£3,475,719.70</b>	<b>243,967</b>	<b>13.4</b>	<b>14.20</b>

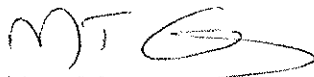
Table 1

Based upon the information presented above I would ask you to ensure that any future allocation of RTF funding is efficiently allocated on the basis of an average cost per trip across N.Ireland which currently stands at approximately £14.00.

This is the only conceivable way to ensure fairness, equity and efficiency in grant allocation moving forward into the new financial year and end the often arbitrary and unequal distribution of RTF grant which is causing so much contention and distress to the majority of Partnership Boards.

I look forward to hearing from you on this matter.

Yours Sincerely



Mary T Conway  
Chairperson  
Easilink Community Transport

Strabane Office 028 7165 3262  
Unit 12 Strabane Enterprise Agency, Central Road  
Industrial Estate, Strabane, Co Tyrone BT82 5PR

Omagh Office 028 5224 5140  
15B Carruish Industrial Estate, Omagh, Co Tyrone BT78 5EJ

Foye Office 028 7198 3982  
The Diamond Centre, 830 Barrack Road, Foye, BT47 4PA





**Head Office**  
 Unit 4  
 Derryloran Business Centre  
 Cookstown  
 BT80 9LU  
 Tel: (028) 8676 7766

**Branch Office**  
 Unit 47  
 Dungannon Enterprise Centre  
 2 Coalisland Road  
 Dungannon BT71 6JT  
 Tel: (028) 8772 9714

Mr. Danny Kennedy  
 Minister for Regional Development  
 27<sup>th</sup> March 2015

Dear Minister,

**REF: ALLOCATION OF RTF GRANT 2015/2016**

We are writing to you as joint Chairs of CDM Community Transport to express our deep concern over the ambiguity surrounding the proposed apportionment of a much reduced RTF budget for the delivery of Dial-A-Lift services for the 2015/2016 financial year.

Our Partnership is concerned that the now historic inequalities relating to how grant has been apportioned to Partnerships by your Departmental officials in the past will be perpetuated into the next extremely challenging financial year.

We would draw your attention to Table 1 below, this information on Partnership performance was extracted from RTF officials via an Assembly question AQW 43362/11-15 - MLA Sean Lynch.

Name	Funding Received Apr 13 – Mar 14	Number of trips	Average Miles per trip	Cost Per Trip
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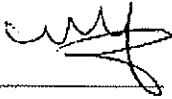
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Based upon the information presented above we would ask you to ensure that any future allocation of RTF funding is efficiently allocated on the basis of an average cost per trip across N.Ireland which currently stands at approximately £14.00.

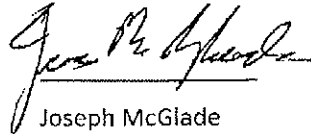
This is the only conceivable way to ensure fairness, equity and efficiency in grant allocation moving forward into the new financial year and end the often arbitrary and unequal distribution of RTF grant which is causing so much contention and distress to the majority of Partnership Boards.

We look forward to hearing from you on this matter.

Yours Sincerely



Wilbert Mayne  
Joint Chairman



Joseph McGlade  
Joint Chairman



27<sup>th</sup> March 2015

Mr. Danny Kennedy  
Minister for Regional Development

Dear Minister

**REF: ALLOCATION OF RTF GRANT 2015/2016**

I am writing to you as Chair of Out and About Community Transport to express my deep concern over the ambiguity surrounding the proposed apportionment of a much reduced RTF budget for the delivery of Dial-A-Lift services for the 2015/2016 financial year.

Our Partnership is concerned that the now historic inequalities relating to how grant has been apportioned to Partnerships by your Departmental officials in the past will be perpetuated into the next extremely challenging financial year.

I would draw your attention to Table 1 below, this information on Partnership performance was extracted from RTF officials via an Assembly question AQW 43362/11-15 - MLA Sean Lynch.

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Table 1





Based upon the information presented above I would ask you to ensure that any future allocation of RTF funding is efficiently allocated on the basis of an average cost per trip across N.Ireland which currently stands at approximately £14.00.

This is the only conceivable way to ensure fairness, equity and efficiency in grant allocation moving forward into the new financial year and end the often arbitrary and unequal distribution of RTF grant which is causing so much contention and distress to the majority of Partnership Boards.

I look forward to hearing from you on this matter.

Yours Sincerely

**OUT AND ABOUT COMMUNITY TRANSPORT**

Seamus Davey

*Chairperson*



## ARMAGH RURAL TRANSPORT LTD.

Armagh Business Centre, Office Suite 1,  
2 Loughgall Road, Armagh, BT61 7NH  
E-mail: armaghruraltransport@yahoo.co.uk  
Tel: (028) 37 518151

VAT Reg. No. 899 1693 48

Mr. Danny Kennedy  
Minister for Regional Development

27<sup>th</sup> March 2015

Dear Minister

### REF: ALLOCATION OF RTF GRANT 2015/2016

I am writing to you as Chair of Armagh Rural Transport to express my deep concern over the ambiguity surrounding the proposed apportionment of a much reduced RTF budget for the delivery of Dial-A-Lift services for the 2015/2016 financial year.

Our Partnership is concerned that the now historic inequalities relating to how grant has been apportioned to Partnerships by your Departmental officials in the past will be perpetuated into the next extremely challenging financial year.

I would draw your attention to Table 1 below, this information on Partnership performance was extracted from RTF officials via an Assembly question AQW 43362/11-15 - MLA Sean Lynch.

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Table 1

Chairperson: Sylvia McRoberts  
Vice-Chairperson: John Doogan  
Secretary: Bridget Smith  
Treasurer: Jackie Mitchell  
Project Officer: Julie Jordan/Diane Irwin  
Registered in N. Ireland under No. NI037744



A network supported by  
**RURAL TRANSPORT FUND**  
FOR NORTHERN IRELAND



**INVESTORS  
IN PEOPLE**

Based upon the information presented above I would ask you to ensure that any future allocation of RTF funding is efficiently allocated on the basis of an average cost per trip across N.Ireland which currently stands at approximately £14.00.

This is the only conceivable way to ensure fairness, equity and efficiency in grant allocation moving forward into the new financial year and end the often arbitrary and unequal distribution of RTF grant which is causing so much contention and distress to the majority of Partnership Boards.

I look forward to hearing from you on this matter.

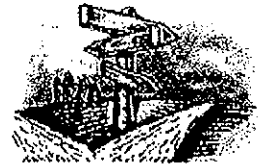
Yours Sincerely

A handwritten signature in black ink, appearing to read 'Sylvia McRoberts', written over a horizontal line.

Cllr. Sylvia McRoberts

Chair

# SOUTH ANTRIM COMMUNITY TRANSPORT



South Antrim Community Transport

Mr. Danny Kennedy  
Minister for Regional Development  
30<sup>th</sup> March 2015

Dear Minister

## REF: ALLOCATION OF RTF GRANT 2015/2016

I am writing to you as Chair of South Antrim Community Transport to express my deep concern over the ambiguity surrounding the proposed apportionment of a much reduced RTF budget for the delivery of Dial-A-Lift services for the 2015/2016 financial year.

Our Partnership is concerned that the now historic inequalities relating to how grant has been apportioned to Partnerships by your Departmental officials in the past will be perpetuated into the next extremely challenging financial year.

I would draw your attention to Table 1 below, this information on Partnership performance was extracted from RTF officials via an Assembly question AQW 43362/11-15 - MLA Sean Lynch.

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South Antrim Community Transport  
30 Dennison Industrial Estate  
Ballyclare, Co. Antrim BT39 9EB  
tel: 028 9334 2455 fax: 028 9334 2667  
email: saruraltransport@btconnect.com

Based upon the information presented above I would ask you to ensure that any future allocation of RTF funding is efficiently allocated on the basis of an average cost per trip across N.Ireland which currently stands at approximately £14.00.

This is the only conceivable way to ensure fairness, equity and efficiency in grant allocation moving forward into the new financial year and end the often arbitrary and unequal distribution of RTF grant which is causing so much contention and distress to the majority of Partnership Boards.

I look forward to hearing from you on this matter.

Yours Sincerely

A handwritten signature in cursive script that reads "Elizabeth Bell." The signature is written in black ink and is positioned above the typed name.

Chairperson

John Spiers  
Chairperson  
Southern Area Community Transport Partnerships  
39 High Street  
Lurgan  
Co Armagh  
BT66 8AH

**Public Transport Services Division**

Floor 3 – Room 329  
Clarence Court  
10-18 Adelaide Street  
BELFAST BT2 8GB

Telephone: 028 9054 0358  
Facsimile: 028 9054 0598  
Email: [ciarán.doran@drdni.gov.uk](mailto:ciarán.doran@drdni.gov.uk)

Your reference:  
Our reference: TFG2 1/2/15  
Date: 30 March 2015

Dear John

**Southern Area Partnerships – RTF Grant Award 2015-2016**

The purpose of this letter is to advise you of the Department's Offer of Grant assistance based upon our analysis of your costs as indicated in the Business and Financial Plan for 2015-2016 which sets out **Down Armagh Rural Transport's** proposals to provide Rural Transport Fund and Assisted Rural Travel Scheme services across the joint operational areas for **ART, DART & NMCT Rural Transport** during the period 01 April 2015 to 31 March 2016.

Although we understand that it is **Down Armagh Rural Transport's** intention to deliver these services the grant will be paid as a proportion of costs and is not specifically linked to a level of service. This is not, therefore, a contract for services and **Down Armagh Rural Transport** is not undertaking any legal obligation to deliver the service.

In accordance with Section 33(1) of the Transport Act (Northern Ireland) 2011, I am pleased to confirm that the Department is prepared to make an offer of grant for the 2015-2016 financial year, which will be available from the Rural Transport Fund. **The Department is content to provide a total of £310,629.70 grant offer for the period 01 April 2015 to 31 March 2016.**

The funding payments will be paid in advance in accordance with the Payments Schedule in this letter. March 2016 payment will be a retention and will only be released when the Department receives and verifies the audited accounts for the financial year. We reserve the right to ask for information in as is determined by the department.

The Department will make the payments directly into the nominated **Down Armagh Rural Transport** Bank Account **upon receipt of the original signed (by two Board Members, NOT staff) Grant Acceptance Form.** This must be accompanied by a formal written request for the initial payment and a copy of the appropriate bank statement or other documentation required by the Department to demonstrate evidence of need.

Only on receipt of a formal written request by an authorised officer accompanied by supporting evidence will the Department issue the subsequent payments  
 The following payment schedule will apply: -

Payment Dates	Payment Period	Total Cost
April 2015	Quarter One Paid in advance April – June 2015	£77,657.43
July 2015	Quarter Two Paid in advance July – September 2015	£77,657.43
October 2015	Quarter Three Paid in advance October – December 2015	£77,657.43
January 2016	Quarter Four Payment in advance for January & February 2016 only	£51,771.62
July 2016	March 2016 Retention Payment ( on receipt of audited accounts)	£25,885.81
	<b>TOTAL</b>	<b>£310,629.70</b>

#### ACCEPTANCE

**Down Armagh Rural Transport** will agree to maintain accurate and current financial records throughout the period to ensure that all grant is used solely for the purposes intended and in accordance with the Terms and Conditions of Grant and will either pay back any unused grant to the Department at the end of the period or use it as directed by the Department.

- The Department reserves the right to withdraw the offer of funding if it is not accepted within ONE month of the date of this letter.
- We reserve the right to ask for other information as required.

Please note that by agreeing to this offer you are accepting the Standard Terms and Conditions associated with the grant programme, copy attached.

Please retain a copy of this Letter of Offer, the Grant Acceptance Form and the Terms & Conditions of Grant for your records.

Yours sincerely

**CIARAN DORAN**  
 Public Transport Services Division

## Acceptance Form for Standard Terms and Conditions of Rural Transport Fund Grant 2015-2016

**To:** Department for Regional Development

**From:** Down Armagh Rural Transport (Southern Area Partnerships)

**Reference:** TFG2 1/2/15

Your offer of funding from the **Rural Transport Fund** is accepted.

We understand that the grant award of **£310,629.70** is to be used by **Down Armagh Rural Transport** to enable it to undertake the activities outlined in its agreed Business Plan. The period to which the grant will relate is from **01 April 2015 to 31 March 2016**.

We have also read and understood the ***Standard Terms and Conditions of Grant*** from the Department for Regional Development.

By signing below, we accept the offer of a grant from the **Rural Transport Fund** on these terms (**the Grant Confirmation Letter of Offer dated 27 March 2015 refers**) and on behalf of the organisation named below, for which we are authorised to act.

Name:		
Signature		Date:
Position		
Name:		
Signature		Date:
Position		
Organisation	<b>Down Armagh Rural Transport</b>	





## RURAL TRANSPORT FUND

### STANDARD TERMS AND CONDITIONS OF GRANT FUNDING

1. The aims of the Rural Transport Funding (RTF) are:
  - To support transport services designed to give people in rural areas improved access to local amenities and public transport and assist in reducing their social exclusion

The RTF offers support through two primary means of assistance:

  - Revenue and capital funding for Rural Community Transport Partnerships that offer a range of complementary services to the public network for their members.
2. The Department has the power to make grants under Part 5 Section 33 of the Transport Act (Northern Ireland) 2011.
3. No agreement comes into existence between the Department and the applicant until the Department confirms in writing (Letter of Offer) that the applicant has been successful and that a grant is to be made; and a duly signed Grant Acceptance Form, which states that the successful applicant accepts these Terms and Conditions, is returned to the Department.
4. If an applicant proceeds with the project before an agreement is concluded, they do so entirely at their own risk and expense.
5. Any information submitted to the Department in relation to grant applications and subsequent claims for advances of grant may be made available by the Department to other Departments or Agencies for the purposes of preventing or detecting crime.
6. Under Article 3 of the Audit and Accountability (NI) Order 2003, the Comptroller and Auditor General's office may require access to papers and records that relate to the RTF, for the purpose of a Value For Money (VFM) examination. Successful applicants will comply with any request for access.
7. Successful applicants will not seek or make any application for financial assistance from any other government department, public body or agency in respect of the expenditure for which the grant is or may become payable by the Department under the terms of this agreement. In this respect the Department may request information to assure itself of this.

8. The Applicant shall indemnify and keep indemnified the DRD against all actions, proceedings, costs, claims, demands, and liabilities arising out of the management or operation of the Project. This would include the maintenance of insurance policies, such as, Employers' Liability Insurance, Professional Indemnity/Directors and Officers/Fidelity Insurance, Buildings and Property Contents Insurance (to include IT equipment) and Public Liability.
9. Before the grant is awarded, successful applicants must confirm in writing that they agree to adhere to the following:
  - (a) The grant must be used solely for the purpose set out in the approved application and is not transferable. If there is any material change in the project, the applicant undertakes to bring this to the attention of the Department. A change in ownership, management or location of the project constitutes a material change.
  - (b) The grant shall support only actual expenditure on the items identified in the approved Business Plan submission. Any under spend on the project must either be returned to DRD in its entirety, if RTF support is ceasing, or if funding is continuing then the under spend will be taken into account when agreeing a new offer. The Department reserves the right to specify the evidence required to ensure this condition is met and specifically the nature of the accounting and audit assurances we require.
  - (c) The grant will not be increased to deal with overspend. If there are good, legitimate reasons for needing more funding, the applicant should contact Public Transport Services Division as soon as they become known. In no circumstances will the Department consider increases in grant for the following:
    - Miscalculation of VAT or other tax liabilities;
    - Additions to the original project, unless made as a condition of grant or with prior written agreement.
  - (d)
    - (i) The financial management system for this Project must demonstrate effective controls and must present clear audit trails at all times.
    - (ii) In accordance with RTF Fraud Guidance the Applicant must immediately inform DRD in the event of the identification of any administrative errors in grant claims, acts of fraud and/or any circumstance that has caused or is likely to cause a loss or misuse of funding. The Applicant must submit a full and detailed report in writing to DRD.
    - (iii) The Applicant's accounting records must separately record all monies received and expended under this Project and this grant. The Department expects to see this reflected in an agreed Accounts format.
    - (iv) The Applicant must have documented internal procedures for expenditure and financial control including bank account details, cheque signatories, and expenditure authorisation levels.

(v) The Applicant must ensure they keep clear audit trails. The DRD requires: -

- The Applicant to set up a separate bank account for the disbursement of eligible project expenditure.

Or - if pre-agreed

- The Applicant to maintain either a separate accounting system or an adequate accounting codification of all transactions relating to the offer of Financial Assistance.
- Such Applicants will be required to demonstrate to the DRD that its system guarantees a clear audit trail with regard to all aspects of the project's finances.
- Applicants wishing to adopt this arrangement **must** obtain DRD's prior written approval to do so.
- Should subsequent systems checks by the DRD, or its designated agent/representative, reveal insurmountable shortcomings, then the use of a dedicated bank account will be mandatory.

(vi) Any changes to the bank account details must be notified to DRD in a letter signed by two office bearers. All such changes must be notified to DRD before the account 'goes live'.

(vii) Original invoices and bank statements must substantiate items of expenditure being claimed.

(viii) No employee of the organisation may enter into any arrangement with the Applicant, in addition to their roles as an employee, to supply goods, facilities or services to the Project for payment, unless prior agreement is sought and the DRD have approved such arrangement, in writing.

(ix) Assets acquired with the help of a RTF grant must not be offered as security for a loan without the prior written permission of DRD.

(x) The Applicant must disclose details of any financial assistance (for example in the form of grant, assistance, loan or gift, from whatever source, public or private) towards the eligible project costs as these could affect this offer of grant aid. Copy documentation relating to this other funding must be forwarded to DRD within one month of receipt of the offer.

An award of RTF grant does not imply that the Department confirms the legality, appropriateness, safety or any other aspects of the operation. It is the organisation's own responsibility to ensure that it has the appropriate licences, permits, insurance, documentation, qualifications and finances to enable the legal and safe operation of their project. Failure to operate a scheme in a legal, safe manner will lead to action by the Department to recover RTF grant paid.

(e) Repayment of the grant may be required if:-

- The organisation ceases to operate, is declared bankrupt or is placed in receivership, administration or liquidation;

- The organisation fails to apply the grant solely for the purposes for which it was awarded, or fails to complete the project;
  - The organisation fails to comply with the conditions of the grant;
  - The organisation has acted fraudulently or negligently at any time
- (f) Organisations must be able to produce for inspection, at any reasonable time, all records relevant to the operation supported by a RTF grant.
- (g) Organisations must comply with the Department's Procurement Control Limits (see Appendix 1).
- (h) Organisations must adopt proper record keeping procedures that conform to the Data Protection Act, ensuring that timely and accurate financial, statistical and operational reports can be made.

Recipients of RTF grant must supply the Department with:-

- Any financial or other information including membership details required to monitor expenditure in the format set down by the Department. Financial information should be forwarded quarterly and presented on an accrual basis.
- End of year accounts **must be audited and must include an audit certification** stating that 'the RTF grant has been used solely for the purposes intended and in accordance with the terms and conditions of grant'. The Applicant must provide one set of audited accounts per new operational area, on the template provided by the Department, regardless of whether the service is being provided by a single organisation or by a multi-partnership approach. The accounts must be presented in the format required by the Department.
- Accounts must show that any income generated or received through the Dial-a-Lift Scheme, Assisted Rural Transport Scheme or Disability Action Transport Scheme is designated as Restricted Income and shown separately.
- Relevant financial information (e.g. annual accounts) about companies or organisations linked to any Grant Recipient should be made available to the Department if requested.
- Regular progress reports on the project including agreed statistical information, minutes of meetings, copies of marketing materials, newsletters etc;

Any delay in forwarding the statistical or financial information may result in grant payments being suspended; and

Information to enable DRD to comply with its obligations under Section 75 of NI Act 1998. This may include personal data on members. The relevant permissions should be sought.

**NOTE:** Any information you provide to the Department will be processed by the Department's Public Transport Services Division for the purposes of managing and operating the RTF. The Department may use any non-personal statistical data collected to analyse current, and plan for future uses of the RTF. The Department may also use any data collected to

investigate cases of alleged fraudulent use.

10. Those Applicants that operate or administer transport services delivered under a 10B permit should only do so in connection with activities concerned with:
- i) Education;
  - ii) Religion;
  - iii) Social Welfare;
  - iv) Recreation; or
  - v) Other activities of benefit to the community  
(Transport (Amendment) (Northern Ireland) Order 1990)

An Applicant's 10B Permit will specify those passenger classes that it is allowed to serve.

11. Additionally Applicants must take due cognisance of existing transport provision and only seek to complement it and enhance social inclusion when considering their membership and the services on offer. Applicants must not undertake any services that may contravene competition rules with other transport providers.

12. **Applicants must ensure that they are represented at all of the Managers meetings.** These meetings are used by the Department as the primary method of communicating Departmental policy and instructions. They are also used to give all managers updates on any on-going projects which may affect their respective Partnerships during the current grant period.

13. **Employment Legislation**

The Applicant shall comply with the requirements of all relevant/current EC Directives and legislation relating to working conditions, health and safety at work, etc. The Project Promoters shall comply with the requirements of the following or any subsequent legislation: -

- Sex Discrimination (NI) Orders 1976 and 1988
- the Fair Employment (NI) Acts 1976 and 1989
- the Disability Discrimination Act 1995 (as modified by Schedule 8 thereof for application in Northern Ireland)
- the Race Relations (NI) order 1997
- Section 75 of the Northern Ireland Act 1998 and any enactment amending, extending or replacing the same.

No employee of the organisation or member of the Board/Committee shall play any part in the conduct of a recruitment exercise to fill an employee post if he/she is a candidate for that post. A member of the Board/Committee who wishes to apply for a post as a Project employee must first resign their membership of the Board/Committee.

14. **Project Monitoring and Inspection**

The following organisations and their agents/representatives shall have the right to inspect the Project at any time; to enter the Applicant's premises at any reasonable time to interview any person, inspect any asset, and inspect, copy or record any accounting or other record; and to require such further information to be supplied

as they think fit and to be provided with such documents or items as they shall require:-

- DRD; and
- Northern Ireland Audit Office.

The Applicant must keep and make available on request financial and monitoring records.

The purpose of these inspections will be to establish that projects: -

- are eligible for RTF support;
- are delivering RTF services on the ground;
- accord with the description made in the project application;
- are implemented with appropriate financial control; and
- receive financial assistance in accordance with documented eligible expenditure.

The Applicants must put in place adequate equipment maintenance procedures and agree to inspection of equipment provided with RTF grant assistance at any reasonable time by DRD, or its inspection agents.

The Applicants must be able to produce for inspection at any reasonable time all records relevant to the equipment and/or operation(s) supported by a RTF grant.

Site visits will be undertaken by DRD or its designated agents/representatives throughout the period of funding. The Applicant shall explain any unresolved issues arising from the said visits to the satisfaction of DRD before approval for future payments is given.

15. Successful applicants should make reasonable efforts to assist the Department in publicising the work of the RTF, in particular by:-

- Incorporating the RTF logo on the organisation's headed paper and publicity material (electronic versions of the various RTF logos will be provided by the Department);
- Co-operating with the Department in respect of articles about the RTF. We may use the name of your organisation in our publicity material. However, we will be sensitive to any situations where individual confidentiality is an issue;
- Notifying the Department of any official project launches; and
- Acknowledging the receipt of support from the RTF in your annual report and/or accounts for the period covered by the grant.

16. **Reserves Level**

The level of reserves which is retained by the organisation can be subject to discussion with the Department in light of business planning processes but should be in line with the SORP guidance for Charities. It is also a requirement of SORP that the Reserves Policy be outlined in the Annual Report. The Department reserves the right to examine these Reserves in detail.

18. **Training**

- To ensure that training requirements are fully met all Applicants in receipt of RTF grant support must complete an annual training plan. They should report on what training has been delivered, by whom and the cost on the bi-annual assurance statement sent to the Department.
- There are/will be certain training courses that are deemed by DRD to be compulsory for all Applicants in receipt of RTF grant support, namely, Governance Training, Finance Training including Fraud Awareness & Fraud Response Plan, IIP, Minibus Management, MiDAS or any other training identified by DRD. Proof of attendance at these courses should be retained for inspection and updated as and when required, and information provided as per above.

**DRD - PROCUREMENT CONTROL LIMITS (PCLs)**

1. Goods and services purchased for the delivery of this project must be sourced in accordance with the following Procurement guidance. At all times due consideration should be given to ensure best value for money and open, fair and transparent competition.

Organisations must always adhere to the PCLs as set out in the table below to ensure that the transaction cost of procurement is efficient, whilst maintaining a sufficient level of supplier sourcing to achieve value for money through competition.

Where goods or a service costs **£100 or less** and it is not cost effective to obtain two oral quotations, it is in order to purchase on the basis of one oral quotation, provided that the officer responsible for the particular procurement is satisfied that value for money is being obtained. Written confirmation should be sought from the selected supplier prior to delivery.

Applicants are reminded that the **sub-division** of a procurement order with the objective of avoiding the seeking of the required number of quotations / written tenders **runs contrary to procurement guidance and is not permitted.**

**Remember to retain copies of all documentation in respect of procurement for monitoring purposes.**

<b>Estimated Value of Order (excluding VAT)</b>	<b>Number of Quotations/Selected Tenders Required</b>
Up to £1,500	2/3 oral quotations [i.e. where no formal contract exists] [fax / email confirmation must be obtained]
Greater than £1,500 to £10,000	4 selected tenders [i.e. where no formal contract exists]
Greater than £10,000 to £30,000	5 selected tenders [i.e. where no formal contract exists]
Greater than £30,000 up to EU Thresholds	Publicly advertised tender competition [i.e. where no formal contract exists]
The above PCLs must be considered in conjunction with Paragraphs 1,2 and 3 above and Notes 1 to 5 below	



- Note 1: Written quotations / selected tenders means inviting offers from selected suppliers without public advertisement. It should be noted that procurement by quotation is usually on the basis of the suppliers' terms and conditions. For procurements which need to cover risks such as insurance, IPR (intellectual property rights), confidentiality, security, etc or in the case of service contracts where it is important to cover issues such as non-performance or disputes, **it is always advisable to issue written conditions of contract**. Queries regarding purchasing should be addressed to the DRD Purchasing Manager Central Procurement Directorate at Clare House, Airport Road West, Harbour Estate, Belfast, BT3 9ED.
- Note 2: It may not always be possible to obtain the required number of quotations. In this event a detailed reason must be noted on the relevant documentation including the options explored and actions taken to obtain the required quotations.
- Note 3: In the application of the above table, an Agency or Branch may fix lower financial limits if it is considered appropriate. Care should be taken to ensure that there is no possibility of any undue patronage and staff involved in the procurement process must make a declaration of interest where appropriate. In all their dealings, purchasers should do their best to preserve the highest standards of honesty, integrity, impartiality and objectivity.
- Note 4: All original documentation, including faxed and email quotations must be retained in hard copy format for 7 years.

Francis Casement  
Chairperson  
Down District Accessible Transport  
T/A Down Community Transport  
Innovation House  
Down Business Centre, Office 9  
46 Belfast Road  
Downpatrick  
BT30 9UP

**Public Transport Services Division**

Floor 3 – Room 329  
Clarence Court  
10-18 Adelaide Street  
BELFAST BT2 8GB

Telephone: 028 9054 0358  
Facsimile: 028 9054 0598  
Email: [ciarán.doran@drdni.gov.uk](mailto:ciarán.doran@drdni.gov.uk)

Your reference:  
Our reference: TFG2 1/2/15

Date: 30 March 2015

Dear Francis

**Down District Accessible Transport – RTF Grant Award 2015-2016**

The purpose of this letter is to advise you of the Department's Offer of Grant assistance based upon our analysis of your costs as indicated in the Business and Financial Plan for 2015-2016 which sets out **Down District Accessible Transport's** proposals to provide Rural Transport Fund and Assisted Rural Travel Scheme services across the operational area for **Down District Accessible Transport** during the period 01 April 2015 to 31 March 2016.

Although we understand that it is **Down District Accessible Transport's** intention to deliver these services the grant will be paid as a proportion of costs and is not specifically linked to a level of service. This is not, therefore, a contract for services and **Down District Accessible Transport** is not undertaking any legal obligation to deliver the service.

In accordance with Section 33(1) of the Transport Act (Northern Ireland) 2011, I am pleased to confirm that the Department is prepared to make an offer of grant for the 2015-2016 financial year, which will be available from the Rural Transport Fund. **The Department is content to provide a total of £323,542.81 grant offer for the period 01 April 2015 to 31 March 2016.**

The funding payments will be paid in advance in accordance with the Payments Schedule in this letter. March 2016 payment will be a retention and will only be released when the Department receives and verifies the audited accounts for the financial year.

We reserve the right to ask for information in as is determined by the department.

The Department will make the payments directly into the nominated **Down District Accessible Transport** Bank Account upon receipt of the original signed (by two Board Members, NOT staff) Grant Acceptance Form. This must be accompanied by a formal written request for the initial payment and a copy of the appropriate bank statement or other documentation required by the Department to demonstrate evidence of need.

Only on receipt of a formal written request by an authorised officer accompanied by supporting evidence will the Department issue the subsequent payments  
 The following payment schedule will apply: -

Payment Dates	Payment Period	Total Cost
April 2015	Quarter One Paid in advance April – June 2015	£80,885.70
July 2015	Quarter Two Paid in advance July – September 2015	£80,885.70
October 2015	Quarter Three Paid in advance October – December 2015	£80,885.70
January 2016	Quarter Four Payment in advance for January & February 2016 only	£53,923.80
July 2016	March 2016 Retention Payment ( on receipt of audited accounts)	£26,961.90
	<b>TOTAL</b>	<b>£323,542.81</b>

#### ACCEPTANCE

**Down District Accessible Transport** will agree to maintain accurate and current financial records throughout the period to ensure that all grant is used solely for the purposes intended and in accordance with the Terms and Conditions of Grant and will either pay back any unused grant to the Department at the end of the period or use it as directed by the Department.

- The Department reserves the right to withdraw the offer of funding if it is not accepted within ONE month of the date of this letter.
- We reserve the right to ask for other information as required.

Please note that by agreeing to this offer you are accepting the Standard Terms and Conditions associated with the grant programme, copy attached.

Please retain a copy of this Letter of Offer, the Grant Acceptance Form and the Terms & Conditions of Grant for your records.

Yours sincerely

**CIARAN DORAN**  
 Public Transport Services Division

## Acceptance Form for Standard Terms and Conditions of Rural Transport Fund Grant 2015-2016

**To:** Department for Regional Development

**From:** Down District Accessible Transport

**Reference:** TFG2 1/2/15

Your offer of funding from the **Rural Transport Fund** is accepted.

We understand that the grant award of **£323,542.81** is to be used by **Down District Accessible Transport** to enable it to undertake the activities outlined in its agreed Business Plan. The period to which the grant will relate is from **01 April 2015 to 31 March 2016**.

We have also read and understood the *Standard Terms and Conditions of Grant* from the Department for Regional Development.

By signing below, we accept the offer of a grant from the **Rural Transport Fund** on these terms (the **Grant Confirmation Letter of Offer** dated **27 March 2015** refers) and on behalf of the organisation named below, for which we are authorised to act.

Name:		
Signature		Date:
Position		
Name:		
Signature		Date:
Position		
Organisation	<b>Down District Accessible Transport</b>	



## RURAL TRANSPORT FUND

### STANDARD TERMS AND CONDITIONS OF GRANT FUNDING

1. The aims of the Rural Transport Funding (RTF) are:
  - To support transport services designed to give people in rural areas improved access to local amenities and public transport and assist in reducing their social exclusion

The RTF offers support through two primary means of assistance:

- Revenue and capital funding for Rural Community Transport Partnerships that offer a range of complementary services to the public network for their members.
2. The Department has the power to make grants under Part 5 Section 33 of the Transport Act (Northern Ireland) 2011.
  3. No agreement comes into existence between the Department and the applicant until the Department confirms in writing (Letter of Offer) that the applicant has been successful and that a grant is to be made; and a duly signed Grant Acceptance Form, which states that the successful applicant accepts these Terms and Conditions, is returned to the Department.
  4. If an applicant proceeds with the project before an agreement is concluded, they do so entirely at their own risk and expense.
  5. Any information submitted to the Department in relation to grant applications and subsequent claims for advances of grant may be made available by the Department to other Departments or Agencies for the purposes of preventing or detecting crime.
  6. Under Article 3 of the Audit and Accountability (NI) Order 2003, the Comptroller and Auditor General's office may require access to papers and records that relate to the RTF, for the purpose of a Value For Money (VFM) examination. Successful applicants will comply with any request for access.
  7. Successful applicants will not seek or make any application for financial assistance from any other government department, public body or agency in respect of the expenditure for which the grant is or may become payable by the Department under the terms of this agreement. In this respect this Department may request information to assure itself of this.

8. The Applicant shall indemnify and keep indemnified the DRD against all actions, proceedings, costs, claims, demands, and liabilities arising out of the management or operation of the Project. This would include the maintenance of insurance policies, such as, Employers' Liability Insurance, Professional Indemnity/Directors and Officers/Fidelity Insurance, Buildings and Property Contents Insurance (to include IT equipment) and Public Liability.
9. Before the grant is awarded, successful applicants must confirm in writing that they agree to adhere to the following:
  - (a) The grant must be used solely for the purpose set out in the approved application and is not transferable. If there is any material change in the project, the applicant undertakes to bring this to the attention of the Department. A change in ownership, management or location of the project constitutes a material change.
  - (b) The grant shall support only actual expenditure on the items identified in the approved Business Plan submission. Any under spend on the project must either be returned to DRD in its entirety, if RTF support is ceasing, or if funding is continuing then the under spend will be taken into account when agreeing a new offer. The Department reserves the right to specify the evidence required to ensure this condition is met and specifically the nature of the accounting and audit assurances we require.
  - (c) The grant will not be increased to deal with overspend. If there are good, legitimate reasons for needing more funding, the applicant should contact Public Transport Services Division as soon as they become known. In no circumstances will the Department consider increases in grant for the following:
    - Miscalculation of VAT or other tax liabilities;
    - Additions to the original project, unless made as a condition of grant or with prior written agreement.
  - (d)
    - (i) The financial management system for this Project must demonstrate effective controls and must present clear audit trails at all times.
    - (ii) In accordance with RTF Fraud Guidance the Applicant must immediately inform DRD in the event of the identification of any administrative errors in grant claims, acts of fraud and/or any circumstance that has caused or is likely to cause a loss or misuse of funding. The Applicant must submit a full and detailed report in writing to DRD.
    - (iii) The Applicant's accounting records must separately record all monies received and expended under this Project and this grant. The Department expects to see this reflected in an agreed Accounts format.
    - (iv) The Applicant must have documented internal procedures for expenditure and financial control including bank account details, cheque signatories, and expenditure authorisation levels.
    - (v) The Applicant must ensure they keep clear audit trails. The DRD requires: -

- The Applicant to set up a separate bank account for the disbursement of eligible project expenditure.

Or - if pre-agreed

- The Applicant to maintain either a separate accounting system or an adequate accounting codification of all transactions relating to the offer of Financial Assistance.
  - Such Applicants will be required to demonstrate to the DRD that its system guarantees a clear audit trail with regard to all aspects of the project's finances.
  - Applicants wishing to adopt this arrangement **must** obtain DRD's prior written approval to do so.
  - Should subsequent systems checks by the DRD, or its designated agent/representative, reveal insurmountable shortcomings, then the use of a dedicated bank account will be mandatory.
- (vi) Any changes to the bank account details must be notified to DRD in a letter signed by two office bearers. All such changes must be notified to DRD before the account 'goes live'.
- (vii) Original invoices and bank statements must substantiate items of expenditure being claimed.
- (viii) No employee of the organisation may enter into any arrangement with the Applicant, in addition to their roles as an employee, to supply goods, facilities or services to the Project for payment, unless prior agreement is sought and the DRD have approved such arrangement, in writing.
- (ix) Assets acquired with the help of a RTF grant must not be offered as security for a loan without the prior written permission of DRD.
- (x) The Applicant must disclose details of any financial assistance (for example in the form of grant, assistance, loan or gift, from whatever source, public or private) towards the eligible project costs as these could affect this offer of grant aid. Copy documentation relating to this other funding must be forwarded to DRD within one month of receipt of the offer.

An award of RTF grant does not imply that the Department confirms the legality, appropriateness, safety or any other aspects of the operation. It is the organisation's own responsibility to ensure that it has the appropriate licences, permits, insurance, documentation, qualifications and finances to enable the legal and safe operation of their project. Failure to operate a scheme in a legal, safe manner will lead to action by the Department to recover RTF grant paid.

(e) Repayment of the grant may be required if:-

- The organisation ceases to operate, is declared bankrupt or is placed in receivership, administration or liquidation;
- The organisation fails to apply the grant solely for the purposes for which it was awarded, or fails to complete the project;

- The organisation fails to comply with the conditions of the grant;
  - The organisation has acted fraudulently or negligently at any time
- (f) Organisations must be able to produce for inspection, at any reasonable time, all records relevant to the operation supported by a RTF grant.
- (g) Organisations must comply with the Department's Procurement Control Limits (see Appendix 1).
- (h) Organisations must adopt proper record keeping procedures that conform to the Data Protection Act, ensuring that timely and accurate financial, statistical and operational reports can be made.

Recipients of RTF grant must supply the Department with:-

- Any financial or other information including membership details required to monitor expenditure in the format set down by the Department. Financial information should be forwarded quarterly and presented on an accrual basis.
- End of year accounts **must be audited and must include an audit certification** stating that **'the RTF grant has been used solely for the purposes intended and in accordance with the terms and conditions of grant'**. The Applicant must provide one set of audited accounts per new operational area, on the template provided by the Department, regardless of whether the service is being provided by a single organisation or by a multi-partnership approach. The accounts must be presented in the format required by the Department.
- Accounts must show that any income generated or received through the Dial-a-Lift Scheme, Assisted Rural Transport Scheme or Disability Action Transport Scheme is designated as Restricted Income and shown separately.
- Relevant financial information (e.g. annual accounts) about companies or organisations linked to any Grant Recipient should be made available to the Department if requested.
- Regular progress reports on the project including agreed statistical information, minutes of meetings, copies of marketing materials, newsletters etc;

Any delay in forwarding the statistical or financial information may result in grant payments being suspended; and

Information to enable DRD to comply with its obligations under Section 75 of NI Act 1998. This may include personal data on members. The relevant permissions should be sought.

**NOTE:** Any information you provide to the Department will be processed by the Department's Public Transport Services Division for the purposes of managing and operating the RTF. The Department may use any non-personal statistical data collected to analyse current, and plan for future uses of the RTF. The Department may also use any data collected to investigate cases of alleged fraudulent use.



10. Those Applicants that operate or administer transport services delivered under a 10B permit should only do so in connection with activities concerned with:
- i) Education;
  - ii) Religion;
  - iii) Social Welfare;
  - iv) Recreation; or
  - v) Other activities of benefit to the community  
(Transport (Amendment) (Northern Ireland) Order 1990)

An Applicant's 10B Permit will specify those passenger classes that it is allowed to serve.

11. Additionally Applicants must take due cognisance of existing transport provision and only seek to complement it and enhance social inclusion when considering their membership and the services on offer. Applicants must not undertake any services that may contravene competition rules with other transport providers.
12. **Applicants must ensure that they are represented at all of the Managers meetings.** These meetings are used by the Department as the primary method of communicating Departmental policy and instructions. They are also used to give all managers updates on any on-going projects which may affect their respective Partnerships during the current grant period.
13. **Employment Legislation**

The Applicant shall comply with the requirements of all relevant/current EC Directives and legislation relating to working conditions, health and safety at work, etc. The Project Promoters shall comply with the requirements of the following or any subsequent legislation: -

- Sex Discrimination (NI) Orders 1976 and 1988
- the Fair Employment (NI) Acts 1976 and 1989
- the Disability Discrimination Act 1995 (as modified by Schedule 8 thereof for application in Northern Ireland)
- the Race Relations (NI) order 1997
- Section 75 of the Northern Ireland Act 1998 and any enactment amending, extending or replacing the same.

No employee of the organisation or member of the Board/Committee shall play any part in the conduct of a recruitment exercise to fill an employee post if he/she is a candidate for that post. A member of the Board/Committee who wishes to apply for a post as a Project employee must first resign their membership of the Board/Committee.

14. **Project Monitoring and Inspection**

The following organisations and their agents/representatives shall have the right to inspect the Project at any time; to enter the Applicant's premises at any reasonable time to interview any person, inspect any asset, and inspect, copy or record any accounting or other record; and to require such further information to be supplied as they think fit and to be provided with such documents or items as they shall require:-

- DRD; and
- Northern Ireland Audit Office.

The Applicant must keep and make available on request financial and monitoring records.

The purpose of these inspections will be to establish that projects: -

- are eligible for RTF support;
- are delivering RTF services on the ground;
- accord with the description made in the project application;
- are implemented with appropriate financial control; and
- receive financial assistance in accordance with documented eligible expenditure.

The Applicants must put in place adequate equipment maintenance procedures and agree to inspection of equipment provided with RTF grant assistance at any reasonable time by DRD, or its inspection agents.

The Applicants must be able to produce for inspection at any reasonable time all records relevant to the equipment and/or operation(s) supported by a RTF grant.

Site visits will be undertaken by DRD or its designated agents/representatives throughout the period of funding. The Applicant shall explain any unresolved issues arising from the said visits to the satisfaction of DRD before approval for future payments is given.

15. Successful applicants should make reasonable efforts to assist the Department in publicising the work of the RTF, in particular by:-

- Incorporating the RTF logo on the organisation's headed paper and publicity material (electronic versions of the various RTF logos will be provided by the Department);
- Co-operating with the Department in respect of articles about the RTF. We may use the name of your organisation in our publicity material. However, we will be sensitive to any situations where individual confidentiality is an issue;
- Notifying the Department of any official project launches; and
- Acknowledging the receipt of support from the RTF in your annual report and/or accounts for the period covered by the grant.

16. **Reserves Level**

The level of reserves which is retained by the organisation can be subject to discussion with the Department in light of business planning processes but should be in line with the SORP guidance for Charities. It is also a requirement of SORP that the Reserves Policy be outlined in the Annual Report. The Department reserves the right to examine these Reserves in detail.

18. **Training**

- To ensure that training requirements are fully met all Applicants in receipt of RTF

grant support must complete an annual training plan. They should report on what training has been delivered, by whom and the cost on the bi-annual assurance statement sent to the Department.

- There are/will be certain training courses that are deemed by DRD to be compulsory for all Applicants in receipt of RTF grant support, namely, Governance Training, Finance Training including Fraud Awareness & Fraud Response Plan, IIP, Minibus Management, MiDAS or any other training identified by DRD. Proof of attendance at these courses should be retained for inspection and updated as and when required, and information provided as per above.

**DRD - PROCUREMENT CONTROL LIMITS (PCLs)**

1. Goods and services purchased for the delivery of this project must be sourced in accordance with the following Procurement guidance. At all times due consideration should be given to ensure best value for money and open, fair and transparent competition.

Organisations must always adhere to the PCLs as set out in the table below to ensure that the transaction cost of procurement is efficient, whilst maintaining a sufficient level of supplier sourcing to achieve value for money through competition.

Where goods or a service costs **£100 or less** and it is not cost effective to obtain two oral quotations, it is in order to purchase on the basis of one oral quotation, provided that the officer responsible for the particular procurement is satisfied that value for money is being obtained. Written confirmation should be sought from the selected supplier prior to delivery.

Applicants are reminded that the **sub-division** of a procurement order with the objective of avoiding the seeking of the required number of quotations / written tenders **runs contrary to procurement guidance and is not permitted.**

**Remember to retain copies of all documentation in respect of procurement for monitoring purposes.**

<b>Estimated Value of Order (excluding VAT)</b>	<b>Number of Quotations/Selected Tenders Required</b>
Up to £1,500	2/3 oral quotations [i.e. where no formal contract exists] [fax / email confirmation must be obtained]
Greater than £1,500 to £10,000	4 selected tenders [i.e. where no formal contract exists]
Greater than £10,000 to £30,000	5 selected tenders [i.e. where no formal contract exists]
Greater than £30,000 up to EU Thresholds	Publicly advertised tender competition [i.e. where no formal contract exists]
The above PCLs must be considered in conjunction with Paragraphs 1,2 and 3 above and Notes 1 to 5 below	

- Note 1: Written quotations / selected tenders means inviting offers from selected suppliers without public advertisement. It should be noted that procurement by quotation is usually on the basis of the suppliers' terms and conditions. For procurements which need to cover risks such as insurance, IPR (intellectual property rights), confidentiality, security, etc or in the case of service contracts where it is important to cover issues such as non-performance or disputes, **it is always advisable to issue written conditions of contract**. Queries regarding purchasing should be addressed to the DRD Purchasing Manager Central Procurement Directorate at Clare House, Airport Road West, Harbour Estate, Belfast, BT3 9ED.
- Note 2: It may not always be possible to obtain the required number of quotations. In this event a detailed reason must be noted on the relevant documentation including the options explored and actions taken to obtain the required quotations.
- Note 3: In the application of the above table, an Agency or Branch may fix lower financial limits if it is considered appropriate. Care should be taken to ensure that there is no possibility of any undue patronage and staff involved in the procurement process must make a declaration of interest where appropriate. In all their dealings, purchasers should do their best to preserve the highest standards of honesty, integrity, impartiality and objectivity.
- Note 4: All original documentation, including faxed and email quotations must be retained in hard copy format for 7 years.

Danny O'Hagan  
Chairperson  
Easilink Community Transport  
Unit 12, Strabane Enterprise Agency  
Orchard Road Industrial Estate  
Strabane  
BT82 9FR

**Public Transport Services Division**

Floor 3 – Room 329  
Clarence Court  
10-18 Adelaide Street  
BELFAST BT2 8GB

Telephone: 028 9054 0358  
Facsimile: 028 9054 0598  
Email: [ciaran.doran@drdni.gov.uk](mailto:ciaran.doran@drdni.gov.uk)

Your reference:  
Our reference: TFG2 1/2/15  
Date: 30 March 2015

Dear Danny

**Easilink Community Transport – RTF Grant Award 2015-2016**

The purpose of this letter is to advise you of the Department's Offer of Grant assistance based upon our analysis of your costs as indicated in the Business and Financial Plan for 2015-2016 which sets out **Easilink Community Transport's** proposals to provide Rural Transport Fund and Assisted Rural Travel Scheme services across the operational area for **Easilink Community Transport** during the period 01 April 2015 to 31 March 2016.

Although we understand that it is **Easilink Community Transport's** intention to deliver these services the grant will be paid as a proportion of costs and is not specifically linked to a level of service. This is not, therefore, a contract for services and **Easilink Community Transport** is not undertaking any legal obligation to deliver the service.

In accordance with Section 33(1) of the Transport Act (Northern Ireland) 2011, I am pleased to confirm that the Department is prepared to make an offer of grant for the 2015-2016 financial year, which will be available from the Rural Transport Fund. **The Department is content to provide a total of £334,000.00 grant offer for the period 01 April 2015 to 31 March 2016.**

The funding payments will be paid in advance in accordance with the Payments Schedule in this letter. March 2016 payment will be a retention and will only be released when the Department receives and verifies the audited accounts for the financial year. We reserve the right to ask for information in as is determined by the department.

The Department will make the payments directly into the nominated **Easilink Community Transport** Bank Account **upon receipt of the original signed (by two Board Members, NOT staff) Grant Acceptance Form.** This must be accompanied by a formal written request for the initial payment and a copy of the appropriate bank statement or other documentation required by the Department to demonstrate evidence of need.

Only on receipt of a formal written request by an authorised officer accompanied by supporting evidence will the Department issue the subsequent payments  
 The following payment schedule will apply: -

Payment Dates	Payment Period	Total Cost
April 2015	Quarter One Paid in advance April – June 2015	£83,500.00
July 2015	Quarter Two Paid in advance July – September 2015	£83,500.00
October 2015	Quarter Three Paid in advance October – December 2015	£83,500.00
January 2016	Quarter Four Payment in advance for January & February 2016 only	£55,666.67
July 2016	March 2016 Retention Payment ( on receipt of audited accounts)	£27,833.33
	<b>TOTAL</b>	<b>£334,000.00</b>

#### ACCEPTANCE

Easilink Community Transport will agree to maintain accurate and current financial records throughout the period to ensure that all grant is used solely for the purposes intended and in accordance with the Terms and Conditions of Grant and will either pay back any unused grant to the Department at the end of the period or use it as directed by the Department.

- The Department reserves the right to withdraw the offer of funding if it is not accepted within ONE month of the date of this letter.
- We reserve the right to ask for other information as required.

Please note that by agreeing to this offer you are accepting the Standard Terms and Conditions associated with the grant programme, copy attached.

Please retain a copy of this Letter of Offer, the Grant Acceptance Form and the Terms & Conditions of Grant for your records.

Yours sincerely

**CIARAN DORAN**  
 Public Transport Services Division

## Acceptance Form for Standard Terms and Conditions of Rural Transport Fund Grant 2015-2016

**To:** Department for Regional Development

**From:** Easilink Community Transport

**Reference:** TFG2 1/2/15

Your offer of funding from the **Rural Transport Fund** is accepted.

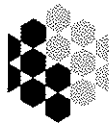
We understand that the grant award of **£334,000.00** is to be used by **Easilink Community Transport** to enable it to undertake the activities outlined in its agreed Business Plan. The period to which the grant will relate is from **01 April 2015 to 31 March 2016**.

We have also read and understood the *Standard Terms and Conditions of Grant* from the Department for Regional Development.

By signing below, we accept the offer of a grant from the **Rural Transport Fund** on these terms (**the Grant Confirmation Letter of Offer dated 27 March 2015 refers**) and on behalf of the organisation named below, for which we are authorised to act.

Name:		
Signature		Date:
Position		
Name:		
Signature		Date:
Position		
Organisation	<b>Easilink Community Transport</b>	





## RURAL TRANSPORT FUND

### STANDARD TERMS AND CONDITIONS OF GRANT FUNDING

1. The aims of the Rural Transport Funding (RTF) are:
  - To support transport services designed to give people in rural areas improved access to local amenities and public transport and assist in reducing their social exclusion

The RTF offers support through two primary means of assistance:

- Revenue and capital funding for Rural Community Transport Partnerships that offer a range of complementary services to the public network for their members.
2. The Department has the power to make grants under Part 5 Section 33 of the Transport Act (Northern Ireland) 2011.
  3. No agreement comes into existence between the Department and the applicant until the Department confirms in writing (Letter of Offer) that the applicant has been successful and that a grant is to be made; and a duly signed Grant Acceptance Form, which states that the successful applicant accepts these Terms and Conditions, is returned to the Department.
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  5. Any information submitted to the Department in relation to grant applications and subsequent claims for advances of grant may be made available by the Department to other Departments or Agencies for the purposes of preventing or detecting crime.
  6. Under Article 3 of the Audit and Accountability (NI) Order 2003, the Comptroller and Auditor General's office may require access to papers and records that relate to the RTF, for the purpose of a Value For Money (VFM) examination. Successful applicants will comply with any request for access.
  7. Successful applicants will not seek or make any application for financial assistance from any other government department, public body or agency in respect of the expenditure for which the grant is or may become payable by the Department under the terms of this agreement. In this respect this Department may request information to assure itself of this.

8. The Applicant shall indemnify and keep indemnified the DRD against all actions, proceedings, costs, claims, demands, and liabilities arising out of the management or operation of the Project. This would include the maintenance of insurance policies, such as, Employers' Liability Insurance, Professional Indemnity/Directors and Officers/Fidelity Insurance, Buildings and Property Contents Insurance (to include IT equipment) and Public Liability.
9. Before the grant is awarded, successful applicants must confirm in writing that they agree to adhere to the following:
  - (a) The grant must be used solely for the purpose set out in the approved application and is not transferable. If there is any material change in the project, the applicant undertakes to bring this to the attention of the Department. A change in ownership, management or location of the project constitutes a material change.
  - (b) The grant shall support only actual expenditure on the items identified in the approved Business Plan submission. Any under spend on the project must either be returned to DRD in its entirety, if RTF support is ceasing, or if funding is continuing then the under spend will be taken into account when agreeing a new offer. The Department reserves the right to specify the evidence required to ensure this condition is met and specifically the nature of the accounting and audit assurances we require.
  - (c) The grant will not be increased to deal with overspend. If there are good, legitimate reasons for needing more funding, the applicant should contact Public Transport Services Division as soon as they become known. In no circumstances will the Department consider increases in grant for the following:
    - Miscalculation of VAT or other tax liabilities;
    - Additions to the original project, unless made as a condition of grant or with prior written agreement.
  - (d)
    - (i) The financial management system for this Project must demonstrate effective controls and must present clear audit trails at all times.
    - (ii) In accordance with RTF Fraud Guidance the Applicant must immediately inform DRD in the event of the identification of any administrative errors in grant claims, acts of fraud and/or any circumstance that has caused or is likely to cause a loss or misuse of funding. The Applicant must submit a full and detailed report in writing to DRD.
    - (iii) The Applicant's accounting records must separately record all monies received and expended under this Project and this grant. The Department expects to see this reflected in an agreed Accounts format.
    - (iv) The Applicant must have documented internal procedures for expenditure and financial control including bank account details, cheque signatories, and expenditure authorisation levels.
    - (v) The Applicant must ensure they keep clear audit trails. The DRD requires: -

- The Applicant to set up a separate bank account for the disbursement of eligible project expenditure.

Or - if pre-agreed

- The Applicant to maintain either a separate accounting system or an adequate accounting codification of all transactions relating to the offer of Financial Assistance.
  - Such Applicants will be required to demonstrate to the DRD that its system guarantees a clear audit trail with regard to all aspects of the project's finances.
  - Applicants wishing to adopt this arrangement **must** obtain DRD's prior written approval to do so.
  - Should subsequent systems checks by the DRD, or its designated agent/representative, reveal insurmountable shortcomings, then the use of a dedicated bank account will be mandatory.
- (vi) Any changes to the bank account details must be notified to DRD in a letter signed by two office bearers. All such changes must be notified to DRD before the account 'goes live'.
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- (ix) Assets acquired with the help of a RTF grant must not be offered as security for a loan without the prior written permission of DRD.
- (x) The Applicant must disclose details of any financial assistance (for example in the form of grant, assistance, loan or gift, from whatever source, public or private) towards the eligible project costs as these could affect this offer of grant aid. Copy documentation relating to this other funding must be forwarded to DRD within one month of receipt of the offer.

An award of RTF grant does not imply that the Department confirms the legality, appropriateness, safety or any other aspects of the operation. It is the organisation's own responsibility to ensure that it has the appropriate licences, permits, insurance, documentation, qualifications and finances to enable the legal and safe operation of their project. Failure to operate a scheme in a legal, safe manner will lead to action by the Department to recover RTF grant paid.

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- The organisation ceases to operate, is declared bankrupt or is placed in receivership, administration or liquidation;
- The organisation fails to apply the grant solely for the purposes for which it was awarded, or fails to complete the project;

- The organisation fails to comply with the conditions of the grant;
  - The organisation has acted fraudulently or negligently at any time
- (f) Organisations must be able to produce for inspection, at any reasonable time, all records relevant to the operation supported by a RTF grant.
- (g) Organisations must comply with the Department's Procurement Control Limits (see Appendix 1).
- (h) Organisations must adopt proper record keeping procedures that conform to the Data Protection Act, ensuring that timely and accurate financial, statistical and operational reports can be made.

Recipients of RTF grant must supply the Department with:-

- Any financial or other information including membership details required to monitor expenditure in the format set down by the Department. Financial information should be forwarded quarterly and presented on an accrual basis.
- End of year accounts **must be audited and must include an audit certification** stating that 'the RTF grant has been used solely for the purposes intended and in accordance with the terms and conditions of grant'. The Applicant must provide one set of audited accounts per new operational area, on the template provided by the Department, regardless of whether the service is being provided by a single organisation or by a multi-partnership approach. The accounts must be presented in the format required by the Department.
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- Relevant financial information (e.g. annual accounts) about companies or organisations linked to any Grant Recipient should be made available to the Department if requested.
- Regular progress reports on the project including agreed statistical information, minutes of meetings, copies of marketing materials, newsletters etc;

Any delay in forwarding the statistical or financial information may result in grant payments being suspended; and

Information to enable DRD to comply with its obligations under Section 75 of NI Act 1998. This may include personal data on members. The relevant permissions should be sought.

**NOTE:** Any information you provide to the Department will be processed by the Department's Public Transport Services Division for the purposes of managing and operating the RTF. The Department may use any non-personal statistical data collected to analyse current, and plan for future uses of the RTF. The Department may also use any data collected to investigate cases of alleged fraudulent use.

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- Section 75 of the Northern Ireland Act 1998 and any enactment amending, extending or replacing the same.

No employee of the organisation or member of the Board/Committee shall play any part in the conduct of a recruitment exercise to fill an employee post if he/she is a candidate for that post. A member of the Board/Committee who wishes to apply for a post as a Project employee must first resign their membership of the Board/Committee.

14. **Project Monitoring and Inspection**

The following organisations and their agents/representatives shall have the right to inspect the Project at any time; to enter the Applicant's premises at any reasonable time to interview any person, inspect any asset, and inspect, copy or record any accounting or other record; and to require such further information to be supplied as they think fit and to be provided with such documents or items as they shall require:-

- DRD; and
- Northern Ireland Audit Office.

The Applicant must keep and make available on request financial and monitoring records.

The purpose of these inspections will be to establish that projects: -

- are eligible for RTF support;
- are delivering RTF services on the ground;
- accord with the description made in the project application;
- are implemented with appropriate financial control; and
- receive financial assistance in accordance with documented eligible expenditure.

The Applicants must put in place adequate equipment maintenance procedures and agree to inspection of equipment provided with RTF grant assistance at any reasonable time by DRD, or its inspection agents.

The Applicants must be able to produce for inspection at any reasonable time all records relevant to the equipment and/or operation(s) supported by a RTF grant.

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15. Successful applicants should make reasonable efforts to assist the Department in publicising the work of the RTF, in particular by:-
  - Incorporating the RTF logo on the organisation's headed paper and publicity material (electronic versions of the various RTF logos will be provided by the Department);
  - Co-operating with the Department in respect of articles about the RTF. We may use the name of your organisation in our publicity material. However, we will be sensitive to any situations where individual confidentiality is an issue;
  - Notifying the Department of any official project launches; and
  - Acknowledging the receipt of support from the RTF in your annual report and/or accounts for the period covered by the grant.
16. **Reserves Level**  
The level of reserves which is retained by the organisation can be subject to discussion with the Department in light of business planning processes but should be in line with the SORP guidance for Charities. It is also a requirement of SORP that the Reserves Policy be outlined in the Annual Report. The Department reserves the right to examine these Reserves in detail.
18. **Training**
  - To ensure that training requirements are fully met all Applicants in receipt of RTF

grant support must complete an annual training plan. They should report on what training has been delivered, by whom and the cost on the bi-annual assurance statement sent to the Department.

- There are/will be certain training courses that are deemed by DRD to be compulsory for all Applicants in receipt of RTF grant support, namely, Governance Training, Finance Training including Fraud Awareness & Fraud Response Plan, IIP, Minibus Management, MiDAS or any other training identified by DRD. Proof of attendance at these courses should be retained for inspection and updated as and when required, and information provided as per above.

**DRD - PROCUREMENT CONTROL LIMITS (PCLs)**

1. Goods and services purchased for the delivery of this project must be sourced in accordance with the following Procurement guidance. At all times due consideration should be given to ensure best value for money and open, fair and transparent competition.

Organisations must always adhere to the PCLs as set out in the table below to ensure that the transaction cost of procurement is efficient, whilst maintaining a sufficient level of supplier sourcing to achieve value for money through competition.

Where goods or a service costs **£100 or less** and it is not cost effective to obtain two oral quotations, it is in order to purchase on the basis of one oral quotation, provided that the officer responsible for the particular procurement is satisfied that value for money is being obtained. Written confirmation should be sought from the selected supplier prior to delivery.

Applicants are reminded that the **sub-division** of a procurement order with the objective of avoiding the seeking of the required number of quotations / written tenders **runs contrary to procurement guidance and is not permitted.**

**Remember to retain copies of all documentation in respect of procurement for monitoring purposes.**

<b>Estimated Value of Order (excluding VAT)</b>	<b>Number of Quotations/Selected Tenders Required</b>
Up to £1,500	2/3 oral quotations [i.e. where no formal contract exists] [fax / email confirmation must be obtained]
Greater than £1,500 to £10,000	4 selected tenders [i.e. where no formal contract exists]
Greater than £10,000 to £30,000	5 selected tenders [i.e. where no formal contract exists]
Greater than £30,000 up to EU Thresholds	Publicly advertised tender competition [i.e. where no formal contract exists]
The above PCLs must be considered in conjunction with Paragraphs 1,2 and 3 above and Notes 1 to 5 below	



- Note 1: Written quotations / selected tenders means inviting offers from selected suppliers without public advertisement. It should be noted that procurement by quotation is usually on the basis of the suppliers' terms and conditions. For procurements which need to cover risks such as insurance, IPR (intellectual property rights), confidentiality, security, etc or in the case of service contracts where it is important to cover issues such as non-performance or disputes, **it is always advisable to issue written conditions of contract.** Queries regarding purchasing should be addressed to the DRD Purchasing Manager Central Procurement Directorate at Clare House, Airport Road West, Harbour Estate, Belfast, BT3 9ED.
- Note 2: It may not always be possible to obtain the required number of quotations. In this event a detailed reason must be noted on the relevant documentation including the options explored and actions taken to obtain the required quotations.
- Note 3: In the application of the above table, an Agency or Branch may fix lower financial limits if it is considered appropriate. Care should be taken to ensure that there is no possibility of any undue patronage and staff involved in the procurement process must make a declaration of interest where appropriate. In all their dealings, purchasers should do their best to preserve the highest standards of honesty, integrity, impartiality and objectivity.
- Note 4: All original documentation, including faxed and email quotations must be retained in hard copy format for 7 years.

Richard Buchanan  
Chairperson  
Fermanagh Community Transport  
42 Enniskillen Business Centre  
Lackaghboy Industrial Estate  
Tempo Road  
Enniskillen  
BT74 4RL

**Public Transport Services Division**

Floor 3 – Room 329  
Clarence Court  
10-18 Adelaide Street  
BELFAST BT2 8GB

Telephone: 028 9054 0358  
Facsimile: 028 9054 0598  
Email: [ciarandoran@drdni.gov.uk](mailto:ciarandoran@drdni.gov.uk)

Your reference:  
Our reference: TFG2 1/2/15  
Date: 30 March 2015

Dear Richard

**Fermanagh Community Transport – RTF Grant Award 2015-2016**

The purpose of this letter is to advise you of the Department's Offer of Grant assistance based upon our analysis of your costs as indicated in the Business and Financial Plan for 2015-2016 which sets out **Fermanagh Community Transport's** proposals to provide Rural Transport Fund and Assisted Rural Travel Scheme services across the operational area for **Fermanagh Community Transport** during the period 01 April 2015 to 31 March 2016.

Although we understand that it is **Fermanagh Community Transport's** intention to deliver these services the grant will be paid as a proportion of costs and is not specifically linked to a level of service. This is not, therefore, a contract for services and **Fermanagh Community Transport** is not undertaking any legal obligation to deliver the service.

In accordance with Section 33(1) of the Transport Act (Northern Ireland) 2011, I am pleased to confirm that the Department is prepared to make an offer of grant for the 2015-2016 financial year, which will be available from the Rural Transport Fund. **The Department is content to provide a total of £350,613.09 grant offer for the period 01 April 2015 to 31 March 2016.**

The funding payments will be paid in advance in accordance with the Payments Schedule in this letter. March 2016 payment will be a retention and will only be released when the Department receives and verifies the audited accounts for the financial year. We reserve the right to ask for information in as is determined by the department.

The Department will make the payments directly into the nominated **Fermanagh Community Transport** Bank Account upon receipt of the original signed (by two Board Members, NOT staff) Grant Acceptance Form. This must be accompanied by a formal written request for the initial payment and a copy of the appropriate bank statement or other documentation required by the Department to demonstrate evidence of need.

Only on receipt of a formal written request by an authorised officer accompanied by supporting evidence will the Department issue the subsequent payments  
 The following payment schedule will apply: -

Payment Dates	Payment Period	Total Cost
April 2015	Quarter One Paid in advance April – June 2015	£87,653.27
July 2015	Quarter Two Paid in advance July – September 2015	£87,653.27
October 2015	Quarter Three Paid in advance October – December 2015	£87,653.27
January 2016	Quarter Four Payment in advance for January & February 2016 only	£58,435.52
July 2016	March 2016 Retention Payment ( on receipt of audited accounts)	£29,217.76
	<b>TOTAL</b>	<b>£350,613.09</b>

#### ACCEPTANCE

Fermanagh Community Transport will agree to maintain accurate and current financial records throughout the period to ensure that all grant is used solely for the purposes intended and in accordance with the Terms and Conditions of Grant and will either pay back any unused grant to the Department at the end of the period or use it as directed by the Department.

- The Department reserves the right to withdraw the offer of funding if it is not accepted within ONE month of the date of this letter.
- We reserve the right to ask for other information as required.

Please note that by agreeing to this offer you are accepting the Standard Terms and Conditions associated with the grant programme, copy attached.

Please retain a copy of this Letter of Offer, the Grant Acceptance Form and the Terms & Conditions of Grant for your records.

Yours sincerely

**CIARAN DORAN**  
 Public Transport Services Division

## Acceptance Form for Standard Terms and Conditions of Rural Transport Fund Grant 2015-2016

**To:** Department for Regional Development

**From:** Fermanagh Community Transport

**Reference:** TFG2 1/2/15

Your offer of funding from the **Rural Transport Fund** is accepted.

We understand that the grant award of **£350,613.09** is to be used by **Fermanagh Community Transport** to enable it to undertake the activities outlined in its agreed Business Plan. The period to which the grant will relate is from **01 April 2015 to 31 March 2016**.

We have also read and understood the *Standard Terms and Conditions of Grant* from the Department for Regional Development.

By signing below, we accept the offer of a grant from the **Rural Transport Fund** on these terms (the **Grant Confirmation Letter of Offer** dated **27 March 2015** refers) and on behalf of the organisation named below, for which we are authorised to act.

Name:		
Signature		Date:
Position		
Name:		
Signature		Date:
Position		
Organisation	<b>FermanaghCommunity Transport</b>	



## RURAL TRANSPORT FUND

### STANDARD TERMS AND CONDITIONS OF GRANT FUNDING

1. The aims of the Rural Transport Funding (RTF) are:
  - To support transport services designed to give people in rural areas improved access to local amenities and public transport and assist in reducing their social exclusion

The RTF offers support through two primary means of assistance:

- Revenue and capital funding for Rural Community Transport Partnerships that offer a range of complementary services to the public network for their members.
2. The Department has the power to make grants under Part 5 Section 33 of the Transport Act (Northern Ireland) 2011.
  3. No agreement comes into existence between the Department and the applicant until the Department confirms in writing (Letter of Offer) that the applicant has been successful and that a grant is to be made; and a duly signed Grant Acceptance Form, which states that the successful applicant accepts these Terms and Conditions, is returned to the Department.
  4. If an applicant proceeds with the project before an agreement is concluded, they do so entirely at their own risk and expense.
  5. Any information submitted to the Department in relation to grant applications and subsequent claims for advances of grant may be made available by the Department to other Departments or Agencies for the purposes of preventing or detecting crime.
  6. Under Article 3 of the Audit and Accountability (NI) Order 2003, the Comptroller and Auditor General's office may require access to papers and records that relate to the RTF, for the purpose of a Value For Money (VFM) examination. Successful applicants will comply with any request for access.
  7. Successful applicants will not seek or make any application for financial assistance from any other government department, public body or agency in respect of the expenditure for which the grant is or may become payable by the Department under the terms of this agreement. In this respect this Department may request information to assure itself of this.

8. The Applicant shall indemnify and keep indemnified the DRD against all actions, proceedings, costs, claims, demands, and liabilities arising out of the management or operation of the Project. This would include the maintenance of insurance policies, such as, Employers' Liability Insurance, Professional Indemnity/Directors and Officers/Fidelity Insurance, Buildings and Property Contents Insurance (to include IT equipment) and Public Liability.
9. Before the grant is awarded, successful applicants must confirm in writing that they agree to adhere to the following:
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  - To ensure that training requirements are fully met all Applicants in receipt of RTF

grant support must complete an annual training plan. They should report on what training has been delivered, by whom and the cost on the bi-annual assurance statement sent to the Department.

- There are/will be certain training courses that are deemed by DRD to be compulsory for all Applicants in receipt of RTF grant support, namely, Governance Training, Finance Training including Fraud Awareness & Fraud Response Plan, IIP, Minibus Management, MiDAS or any other training identified by DRD. Proof of attendance at these courses should be retained for inspection and updated as and when required, and information provided as per above.

**DRD - PROCUREMENT CONTROL LIMITS (PCLs)**

1. Goods and services purchased for the delivery of this project must be sourced in accordance with the following Procurement guidance. At all times due consideration should be given to ensure best value for money and open, fair and transparent competition.

Organisations must always adhere to the PCLs as set out in the table below to ensure that the transaction cost of procurement is efficient, whilst maintaining a sufficient level of supplier sourcing to achieve value for money through competition.

Where goods or a service costs **£100 or less** and it is not cost effective to obtain two oral quotations, it is in order to purchase on the basis of one oral quotation, provided that the officer responsible for the particular procurement is satisfied that value for money is being obtained. Written confirmation should be sought from the selected supplier prior to delivery.

Applicants are reminded that the **sub-division** of a procurement order with the objective of avoiding the seeking of the required number of quotations / written tenders **runs contrary to procurement guidance and is not permitted.**

**Remember to retain copies of all documentation in respect of procurement for monitoring purposes.**

<b>Estimated Value of Order (excluding VAT)</b>	<b>Number of Quotations/Selected Tenders Required</b>
Up to £1,500	2/3 oral quotations [i.e. where no formal contract exists] [fax / email confirmation must be obtained]
Greater than £1,500 to £10,000	4 selected tenders [i.e. where no formal contract exists]
Greater than £10,000 to £30,000	5 selected tenders [i.e. where no formal contract exists]
Greater than £30,000 up to EU Thresholds	Publicly advertised tender competition [i.e. where no formal contract exists]
The above PCLs must be considered in conjunction with Paragraphs 1,2 and 3 above and Notes 1 to 5 below	

- Note 1: Written quotations / selected tenders means inviting offers from selected suppliers without public advertisement. It should be noted that procurement by quotation is usually on the basis of the suppliers' terms and conditions. For procurements which need to cover risks such as insurance, IPR (intellectual property rights), confidentiality, security, etc or in the case of service contracts where it is important to cover issues such as non-performance or disputes, **it is always advisable to issue written conditions of contract.** Queries regarding purchasing should be addressed to the DRD Purchasing Manager Central Procurement Directorate at Clare House, Airport Road West, Harbour Estate, Belfast, BT3 9ED.
- Note 2: It may not always be possible to obtain the required number of quotations. In this event a detailed reason must be noted on the relevant documentation including the options explored and actions taken to obtain the required quotations.
- Note 3: In the application of the above table, an Agency or Branch may fix lower financial limits if it is considered appropriate. Care should be taken to ensure that there is no possibility of any undue patronage and staff involved in the procurement process must make a declaration of interest where appropriate. In all their dealings, purchasers should do their best to preserve the highest standards of honesty, integrity, impartiality and objectivity.
- Note 4: All original documentation, including faxed and email quotations must be retained in hard copy format for 7 years.

Colin Preen  
Chairperson  
Lagan Valley Rural Transport  
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BT28 2RE

**Public Transport Services Division**

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Facsimile: 028 9054 0598  
Email: [ciaran.doran@drdni.gov.uk](mailto:ciaran.doran@drdni.gov.uk)

Your reference:  
Our reference: TFG2 1/2/15  
Date: 30 March 2015

Dear Colin

**Lagan Valley Rural Transport – RTF Grant Award 2015-2016**

The purpose of this letter is to advise you of the Department's Offer of Grant assistance based upon our analysis of your costs as indicated in the Business and Financial Plan for 2015-2016 which sets out **Lagan Valley Rural Transport's** proposals to provide Rural Transport Fund and Assisted Rural Travel Scheme services across the operational area for **Lagan Valley Rural Transport** during the period 01 April 2015 to 31 March 2016.

Although we understand that it is **Lagan Valley Rural Transport's** intention to deliver these services the grant will be paid as a proportion of costs and is not specifically linked to a level of service. This is not, therefore, a contract for services and **Lagan Valley Rural Transport** is not undertaking any legal obligation to deliver the service.

In accordance with Section 33(1) of the Transport Act (Northern Ireland) 2011, I am pleased to confirm that the Department is prepared to make an offer of grant for the 2015-2016 financial year, which will be available from the Rural Transport Fund. **The Department is content to provide a total of £125,586.70 grant offer for the period 01 April 2015 to 31 March 2016.**

The funding payments will be paid in advance in accordance with the Payments Schedule in this letter. March 2016 payment will be a retention and will only be released when the Department receives and verifies the audited accounts for the financial year.

We reserve the right to ask for information in as is determined by the department.

The Department will make the payments directly into the nominated **Lagan Valley Rural Transport** Bank Account **upon receipt of the original signed (by two Board Members, NOT staff) Grant Acceptance Form**. This must be accompanied by a formal written request for the initial payment and a copy of the appropriate bank statement or other documentation required by the Department to demonstrate evidence of need.

Only on receipt of a formal written request by an authorised officer accompanied by supporting evidence will the Department issue the subsequent payments

The following payment schedule will apply: -

Payment Dates	Payment Period	Total Cost
April 2015	Quarter One Paid in advance April – June 2015	£31,396.68
July 2015	Quarter Two Paid in advance July – September 2015	£31,396.68
October 2015	Quarter Three Paid in advance October – December 2015	£31,396.68
January 2016	Quarter Four Payment in advance for January & February 2016 only	£20,931.12
July 2016	March 2016 Retention Payment ( on receipt of audited accounts)	£10,465.56
	<b>TOTAL</b>	<b>£125,586.70</b>

#### ACCEPTANCE

Lagan Valley Rural Transport will agree to maintain accurate and current financial records throughout the period to ensure that all grant is used solely for the purposes intended and in accordance with the Terms and Conditions of Grant and will either pay back any unused grant to the Department at the end of the period or use it as directed by the Department.

- The Department reserves the right to withdraw the offer of funding if it is not accepted within ONE month of the date of this letter.
- We reserve the right to ask for other information as required.

Please note that by agreeing to this offer you are accepting the Standard Terms and Conditions associated with the grant programme, copy attached.

Please retain a copy of this Letter of Offer, the Grant Acceptance Form and the Terms & Conditions of Grant for your records.

Yours sincerely

**CIARAN DORAN**

Public Transport Services Division

## Acceptance Form for Standard Terms and Conditions of Rural Transport Fund Grant 2015-2016

**To:** Department for Regional Development

**From:** Lagan Valley Rural Transport

**Reference:** TFG2 1/2/15

Your offer of funding from the **Rural Transport Fund** is accepted.

We understand that the grant award of **£125,586.70** is to be used by **Lagan Valley Rural Transport** to enable it to undertake the activities outlined in its agreed Business Plan. The period to which the grant will relate is from **01 April 2015 to 31 March 2016**.

We have also read and understood the *Standard Terms and Conditions of Grant* from the Department for Regional Development.

By signing below, we accept the offer of a grant from the **Rural Transport Fund** on these terms (the **Grant Confirmation Letter of Offer dated 27 March 2015** refers) and on behalf of the organisation named below, for which we are authorised to act.

Name:		
Signature		Date:
Position		
Name:		
Signature		Date:
Position		
Organisation	<b>Lagan Valley Rural Transport</b>	





## RURAL TRANSPORT FUND

### STANDARD TERMS AND CONDITIONS OF GRANT FUNDING

1. The aims of the Rural Transport Funding (RTF) are:
  - To support transport services designed to give people in rural areas improved access to local amenities and public transport and assist in reducing their social exclusion

The RTF offers support through two primary means of assistance:

- Revenue and capital funding for Rural Community Transport Partnerships that offer a range of complementary services to the public network for their members.

2. The Department has the power to make grants under Part 5 Section 33 of the Transport Act (Northern Ireland) 2011.
3. No agreement comes into existence between the Department and the applicant until the Department confirms in writing (Letter of Offer) that the applicant has been successful and that a grant is to be made; and a duly signed Grant Acceptance Form, which states that the successful applicant accepts these Terms and Conditions, is returned to the Department.
4. If an applicant proceeds with the project before an agreement is concluded, they do so entirely at their own risk and expense.
5. Any information submitted to the Department in relation to grant applications and subsequent claims for advances of grant may be made available by the Department to other Departments or Agencies for the purposes of preventing or detecting crime.
6. Under Article 3 of the Audit and Accountability (NI) Order 2003, the Comptroller and Auditor General's office may require access to papers and records that relate to the RTF, for the purpose of a Value For Money (VFM) examination. Successful applicants will comply with any request for access.
7. Successful applicants will not seek or make any application for financial assistance from any other government department, public body or agency in respect of the expenditure for which the grant is or may become payable by the Department under the terms of this agreement. In this respect the Department may request information to assure itself of this.

8. The Applicant shall indemnify and keep indemnified the DRD against all actions, proceedings, costs, claims, demands, and liabilities arising out of the management or operation of the Project. This would include the maintenance of insurance policies, such as, Employers' Liability Insurance, Professional Indemnity/Directors and Officers/Fidelity Insurance, Buildings and Property Contents Insurance (to include IT equipment) and Public Liability.
9. Before the grant is awarded, successful applicants must confirm in writing that they agree to adhere to the following:
  - (a) The grant must be used solely for the purpose set out in the approved application and is not transferable. If there is any material change in the project, the applicant undertakes to bring this to the attention of the Department. A change in ownership, management or location of the project constitutes a material change.
  - (b) The grant shall support only actual expenditure on the items identified in the approved Business Plan submission. Any under spend on the project must either be returned to DRD in its entirety, if RTF support is ceasing, or if funding is continuing then the under spend will be taken into account when agreeing a new offer. The Department reserves the right to specify the evidence required to ensure this condition is met and specifically the nature of the accounting and audit assurances we require.
  - (c) The grant will not be increased to deal with overspend. If there are good, legitimate reasons for needing more funding, the applicant should contact Public Transport Services Division as soon as they become known. In no circumstances will the Department consider increases in grant for the following:
    - Miscalculation of VAT or other tax liabilities;
    - Additions to the original project, unless made as a condition of grant or with prior written agreement.
  - (d)
    - (i) The financial management system for this Project must demonstrate effective controls and must present clear audit trails at all times.
    - (ii) In accordance with RTF Fraud Guidance the Applicant must immediately inform DRD in the event of the identification of any administrative errors in grant claims, acts of fraud and/or any circumstance that has caused or is likely to cause a loss or misuse of funding. The Applicant must submit a full and detailed report in writing to DRD.
    - (iii) The Applicant's accounting records must separately record all monies received and expended under this Project and this grant. The Department expects to see this reflected in an agreed Accounts format.
    - (iv) The Applicant must have documented internal procedures for expenditure and financial control including bank account details, cheque signatories, and expenditure authorisation levels.
    - (v) The Applicant must ensure they keep clear audit trails. The DRD requires: -

- The Applicant to set up a separate bank account for the disbursement of eligible project expenditure.

Or - if pre-agreed

- The Applicant to maintain either a separate accounting system or an adequate accounting codification of all transactions relating to the offer of Financial Assistance.
  - Such Applicants will be required to demonstrate to the DRD that its system guarantees a clear audit trail with regard to all aspects of the project's finances.
  - Applicants wishing to adopt this arrangement **must** obtain DRD's prior written approval to do so.
  - Should subsequent systems checks by the DRD, or its designated agent/representative, reveal insurmountable shortcomings, then the use of a dedicated bank account will be mandatory.
- (vi) Any changes to the bank account details must be notified to DRD in a letter signed by two office bearers. All such changes must be notified to DRD before the account 'goes live'.
- (vii) Original invoices and bank statements must substantiate items of expenditure being claimed.
- (viii) No employee of the organisation may enter into any arrangement with the Applicant, in addition to their roles as an employee, to supply goods, facilities or services to the Project for payment, unless prior agreement is sought and the DRD have approved such arrangement, in writing.
- (ix) Assets acquired with the help of a RTF grant must not be offered as security for a loan without the prior written permission of DRD.
- (x) The Applicant must disclose details of any financial assistance (for example in the form of grant, assistance, loan or gift, from whatever source, public or private) towards the eligible project costs as these could affect this offer of grant aid. Copy documentation relating to this other funding must be forwarded to DRD within one month of receipt of the offer.

An award of RTF grant does not imply that the Department confirms the legality, appropriateness, safety or any other aspects of the operation. It is the organisation's own responsibility to ensure that it has the appropriate licences, permits, insurance, documentation, qualifications and finances to enable the legal and safe operation of their project. Failure to operate a scheme in a legal, safe manner will lead to action by the Department to recover RTF grant paid.

(e) Repayment of the grant may be required if:-

- The organisation ceases to operate, is declared bankrupt or is placed in receivership, administration of liquidation;
- The organisation fails to apply the grant solely for the purposes for which it was awarded, or fails to complete the project;

- The organisation fails to comply with the conditions of the grant;
  - The organisation has acted fraudulently or negligently at any time
- (f) Organisations must be able to produce for inspection, at any reasonable time, all records relevant to the operation supported by a RTF grant.
- (g) Organisations must comply with the Department's Procurement Control Limits (see Appendix 1).
- (h) Organisations must adopt proper record keeping procedures that conform to the Data Protection Act, ensuring that timely and accurate financial, statistical and operational reports can be made.

Recipients of RTF grant must supply the Department with:-

- Any financial or other information including membership details required to monitor expenditure in the format set down by the Department. Financial information should be forwarded quarterly and presented on an accrual basis.
- End of year accounts **must be audited and must include an audit certification** stating that 'the RTF grant has been used solely for the purposes intended and in accordance with the terms and conditions of grant'. The Applicant must provide one set of audited accounts per new operational area, on the template provided by the Department, regardless of whether the service is being provided by a single organisation or by a multi-partnership approach. The accounts must be presented in the format required by the Department.
- Accounts must show that any income generated or received through the Dial-a-Lift Scheme, Assisted Rural Transport Scheme or Disability Action Transport Scheme is designated as Restricted Income and shown separately.
- Relevant financial information (e.g. annual accounts) about companies or organisations linked to any Grant Recipient should be made available to the Department if requested.
- Regular progress reports on the project including agreed statistical information, minutes of meetings, copies of marketing materials, newsletters etc;

Any delay in forwarding the statistical or financial information may result in grant payments being suspended; and

Information to enable DRD to comply with its obligations under Section 75 of NI Act 1998. This may include personal data on members. The relevant permissions should be sought.

**NOTE:** Any information you provide to the Department will be processed by the Department's Public Transport Services Division for the purposes of managing and operating the RTF. The Department may use any non-personal statistical data collected to analyse current, and plan for future uses of the RTF. The Department may also use any data collected to investigate cases of alleged fraudulent use.

10. Those Applicants that operate or administer transport services delivered under a 10B permit should only do so in connection with activities concerned with:
- i) Education;
  - ii) Religion;
  - iii) Social Welfare;
  - iv) Recreation; or
  - v) Other activities of benefit to the community
- (Transport (Amendment) (Northern Ireland) Order 1990)

An Applicant's 10B Permit will specify those passenger classes that it is allowed to serve.

11. Additionally Applicants must take due cognisance of existing transport provision and only seek to complement it and enhance social inclusion when considering their membership and the services on offer. Applicants must not undertake any services that may contravene competition rules with other transport providers.
12. **Applicants must ensure that they are represented at all of the Managers meetings.** These meetings are used by the Department as the primary method of communicating Departmental policy and instructions. They are also used to give all managers updates on any on-going projects which may affect their respective Partnerships during the current grant period.

13. **Employment Legislation**

The Applicant shall comply with the requirements of all relevant/current EC Directives and legislation relating to working conditions, health and safety at work, etc. The Project Promoters shall comply with the requirements of the following or any subsequent legislation: -

- Sex Discrimination (NI) Orders 1976 and 1988
- the Fair Employment (NI) Acts 1976 and 1989
- the Disability Discrimination Act 1995 (as modified by Schedule 8 thereof for application in Northern Ireland)
- the Race Relations (NI) order 1997
- Section 75 of the Northern Ireland Act 1998 and any enactment amending, extending or replacing the same.

No employee of the organisation or member of the Board/Committee shall play any part in the conduct of a recruitment exercise to fill an employee post if he/she is a candidate for that post. A member of the Board/Committee who wishes to apply for a post as a Project employee must first resign their membership of the Board/Committee.

14. **Project Monitoring and Inspection**

The following organisations and their agents/representatives shall have the right to inspect the Project at any time; to enter the Applicant's premises at any reasonable time to interview any person, inspect any asset, and inspect, copy or record any accounting or other record; and to require such further information to be supplied as they think fit and to be provided with such documents or items as they shall require:-

- DRD; and
- Northern Ireland Audit Office.

The Applicant must keep and make available on request financial and monitoring records.

The purpose of these inspections will be to establish that projects: -

- are eligible for RTF support;
- are delivering RTF services on the ground;
- accord with the description made in the project application;
- are implemented with appropriate financial control; and
- receive financial assistance in accordance with documented eligible expenditure.

The Applicants must put in place adequate equipment maintenance procedures and agree to inspection of equipment provided with RTF grant assistance at any reasonable time by DRD, or its inspection agents.

The Applicants must be able to produce for inspection at any reasonable time all records relevant to the equipment and/or operation(s) supported by a RTF grant.

Site visits will be undertaken by DRD or its designated agents/representatives throughout the period of funding. The Applicant shall explain any unresolved issues arising from the said visits to the satisfaction of DRD before approval for future payments is given.

15. Successful applicants should make reasonable efforts to assist the Department in publicising the work of the RTF, in particular by:-

- Incorporating the RTF logo on the organisation's headed paper and publicity material (electronic versions of the various RTF logos will be provided by the Department);
- Co-operating with the Department in respect of articles about the RTF. We may use the name of your organisation in our publicity material. However, we will be sensitive to any situations where individual confidentiality is an issue;
- Notifying the Department of any official project launches; and
- Acknowledging the receipt of support from the RTF in your annual report and/or accounts for the period covered by the grant.

16. **Reserves Level**

The level of reserves which is retained by the organisation can be subject to discussion with the Department in light of business planning processes but should be in line with the SORP guidance for Charities. It is also a requirement of SORP that the Reserves Policy be outlined in the Annual Report. The Department reserves the right to examine these Reserves in detail.

18. **Training**

- To ensure that training requirements are fully met all Applicants in receipt of RTF

grant support must complete an annual training plan. They should report on what training has been delivered, by whom and the cost on the bi-annual assurance statement sent to the Department.

- There are/will be certain training courses that are deemed by DRD to be compulsory for all Applicants in receipt of RTF grant support, namely, Governance Training, Finance Training including Fraud Awareness & Fraud Response Plan, IIP, Minibus Management, MiDAS or any other training identified by DRD. Proof of attendance at these courses should be retained for inspection and updated as and when required, and information provided as per above.

**DRD - PROCUREMENT CONTROL LIMITS (PCLs)**

1. Goods and services purchased for the delivery of this project must be sourced in accordance with the following Procurement guidance. At all times due consideration should be given to ensure best value for money and open, fair and transparent competition.

Organisations must always adhere to the PCLs as set out in the table below to ensure that the transaction cost of procurement is efficient, whilst maintaining a sufficient level of supplier sourcing to achieve value for money through competition.

Where goods or a service costs **£100 or less** and it is not cost effective to obtain two oral quotations, it is in order to purchase on the basis of one oral quotation, provided that the officer responsible for the particular procurement is satisfied that value for money is being obtained. Written confirmation should be sought from the selected supplier prior to delivery.

Applicants are reminded that the **sub-division** of a procurement order with the objective of avoiding the seeking of the required number of quotations / written tenders **runs contrary to procurement guidance and is not permitted.**

**Remember to retain copies of all documentation in respect of procurement for monitoring purposes.**

<b>Estimated Value of Order (excluding VAT)</b>	<b>Number of Quotations/Selected Tenders Required</b>
Up to £1,500	2/3 oral quotations [i.e. where no formal contract exists] [fax / email confirmation must be obtained]
Greater than £1,500 to £10,000	4 selected tenders [i.e. where no formal contract exists]
Greater than £10,000 to £30,000	5 selected tenders [i.e. where no formal contract exists]
Greater than £30,000 up to EU Thresholds	Publicly advertised tender competition [i.e. where no formal contract exists]
The above PCLs must be considered in conjunction with Paragraphs 1,2 and 3 above and Notes 1 to 5 below	



- Note 1: Written quotations / selected tenders means inviting offers from selected suppliers without public advertisement. It should be noted that procurement by quotation is usually on the basis of the suppliers' terms and conditions. For procurements which need to cover risks such as insurance, IPR (intellectual property rights), confidentiality, security, etc or in the case of service contracts where it is important to cover issues such as non-performance or disputes, **it is always advisable to issue written conditions of contract.** Queries regarding purchasing should be addressed to the DRD Purchasing Manager Central Procurement Directorate at Clare House, Airport Road West, Harbour Estate, Belfast, BT3 9ED.
- Note 2: It may not always be possible to obtain the required number of quotations. In this event a detailed reason must be noted on the relevant documentation including the options explored and actions taken to obtain the required quotations.
- Note 3: In the application of the above table, an Agency or Branch may fix lower financial limits if it is considered appropriate. Care should be taken to ensure that there is no possibility of any undue patronage and staff involved in the procurement process must make a declaration of interest where appropriate. In all their dealings, purchasers should do their best to preserve the highest standards of honesty, integrity, impartiality and objectivity.
- Note 4: All original documentation, including faxed and email quotations must be retained in hard copy format for 7 years.

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Chairperson  
North Coast Community Transport  
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BT51 3QJ

**Public Transport Services Division**

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Facsimile: 028 9054 0598  
Email: [ciaran.doran@drdni.gov.uk](mailto:ciaran.doran@drdni.gov.uk)

Your reference:  
Our reference: TFG2 1/2/15  
Date: 30 March 2015

Dear Ursula

**North Coast Community Transport – RTF Grant Award 2015-2016**

The purpose of this letter is to advise you of the Department's Offer of Grant assistance based upon our analysis of your costs as indicated in the Business and Financial Plan for 2015-2016 which sets out **North Coast Community Transport's** proposals to provide Rural Transport Fund and Assisted Rural Travel Scheme services across the operational areas for **North Coast Community Transport** during the period 01 April 2015 to 31 March 2016.

Although we understand that it is **North Coast Community Transport's** intention to deliver these services the grant will be paid as a proportion of costs and is not specifically linked to a level of service. This is not, therefore, a contract for services and **North Coast Community Transport** is not undertaking any legal obligation to deliver the service.

In accordance with Section 33(1) of the Transport Act (Northern Ireland) 2011, I am pleased to confirm that the Department is prepared to make an offer of grant for the 2015-2016 financial year, which will be available from the Rural Transport Fund. **The Department is content to provide a total of £419,122.40 grant offer for the period 01 April 2015 to 31 March 2016.**

The funding payments will be paid in advance in accordance with the Payments Schedule in this letter. March 2016 payment will be a retention and will only be released when the Department receives and verifies the audited accounts for the financial year.

We reserve the right to ask for information in as is determined by the department.

The Department will make the payments directly into the nominated **North Coast Community Transport** Bank Account upon receipt of the original signed (by two Board Members, NOT staff) Grant Acceptance Form. This must be accompanied by a formal written request for the initial payment and a copy of the appropriate bank statement or other documentation required by the Department to demonstrate evidence of need.

Only on receipt of a formal written request by an authorised officer accompanied by supporting evidence will the Department issue the subsequent payments

The following payment schedule will apply: -

Payment Dates	Payment Period	Total Cost
April 2015	Quarter One Paid in advance April – June 2015	£104,780.60
July 2015	Quarter Two Paid in advance July – September 2015	£104,780.60
October 2015	Quarter Three Paid in advance October – December 2015	£104,780.60
January 2016	Quarter Four Payment in advance for January & February 2016 only	£69,853.73
July 2016	March 2016 Retention Payment ( on receipt of audited accounts)	£34,926.87
	<b>TOTAL</b>	<b>£419,122.40</b>

#### ACCEPTANCE

North Coast Community Transport will agree to maintain accurate and current financial records throughout the period to ensure that all grant is used solely for the purposes intended and in accordance with the Terms and Conditions of Grant and will either pay back any unused grant to the Department at the end of the period or use it as directed by the Department.

- The Department reserves the right to withdraw the offer of funding if it is not accepted within ONE month of the date of this letter.
- We reserve the right to ask for other information as required.

Please note that by agreeing to this offer you are accepting the Standard Terms and Conditions associated with the grant programme, copy attached.

Please retain a copy of this Letter of Offer, the Grant Acceptance Form and the Terms & Conditions of Grant for your records.

Yours sincerely

**CIARAN DORAN**  
Public Transport Services Division

## Acceptance Form for Standard Terms and Conditions of Rural Transport Fund Grant 2015-2016

**To:** Department for Regional Development

**From:** North Coast Community Transport

**Reference:** TFG2 1/2/15

Your offer of funding from the **Rural Transport Fund** is accepted.

We understand that the grant award of **£419,122.40** is to be used by **North Coast Community Transport** to enable it to undertake the activities outlined in its agreed Business Plan. The period to which the grant will relate is from **01 April 2015 to 31 March 2016**.

We have also read and understood the *Standard Terms and Conditions of Grant* from the Department for Regional Development.

By signing below, we accept the offer of a grant from the **Rural Transport Fund** on these terms (the **Grant Confirmation Letter of Offer** dated **27 March 2015** refers) and on behalf of the organisation named below, for which we are authorised to act.

Name:		
Signature		Date:
Position		
Name:		
Signature		Date:
Position		
Organisation	<b>North Coast Community Transport</b>	



## RURAL TRANSPORT FUND

### STANDARD TERMS AND CONDITIONS OF GRANT FUNDING

1. The aims of the Rural Transport Funding (RTF) are:
  - To support transport services designed to give people in rural areas improved access to local amenities and public transport and assist in reducing their social exclusion

The RTF offers support through two primary means of assistance:

  - Revenue and capital funding for Rural Community Transport Partnerships that offer a range of complementary services to the public network for their members.
2. The Department has the power to make grants under Part 5 Section 33 of the Transport Act (Northern Ireland) 2011.
3. No agreement comes into existence between the Department and the applicant until the Department confirms in writing (Letter of Offer) that the applicant has been successful and that a grant is to be made; and a duly signed Grant Acceptance Form, which states that the successful applicant accepts these Terms and Conditions, is returned to the Department.
4. If an applicant proceeds with the project before an agreement is concluded, they do so entirely at their own risk and expense.
5. Any information submitted to the Department in relation to grant applications and subsequent claims for advances of grant may be made available by the Department to other Departments or Agencies for the purposes of preventing or detecting crime.
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7. Successful applicants will not seek or make any application for financial assistance from any other government department, public body or agency in respect of the expenditure for which the grant is or may become payable by the Department under the terms of this agreement. In this respect the Department may request information to assure itself of this.

8. The Applicant shall indemnify and keep indemnified the DRD against all actions, proceedings, costs, claims, demands, and liabilities arising out of the management or operation of the Project. This would include the maintenance of insurance policies, such as, Employers' Liability Insurance, Professional Indemnity/Directors and Officers/Fidelity Insurance, Buildings and Property Contents Insurance (to include IT equipment) and Public Liability.
9. Before the grant is awarded, successful applicants must confirm in writing that they agree to adhere to the following:
  - (a) The grant must be used solely for the purpose set out in the approved application and is not transferable. If there is any material change in the project, the applicant undertakes to bring this to the attention of the Department. A change in ownership, management or location of the project constitutes a material change.
  - (b) The grant shall support only actual expenditure on the items identified in the approved Business Plan submission. Any under spend on the project must either be returned to DRD in its entirety, if RTF support is ceasing, or if funding is continuing then the under spend will be taken into account when agreeing a new offer. The Department reserves the right to specify the evidence required to ensure this condition is met and specifically the nature of the accounting and audit assurances we require.
  - (c) The grant will not be increased to deal with overspend. If there are good, legitimate reasons for needing more funding, the applicant should contact Public Transport Services Division as soon as they become known. In no circumstances will the Department consider increases in grant for the following:
    - Miscalculation of VAT or other tax liabilities;
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    - (i) The financial management system for this Project must demonstrate effective controls and must present clear audit trails at all times.
    - (ii) In accordance with RTF Fraud Guidance the Applicant must immediately inform DRD in the event of the identification of any administrative errors in grant claims, acts of fraud and/or any circumstance that has caused or is likely to cause a loss or misuse of funding. The Applicant must submit a full and detailed report in writing to DRD.
    - (iii) The Applicant's accounting records must separately record all monies received and expended under this Project and this grant. The Department expects to see this reflected in an agreed Accounts format.
    - (iv) The Applicant must have documented internal procedures for expenditure and financial control including bank account details, cheque signatories, and expenditure authorisation levels.

(v) The Applicant must ensure they keep clear audit trails. The DRD requires: -

- The Applicant to set up a separate bank account for the disbursement of eligible project expenditure.

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- The Applicant to maintain either a separate accounting system or an adequate accounting codification of all transactions relating to the offer of Financial Assistance.
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- (g) Organisations must comply with the Department's Procurement Control Limits (see Appendix 1).
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Any delay in forwarding the statistical or financial information may result in grant payments being suspended; and

Information to enable DRD to comply with its obligations under Section 75 of NI Act 1998. This may include personal data on members. The relevant permissions should be sought.

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- Co-operating with the Department in respect of articles about the RTF. We may use the name of your organisation in our publicity material. However, we will be sensitive to any situations where individual confidentiality is an issue;
- Notifying the Department of any official project launches; and
- Acknowledging the receipt of support from the RTF in your annual report and/or accounts for the period covered by the grant.

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**DRD - PROCUREMENT CONTROL LIMITS (PCLs)**

1. Goods and services purchased for the delivery of this project must be sourced in accordance with the following Procurement guidance. At all times due consideration should be given to ensure best value for money and open, fair and transparent competition.

Organisations must always adhere to the PCLs as set out in the table below to ensure that the transaction cost of procurement is efficient, whilst maintaining a sufficient level of supplier sourcing to achieve value for money through competition.

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Applicants are reminded that the **sub-division** of a procurement order with the objective of avoiding the seeking of the required number of quotations / written tenders **runs contrary to procurement guidance and is not permitted.**

**Remember to retain copies of all documentation in respect of procurement for monitoring purposes.**

<b>Estimated Value of Order (excluding VAT)</b>	<b>Number of Quotations/Selected Tenders Required</b>
Up to £1,500	2/3 oral quotations [i.e. where no formal contract exists] [fax / email confirmation must be obtained]
Greater than £1,500 to £10,000	4 selected tenders [i.e. where no formal contract exists]
Greater than £10,000 to £30,000	5 selected tenders [i.e. where no formal contract exists]
Greater than £30,000 up to EU Thresholds	Publicly advertised tender competition [i.e. where no formal contract exists]
The above PCLs must be considered in conjunction with Paragraphs 1,2 and 3 above and Notes 1 to 5 below	

- Note 1: Written quotations / selected tenders means inviting offers from selected suppliers without public advertisement. It should be noted that procurement by quotation is usually on the basis of the suppliers' terms and conditions. For procurements which need to cover risks such as insurance, IPR (intellectual property rights), confidentiality, security, etc or in the case of service contracts where it is important to cover issues such as non-performance or disputes, **it is always advisable to issue written conditions of contract**. Queries regarding purchasing should be addressed to the DRD Purchasing Manager Central Procurement Directorate at Clare House, Airport Road West, Harbour Estate, Belfast, BT3 9ED.
- Note 2: It may not always be possible to obtain the required number of quotations. In this event a detailed reason must be noted on the relevant documentation including the options explored and actions taken to obtain the required quotations.
- Note 3: In the application of the above table, an Agency or Branch may fix lower financial limits if it is considered appropriate. Care should be taken to ensure that there is no possibility of any undue patronage and staff involved in the procurement process must make a declaration of interest where appropriate. In all their dealings, purchasers should do their best to preserve the highest standards of honesty, integrity, impartiality and objectivity.
- Note 4: All original documentation, including faxed and email quotations must be retained in hard copy format for 7 years.

Elizabeth Bell  
Chairperson  
South Antrim Community Transport  
Unit 30 Dennison Industrial Estate  
Mill Road  
Ballyclare  
Co Antrim  
BT39 9EB

**Public Transport Services Division**

Floor 3 – Room 329  
Clarence Court  
10-18 Adelaide Street  
BELFAST BT2 8GB

Telephone: 028 9054 0358  
Facsimile: 028 9054 0598  
Email: [ciarán.doran@drdni.gov.uk](mailto:ciarán.doran@drdni.gov.uk)

Your reference:  
Our reference: TFG2 1/2/15  
Date: 30 March 2015

Dear Elizabeth

**South Antrim Community Transport – RTF Grant Award 2015-2016**

The purpose of this letter is to advise you of the Department's Offer of Grant assistance based upon our analysis of your costs as indicated in the Business and Financial Plan for 2015-2016 which sets out **South Antrim Community Transport's** proposals to provide Rural Transport Fund and Assisted Rural Travel Scheme services across the operational area for **South Antrim Community Transport** during the period 01 April 2015 to 31 March 2016.

Although we understand that it is **South Antrim Community Transport's** intention to deliver these services the grant will be paid as a proportion of costs and is not specifically linked to a level of service. This is not, therefore, a contract for services and **South Antrim Community Transport** is not undertaking any legal obligation to deliver the service.

In accordance with Section 33(1) of the Transport Act (Northern Ireland) 2011, I am pleased to confirm that the Department is prepared to make an offer of grant for the 2015-2016 financial year, which will be available from the Rural Transport Fund. **The Department is content to provide a total of £128,353.71 grant offer for the period 01 April 2015 to 31 March 2016.**

The funding payments will be paid in advance in accordance with the Payments Schedule in this letter. March 2016 payment will be a retention and will only be released when the Department receives and verifies the audited accounts for the financial year. We reserve the right to ask for information in as is determined by the department.

The Department will make the payments directly into the nominated **South Antrim Community Transport** Bank Account **upon receipt of the original signed (by two Board Members, NOT staff) Grant Acceptance Form**. This must be accompanied by a formal written request for the initial payment and a copy of the appropriate bank statement or other documentation required by the Department to demonstrate evidence of need.

Only on receipt of a formal written request by an authorised officer accompanied by supporting evidence will the Department issue the subsequent payments

The following payment schedule will apply: -

Payment Dates	Payment Period	Total Cost
April 2015	Quarter One Paid in advance April – June 2015	£32,088.43
July 2015	Quarter Two Paid in advance July – September 2015	£32,088.43
October 2015	Quarter Three Paid in advance October – December 2015	£32,088.43
January 2016	Quarter Four Payment in advance for January & February 2016 only	£21,392.29
July 2016	March 2016 Retention Payment ( on receipt of audited accounts)	£10,696.14
	<b>TOTAL</b>	<b>£128,353.71</b>

#### ACCEPTANCE

South Antrim Community Transport will agree to maintain accurate and current financial records throughout the period to ensure that all grant is used solely for the purposes intended and in accordance with the Terms and Conditions of Grant and will either pay back any unused grant to the Department at the end of the period or use it as directed by the Department.

- The Department reserves the right to withdraw the offer of funding if it is not accepted within ONE month of the date of this letter.
- We reserve the right to ask for other information as required.

Please note that by agreeing to this offer you are accepting the Standard Terms and Conditions associated with the grant programme, copy attached.

Please retain a copy of this Letter of Offer, the Grant Acceptance Form and the Terms & Conditions of Grant for your records.

Yours sincerely

**CIARAN DORAN**

Public Transport Services Division

## Acceptance Form for Standard Terms and Conditions of Rural Transport Fund Grant 2015-2016

**To:** Department for Regional Development

**From:** South Antrim Community Transport

**Reference:** TFG2 1/2/15

Your offer of funding from the **Rural Transport Fund** is accepted.

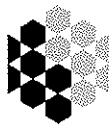
We understand that the grant award of **£128,353.71** is to be used by **South Antrim Community Transport** to enable it to undertake the activities outlined in its agreed Business Plan. The period to which the grant will relate is from **01 April 2015 to 31 March 2016**.

We have also read and understood the ***Standard Terms and Conditions of Grant*** from the Department for Regional Development.

By signing below, we accept the offer of a grant from the **Rural Transport Fund** on these terms (the **Grant Confirmation Letter of Offer** dated **27 March 2015** refers) and on behalf of the organisation named below, for which we are authorised to act.

<b>Name:</b>		
<b>Signature</b>		<b>Date:</b>
<b>Position</b>		
<b>Name:</b>		
<b>Signature</b>		<b>Date:</b>
<b>Position</b>		
<b>Organisation</b>	<b>South Antrim Community Transport</b>	





## RURAL TRANSPORT FUND

### STANDARD TERMS AND CONDITIONS OF GRANT FUNDING

1. The aims of the Rural Transport Funding (RTF) are:
  - To support transport services designed to give people in rural areas improved access to local amenities and public transport and assist in reducing their social exclusion

The RTF offers support through two primary means of assistance:

  - Revenue and capital funding for Rural Community Transport Partnerships that offer a range of complementary services to the public network for their members.
2. The Department has the power to make grants under Part 5 Section 33 of the Transport Act (Northern Ireland) 2011.
3. No agreement comes into existence between the Department and the applicant until the Department confirms in writing (Letter of Offer) that the applicant has been successful and that a grant is to be made; and a duly signed Grant Acceptance Form, which states that the successful applicant accepts these Terms and Conditions, is returned to the Department.
4. If an applicant proceeds with the project before an agreement is concluded, they do so entirely at their own risk and expense.
5. Any information submitted to the Department in relation to grant applications and subsequent claims for advances of grant may be made available by the Department to other Departments or Agencies for the purposes of preventing or detecting crime.
6. Under Article 3 of the Audit and Accountability (NI) Order 2003, the Comptroller and Auditor General's office may require access to papers and records that relate to the RTF, for the purpose of a Value For Money (VFM) examination. Successful applicants will comply with any request for access.
7. Successful applicants will not seek or make any application for financial assistance from any other government department, public body or agency in respect of the expenditure for which the grant is or may become payable by the Department under the terms of this agreement. In this respect the Department may request information to assure itself of this.

8. The Applicant shall indemnify and keep indemnified the DRD against all actions, proceedings, costs, claims, demands, and liabilities arising out of the management or operation of the Project. This would include the maintenance of insurance policies, such as, Employers' Liability Insurance, Professional Indemnity/Directors and Officers/Fidelity Insurance, Buildings and Property Contents Insurance (to include IT equipment) and Public Liability.
9. Before the grant is awarded, successful applicants must confirm in writing that they agree to adhere to the following:
  - (a) The grant must be used solely for the purpose set out in the approved application and is not transferable. If there is any material change in the project, the applicant undertakes to bring this to the attention of the Department. A change in ownership, management or location of the project constitutes a material change.
  - (b) The grant shall support only actual expenditure on the items identified in the approved Business Plan submission. Any under spend on the project must either be returned to DRD in its entirety, if RTF support is ceasing, or if funding is continuing then the under spend will be taken into account when agreeing a new offer. The Department reserves the right to specify the evidence required to ensure this condition is met and specifically the nature of the accounting and audit assurances we require.
  - (c) The grant will not be increased to deal with overspend. If there are good, legitimate reasons for needing more funding, the applicant should contact Public Transport Services Division as soon as they become known. In no circumstances will the Department consider increases in grant for the following:
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Organisations must always adhere to the PCLs as set out in the table below to ensure that the transaction cost of procurement is efficient, whilst maintaining a sufficient level of supplier sourcing to achieve value for money through competition.

Where goods or a service costs **£100 or less** and it is not cost effective to obtain two oral quotations, it is in order to purchase on the basis of one oral quotation, provided that the officer responsible for the particular procurement is satisfied that value for money is being obtained. Written confirmation should be sought from the selected supplier prior to delivery.

Applicants are reminded that the **sub-division** of a procurement order with the objective of avoiding the seeking of the required number of quotations / written tenders **runs contrary to procurement guidance and is not permitted**.

**Remember to retain copies of all documentation in respect of procurement for monitoring purposes.**

<b>Estimated Value of Order (excluding VAT)</b>	<b>Number of Quotations/Selected Tenders Required</b>
Up to £1,500	2/3 oral quotations [i.e. where no formal contract exists] [fax / email confirmation must be obtained]
Greater than £1,500 to £10,000	4 selected tenders [i.e. where no formal contract exists]
Greater than £10,000 to £30,000	5 selected tenders [i.e. where no formal contract exists]
Greater than £30,000 up to EU Thresholds	Publicly advertised tender competition [i.e. where no formal contract exists]
The above PCLs must be considered in conjunction with Paragraphs 1,2 and 3 above and Notes 1 to 5 below	



- Note 1: Written quotations / selected tenders means inviting offers from selected suppliers without public advertisement. It should be noted that procurement by quotation is usually on the basis of the suppliers' terms and conditions. For procurements which need to cover risks such as insurance, IPR (intellectual property rights), confidentiality, security, etc or in the case of service contracts where it is important to cover issues such as non-performance or disputes, **it is always advisable to issue written conditions of contract.** Queries regarding purchasing should be addressed to the DRD Purchasing Manager Central Procurement Directorate at Clare House, Airport Road West, Harbour Estate, Belfast, BT3 9ED.
- Note 2: It may not always be possible to obtain the required number of quotations. In this event a detailed reason must be noted on the relevant documentation including the options explored and actions taken to obtain the required quotations.
- Note 3: In the application of the above table, an Agency or Branch may fix lower financial limits if it is considered appropriate. Care should be taken to ensure that there is no possibility of any undue patronage and staff involved in the procurement process must make a declaration of interest where appropriate. In all their dealings, purchasers should do their best to preserve the highest standards of honesty, integrity, impartiality and objectivity.
- Note 4: All original documentation, including faxed and email quotations must be retained in hard copy format for 7 years.

Wilbert Mayne & Joe McGlade  
Joint Chair  
CDM Community Transport  
Unit 4 Derryloran Business Centre  
Sandholes Road  
Cookstown  
Co Tyrone  
BT80 9LU

**Public Transport Services Division**

Floor 3 – Room 329  
Clarence Court  
10-18 Adelaide Street  
BELFAST BT2 8GB

Telephone: 028 9054 0358  
Facsimile: 028 9054 0598  
Email: [ciarán.doran@drdni.gov.uk](mailto:ciarán.doran@drdni.gov.uk)

Your reference:  
Our reference: TFG2 1/2/15  
Date: 30 March 2015

Dear Wilbert & Joe

**CDM Community Transport – RTF Grant Award 2015-2016**

The purpose of this letter is to advise you of the Department's Offer of Grant assistance based upon our analysis of your costs as indicated in the Business and Financial Plan for 2015-2016 which sets out **CDM Community Transport's** proposals to provide Rural Transport Fund and Assisted Rural Travel Scheme services across the joint operational areas for **CDM & MUCS** during the period 01 April 2015 to 31 March 2016.

Although we understand that it is **CDM Community Transport's** intention to deliver these services the grant will be paid as a proportion of costs and is not specifically linked to a level of service. This is not; therefore, a contract for services and **CDM Community Transport** is not undertaking any legal obligation to deliver the service.

In accordance with Section 33(1) of the Transport Act (Northern Ireland) 2011, I am pleased to confirm that the Department is prepared to make an offer of grant for the 2015-2016 financial year, which will be available from the Rural Transport Fund. **The Department is content to provide a total of £443,085.18 grant offer for the period 01 April 2015 to 31 March 2016.**

The funding payments will be paid in advance in accordance with the Payments Schedule in this letter. March 2016 payment will be a retention and will only be released when the Department receives and verifies the audited accounts for the financial year. We reserve the right to ask for information in as is determined by the department.

The Department will make the payments directly into the nominated **CDM Community Transport** Bank Account **upon receipt of the original signed (by two Board Members, NOT staff) Grant Acceptance Form**. This must be accompanied by a formal written request for the initial payment and a copy of the appropriate bank statement or other documentation required by the Department to demonstrate evidence of need.

Only on receipt of a formal written request by an authorised officer accompanied by supporting evidence will the Department issue the subsequent payments  
 The following payment schedule will apply: -

Payment Dates	Payment Period	Total Cost
April 2015	Quarter One Paid in advance April – June 2015	£110,771.30
July 2015	Quarter Two Paid in advance July – September 2015	£110,771.30
October 2015	Quarter Three Paid in advance October – December 2015	£110,771.30
January 2016	Quarter Four Payment in advance for January & February 2016 only	£73,847.53
July 2016	March 2016 Retention Payment ( on receipt of audited accounts)	£36,923.77
	<b>TOTAL</b>	<b>£443,085.18</b>

#### ACCEPTANCE

CDM Community Transport will agree to maintain accurate and current financial records throughout the period to ensure that all grant is used solely for the purposes intended and in accordance with the Terms and Conditions of Grant and will either pay back any unused grant to the Department at the end of the period or use it as directed by the Department.

- The Department reserves the right to withdraw the offer of funding if it is not accepted within ONE month of the date of this letter.
- We reserve the right to ask for other information as required.

Please note that by agreeing to this offer you are accepting the Standard Terms and Conditions associated with the grant programme, copy attached.

Please retain a copy of this Letter of Offer, the Grant Acceptance Form and the Terms & Conditions of Grant for your records.

Yours sincerely

**CIARAN DORAN**  
 Public Transport Services Division

## Acceptance Form for Standard Terms and Conditions of Rural Transport Fund Grant 2015-2016

**To:** Department for Regional Development

**From:** CDM Community Transport

**Reference:** TFG2 1/2/15

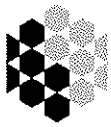
Your offer of funding from the **Rural Transport Fund** is accepted.

We understand that the grant award of **£443,085.18** is to be used by **CDM Community Transport** to enable it to undertake the activities outlined in its agreed Business Plan. The period to which the grant will relate is from **01 April 2015 to 31 March 2016**.

We have also read and understood the ***Standard Terms and Conditions of Grant*** from the Department for Regional Development.

By signing below, we accept the offer of a grant from the **Rural Transport Fund** on these terms (the **Grant Confirmation Letter of Offer dated 27 March 2015** refers) and on behalf of the organisation named below, for which we are authorised to act.

Name:		
Signature		Date:
Position		
Name:		
Signature		Date:
Position		
Organisation	<b>CDM Community Transport</b>	



## RURAL TRANSPORT FUND

### STANDARD TERMS AND CONDITIONS OF GRANT FUNDING

1. The aims of the Rural Transport Funding (RTF) are:
  - To support transport services designed to give people in rural areas improved access to local amenities and public transport and assist in reducing their social exclusion

The RTF offers support through two primary means of assistance:

  - Revenue and capital funding for Rural Community Transport Partnerships that offer a range of complementary services to the public network for their members.
2. The Department has the power to make grants under Part 5 Section 33 of the Transport Act (Northern Ireland) 2011.
3. No agreement comes into existence between the Department and the applicant until the Department confirms in writing (Letter of Offer) that the applicant has been successful and that a grant is to be made; and a duly signed Grant Acceptance Form, which states that the successful applicant accepts these Terms and Conditions, is returned to the Department.
4. If an applicant proceeds with the project before an agreement is concluded, they do so entirely at their own risk and expense.
5. Any information submitted to the Department in relation to grant applications and subsequent claims for advances of grant may be made available by the Department to other Departments or Agencies for the purposes of preventing or detecting crime.
6. Under Article 3 of the Audit and Accountability (NI) Order 2003, the Comptroller and Auditor General's office may require access to papers and records that relate to the RTF, for the purpose of a Value For Money (VFM) examination. Successful applicants will comply with any request for access.
7. Successful applicants will not seek or make any application for financial assistance from any other government department, public body or agency in respect of the expenditure for which the grant is or may become payable by the Department under the terms of this agreement. In this respect this Department may request information to assure itself of this.

8. The Applicant shall indemnify and keep indemnified the DRD against all actions, proceedings, costs, claims, demands, and liabilities arising out of the management or operation of the Project. This would include the maintenance of insurance policies, such as, Employers' Liability Insurance, Professional Indemnity/Directors and Officers/Fidelity Insurance, Buildings and Property Contents Insurance (to include IT equipment) and Public Liability.
9. Before the grant is awarded, successful applicants must confirm in writing that they agree to adhere to the following:
  - (a) The grant must be used solely for the purpose set out in the approved application and is not transferable. If there is any material change in the project, the applicant undertakes to bring this to the attention of the Department. A change in ownership, management or location of the project constitutes a material change.
  - (b) The grant shall support only actual expenditure on the items identified in the approved Business Plan submission. Any under spend on the project must either be returned to DRD in its entirety, if RTF support is ceasing, or if funding is continuing then the under spend will be taken into account when agreeing a new offer. The Department reserves the right to specify the evidence required to ensure this condition is met and specifically the nature of the accounting and audit assurances we require.
  - (c) The grant will not be increased to deal with overspend. If there are good, legitimate reasons for needing more funding, the applicant should contact Public Transport Services Division as soon as they become known. In no circumstances will the Department consider increases in grant for the following:
    - Miscalculation of VAT or other tax liabilities;
    - Additions to the original project, unless made as a condition of grant or with prior written agreement.
  - (d)
    - (i) The financial management system for this Project must demonstrate effective controls and must present clear audit trails at all times.
    - (ii) In accordance with RTF Fraud Guidance the Applicant must immediately inform DRD in the event of the identification of any administrative errors in grant claims, acts of fraud and/or any circumstance that has caused or is likely to cause a loss or misuse of funding. The Applicant must submit a full and detailed report in writing to DRD.
    - (iii) The Applicant's accounting records must separately record all monies received and expended under this Project and this grant. The Department expects to see this reflected in an agreed Accounts format.
    - (iv) The Applicant must have documented internal procedures for expenditure and financial control including bank account details, cheque signatories, and expenditure authorisation levels.
    - (v) The Applicant must ensure they keep clear audit trails. The DRD requires: -

- The Applicant to set up a separate bank account for the disbursement of eligible project expenditure.

Or - if pre-agreed

- The Applicant to maintain either a separate accounting system or an adequate accounting codification of all transactions relating to the offer of Financial Assistance.
  - Such Applicants will be required to demonstrate to the DRD that its system guarantees a clear audit trail with regard to all aspects of the project's finances.
  - Applicants wishing to adopt this arrangement **must** obtain DRD's prior written approval to do so.
  - Should subsequent systems checks by the DRD, or its designated agent/representative, reveal insurmountable shortcomings, then the use of a dedicated bank account will be mandatory.
- (vi) Any changes to the bank account details must be notified to DRD in a letter signed by two office bearers. All such changes must be notified to DRD before the account 'goes live'.
- (vii) Original invoices and bank statements must substantiate items of expenditure being claimed.
- (viii) No employee of the organisation may enter into any arrangement with the Applicant, in addition to their roles as an employee, to supply goods, facilities or services to the Project for payment, unless prior agreement is sought and the DRD have approved such arrangement, in writing.
- (ix) Assets acquired with the help of a RTF grant must not be offered as security for a loan without the prior written permission of DRD.
- (x) The Applicant must disclose details of any financial assistance (for example in the form of grant, assistance, loan or gift, from whatever source, public or private) towards the eligible project costs as these could affect this offer of grant aid. Copy documentation relating to this other funding must be forwarded to DRD within one month of receipt of the offer.

An award of RTF grant does not imply that the Department confirms the legality, appropriateness, safety or any other aspects of the operation. It is the organisation's own responsibility to ensure that it has the appropriate licences, permits, insurance, documentation, qualifications and finances to enable the legal and safe operation of their project. Failure to operate a scheme in a legal, safe manner will lead to action by the Department to recover RTF grant paid.

(e) Repayment of the grant may be required if:-

- The organisation ceases to operate, is declared bankrupt or is placed in receivership, administration or liquidation;
- The organisation fails to apply the grant solely for the purposes for which it was awarded, or fails to complete the project;

- The organisation fails to comply with the conditions of the grant;
  - The organisation has acted fraudulently or negligently at any time
- (f) Organisations must be able to produce for inspection, at any reasonable time, all records relevant to the operation supported by a RTF grant.
- (g) Organisations must comply with the Department's Procurement Control Limits (see Appendix 1).
- (h) Organisations must adopt proper record keeping procedures that conform to the Data Protection Act, ensuring that timely and accurate financial, statistical and operational reports can be made.

Recipients of RTF grant must supply the Department with:-

- Any financial or other information including membership details required to monitor expenditure in the format set down by the Department. Financial information should be forwarded quarterly and presented on an accrual basis.
- End of year accounts **must be audited and must include an audit certification** stating that 'the RTF grant has been used solely for the purposes intended and in accordance with the terms and conditions of grant'. The Applicant must provide one set of audited accounts per new operational area, on the template provided by the Department, regardless of whether the service is being provided by a single organisation or by a multi-partnership approach. The accounts must be presented in the format required by the Department.
- Accounts must show that any income generated or received through the Dial-a-Lift Scheme, Assisted Rural Transport Scheme or Disability Action Transport Scheme is designated as Restricted Income and shown separately.
- Relevant financial information (e.g. annual accounts) about companies or organisations linked to any Grant Recipient should be made available to the Department if requested.
- Regular progress reports on the project including agreed statistical information, minutes of meetings, copies of marketing materials, newsletters etc;

Any delay in forwarding the statistical or financial information may result in grant payments being suspended; and

Information to enable DRD to comply with its obligations under Section 75 of NI Act 1998. This may include personal data on members. The relevant permissions should be sought.

**NOTE:** Any information you provide to the Department will be processed by the Department's Public Transport Services Division for the purposes of managing and operating the RTF. The Department may use any non-personal statistical data collected to analyse current, and plan for future uses of the RTF. The Department may also use any data collected to investigate cases of alleged fraudulent use.



10. Those Applicants that operate or administer transport services delivered under a 10B permit should only do so in connection with activities concerned with:
- i) Education;
  - ii) Religion;
  - iii) Social Welfare;
  - iv) Recreation; or
  - v) Other activities of benefit to the community  
(Transport (Amendment) (Northern Ireland) Order 1990)

An Applicant's 10B Permit will specify those passenger classes that it is allowed to serve.

11. Additionally Applicants must take due cognisance of existing transport provision and only seek to complement it and enhance social inclusion when considering their membership and the services on offer. Applicants must not undertake any services that may contravene competition rules with other transport providers.
12. **Applicants must ensure that they are represented at all of the Managers meetings.** These meetings are used by the Department as the primary method of communicating Departmental policy and instructions. They are also used to give all managers updates on any on-going projects which may affect their respective Partnerships during the current grant period.

13. **Employment Legislation**

The Applicant shall comply with the requirements of all relevant/current EC Directives and legislation relating to working conditions, health and safety at work, etc. The Project Promoters shall comply with the requirements of the following or any subsequent legislation: -

- Sex Discrimination (NI) Orders 1976 and 1988
- the Fair Employment (NI) Acts 1976 and 1989
- the Disability Discrimination Act 1995 (as modified by Schedule 8 thereof for application in Northern Ireland)
- the Race Relations (NI) order 1997
- Section 75 of the Northern Ireland Act 1998 and any enactment amending, extending or replacing the same.

No employee of the organisation or member of the Board/Committee shall play any part in the conduct of a recruitment exercise to fill an employee post if he/she is a candidate for that post. A member of the Board/Committee who wishes to apply for a post as a Project employee must first resign their membership of the Board/Committee.

14. **Project Monitoring and Inspection**

The following organisations and their agents/representatives shall have the right to inspect the Project at any time; to enter the Applicant's premises at any reasonable time to interview any person, inspect any asset, and inspect, copy or record any accounting or other record; and to require such further information to be supplied as they think fit and to be provided with such documents or items as they shall require:-

- DRD; and
- Northern Ireland Audit Office.

The Applicant must keep and make available on request financial and monitoring records.

The purpose of these inspections will be to establish that projects: -

- are eligible for RTF support;
- are delivering RTF services on the ground;
- accord with the description made in the project application;
- are implemented with appropriate financial control; and
- receive financial assistance in accordance with documented eligible expenditure.

The Applicants must put in place adequate equipment maintenance procedures and agree to inspection of equipment provided with RTF grant assistance at any reasonable time by DRD, or its inspection agents.

The Applicants must be able to produce for inspection at any reasonable time all records relevant to the equipment and/or operation(s) supported by a RTF grant.

Site visits will be undertaken by DRD or its designated agents/representatives throughout the period of funding. The Applicant shall explain any unresolved issues arising from the said visits to the satisfaction of DRD before approval for future payments is given.

15. Successful applicants should make reasonable efforts to assist the Department in publicising the work of the RTF, in particular by:-

- Incorporating the RTF logo on the organisation's headed paper and publicity material (electronic versions of the various RTF logos will be provided by the Department);
- Co-operating with the Department in respect of articles about the RTF. We may use the name of your organisation in our publicity material. However, we will be sensitive to any situations where individual confidentiality is an issue;
- Notifying the Department of any official project launches; and
- Acknowledging the receipt of support from the RTF in your annual report and/or accounts for the period covered by the grant.

16. **Reserves Level**

The level of reserves which is retained by the organisation can be subject to discussion with the Department in light of business planning processes but should be in line with the SORP guidance for Charities. It is also a requirement of SORP that the Reserves Policy be outlined in the Annual Report. The Department reserves the right to examine these Reserves in detail.

18. **Training**

- To ensure that training requirements are fully met all Applicants in receipt of RTF

grant support must complete an annual training plan. They should report on what training has been delivered, by whom and the cost on the bi-annual assurance statement sent to the Department.

- There are/will be certain training courses that are deemed by DRD to be compulsory for all Applicants in receipt of RTF grant support, namely, Governance Training, Finance Training including Fraud Awareness & Fraud Response Plan, IIP, Minibus Management, MiDAS or any other training identified by DRD. Proof of attendance at these courses should be retained for inspection and updated as and when required, and information provided as per above.

**DRD - PROCUREMENT CONTROL LIMITS (PCLs)**

1. Goods and services purchased for the delivery of this project must be sourced in accordance with the following Procurement guidance. At all times due consideration should be given to ensure best value for money and open, fair and transparent competition.

Organisations must always adhere to the PCLs as set out in the table below to ensure that the transaction cost of procurement is efficient, whilst maintaining a sufficient level of supplier sourcing to achieve value for money through competition.

Where goods or a service costs **£100 or less** and it is not cost effective to obtain two oral quotations, it is in order to purchase on the basis of one oral quotation, provided that the officer responsible for the particular procurement is satisfied that value for money is being obtained. Written confirmation should be sought from the selected supplier prior to delivery.

Applicants are reminded that the **sub-division** of a procurement order with the objective of avoiding the seeking of the required number of quotations / written tenders **runs contrary to procurement guidance and is not permitted.**

**Remember to retain copies of all documentation in respect of procurement for monitoring purposes.**

<b>Estimated Value of Order (excluding VAT)</b>	<b>Number of Quotations/Selected Tenders Required</b>
Up to £1,500	2/3 oral quotations [i.e. where no formal contract exists] [fax / email confirmation must be obtained]
Greater than £1,500 to £10,000	4 selected tenders [i.e. where no formal contract exists]
Greater than £10,000 to £30,000	5 selected tenders [i.e. where no formal contract exists]
Greater than £30,000 up to EU Thresholds	Publicly advertised tender competition [i.e. where no formal contract exists]
The above PCLs must be considered in conjunction with Paragraphs 1,2 and 3 above and Notes 1 to 5 below	

- Note 1: Written quotations / selected tenders means inviting offers from selected suppliers without public advertisement. It should be noted that procurement by quotation is usually on the basis of the suppliers' terms and conditions. For procurements which need to cover risks such as insurance, IPR (intellectual property rights), confidentiality, security, etc or in the case of service contracts where it is important to cover issues such as non-performance or disputes, **it is always advisable to issue written conditions of contract.** Queries regarding purchasing should be addressed to the DRD Purchasing Manager Central Procurement Directorate at Clare House, Airport Road West, Harbour Estate, Belfast, BT3 9ED.
- Note 2: It may not always be possible to obtain the required number of quotations. In this event a detailed reason must be noted on the relevant documentation including the options explored and actions taken to obtain the required quotations.
- Note 3: In the application of the above table, an Agency or Branch may fix lower financial limits if it is considered appropriate. Care should be taken to ensure that there is no possibility of any undue patronage and staff involved in the procurement process must make a declaration of interest where appropriate. In all their dealings, purchasers should do their best to preserve the highest standards of honesty, integrity, impartiality and objectivity.
- Note 4: All original documentation, including faxed and email quotations must be retained in hard copy format for 7 years.

RECEIVED

27 MARCH 2015

PTS

## Acceptance Form for Standard Terms and Conditions of Rural Transport Fund Grant 2015-2016

To: Department for Regional Development

From: North Coast Community Transport

Reference: TFG2 1/2/15

Your offer of funding from the **Rural Transport Fund** is accepted.

We understand that the grant award of **£419,122.40** is to be used by **North Coast Community Transport** to enable it to undertake the activities outlined in its agreed Business Plan. The period to which the grant will relate is from **01 April 2015 to 31 March 2016**.

We have also read and understood the *Standard Terms and Conditions of Grant* from the Department for Regional Development.

By signing below, we accept the offer of a grant from the **Rural Transport Fund** on these terms (the **Grant Confirmation Letter of Offer** dated **27 March 2015** refers) and on behalf of the organisation named below, for which we are authorised to act.

Name:	URSULA CORLE Mc GINNIS	
Signature	L. Lynn Mc Ginnis	Date: 29-4-15.
Position	Chairman	
Name:	MARIE MC GINNIS	
Signature	Marie Mc Ginnis	Date: 29.04.15
Position	Treasurer	
Organisation	North Coast Community Transport	



John Spiers  
Chairperson  
Southern Area Community Transport Partnerships  
39 High Street  
Lurgan  
Co Armagh  
BT66 8AH

RECEIVED

(08 00 00 00)

PTS

**Public Transport Services Division**

Floor 3 – Room 329  
Clarence Court  
10-18 Adelaide Street  
BELFAST BT2 8GB

Telephone: 028 9054 0358  
Facsimile: 028 9054 0598  
Email: [ciaran.doran@drdni.gov.uk](mailto:ciaran.doran@drdni.gov.uk)

Your reference:  
Our reference: TFG2 1/2/15  
Date: 30 March 2015

Dear John

**Southern Area Partnerships – RTF Grant Award 2015-2016**

The purpose of this letter is to advise you of the Department's Offer of Grant assistance based upon our analysis of your costs as indicated in the Business and Financial Plan for 2015-2016 which sets out **Down Armagh Rural Transport's** proposals to provide Rural Transport Fund and Assisted Rural Travel Scheme services across the joint operational areas for **ART, DART & NMCT Rural Transport** during the period 01 April 2015 to 31 March 2016.

Although we understand that it is **Down Armagh Rural Transport's** intention to deliver these services the grant will be paid as a proportion of costs and is not specifically linked to a level of service. This is not, therefore, a contract for services and **Down Armagh Rural Transport** is not undertaking any legal obligation to deliver the service.

In accordance with Section 33(1) of the Transport Act (Northern Ireland) 2011, I am pleased to confirm that the Department is prepared to make an offer of grant for the 2015-2016 financial year, which will be available from the Rural Transport Fund. **The Department is content to provide a total of £310,629.70 grant offer for the period 01 April 2015 to 31 March 2016.**

The funding payments will be paid in advance in accordance with the Payments Schedule in this letter. March 2016 payment will be a retention and will only be released when the Department receives and verifies the audited accounts for the financial year. We reserve the right to ask for information in as is determined by the department.

The Department will make the payments directly into the nominated **Down Armagh Rural Transport** Bank Account upon receipt of the original signed (by two Board Members, NOT staff) Grant Acceptance Form. This must be accompanied by a formal written request for the initial payment and a copy of the appropriate bank statement or other documentation required by the Department to demonstrate evidence of need.



Only on receipt of a formal written request by an authorised officer accompanied by supporting evidence will the Department issue the subsequent payments  
 The following payment schedule will apply: -

Payment Dates	Payment Period	Total Cost
April 2015	Quarter One Paid in advance April – June 2015	£77,657.43
July 2015	Quarter Two Paid in advance July – September 2015	£77,657.43
October 2015	Quarter Three Paid in advance October – December 2015	£77,657.43
January 2016	Quarter Four Payment in advance for January & February 2016 only	£51,771.62
July 2016	March 2016 Retention Payment ( on receipt of audited accounts)	£25,885.81
	<b>TOTAL</b>	<b>£310,629.70</b>

#### ACCEPTANCE

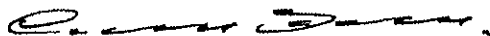
Down Armagh Rural Transport will agree to maintain accurate and current financial records throughout the period to ensure that all grant is used solely for the purposes intended and in accordance with the Terms and Conditions of Grant and will either pay back any unused grant to the Department at the end of the period or use it as directed by the Department.

- The Department reserves the right to withdraw the offer of funding if it is not accepted within ONE month of the date of this letter.
- We reserve the right to ask for other information as required.

Please note that by agreeing to this offer you are accepting the Standard Terms and Conditions associated with the grant programme, copy attached.

Please retain a copy of this Letter of Offer, the Grant Acceptance Form and the Terms & Conditions of Grant for your records.

Yours sincerely



**CIARAN DORAN**  
 Public Transport Services Division

## Acceptance Form for Standard Terms and Conditions of Rural Transport Fund Grant 2015-2016

**To:** Department for Regional Development  
**From:** Down Armagh Rural Transport (Southern Area Partnerships)  
**Reference:** TFG11/2/15

Your offer of funding from the Rural Transport Fund is accepted.

We understand that the grant award of £310,629.70 is to be used by Down Armagh Rural Transport to enable it to undertake the activities outlined in its agreed Business Plan. The period to which the grant will relate is from 01 April 2015 to 31 March 2016.

We have also read and understood the *Standard Terms and Conditions of Grant* from the Department for Regional Development.

By signing below, we accept the offer of a grant from the Rural Transport Fund on these terms (the **Grant Confirmation Letter of Offer** dated 27 March 2015 refers) and on behalf of the organisation named below, for which we are authorised to act.

Name:	JOHN SPIERS	
Signature	John Spiers	Date: 3/4/15
Position	CHAIRPERSON	
Name:	JOHN MAGENNIS	
Signature	John Magennis	Date: 3/4/15
Position	Vice-Chairperson	
Organisation	Down Armagh Rural Transport	



## RURAL TRANSPORT FUND

### STANDARD TERMS AND CONDITIONS OF GRANT FUNDING

1. The aims of the Rural Transport Funding (RTF) are:
  - To support transport services designed to give people in rural areas improved access to local amenities and public transport and assist in reducing their social exclusion

The RTF offers support through two primary means of assistance:

  - Revenue and capital funding for Rural Community Transport Partnerships that offer a range of complementary services to the public network for their members.
2. The Department has the power to make grants under Part 5 Section 33 of the Transport Act (Northern Ireland) 2011.
3. No agreement comes into existence between the Department and the applicant until the Department confirms in writing (Letter of Offer) that the applicant has been successful and that a grant is to be made; and a duly signed Grant Acceptance Form, which states that the successful applicant accepts these Terms and Conditions, is returned to the Department.
4. If an applicant proceeds with the project before an agreement is concluded, they do so entirely at their own risk and expense.
5. Any information submitted to the Department in relation to grant applications and subsequent claims for advances of grant may be made available by the Department to other Departments or Agencies for the purposes of preventing or detecting crime.
6. Under Article 3 of the Audit and Accountability (NI) Order 2003, the Comptroller and Auditor General's office may require access to papers and records that relate to the RTF, for the purpose of a Value For Money (VFM) examination. Successful applicants will comply with any request for access.
7. Successful applicants will not seek or make any application for financial assistance from any other government department, public body or agency in respect of the expenditure for which the grant is or may become payable by the Department under the terms of this agreement. In this respect the Department may request information to assure itself of this.

## Acceptance Form for Standard Terms and Conditions of Rural Transport Fund Grant 2015-2016

**To:** Department for Regional Development  
**From:** Mid-Ulster Community Services  
**Reference:** TFG2 1/2/15

Your offer of funding from the Rural Transport Fund is accepted.

We understand that the grant award of £443,085.18 is to be used by CDM Community Transport and Mid-Ulster Community Services Ltd to enable it to undertake the activities outlined in its agreed Business Plan. The period to which the grant will relate is from 01 April 2015 to 31 March 2016.

We have also read and understood the *Standard Terms and Conditions of Grant* from the Department for Regional Development.

By signing below, we accept the offer of a grant from the Rural Transport Fund on these terms (the Grant Confirmation Letter of Offer dated 27 March 2015 refers) and on behalf of the organisation named below, for which we are authorised to act.

Name:	SEAMUS DAVEY.	
Signature	<i>Seamus Davey</i>	Date: 14-4-15
Position	CHAIRPERSON	
Name:	MARTIN MCERLEAN	
Signature	<i>M McErlean</i>	Date: 10-4-15
Position	DIRECTOR	
Organisation	Mid-Ulster Community Services Ltd	



## Acceptance Form for Standard Terms and Conditions of Rural Transport Fund Grant 2015-2016

**To:** Department for Regional Development

**From:** Lagan Valley Rural Transport

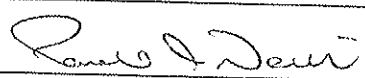
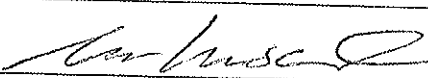
**Reference:** TFG2 1/2/15

Your offer of funding from the Rural Transport Fund is accepted.

We understand that the grant award of **£125,586.70** is to be used by **Lagan Valley Rural Transport** to enable it to undertake the activities outlined in its agreed Business Plan. The period to which the grant will relate is from **01 April 2015 to 31 March 2016**.

We have also read and understood the *Standard Terms and Conditions of Grant* from the Department for Regional Development.

By signing below, we accept the offer of a grant from the Rural Transport Fund on these terms (the Grant Confirmation Letter of Offer dated 27 March 2015 refers) and on behalf of the organisation named below, for which we are authorised to act.

Name:	PAMELA NEILL	
Signature		Date: 9/4/15
Position	COMPANY SECRETARY	
Name:	MARION BUSCH	
Signature		Date: 9/04/2015
Position	DIRECTOR	
Organisation	Lagan Valley Rural Transport	



RECEIVED

23/4/15

PTS

## Acceptance Form for Standard Terms and Conditions of Rural Transport Fund Grant 2015-2016

To: Department for Regional Development

From: Fermanagh Community Transport



Reference: TFG2 1/2/15

Your offer of funding from the Rural Transport Fund is accepted.

We understand that the grant award of £350,613.09 is to be used by Fermanagh Community Transport to enable it to undertake the activities outlined in its agreed Business Plan. The period to which the grant will relate is from 01 April 2015 to 31 March 2016.

We have also read and understood the *Standard Terms and Conditions of Grant* from the Department for Regional Development.

By signing below, we accept the offer of a grant from the Rural Transport Fund on these terms (the Grant Confirmation Letter of Offer dated 27 March 2015 refers) and on behalf of the organisation named below, for which we are authorised to act.

Name:	LUCY BUCHANAN	
Signature		Date: 23/4/15
Position	CHAIRMAN	
Name:	Bernward Schuermann	
Signature		Date: 23/4/15
Position	Treasurer	
Organisation	Fermanagh Community Transport	





## Acceptance Form for Standard Terms and Conditions of Rural Transport Fund Grant 2015-2016

To: Department for Regional Development

From: Easilink Community Transport

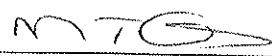
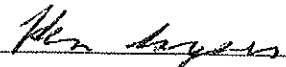
Reference: TFG2 1/2/15

Your offer of funding from the Rural Transport Fund is accepted.

We understand that the grant award of £334,000.00 is to be used by Easilink Community Transport to enable it to undertake the activities outlined in its agreed Business Plan. The period to which the grant will relate is from 01 April 2015 to 31 March 2016.

We have also read and understood the *Standard Terms and Conditions of Grant* from the Department for Regional Development.

By signing below, we accept the offer of a grant from the Rural Transport Fund on these terms (the Grant Confirmation Letter of Offer dated 27 March 2015 refers) and on behalf of the organisation named below, for which we are authorised to act.

Name:	MARY T CONWAY	
Signature		Date: 30/4/2015
Position	CHAIRPERSON	
Name:	KEN SAYERS	
Signature		Date: 30/4/2015
Position	SECRETARY	
Organisation	Easilink Community Transport	



Francis Casement  
Chairperson  
Down District Accessible Transport  
T/A Down Community Transport  
Innovation House  
Down Business Centre, Office 9  
46 Belfast Road  
Downpatrick  
BT30 9UP

**Public Transport Services Division**

Floor 3 – Room 329  
Clarence Court  
10-18 Adelaide Street  
BELFAST BT2 8GB

Telephone: 028 9054 0358  
Facsimile: 028 9054 0598  
Email: [ciarán.doran@drdni.gov.uk](mailto:ciarán.doran@drdni.gov.uk)

Your reference:  
Our reference: TFG2 1/2/15  
Date: 30 March 2015

RECEIVED

03 11 2015

PTS

Dear Francis

**Down District Accessible Transport – RTF Grant Award 2015-2016**

The purpose of this letter is to advise you of the Department's Offer of Grant assistance based upon our analysis of your costs as indicated in the Business and Financial Plan for 2015-2016 which sets out **Down District Accessible Transport's** proposals to provide Rural Transport Fund and Assisted Rural Travel Scheme services across the operational area for **Down District Accessible Transport** during the period 01 April 2015 to 31 March 2016.

Although we understand that it is **Down District Accessible Transport's** intention to deliver these services the grant will be paid as a proportion of costs and is not specifically linked to a level of service. This is not, therefore, a contract for services and **Down District Accessible Transport** is not undertaking any legal obligation to deliver the service.

In accordance with Section 33(1) of the Transport Act (Northern Ireland) 2011, I am pleased to confirm that the Department is prepared to make an offer of grant for the 2015-2016 financial year, which will be available from the Rural Transport Fund. **The Department is content to provide a total of £323,542.81 grant offer for the period 01 April 2015 to 31 March 2016.**

The funding payments will be paid in advance in accordance with the Payments Schedule in this letter. March 2016 payment will be a retention and will only be released when the Department receives and verifies the audited accounts for the financial year. We reserve the right to ask for information in as is determined by the department.

The Department will make the payments directly into the nominated **Down District Accessible Transport** Bank Account upon receipt of the original signed (by two Board Members, NOT staff) Grant Acceptance Form. This must be accompanied by a formal written request for the initial payment and a copy of the appropriate bank statement or other documentation required by the Department to demonstrate evidence of need.

Only on receipt of a formal written request by an authorised officer accompanied by supporting evidence will the Department issue the subsequent payments  
 The following payment schedule will apply: -

Payment Dates	Payment Period	Total Cost
April 2015	Quarter One Paid in advance April – June 2015	£80,885.70
July 2015	Quarter Two Paid in advance July – September 2015	£80,885.70
October 2015	Quarter Three Paid in advance October – December 2015	£80,885.70
January 2016	Quarter Four Payment in advance for January & February 2016 only	£53,923.80
July 2016	March 2016 Retention Payment ( on receipt of audited accounts)	£26,961.90
	<b>TOTAL</b>	<b>£323,542.81</b>

#### ACCEPTANCE

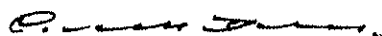
Down District Accessible Transport will agree to maintain accurate and current financial records throughout the period to ensure that all grant is used solely for the purposes intended and in accordance with the Terms and Conditions of Grant and will either pay back any unused grant to the Department at the end of the period or use it as directed by the Department.

- The Department reserves the right to withdraw the offer of funding if it is not accepted within ONE month of the date of this letter.
- We reserve the right to ask for other information as required.

Please note that by agreeing to this offer you are accepting the Standard Terms and Conditions associated with the grant programme, copy attached.

Please retain a copy of this Letter of Offer, the Grant Acceptance Form and the Terms & Conditions of Grant for your records.

Yours sincerely



**CIARAN DORAN**  
 Public Transport Services Division

## Acceptance Form for Standard Terms and Conditions of Rural Transport Fund Grant 2015-2016

To: Department for Regional Development

From: Down District Accessible Transport

Reference: TFG2 1/2/15

Your offer of funding from the Rural Transport Fund is accepted.

We understand that the grant award of £323,542.81 is to be used by Down District Accessible Transport to enable it to undertake the activities outlined in its agreed Business Plan. The period to which the grant will relate is from 01 April 2015 to 31 March 2016.

We have also read and understood the *Standard Terms and Conditions of Grant* from the Department for Regional Development.

By signing below, we accept the offer of a grant from the Rural Transport Fund on these terms (the Grant Confirmation Letter of Offer dated 27 March 2015 refers) and on behalf of the organisation named below, for which we are authorised to act.

Name:	FRANCIS CASEMENT	
Signature	Francis Casement	Date: 02-04-2015
Position	CHAIR PERSON	
Name:	CLIVE WALLINGTON	
Signature	Clive Wallington	Date: 02-04-2015
Position	TREASURER	
Organisation	Down District Accessible Transport	



## **RURAL TRANSPORT FUND**

### **STANDARD TERMS AND CONDITIONS OF GRANT FUNDING**

1. The aims of the Rural Transport Funding (RTF) are:

- To support transport services designed to give people in rural areas improved access to local amenities and public transport and assist in reducing their social exclusion

The RTF offers support through two primary means of assistance:

- Revenue and capital funding for Rural Community Transport Partnerships that offer a range of complementary services to the public network for their members.
2. The Department has the power to make grants under Part 5 Section 33 of the Transport Act (Northern Ireland) 2011.
  3. No agreement comes into existence between the Department and the applicant until the Department confirms in writing (Letter of Offer) that the applicant has been successful and that a grant is to be made; and a duly signed Grant Acceptance Form, which states that the successful applicant accepts these Terms and Conditions, is returned to the Department.
  4. If an applicant proceeds with the project before an agreement is concluded, they do so entirely at their own risk and expense.
  5. Any information submitted to the Department in relation to grant applications and subsequent claims for advances of grant may be made available by the Department to other Departments or Agencies for the purposes of preventing or detecting crime.
  6. Under Article 3 of the Audit and Accountability (NI) Order 2003, the Comptroller and Auditor General's office may require access to papers and records that relate to the RTF, for the purpose of a Value For Money (VFM) examination. Successful applicants will comply with any request for access.
  7. Successful applicants will not seek or make any application for financial assistance from any other government department, public body or agency in respect of the expenditure for which the grant is or may become payable by the Department under the terms of this agreement. In this respect this Department may request information to assure itself of this.

## Acceptance Form for Standard Terms and Conditions of Rural Transport Fund Grant 2015-2016

**To:** Department for Regional Development

**From:** CDM Community Transport

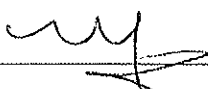
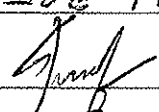
**Reference:** TFG2 1/2/15

Your offer of funding from the **Rural Transport Fund** is accepted.

We understand that the grant award of **£443,085.18** is to be used by **CDM Community Transport** to enable it to undertake the activities outlined in its agreed Business Plan. The period to which the grant will relate is from **01 April 2015 to 31 March 2016**.

We have also read and understood the *Standard Terms and Conditions of Grant* from the Department for Regional Development.

By signing below, we accept the offer of a grant from the **Rural Transport Fund** on these terms (the **Grant Confirmation Letter of Offer** dated **27 March 2015** refers) and on behalf of the organisation named below, for which we are authorised to act.

Name:	WILBERT MAYNE	
Signature		Date: 13/4/15
Position	JOINT CHAIR	
Name:	JOE Mc GURR	
Signature		Date: 13/4/15
Position	JOINT CHAIR	
Organisation	CDM Community Transport	





## Acceptance Form for Standard Terms and Conditions of Rural Transport Fund Grant 2015-2016

**To:** Department for Regional Development  
**From:** Down Armagh Rural Transport (Southern Area Partnerships)  
**Reference:** TFG2 1/2/15

Your offer of funding from the Rural Transport Fund is accepted.

We understand that the grant award of £310,629.70 is to be used by Down Armagh Rural Transport to enable it to undertake the activities outlined in its agreed Business Plan. The period to which the grant will relate is from 01 April 2015 to 31 March 2016.

We have also read and understood the *Standard Terms and Conditions of Grant* from the Department for Regional Development.

By signing below, we accept the offer of a grant from the Rural Transport Fund on these terms (the Grant Confirmation Letter of Offer dated 27 March 2015 refers) and on behalf of the organisation named below, for which we are authorised to act.

Name:	BRIAN QUINN	
Signature	Brian Quinn	Date: 20 <sup>th</sup> MARCH 15
Position	CHAIRPERSON	
Name:	T W DAVIS	
Signature	T W Davis	Date: 20 <sup>th</sup> MARCH 15
Position	BOARD MEMBER	
Organisation	NEWRY & MOURNE COMMUNITY TRANSPORT Down Armagh Rural Transport	



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## Acceptance Form for Standard Terms and Conditions of Rural Transport Fund Grant 2015-2016



To: Department for Regional Development  
From: Down Armagh Rural Transport (Southern Area Partnerships)  
Reference: TFG2 1/2/15

Your offer of funding from the **Rural Transport Fund** is accepted.

We understand that the grant award of **£310,629.70** is to be used by **Down Armagh Rural Transport** to enable it to undertake the activities outlined in its agreed Business Plan. The period to which the grant will relate is from **01 April 2015 to 31 March 2016**.

We have also read and understood the *Standard Terms and Conditions of Grant* from the Department for Regional Development.

By signing below, we accept the offer of a grant from the **Rural Transport Fund** on these terms (the **Grant Confirmation Letter of Offer** dated **27 March 2015** refers) and on behalf of the organisation named below, for which we are authorised to act.

Name:	SYLVIA McROBERTS	
Signature		Date: 14/4/2015
Position	CHAIR	
Name:	JOHN DOOGAN	
Signature		Date: 14/4/2015
Position	COMMITTEE VICE CHAIR	
Organisation	Down Armagh Rural Transport	



## Acceptance Form for Standard Terms and Conditions of Rural Transport Fund Grant 2015-2016

**To:** Department for Regional Development

**From:** South Antrim Community Transport

**Reference:** TFG2 1/2/15

Your offer of funding from the Rural Transport Fund is accepted.

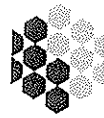
We understand that the grant award of £128,353.71 is to be used by South Antrim Community Transport to enable it to undertake the activities outlined in its agreed Business Plan. The period to which the grant will relate is from 01 April 2015 to 31 March 2016.

We have also read and understood the *Standard Terms and Conditions of Grant* from the Department for Regional Development.

By signing below, we accept the offer of a grant from the Rural Transport Fund on these terms (the Grant Confirmation Letter of Offer dated 27 March 2015 refers) and on behalf of the organisation named below, for which we are authorised to act.

Name:	Elizabeth BELL.	
Signature	Elizabeth Bell.	Date: 20.4.15
Position	Chairman	
Name:	HENRY MARRON	
Signature	Henry Marron	Date: 20.4.2015
Position	TREASURER	
Organisation	South Antrim Community Transport	





Department for  
**Regional  
Development**  
www.drdni.gov.uk

Ursula Coll (Chair)  
North Coast Community Transport  
Ivan Wilson Complex  
277 Dunhill Road  
Coleraine  
BT51 3QJ

Clarence Court  
10-18 Adelaide Street  
Belfast  
BT2 8GB

Tel: 028 9054 0105  
Fax: 028 9054 0028  
Email: private.office@drdni.gov.uk

Your Ref:  
Our Ref: DRD/COR/1178/2015  
Date: 30 April 2015

Ursula

Thank you for your letter of 27<sup>th</sup> March to Danny Kennedy MLA via the Community Transport Network regarding the allocation of funding for the Rural Community Partnerships for 2015/16. The Minister has read your letter and asked me to reply.

The Minister notes that not all the Partnerships have written to him on this issue but has asked that this response issues to all.

The essence of your letter is that the Department should ensure that allocation of funding is done so on the basis of average cost per trip. This suggestion if implemented, could call into question the legality of the current grant funding to all the Partnerships.

Currently the Department can, in accordance with the Transport (NI) Act 2011 provide grant funding. It is important at this point to understand what this means and the actual concept of grant funding. In essence, the Department can provide a grant which contributes to the cost of your organisation providing services to your members. Determination of these costs is based primarily on the information provided in your annual accounts or other cost information.

The decision on who gets the services and the frequency etc are clearly matters for you and your Board to determine. If the Department began to fund you on the number of trips,



that could be seen as a move away from a grant funding position to a contract. If this happens, then under Procurement and EU regulations, the Department could be obliged to tender for these services going forward.

It is also not immediately clear to the Department, that considering funding based solely on the number of trips provided is the most relevant indicator of performance or appropriate service provision across all of your operating area. This issue has also been considered by the Scottish Parliaments Infrastructure and Capital Investment Committee which published a report on Community Transport in 2013. One of the conclusions contained in the report was *"The Committee understands that many of the benefits resulting for the provision of community transport cannot be understood simply by a quantification of journeys undertaken. It is of the view that a detailed understanding of the scale and holistic impact of community transport across Scotland is required, as is a better understanding of the added benefits associated with community transport"*

The Department shares this view and whilst it is accepted that statistical information is provided regularly by the Partnerships, the Department's view is that more detailed analysis of member addresses, journey patterns, transport habits, availability of public transport services in the local area are all relevant in order to determine where the need for community transport is across Northern Ireland. The Minister is committed to exploring this fully, and has asked that his officials work directly with you to look at gathering this detailed information, and sees that proper and in-depth analysis of this information is critical in determining how best services can be maintained within the constraint of reduced funding and in as an efficient way as possible. He asks for assurance that your Board and staff will work with his officials in the coming months and make information required readily available in a timely fashion.

It is also crucial that given the current budgetary constraints, that all organisations who receive funding carefully, consider what efficiency measures can be made to ensure front line services are protected as far as possible. There is a sense that a more collaborative approach between organisations, particularly at Board level, may be the catalyst to bringing best practice to the fore. This is not in any way a criticism, it is merely a sense that more

could be done collectively which may lead to a reduction in some costs. The Department is willing to assist all the organisations who receive funding in that process and where applicable, use its influence to ask others in the Voluntary and Community sector and beyond, to also assist.

It is also vital that as a the primary funder, the Department has a clear sense of the overall financial position of each RCTP and in particular more detail is provided in regard to the breakdown of costs, the allocation of reserves, and income from other sources. This information is particularly important, so that a clear picture of the workings of the organisations we fund, the services they provide and the needs of members who avail of services is fully considered. The Minister understands that work on this has already started by way of the format in which you will provide your accounts in the future. The Minister has again asked that officials work directly with the RCTPs over the coming weeks and months to get this information and again asks for your assurance that this will be provided in a timely manner.

It is evident that much work needs to be done in order to inform decisions about future funding. What is clear is that there is unlikely to be a change in the level of funding available for 2015/16. The Minister is satisfied that the allocation of funding for 2015/16 represents the best approach as it takes account of the Department's assessment of the costs for each RCTP as detailed in the business plans provided, the overall financial position of each RCTP based upon the information provided in the 2013/14 accounts (which is the latest accounts the Department has received) and importantly the need to ensure service provision across all of Northern Ireland.

In addition to the work detailed above, the Minister wants to give assurance that he and his officials will work closely with all community transport providers who receive funding from the Department as they consider any efficiency measures and best practices which will contribute to the delivery of services to the most vulnerable in our society.

Finally, the Minister would like to acknowledge the valuable services that the RCTPs provide to local communities and their members across Northern Ireland, and it would be

his intention, subject to EU rules and licensing arrangements, to continue to support the Partnerships.

The Minister has been working intensively with officials to determine how best to spend the limited resources that are available to him. His Department delivers key water, transport and road services. The population relies on the departments services 24 hours a day. However, the Department is facing £60 million of pressures for this financial year and the scale of reduction required to meet that cannot be delivered without an impact on core services.

Whilst he fully supports the services provided by all community transport service providers, unfortunately there will be a reduction in the level of funding available.

The Minister has tried to minimise this and it should be noted that since he became Minister, he has protected the baseline budget for community transport year on year and where possible, supplemented with in-year funding.

I hope this letter addresses your concerns and the Minister will be closely monitoring developments in regard to the issues detailed above.



**RUTH GALWEY**

**Private Secretary to Danny Kennedy MLA**



Department for  
**Regional  
Development**  
www.drdni.gov.uk

Elizabeth Bell (Chair)  
South Antrim Community Transport  
Unit 30  
Dennison Industrial Estate  
Mill Road  
Ballyclare  
Co. Antrim  
BT39 9EB

Clarence Court  
10-18 Adelaide Street  
Belfast  
BT2 8GB

Tel: 028 9054 0105  
Fax: 028 9054 0028  
Email: private.office@drdni.gov.uk

Your Ref:  
Our Ref: DRD/COR/1178/2015  
Date: 30 April 2015

*Elizabeth*

Thank you for your letter of 27<sup>th</sup> March to Danny Kennedy MLA via the Community Transport Network regarding the allocation of funding for the Rural Community Partnerships for 2015/16. The Minister has read your letter and asked me to reply.

The Minister notes that not all the Partnerships have written to him on this issue but has asked that this response issues to all.

The essence of your letter is that the Department should ensure that allocation of funding is done so on the basis of average cost per trip. This suggestion if implemented, could call into question the legality of the current grant funding to all the Partnerships.

Currently the Department can, in accordance with the Transport (NI) Act 2011 provide grant funding. It is important at this point to understand what this means and the actual concept of grant funding. In essence, the Department can provide a grant which contributes to the cost of your organisation providing services to your members. Determination of these costs is based primarily on the information provided in your annual accounts or other cost information.

The decision on who gets the services and the frequency etc are clearly matters for you and your Board to determine. If the Department began to fund you on the number of trips,

that could be seen as a move away from a grant funding position to a contract. If this happens, then under Procurement and EU regulations, the Department could be obliged to tender for these services going forward.

It is also not immediately clear to the Department, that considering funding based solely on the number of trips provided is the most relevant indicator of performance or appropriate service provision across all of your operating area. This issue has also been considered by the Scottish Parliaments Infrastructure and Capital Investment Committee which published a report on Community Transport in 2013. One of the conclusions contained in the report was *"The Committee understands that many of the benefits resulting for the provision of community transport cannot be understood simply by a quantification of journeys undertaken. It is of the view that a detailed understanding of the scale and holistic impact of community transport across Scotland is required, as is a better understanding of the added benefits associated with community transport"*

The Department shares this view and whilst it is accepted that statistical information is provided regularly by the Partnerships, the Department's view is that more detailed analysis of member addresses, journey patterns, transport habits, availability of public transport services in the local area are all relevant in order to determine where the need for community transport is across Northern Ireland. The Minister is committed to exploring this fully, and has asked that his officials work directly with you to look at gathering this detailed information, and sees that proper and in-depth analysis of this information is critical in determining how best services can be maintained within the constraint of reduced funding and in as an efficient way as possible. He asks for assurance that your Board and staff will work with his officials in the coming months and make information required readily available in a timely fashion.

It is also crucial that given the current budgetary constraints, that all organisations who receive funding carefully, consider what efficiency measures can be made to ensure front line services are protected as far as possible. There is a sense that a more collaborative approach between organisations, particularly at Board level, may be the catalyst to bringing best practice to the fore. This is not in any way a criticism, it is merely a sense that more

could be done collectively which may lead to a reduction in some costs. The Department is willing to assist all the organisations who receive funding in that process and where applicable, use its influence to ask others in the Voluntary and Community sector and beyond, to also assist.

It is also vital that as a the primary funder, the Department has a clear sense of the overall financial position of each RCTP and in particular more detail is provided in regard to the breakdown of costs, the allocation of reserves, and income from other sources. This information is particularly important, so that a clear picture of the workings of the organisations we fund, the services they provide and the needs of members who avail of services is fully considered. The Minister understands that work on this has already started by way of the format in which you will provide your accounts in the future. The Minister has again asked that officials work directly with the RCTPs over the coming weeks and months to get this information and again asks for your assurance that this will be provided in a timely manner.

It is evident that much work needs to be done in order to inform decisions about future funding. What is clear is that there is unlikely to be a change in the level of funding available for 2015/16. The Minister is satisfied that the allocation of funding for 2015/16 represents the best approach as it takes account of the Department's assessment of the costs for each RCTP as detailed in the business plans provided, the overall financial position of each RCTP based upon the information provided in the 2013/14 accounts (which is the latest accounts the Department has received) and importantly the need to ensure service provision across all of Northern Ireland.

In addition to the work detailed above, the Minister wants to give assurance that he and his officials will work closely with all community transport providers who receive funding from the Department as they consider any efficiency measures and best practices which will contribute to the delivery of services to the most vulnerable in our society.

Finally, the Minister would like to acknowledge the valuable services that the RCTPs provide to local communities and their members across Northern Ireland, and it would be

his intention, subject to EU rules and licensing arrangements, to continue to support the Partnerships.

The Minister has been working intensively with officials to determine how best to spend the limited resources that are available to him. His Department delivers key water, transport and road services. The population relies on the departments services 24 hours a day. However, the Department is facing £60 million of pressures for this financial year and the scale of reduction required to meet that cannot be delivered without an impact on core services.

Whilst he fully supports the services provided by all community transport service providers, unfortunately there will be a reduction in the level of funding available.

The Minister has tried to minimise this and it should be noted that since he became Minister, he has protected the baseline budget for community transport year on year and where possible, supplemented with in-year funding.

I hope this letter addresses your concerns and the Minister will be closely monitoring developments in regard to the issues detailed above.



**RUTH GALWEY**

**Private Secretary to Danny Kennedy MLA**



Department for  
**Regional  
Development**  
www.drdni.gov.uk

Thomas William Davis (Office Bearer)  
Newry and Mourne Community Transport  
Unit 14  
Southern ITEC Business Park  
52 Armagh Road  
Newry  
BT35 6DN

Clarence Court  
10-18 Adelaide Street  
Belfast  
BT2 8GB

Tel: 028 9054 0105  
Fax: 028 9054 0028  
Email: private.office@drdni.gov.uk

Your Ref:  
Our Ref: DRD/COR/1178/2015  
Date: 30 April 2015

THOMAS

Thank you for your letter of 27<sup>th</sup> March to Danny Kennedy MLA via the Community Transport Network regarding the allocation of funding for the Rural Community Partnerships for 2015/16. The Minister has read your letter and asked me to reply.

The Minister notes that not all the Partnerships have written to him on this issue but has asked that this response issues to all.

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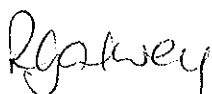
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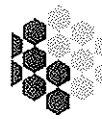
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**Private Secretary to Danny Kennedy MLA**



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Your Ref:  
Our Ref: DRD/COR/1178/2015  
Date: 30 April 2015

A handwritten signature in black ink, appearing to read 'John'.

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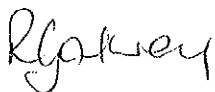
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Your Ref:  
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Date: 30 April 2015

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Your Ref:  
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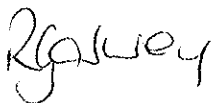
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Your Ref:  
Our Ref: DRD/COR/1178/2015  
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Seamus

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In addition to the work detailed above, the Minister wants to give assurance that he and his officials will work closely with all community transport providers who receive funding from the Department as they consider any efficiency measures and best practices which will contribute to the delivery of services to the most vulnerable in our society.

Finally, the Minister would like to acknowledge the valuable services that the RCTPs provide to local communities and their members across Northern Ireland, and it would be

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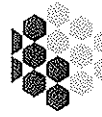
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**RUTH GALWEY**

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Your Ref:  
Our Ref: DRD/COR/1178/2015  
Date: 30 April 2015

*Richard*

Thank you for your letter of 27<sup>th</sup> March to Danny Kennedy MLA via the Community Transport Network regarding the allocation of funding for the Rural Community Partnerships for 2015/16. The Minister has read your letter and asked me to reply.

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Your Ref:  
Our Ref: DRD/COR/1178/2015  
Date: 30 April 2015

Mary

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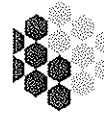
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Our Ref: DRD/COR/1178/2015  
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*Wilbert, Joe*

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