

GRANT APPLICATION FORM

Oke District Community
Transport



Okehampton Town Council

About your Group or Organisation

Name of group/organisation/charity: Okehampton District Community Transport Group

Registered Charity Number (if applicable): 1024617

Registered address: Unit 3 Okehampton Business Park, Higher Stockley Mead, Okehampton EX20 1FJ

Contact name and address (if different): ~~Alan Wilson~~

.....

Email: ~~alan@okehampton-transport.co.uk~~ Phone/mobile: ~~01392 820000~~

Contact's role within organisation: Manager

Please give brief details of the principal role of the organisation:

To provide accessible, affordable transport for those in our communities who cannot access mainstream public transport, due to their health, mobility or locality.

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Are you, or your organisation, the organiser of the event/activity?

Yes / No

Third-party applications through any 'parent' organisations will not be accepted.

Do you as the applicant, or any of the organisers of the event/activity, have a close connection with anyone who would directly benefit financially from award of the grant?

Yes / No

If yes, please provide details of the connection and how they would benefit:

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Local Involvement

How does the organisation benefit the community of Okehampton? Our service brings those who live in the hamlets, town & villages into Okehampton to do shopping, socialise and attend appointments. This directly benefits not only those who use our service but the local economy and local businesses within Okehampton.

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How many people in total use your organisation? 2087

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Of the total number of beneficiaries, approximately how many reside in:

- a) Okehampton? 1137
- b) Okehampton Hamlets? 70

Average number of Okehampton beneficiaries attending each meeting/activity? N/A

Number of meetings/activities per year? N/A

About the Grant

Please state what the grant will be used for and how it will directly benefit Okehampton town residents, details of event/activity location and dates should be included.

To continue our essential transport services to our communities, by providing reliable community transport to get our residents to their appointments.

The wider Okehampton area and newer housing developments mainly fall within the area of Okehampton Hamlets Parish Council (OHPC) and not that of the Town Council. Where the event/activity is expected to benefit residents of OHPC as well as the town, please indicate the approximate proportion for each parish area (%) provide details of how you came to this conclusion.

- Brightley 0.7%
- Southcott 0.2
- Meldon 0.5%
- Stockley 4.39%

This information was extracted from our transport booking system

Please supply full costings of the project, equipment or activity: £31,000

What is the amount of grant requested? £1500

Are you contributing matched funding? No

Please give details of any other grant applications, made elsewhere, for the event/activity:

Organisation	Amount	Outcome if known
All parish & hamlets	Varying	Unknown
External funding streams	Varying	Unknown
OUC	£10,000	Granted

Is your organisation running fundraising activities for this project? Yes, coffee mornings, car boot sales and localised fund raising activities in surrounding towns and villages.....

When do you anticipate the money will be spent (date)? In the year 25/26.....

Check List:

You are applying on behalf of a voluntary group, not-for-profit organisation or charity? **YES/NO**

Your project/activity will directly benefit the residents of Okehampton? **YES/NO**

Copies most recent accounts/budget/governing document enclosed **YES/NO**

Is your application retrospective? **YES/NO**

Have you received or been awarded a Town Council grant within this financial year? **YES/NO**

Have you completed and submitted a feedback form or report for any previously awarded grant? **YES/NO**

All applications must include:

- a statement of accounts for the most recent accounting year
- a copy of the governing document
- a copy of the current year's budget
- costings if applying for a specific project
- confirmation that other funding has been/will be applied for

Additionally, grant applications of over £500 must be accompanied by a letter, describing:

- the reason for the application
- the amount requested
- the benefit to Okehampton Town residents
- where there is a wider area of benefit, details of how many Okehampton Town residents will benefit.

Payment details, if successful

Please indicate how you would prefer to be paid if successful:

- By Cheque payable to: Okehampton District Community Transport Group
- By BACS: Bank Name: Natwest

Account Name: ODCTG

Account no: 08000000 Sort Code: 200000

If your application is successful, the Town Mayor would like to hold a Grant Presentation Ceremony at a date to be agreed. Please indicate below any relevant contact details if different to those above:

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I have read the guidance for grant applications. I understand that grants are only available to organisations operating locally for the benefit of Okehampton and that I have answered all questions to the best of my knowledge and on behalf of the organisation.

Signature of applicant [Signature] Dated 28/03/2025.....

The information that you provide will be held by Okehampton Town Council and used for the purpose of the administration of this request. We will keep the information for the period of time as set out in the Council's Documentation Retention Policy. The information will be held securely and not be disclosed to anyone or used for any other purpose without your permission. On expiration of the retention period the information will be destroyed in a secure manner. Policies about how the Council will protect your privacy are available at www.okehampton.gov.uk/documents or by contacting the Council on 01837 53179.



Unit 3 Okehampton Business Park
High Stockley Mead
Okehampton
Devon
EX20 1FJ
Tel: 01837 55000
www.odctg.co.uk
Email: manager@odctg.co.uk

Attn: Emma James
Town Clerk
Okehampton Town Council
Fore Street
Okehampton
EX20 1AA

28th March 2025

Dear Emma

ODCTG Request for a grant funding 2025/26

We are respectfully requesting a grant of £1500.

The demand for our services continues, and we are currently trying to recruit more drivers, as the requests for journeys increase and some are received at short notice. We know the anxiety and worry it causes if our clients cannot get to their essential medical appointments.

Our own effort in raising funds continues, with various community events being held throughout the year, on the 25/5/25 one of our former employees is undertaking a half marathon on our behalf to help us raise vital funds. We will also be seeking funding from all the Parish Precepts in our area.

We are seeing on average 17 new clients sign up monthly, in total we have 2090 clients of which;

- 1137 are in Okehampton
- 70 clients within Okehampton Hamlets
- 1878 journeys undertaken in the year 24/25 for the above clients

Our latest accounts are available on the Charity Commission website.

We thank you for your continued support and appreciate all the assistance you can and do give to us, and if you require any further information please contact me.

Kind regards

Manager

Charity Number 1024617

Balance Sheet

Okehampton District Community Transport Group As at 31 March 2025

31 MAR 2025

Fixed Assets

Tangible Assets

Depreciation on Motor Vehicles	(166,955.00)
Motor Vehicles	166,955.00
Total Tangible Assets	-
Total Fixed Assets	-

Current Assets

Cash at bank and in hand

OKEHAMPTON DISTRICT	13,434.09
Total Cash at bank and in hand	13,434.09

Bank 35 Day Deposit Account	10,593.22
Bank 95 Day Deposit Account	21,066.35
Total Current Assets	45,093.66

Creditors: amounts falling due within one year

Accruals	2,332.04
Debtors & Prepayments	(1,182.10)
Total Creditors: amounts falling due within one year	1,149.94

Net Current Assets (Liabilities)	43,943.72
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Total Assets less Current Liabilities	43,943.72
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Net Assets	43,943.72
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Capital and Reserves

Current Year Earnings	(1,382.49)
Retained Earnings	45,326.21
Total Capital and Reserves	43,943.72

