



Love Your Bus 2 Grant Application Guidance

This guide is designed to help you complete the Love Your Bus 2 Grant Application Form with confidence. It explains each section, offers tips, and highlights what is required to ensure your application is complete and competitive.

Before You Start

Read the following documents thoroughly:

- Love Your Bus Guidance Notes
- Bid Criteria for Parish and Town Councils

Prepare all supporting documents:

- Transport Provider Support Letter
- County Councillor Support Letter

Section-by-Section Guidance

SECTION 1 – Applicant Details

Confirm you have read the guidance and criteria.

Provide:

- Contact name, role, email, and phone number
- Organisation address

Joint Applications: If applicable, list all participating parishes.

SECTION 2 – Bus Service Information

This section captures details about the bus service your project will support.

What to include:

- Service number
- Name of transport provider
- Route start and destination

Only ONE service number can be included per application.



Transport Provider Support Letter:

You must attach a letter or email from the transport provider that includes:

- Confirmation of support for the proposed project
- Details of the agreed project (e.g. what the provider is supporting or enabling)
- Agreement to share passenger data for monitoring and evaluation purposes

This letter is essential for your application to be considered.

SECTION 3 – Project Details (Scored Section)

This section is critical. Use bullet points and be clear and concise.

Question 10a. Objectives: What are you trying to achieve? E.g., increase ridership, improve accessibility.

Question 10b. Investment: What will the funding be spent on? E.g., signage, marketing, added journeys.

Question 10c. Passenger Growth: How will your project encourage more people to use the bus?

Question 10d. Beneficiaries: Who will benefit? E.g., older adults, students, rural residents.

Question 10e. Sustainability: What happens after the funding ends? Will the project continue?

Question 11 – Project Partners

Please tick all that apply and specify any additional partners involved. This includes local groups, community organisation, or other stakeholders helping to deliver the project.

While having project partners is **not essential**, it helps us better understand how the project will be delivered and allows us to compare its success with similar projects that may not have had external support. Partnerships can also highlight opportunities for collaboration, shared resources, and community engagement.

Question 12 – Timeline

Provide a proposed start date.

Confirm all grant-funded spending will be completed by 31 March 2027.

Note: The final start date will need to be agreed upon at the point of signing the grant agreement. This ensures that a suitable monitoring schedule can be established and aligned with project milestones.



**Funded by
UK Government**



Question 13 – Evaluation

Confirm agreement to:

- Measure impact
- Submit quarterly updates and a final report.

SECTION 4 – Financial

Question 14 - Grant Request: State the amount you're applying for.

Question 15 - Additional Contributions: List any other funding sources.

Question 16 - Total Project Cost: Sum of grant + other contributions.

Question 17 - Spending Breakdown:

- Area of spend (e.g., marketing, equipment)
- Estimated cost

SECTION 5 – Declaration

Confirm understanding of the grant agreement.

By completing this section and signing the declaration, you are confirming:

- **You have read the Intended Grant Agreement**
- **You are authorised to complete and submit the application on behalf of the Parish/Town Council**
- **You agree that a signed grant agreement will be returned to Essex County Council within 6 weeks of receipt, if the application is successful.**

Important:

If the person completing the application does not have signatory rights, they must provide the name and contact details of the person who is authorized to sign the grant agreement. This information will be included in the final grant agreement issued by Essex County Council.

Final Checklist Before Submission

- Transport Provider Support Letter
- County Councillor Support Letter
- Completed all required fields (marked with *)
- Signed declaration.
- Submitted via the online form in one sitting.
- Save your Response ID

If you have issues uploading documents, email them to:

IPTU.applications@essex.gov.uk including your Response ID.