



	<b>Local Link Kildare South Dublin Policies</b>				
<b>Title:</b>	<b>Once Off Social Transport Fund (OOSTF)</b>				
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Category: Operational Policies  
Subject: Once Off Social Transport Fund  
Responsible for Review of this Policy: TFI Local Link Kildare South Dublin Board

## 1. SCOPE

The purpose of this document is to set out the company's policy & procedure in relation to the appropriate management, recording and monitoring of the company's Once Off Social Transport Fund

## 2. POLICY STATEMENT

- 2.1 To provide an organised and accountable method of monitoring and controlling the approval of funding under the above company social fund.
- 2.2 To protect the company from any conflict of interest, either potential or real, which may arise in the allocation of funding.

## 3. DEFINITIONS

3.1 **For the purposes of this policy, a Once Off Social Transport Fund, is open to application from the following groupings;**

- Older Persons
- Disadvantaged Children and Families
- Disadvantaged Young People (aged 15 – 24)
- Emerging Needs Group
- Lone Parents
- Low Income Workers/ Households
- New Communities
- People living in Disadvantaged Communities
- People with Disabilities
- Roma
- Travellers
- The Disengaged from the Labour Market (Economically Inactive)
- The Unemployed



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### 3.2 Once Off Trips are defined as follows:

- Where origin and destination are identified by the group and the journey is for a specific purpose
- Times of departure and return are identified by the group so as to best facilitate the specific purpose

### 3.3 Trip types are classified under the following major categories:

- Active Retirement Group Day Trips. Individual Medical Appointments
- Youth Club Trips, Retreats, Day Tours
- Integration & Cultural. Minority Support. Breaking Down Stereotypes. Day Tours, Social Outings
- Training & Labour Market Incentives. Training Courses

## 4. POLICY

The Board of Directors have made an amount of funding available for 2022 under the Company Social Transport Fund, for the purpose of making a contribution to the cost of once off transport trips for those people identified within the fund's target groups.

### 4.1 Examples of Eligible Recipients

#### Examples of individuals availing of the OOST Grant;

- *X is a pensioner and has been awaiting an appointment in a hospital over 50kilometers away. The procedure will have a significant impact on X quality of life. The hospital calls to advise it has a cancelation space available in 3 days otherwise she may have to wait for 6-12 months. X wants to avail but cannot afford the full cost of Taxi to the hospital. X gets a written communication from her GP requesting assistance.*

#### 4.1.1 Examples of groups availing of the OOST Grant;

- *A community group wish to travel to a national event. This event will allow for full participation by individuals in their community activity/event. It would have significant wellbeing benefits to those who participate some of whom are new to the community. The group can raise over 60% of the cost. The TCU is satisfied that the benefits to the group are justified under the integration and cultural category and organise and support the trip financially*
- *The local secondary school that caters for socially disadvantaged areas as planning a trip to a key cultural event. The school feels that the cost might be too high for all parents. Rather than leave some students behind the school is seeking support. On approval, the TCU organises the trip.*



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#### 4.2 Funding for Once Off Social Transport services will only be provided on the basis outlined below:

- The Call for Application period for 2022 will be June 20<sup>th</sup> – 15<sup>th</sup> July 2022. No applications will be considered for 2022 after this date
- The period for trips to be provided will be July 25<sup>th</sup> – December 31<sup>st</sup> 2022
- Services are to cover individuals or groups identified as target groups, and to facilitate social inclusion.
- Funding to be provided only where a transport service is needed by a group or individual and cannot be provided in any other way
- Applications on behalf of individuals must be submitted by either a community or voluntary organisations, school or similar body
- The transport service must be coordinated by TFI Local Link Kildare South Dublin, and will be provided by a TFI Local Link Kildare South Dublin pre-approved bus operator
- Funding to will be allocated to a maximum of 75%, and minimum of 25% of total cost of trip
- Funding for individuals to access training courses may be funded up to 100% of cost. This transport will only be considered by those people who are currently unemployed, and where the training course has been identified as a possible pathway to achieving employment.
- Funding may cover a single return or multiple trips, however multi trips must be identified through a singular application and may not have a total cost in excess of €750.00. Also, the allocation of funding must show reasonableness and not be seen to favour one individual/group over others.
- Applicants are not required to provide quotations for their identified trips. This process will be undertaken, completed and approved by TFI Local Link Kildare South Dublin

#### 4.3 Responsibilities & Application of Procedures

- Principal responsibility for the evaluation of applications will be with a Board Member, Operations Coordinator and Manager, assisted where necessary by the Bookabus Co-ordinator
- Allocation of percentage of funding will be applied following a pricing process conducted by the Bookabus Coordinator through the Bookabus pre-approved operator framework
- The evaluation of applications will be based on the fund criteria and information provided through the application process by applicants
- Organisations will be notified of outcome of process following receipt of costing from the most cost-effective operator, and required to confirm trip within 5 working days

### 5. REVIEW OF POLICY

This Policy will be reviewed by the board annually.

### 6. EFFECTIVE DATE(S)

This Policy was effective on the 16<sup>th</sup> June 2022 Version 01



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**7. SIGNATURE, TITLE AND DATE OF APPROVAL**

Approval Signature:

*Pat Leogue*

P. Leogue  
Chairperson,  
Local Link Kildare South Dublin.

Date: 16<sup>th</sup> June 2022



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