



## “Social Inclusion Transport Support- 2023”

- TFI Local Link Kerry (LLK) are working in partnership with Kerry Public Participation Network (Kerry PPN) to support transport for Social Inclusion Activities in County Kerry.
- This initiative will run from January to November 2023. Services will be co-ordinated by LLK and **up to 50%** of the cost of the transport may be covered by LLK for services under 200km and **up to 25%** for services over 200km (All round trips).
- Please note that groups/organisations that wish to be considered for support through this initiative must submit a written request for support by completing and returning the attached “**Transport Support Request Form.**”
- Transport Support Request Form must be received by TFI Local Link Kerry 5 working days before the service date.
- Before submitting a request, please read and refer to the eligibility guidance note and specific conditions which will attach to any offer - “**Eligibility & Specific Conditions of Offer.**” Please note specifically that any offer will depend upon:
  - a). A clear fit between the journeys planned and the eligibility criteria for the fund.
  - b). A clear statement of need by the group as part of the request submitted.
  - c). Transport requested completing before 30th November 2023.
  - d). Funds being made available by LLK.

If you need any advice or guidance in relation to submitting a request for support, please contact Aidan Savage, Business Development Manager, TFI Local Link Kerry, 066 71 47002 / [onceoffservices@locallinkkerry.ie](mailto:onceoffservices@locallinkkerry.ie)



## “Social Inclusion Transport Support- 2023”

### Eligibility & Specific Conditions of Offer

Please note that the following conditions apply in respect of TFI Local Link Kerry (LLK) administration of this budget. These conditions apply to all groups/organisations seeking “transport only” supports.

#### **Eligible Activities:**

1. Groups/organisations supported for Transport Services must aim to undertake activities with clearly identifiable social inclusion objectives and outline intended impacts/outcomes.
2. Groups/organisations should provide a clear statement when submitting their request of why the transport support is needed and how it cannot be provided through alternative funding sources i.e. through members own funds, other organisations or agencies. Priority will be given to groups, where transport support is currently not already being resourced.
3. Requests will be assessed on a case by case basis against specific criteria.
4. Reasonableness will apply in ensuring a fair allocation of the funds in the case of groups requesting support for more than one return journey.
5. Co-ordination and support will be allocated on a first-come first-served basis.
6. Please note that considering only a limited fund being available, not all applications may be successful.

#### **Eligible Date(s) for Transport:**

A condition of this support is that all transport journeys will complete before 30th November 2023 (this will be determined by budget availability).

#### **Group/Organisation Transport Needs / Requirements:**

Group/Organisations seeking transport support should complete and return the attached “Transport Support Request Form” clearly outlining / detailing their transport support needs.

## **TFI Local Link Kerry Pre-qualified Bus Operators**

Only pre - qualified bus operators from LLK database will be asked to tender for this work.

Groups/organisations must not contact a bus operator for a quotation for the service prior to contacting LLK for transport support.

### **Approval:**

1. Groups/organisations will be notified of approval of their request. All information on the request form will be confirmed with the group/organisation and the service will be tendered.
2. Will complete a feedback questionnaire after the service, if requested.
3. Will acknowledge TFI Local Link Kerry in all promotion relating to this trip online or in print.

### **Protection of Children or Vulnerable Adults:**

Groups/organisations that are providing transport or activities for children or vulnerable adults will be asked to confirm in writing, that adequate supervision is in place for any supported journeys. All LLK bus drivers are Garda Vetted.

### **Cost of Journey and Payments:**

- TFI Local Link Kerry will inform the group/organisation of the cost of transport and seek agreement prior to the service.
- TFI Local Link Kerry must be notified of any changes to the itinerary prior to the service date. If changes are made on the day of service any additional cost will be borne by the respective group.
- TFI Local Link Kerry will pay the bus operator and invoice the group/organisation after the service has occurred.
- Please be advised that cancellations made up to 48 hours before the scheduled service via email, or phone call will be processed without a penalty.  
**Cancellations made 48 hours or less before the scheduled service may be subject to a charge.**

### **Covid-19:**

- Please be advised, over the course of the duration of the Covid-19 pandemic and while public health measures apply, seating capacity may be restricted to adhere with public health guidelines. Further information can be ascertained once numbers of passengers and bus capacity is established.

LLK can cover up to 50% of the cost for services under 200km and up to 25% for services over 200km (Round Trip).



TFI Local Link Kerry is the Transport Co-ordination Unit for County Kerry. This is one of 15 units nationally funded under the National Transport Authority. TFI Local Link Kerry co-ordinate the delivery of a range of public and community transport services in county Kerry. All services are delivered by contracted private bus operators.

TFI Local Link Kerry have a small fund available to support the co-ordination for transport to access social inclusion activities.