



HM Government

**GRANT FUNDING TO SUPPORT CHARITIES PROVIDING RAPID  
RESPONSE LAND VEHICLES FOR MEDICAL PURPOSES**

GUIDANCE AND GRANT APPLICATION FORM

November 2015

## **GRANT FUNDING TO SUPPORT FOR CHARITIES PROVIDING RAPID RESPONSE VEHICLES FOR MEDICAL PURPOSES**

### **Background**

1. In the March Budget 2015, the Chancellor announced that the Government will provide grant funding to support charities providing rapid response vehicles for medical purposes.<sup>1</sup>
2. This followed the announcement at the Autumn Statement 2014<sup>2</sup> that from April 2015, UK search and rescue and air ambulance charities would be eligible to claim refunds for VAT they have paid on purchases of goods and services for their non-business activities. The Government is providing a one off grant funding scheme in recognition that charities providing land based emergency medical rapid response vehicles are not eligible for this VAT refund scheme.
3. The Cabinet Office, working with HM Treasury and the Department of Health will administer this grant funding scheme.

### **Parameters of the grant funding scheme**

4. The grant funding scheme will provide a total of £84,000 in England during the 2015-16 financial year to organisations who are:
  - Registered charities, in existence for at least 2 years, with accounts available for those years;
  - Operating in England;
  - Not eligible for the VAT refund scheme outlined above or who are not already funded for VAT from public sources;<sup>3</sup> and;
  - Providing first responder emergency service medical assistance via land vehicles to their local community in partnership with an NHS ambulance trust.

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<sup>1</sup> The March Budget 2015 is available at: <https://www.gov.uk/government/topical-events/budget-2015>

<sup>2</sup> The Autumn Statement 2014 document is available at: [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/382327/44695\\_Accessible.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/382327/44695_Accessible.pdf)

<sup>3</sup> Further information on the VAT refund scheme open to Search and Rescue and Air Ambulance charities is available at: <https://www.gov.uk/government/publications/vat-notice-1001-vat-refund-scheme-for-certain-charities/vat-notice-1001-vat-refund-scheme-for-certain-charities>

5. The purpose of the grant funding is to assist eligible organisations with the costs of purchase and/or fit-out of land rapid response vehicles used for medical purposes.
6. The grant funding scheme will provide support to charities who provide rapid response land vehicles for medical purposes to support the costs of the purchase and fit-out of these vehicles. The costs must have already been incurred, must include irrecoverable VAT, and should only have been incurred during the 2015-16 financial year (from 1<sup>st</sup> April 2015 to the date of the submission of an application for funds).
7. Equivalent VAT funding for the purchase including fit-out of one land based rapid response vehicle is estimated to be £4,000. Therefore, this grant scheme will provide an amount of £4,000 for every vehicle purchased and fitted out in the 2015-16 financial year, up to the point of the submission of an application for funds.
8. Where organisations had purchased a vehicle prior to the 1<sup>st</sup> April 2015, but it has been fitted out during 2015-16 we will be able to consider a part-payment of up to £1,000. Organisations will need to be able to provide evidence to confirm that VAT has been paid for the purchase and fit out of the vehicles.
9. The maximum grant size available for one organisation is £20,000.
10. The £84,000 will be divided up proportionately and equitably between eligible applicants, for eligible costs up to the maximum grant size permitted. Therefore, if the eligible requests for funds exceed the budget available, each applicant will receive a proportion of their request. For example if the requests total £100,000, each organisation will (subject to the maximum of £20,000 not being exceeded in any case) receive 84% of their grant claim (the total value of the scheme/the total bids).

### **The Application Process**

11. We have provided a simple application form to complete in order to request grant funds under this scheme.
12. This information document and application form was published on Monday 30<sup>th</sup> November 2015.
13. The deadline for applications is **5pm Friday 8<sup>th</sup> January 2016**
14. Application forms should be sent electronically to [ocs.info@cabinetoffice.gov.uk](mailto:ocs.info@cabinetoffice.gov.uk)

15. **FOR APPLICATIONS:** To submit your application documents, please email [ocs.info@cabinetoffice.gov.uk](mailto:ocs.info@cabinetoffice.gov.uk) with the subject heading '**RAPID RESPONSE VEHICLES APPLICATION**'. Applications will not be opened until the deadline has passed.
16. **FOR QUESTIONS:** If you have a question relating to this application process, please email [ocs.info@cabinetoffice.gov.uk](mailto:ocs.info@cabinetoffice.gov.uk) with the subject heading '**RAPID RESPONSE VEHICLES QUESTION**'. Where appropriate answers of general interest will be published on [www.gov.uk](http://www.gov.uk)
17. Your application should consist of answers to all the questions in the application form along with:
- 2 years' worth of your most recent financial accounts (please provide electronic copies of the documents or links to where they can be accessed) or equivalent documents;
  - A completed charity commission internal financial controls checklist: <http://www.charitycommission.gov.uk/detailed-guidance/money-and-accounts/internal-financial-controls-for-charities-cc8/internal-financial-controls-for-charities-checklist-cc8/>
  - The names and contact details, including email addresses of 2 previous funders that we can contact for a reference;
  - A letter of recommendation from the ambulance trust you work alongside in the provision of emergency medical rapid response services;
  - Your bank details on headed paper;
  - Evidence relating to the purchase and fit out of each vehicle relevant to this scheme;
  - Assurance that you obtained best value for money when completing the purchase and fit out of your vehicles.

### **Evaluation of requests for funds**

18. Requests for funds will be assessed for eligibility based on the following:
- Do you meet the qualifying criteria (see paragraph 4) of:
    - Being a registered charity in existence for 2 years
    - Operating in England
    - Providing first responder emergency service assistance via land vehicles to your local community
    - Not being eligible for existing VAT relief provided to search and rescue and air ambulance charities

- Not already publicly funded for VAT in the way the established emergency services are
- Do you have a letter of recommendation from the ambulance trust you work alongside?
- Can you provide details and evidence of the purchase and fit-out of rapid response vehicles for medical purposes that you have made during the 2015-16 financial year and evidence that VAT was payable on those purchases?

### **Payment of grant funds**

19. Once the evaluation process is complete you will be notified as to the success of your application and the amount of grant funding available to you. You will then enter into a grant agreement with the Cabinet Office based on the terms and conditions published alongside this document and the grant offer letter.
20. Grant payments will be made in a single instalment once satisfactory references have been sought and the grant offer letter is signed by the Chief Executive and Chair of your organisation. This letter must be returned by the date specified in the Grant Offer letter in order for grant to be processed.
21. Following the end of the 2015-16 financial year you will be required to complete a Financial Reconciliation Statement (included in the Terms and Conditions document) to confirm how the funds have been allocated.
22. Applicants will not be entitled to claim from the Cabinet Office any costs or expenses which may be incurred in applying for this grant opportunity.
23. All information supplied by you to the Cabinet Office will be treated in confidence. We are obliged to meet our responsibilities under the Freedom of Information Act 2000 and information submitted may however, need to be disclosed if a request is made under the Act.
24. The Cabinet Office reserves the right not to award any grants following this process and to not allocate the full £84,000 budget.

# **THE APPLICATION FROM**

## **INFORMATION QUESTIONS**

1. Full name of your organisation

2. Address of your organisation (include a website address if applicable)

3. Contact name, email address and telephone number for the application

4. Please provide a brief description of your organisation. Please set out how you provide first responder medical emergency service assistance via land vehicles to your local community

MAX 300 WORDS:

5. Charity number:

6. When was your organisation set up?

7. Which Ambulance Trust do you work alongside? (*You will also need to provide a letter of support from them*).

8. Please explain how you ensured that you obtained best value for money when completing the purchase and fit out of your vehicles.

**PURCHASE AND FIT OUT OF RAPID RESPONSE VEHICLES**

9. Set out the details of the purchase and fit-out of rapid response vehicles for medical purposes that you have made during the 2015-16 financial year, for the costs that you are applying for under this grant scheme. Please show VAT costs separately:

10. What is the total amount being claimed for under this grant scheme noting that a flat rate of £4,000 is being applied for the purchase including fit out of each vehicle, and actual costs up to £1,000 for just the fit out of a vehicle? Please note there is a cap of £20,000 for each organisation.

**TOTAL GRANT CLAIM - £**



## FINAL CHECKLIST

11. Final checklist - please confirm:

Tick below

You are a registered charity operating for at least 2 years	
You are not eligible for the existing VAT refund scheme for search and rescue and air ambulance charities, nor have your VAT funded publicly in any other way	
Your governing body or management committee know about this application and have agreed to you sending it to the Cabinet Office	
You are able to comply with the Cabinet Office's terms and conditions of grant which are provided on Gov.uk	
You have completed and included the Internal Financial Controls Checklist for Charities with your application	
You have provided the most recent 2 years of financial accounts	
You have provided the names and contact details (including email addresses) of 2 previous funders	
You have provided a letter of recommendation from the NHS Ambulance Trust you work alongside	
You have provided evidence of the purchase and fit out of the rapid response vehicles you are claiming for under this scheme	
You have provided your bank details on headed paper	
You understand and accept our obligations under the Freedom of Information Act	
You understand that you must sign and return the grant offer letter before the deadline specified in order to obtain the grant	
You have explained how you obtained best value for money when completing the purchase and fit out of your vehicles.	
You agree to submit a complete Financial Reconciliation Statement at the end of the grant period as per the standards terms and conditions.	