



Local Bus Intervention grant – guidance for applicants

Kent County Council has allocated £1.5 million of Bus Service Improvement Plan (BSIP) funding for the 2025/26 financial year to support District, Borough or Town Councils and bus operators, to establish, develop and deliver initiatives to improve local bus travel in their areas. This funding is for capital expenditure only and is subject to applicants demonstrating that they have a long term sustainability plan for maintaining the transport initiative once the grant funding has been spent and that there is significant benefit for buses.

The delivery of any successful initiative will need to be led by the applicant, though Kent County Council will offer support and guidance throughout the process. Applicants must ensure that the initiative is carried out in accordance with all relevant legislation and regulations and obtain necessary licences and consents. The following is by no means an exhaustive list, but provides examples of the types of schemes for which funding would be available:

- Information about local transport; facilities such as town centre information maps showing where to catch a bus, wayfinding signs to or from bus stops to main attractions in town or public transport information at specific venues.
- Vehicle or other capital costs to support local bus schemes.
- Initiatives to promote better integration between different forms of transport, such as improved accessibility between bus and rail services.
- Driver facilities to ensure bus drivers have access to drinks and other comfort facilities
- Seating and other comfort facilities for bus passengers at bus stops and hubs
- Improvements to bus depots or other operator facilities which will enable operators to deliver new or enhanced bus services, new or improved vehicles and / or improved reliability/ frequency on their routes.

Applications for revenue funding are not eligible for this grant. Due to the nature of BSIP funding, any initiative delivered through this grant will need to be fully delivered and providing a benefit to buses/ bus passengers by the end of March 2027.

Please get in touch with us if you are not sure if your initiative is eligible for funding and we can advise on suitability or if appropriate, signpost you to a more suitable mechanism for delivery. Ultimately, we are interested to hear of any proposal that improves the experience of using local buses through capital investment and encourage innovation and ambition.

Funding will be allocated through a bidding process. Applicants should fill in the accompanying application form and return it to KCC's Public Transport department via e-mail. Submissions should meet essential criteria, demonstrate awareness of disabled access standards and/ or other relevant legislation and guidance linked to the scheme, and, if relevant, include evidence of liaison with conservation, planning or highways officers and/ or bus or other travel operators.



Applicants will also be responsible for any consultation requirements linked to the scheme.

In the event that we have to prioritise the use of funding then we will do so accounting for:

- Equitability of funding between Enhanced Partnership areas
- Local need, i.e. the current public transport offer in the proposed area
- Value for money
- Scale of benefit (e.g. number of journeys the initiative enables, number and needs of passengers who will benefit from the initiative, improvements to services delivered through the initiative – e.g. reliability / improved frequencies.)
- How the scheme aligns with Kent's BSIP [Bus Service Improvement Plan - Kent County Council](#)
- How deliverable the scheme is by the end of the 2026 – 2027 Financial year (March 2027)
- Long term sustainability of the scheme
- How well the scheme develops connectivity / integration within the area

Key Dates: Application deadline: 31st October 2025

**Deadline for establishment/
completion of initiative:** 31st March 2027

Applications must be submitted to kccnbs@kent.gov.uk by the end of October 2025. Grant payments for successful schemes will only be issued upon completion of all required paperwork and assurances. Please ensure that all costs included in the application have been verified through engagement with any intended suppliers. Kent County Council will not award funding beyond the submitted costs, meaning any overspend will be the responsibility of the applicant. If you receive a grant but do not use the full amount, any unused funds must be returned to KCC or utilised for items linked to the transport initiative for which the grant is awarded (with agreement from KCC).

The guidance below is designed to help applicants successfully complete the Local Bus Intervention Grant Application Form. Each question on the form corresponds to specific information needed to evaluate your application. Please ensure that all details provided are accurate and complete. Below is a step-by-step explanation for answering each question.

Section 1, applicant details

1.1 Name of organisation. Full legal name of organisation applying for the grant

1.2 Name of organisation lead. Full name of the person leading the application for the grant. Kindly include a title, first name, and surname

1.3 Full Address. Provide complete postal address, ensuring that you include the postcode.



1.4 Contact Phone Number. Enter your preferred contact telephone number.

1.5 Email Address. Enter the preferred email address for all correspondence regarding the grant. Please ensure that the provided email address is regularly monitored. Most correspondence regarding the grant application will be sent via email.

1.6 Is this application a partnership bid? State yes or no if you are applying for this grant in partnership with other organisations

1.7 If the answer to 1.6 is yes, please list the other partners. Enter each of the partner details in the boxes provided. If you need more space, simply add more lines and/or boxes. Ignore this question if you are applying alone.

Section 2 Transport initiative proposal

2.1 Describe the transport initiative for which you require a grant. Concisely describe the transport initiative for which you need a grant. Make sure that your initiative is related to bus travel.

2.2 Which area will your transport initiative cover? Specify the area or location of your proposed transport initiative. This can be as wide as your whole borough or bus route, or as narrow as a specific address in a street, depending on your initiative.

2.3 Which groups will benefit from your transport initiative? Indicate whether your proposed initiative will benefit specific groups such as older or disabled people, or specific groups of residents or whether there are benefits to specific bus routes.

2.4 What is your mobilisation plan? Please give a brief outline of how you intend to set up your travel initiative in time for its delivery by March 2027. You do not need to submit the whole plan, a rough outline of how you intend to deliver your initiative is sufficient, but feel free to add more space to this field or to use separate paper.

2.5 How will you sustain your transport initiative in the long term? Please outline your plan of how you will fund the upkeep or maintenance of your transport initiative once you have spent the grant and need to sustain the initiative without further funding from KCC.

2.6 How will your transport initiative benefit your local environment? State the environmental benefits to your local area/ community of your proposed transport initiative.

2.7 Will your transport initiative be fully accessible for people with disabilities? Please outline how people with disabilities will be able to access your transport initiative.



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Kent Enhanced Partnership

2.8 Which stakeholders are you currently engaging e.g: bus operators, local transport groups etc.) Please describe your engagement: Please state if you have engaged with local stakeholders such as bus operators, community groups, disability groups etc., and how you intend to work with them to deliver and maintain your transport initiative.

2.9 Please add anything additional here. This is a field for applicants to add any supporting information they feel has not been covered in the rest of the application form. You do not need to use this field if you do not feel it necessary, but feel free to add any additional information you feel may be helpful to your application.

Section 3. Funding

3.1 How much grant funding do you require? Please enter the total amount of funding for which you are applying.

3.2 What match funding will you contribute? Please enter the amount of funding (if applicable) you are contributing. It does not need to be an equal matching amount and it can be in the form of resources other than financial, for example volunteer time, office space or parking facilities.

3.3 Please itemise planned grant expenditure. Enter the cost of each item of capital expenditure.

Section 4. Declaration.

Please enter the name of the organisation on whose behalf you are applying for the Local Bus Intervention Grant and sign and date. The signatory should be the person in the organisation who is leading on the grant application and travel initiative.

If you require any additional information or support, please contact: Jean Molloy, Projects, Concessionary and Community Senior Officer at jean.molloy@kent.gov.uk