



**TRANSPORT  
SCOTLAND**  
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# Low Carbon Travel & Transport Challenge Fund

## 2. Notes for Applicants

# Round 2



European Union



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**EUROPE & SCOTLAND**  
European Regional Development Fund  
Investing in a Smart, Sustainable and Inclusive Future

## Disclaimer

Applicants should be aware that as the Low Carbon Travel and Transport Challenge Fund (LCTT Challenge Fund) is a new programme, the guidance will be reviewed as the programme evolves and therefore may be subject to change. The Scottish Ministers reserve the right to amend the National Rules and Transport Scotland reserves the right to amend the published guidance during the period of the programme.

The Energy Saving Trust and/or Transport Scotland reserves the right to reject an application where:

- an application is submitted late, is completed incorrectly, is materially incomplete or fails to meet any submission requirements which have been notified to the applicants; and/or
- the applicant (including any partners) are guilty of a material misrepresentation or false statement in relation to its application and/or the application process.

The Energy Saving Trust and/or Transport Scotland reserves the right at any time:

- not to consider applications other than those submitted in accordance with the requirements of the application process;
- to issue amendments or modifications to the application documents during the application process;
- to require an applicant (including any partners) to clarify their application in writing and/or provide additional information (failure to respond adequately may result in an application being rejected);
- alter the timetable of any aspect of the application process;
- to not award any grant funding under the LCTT Challenge Fund; and/or
- to cancel the application process at any time.

Any costs or expenses incurred by an applicant (including any partners) or any other person in participating in the application process will not be reimbursed by the Energy Saving Trust and/or Transport Scotland. The Energy Saving Trust, Transport Scotland and/or any of their representatives or advisors will not be liable in any way to any applicant (including any partners) or any other person for any costs, expenses or losses incurred by any applicant (including any partners) or any other person in connection with this application process.

## Background

Transport Scotland has been awarded funding until 2019 through the European Regional Development Fund (ERDF) 2014-2020 Programme to deliver a Low Carbon Travel and Transport (LCTT) Programme.

As part of the ERDF programme, Transport Scotland has committed to running a LCTT Challenge Fund and has appointed Energy Saving Trust to deliver this.

## About this document

This document provides guidance to help you complete an application for the LCTT Challenge Fund, explaining each question in the Application Form.

An Expression of Interest (EOI) was launched before the official launch of the fund. This is intended to be useful and non-mandatory but we would ask applicants to consider submitting an EOI. The information provided in the EOI will help the LCTT team to identify if an applicant can be offered support. If you don't submit an EOI please note you are required to register your intention to submit an application for the LCTT Challenge Fund before applying, by emailing [LCTT@est.org.uk](mailto:LCTT@est.org.uk). We will send you a copy of the LCTT Challenge Fund Application Form by return.

This document is one of three that you will need in order to complete an application:

- 1. LCTT Challenge Fund Application Form – Round 2 (*available on request*)**
- 2. LCTT Challenge Fund Notes for Applicants – Round 2 (*this document*)**
- 3. LCTT Challenge Fund Guidance for Applicants – Round 2**

Guidance for Applicants can be downloaded from [the Energy Saving Trust website](#).

For any questions during the application process, please contact the Energy Saving Trust LCTT Challenge Fund project team: [LCTT@est.org.uk](mailto:LCTT@est.org.uk) / 0131 555 8691. The Energy Saving Trust has been appointed by Transport Scotland to administer the LCTT Challenge Fund on its behalf.

FAQs are available on [the Energy Saving Trust website](#).

The deadline for applications is 4pm, Friday 19 January 2018.

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## 1 Self-assessment checklist

You must complete the checklist provided in the application form before proceeding. If you answer 'NO' to any of these questions you may be ineligible for the European Regional Development Fund (ERDF) funding and therefore, we will not be able to consider your application for support.

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Our organisation is in the public, community or third sector.
<input type="checkbox"/>	<input type="checkbox"/>	Our organisation has a UK bank account, annual accounts (approved by its management committee or board) and control over all income and expenditure.
<input type="checkbox"/>	<input type="checkbox"/>	Our organisation has a governing body, a democratically elected management committee and a governing document that has been formally adopted.
<input type="checkbox"/>	<input type="checkbox"/>	We have read the details of the ERDF 2014-20 LCTT Challenge Fund programme on the <a href="#">Energy Saving Trust website</a> and have read and understood the <a href="#">ESIF National Rules</a> in relation to capital funds.
<input type="checkbox"/>	<input type="checkbox"/>	We understand that proposals for the LCTT Challenge Fund are expected to be within the range of £250,000 to £2,000,000 (total eligible project cost) and we have a proven record in delivering and running capital projects of similar scale.
<input type="checkbox"/>	<input type="checkbox"/>	We understand the requirements of the <a href="#">ESIF National Rules</a> on match funding and confirm that we will have sufficient match funding from an eligible source to provide the finance required to complete our project proposal. (Ineligible sources include private sector match funding, other European funding or in-kind support.)
<input type="checkbox"/>	<input type="checkbox"/>	We can deliver our project by December 2019.
<input type="checkbox"/>	<input type="checkbox"/>	We can sustain an ERDF funded project for a minimum of 5 years after project completion.

Please ensure that you have:

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Read the LCTT Challenge Fund Guidance and Notes for Applicants documents, downloaded from <a href="http://www.energysavingtrust.org.uk/lcttchallengefund">www.energysavingtrust.org.uk/lcttchallengefund</a> .
<input type="checkbox"/>	<input type="checkbox"/>	Provided: <ul style="list-style-type: none"> <li>- Completed LCTT Challenge Fund Application Form</li> </ul>

		<ul style="list-style-type: none"><li>- Completed LCTT Challenge Fund Financial Information Spreadsheet</li><li>- Required attachments including a project plan, risk register, organisational chart/governance structure, and a map showing the location of the hub(s) and/or path works.</li><li>- Signed letters from bodies providing, or intending to provide match funding, confirming the amount of funding to be provided.</li><li>- Any further supplementary information (limit 10 pages)</li></ul>
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## 2 Applicant details

### About your organisation:

2.1 Lead applicant details	
Registered name	The name of your organisation.
Legal status	Details of applicant organisations legal status are required for purposes of diligence and verification before any award of funding can be made.
UK company/charity/ public body or other registration no.	If applicable. This will also be used to provide the Scottish company number that for purposes of financial due diligence if your application is successful.
VAT Registration Number	If applicable.
Establishment date	Date the organisation was founded.
Organisation has UK Bank account, published accounts and control over income and expenditure	Please indicate Yes or No.
Organisation has a governing body, a democratically elected management committee and a governing document that has been formally adopted.	Please indicate Yes or No.
Address of registered office	
Address	This should be the official registered office for your organisation rather than the office from which regular contact over the course of the project will be made.
Local authority	Please note the local authority area should be where your registered office is located.
Contact details for correspondence with lead applicant	
Email will be the primary method of contact so please ensure that the email address is entered correctly and remains active during the application process.	
Is your organisation able to reclaim VAT?	Only organisations that cannot reclaim VAT are allowed to count VAT in their total project costs.  Applicants should note that non-recoverable VAT is



	<p>classed as an eligible project cost. However, if your application is successful, and in order for us to process your claim and demonstrate compliance with ERDF funding rules in relation to VAT we may require you to provide evidence in relation to your VAT status, e.g. a letter from HMRC confirming whether your organisation is VAT registered or otherwise and if the expenditure in relation to the project is recoverable for ERDF purposes or not.</p>
<p>Are there any potential conflicts of interest?  (Max 150 words)</p>	<p>Please declare any potential conflicts of interest and describe how any conflicts of interest will be addressed. For example, please list any other links between the project and any member of the applicant's team who are involved with, or have a stake or any other interest in organisations or individuals involved in the delivery and completion of the activities applied for in this application.</p>

## 2.2 Delivery partner(s) to this application (if applicable)

Organisation	Legal status (plc, charity, etc.)	Registration number
<p>Lead applicants should identify their delivery partner(s) that will work in conjunction with the lead applicant to deliver the capital project.</p> <p>There are specific compliance requirements that need to be adhered to with projects (e.g. procurement). As part of the application assessment the lead applicant may be contacted in order to further understand the role and background to the involvement of partners. See section [10.1.3] of the Guidance for Applicants for more information on delivery partners.</p> <p>Section [5.3] of this application form should be used to identify broader partners that will support the project, e.g. match funding, community engagement.</p>	<p>Details of delivery partner's legal status are required for purposes of diligence and verification before any award of funding can be made.</p>	

<p>Please briefly describe your delivery partner's role in the project and list any experience they have that will benefit the project.</p> <p>(Max 250 words)</p>	<p>As well as describing your delivery partner's role in the project, list any experience your partner/s have of similar projects or activities.</p>
<p>Are there any potential conflicts of interest?</p> <p>(Max 250 words)</p>	<p>Declare any potential conflicts of interest and describe how any conflicts of interest will be addressed. This will include any commercial or business relationships linking applicants with the project. Further detail on conflict of interest is given in the guidance notes.</p>

### 2.3 Multiple applications

<p>Is your organisation submitting more than one application for the LCTT Challenge Fund Round 2?</p>	<p>Please indicate Yes or No.</p>
<p>If you are submitting more than one application, you are required to rank your proposals by their highest to lowest priority for support (1 being the highest, 2 being lower and so on). Please indicate here the priority ranking for this application.</p>	<p>Please number here your application</p>

### 3 Project details

#### About your project:

3.1 Project administrative details		
Project title	The title of the project that will be used throughout the award process.	
Project reference number	Your project reference number will be issued to you by the Energy Saving Trust when you register your interest in applying (by emailing <a href="mailto:lctt@est.org.uk">lctt@est.org.uk</a> )	
Type of Hub	<p>Please list the type of hub you are applying for or indicate if it is an amalgam of both active travel and low carbon hubs and if there is any associated path network. Also indicate if it is a paths-only proposal.</p> <p>Paths-only projects will be considered if the path works are of sufficient scale and strategic importance, and supporting functional trips</p>	
Path proposal	If your project includes construction, upgrading or bringing back into use any path or path networks, please indicate this here.	
	<table border="1" style="width: 100%;"> <tr> <td style="width: 30%;">Kilometres of path:</td> <td>Please state total km of paths the project will bring into use.</td> </tr> </table>	Kilometres of path:
Kilometres of path:	Please state total km of paths the project will bring into use.	
Lowland and Upland Areas /Highlands and Islands	<p>Under the EU classification system, the Highlands and Islands (H&amp;I) comprise the following local authority areas – Argyll and Bute, Highland, Moray, Orkney Islands, Shetland Islands, Eilean Siar (Western Isles).</p> <p>Lowlands and Uplands regions of Scotland (LUPS) broadly covers areas in Eastern Scotland, South Western Scotland and North Eastern Scotland (Aberdeen and Aberdeenshire).</p> <p>You should check with Energy Saving Trust if you are unsure about the classification of the area where your project is planned to take place.</p>	
Project start date	You are strongly advised not to commit to any expenditure on which grant aid may be sought, until <b>after</b> a decision has been made on your application. If an offer letter is sent to you, you should sign and return it <b>before</b> incurring costs. We will <b>not</b> give grant funding to cover costs incurred before an offer letter has been signed, except the following:	

	<p>Preparatory work can be considered as eligible costs as long as it falls under section 4.1.2 of the <a href="#">National Rules on eligibility of expenditure</a> on Pre-Contract and Contract Implementation Costs. For pre-contract works that meet the criteria under section 4.1.2 to be considered, they must be ERDF compliant (see section 6 of the <a href="#">LCTT Challenge Fund - Guidance for Applicants - Round 2</a>), they must be included in the project application and they must be accompanied with the appropriate evidence. The start date of the programme is 1 January 2014. Feasibility studies are not eligible under this rule.</p> <p>Please keep this in mind when planning the project start date.</p>
Project end date	<p>Successful applicants will be required to demonstrate that all eligible project costs for which they seek to claim funding have been defrayed by 31 December 2019. (For purposes of clarity, defray in this context means that the costs have not only been incurred but that the money to pay for those costs has left the applicants bank account in order to pay for the incurred cost).</p> <p>Please keep this in mind when selecting the project end date.</p>

### 3.2 Project description

<p>Project summary. (Summary of project you are submitting to Low Carbon Travel and Transport Challenge Fund)</p> <p>(Max 150 words)</p>	<p>Please provide a concise outline of the project. Please state the project's headline deliverables, i.e. what new infrastructure will the project provide.</p> <p>(Please refer to section 10 in the Guidance for Applicants.)</p>
<p>Hub location(s)</p> <p>(Max 200 words)</p>	<p>Please provide details about the specific site(s)/ location(s) for the hubs project. This should include the specific location of the key site(s) for your project and any proposed satellite hubs. Specific location(s) should be provided: address, postcode and coordinates.</p> <p>Please attach a map of the hub location(s) to this application.</p>

<p>Path location(s)</p> <p>(Max 200 words)</p>	<p>If your project contains any element of path development or redevelopment or integration to an existing path network please provide similar details to the above hubs detail here.</p> <p>Please attach a map detailing all new and upgraded path works being delivered by this project.</p>
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### 3.3 Detailed project description

<p>Please provide a more detailed description of your project.</p> <p>If your project includes both hub and path proposals, please describe both and how these elements are integrated?</p> <p>(Max 800 words)</p>	<p>This should be more in depth than your project summary above.</p> <p>This question is an opportunity to make a fuller case for your project and the contribution it will make. You should cover the detail of your hub proposal, as well as any associated path proposal and discuss how these elements will relate to each other.</p> <p>Please detail if the hub is a new build or a refurbishment and the functionality of the hub. Please provide specific detail on the infrastructure that will be delivered as part of this project, e.g. numbers of charging points, bike facilities.</p> <p>You should include the background to your proposals, the aims of the project, what is being proposed, why this is being proposed, the model you propose to employ, main activities and target groups.</p>
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### 3.4 Project objectives

<p>Summarise your project's objectives.</p> <p>(Max 500 words)</p>	<p>What do you want your project to achieve? What targets are set? Please list key outputs and envisaged outcomes.</p>
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### 3.5 Project viability

<p>Please describe the detail of any initial work that has already been carried out, or other work which you have used to conclude that there is a strong</p>	<p>This may include outline details of any preliminary research, consultation with stakeholders or end users of the proposed hub (e.g. local residents, members of the public, fleet managers, other public sector organisations, transport operators, local businesses), site assessments or similar. Include any market research carried out to demonstrate demand for this project.</p>
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<p>evidence base to support your project and <u>indicate its potential impact on the delivery commitments of the LCTT Challenge Fund (as set out in section 1 of the LCTT Challenge Fund Guidance for Applicants).</u></p> <p>(Max 500 words)</p>	
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### 3.6 Your wider project

<p>If your application for funding is part of a wider project, please summarise the non-ERDF eligible project elements.</p> <p>(Max 250 words)</p>	<p>If you plan to take forward additional activities as part of a wider project (which are not eligible or part of this funding bid) please describe those elements of the wider project here and the association with your project.</p>
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## 4 Finance

### How much will the project cost and how will it be funded?

Before completing this section, please refer to items 2 and 4.3 of the LCTT Challenge Fund Guidance for Applicants for information on the availability of Transport Scotland match-funding and ERDF funds.

Please complete and attach the *LCTT Challenge Fund Financial Information Spreadsheet*. Email [lctt@est.org.uk](mailto:lctt@est.org.uk) if you require a copy of this spreadsheet.

#### 4.1 Transport Scotland/ERDF funding request summary

<p>Total eligible project costs.</p>	<p>The overall cost of the project includes Transport Scotland match funding, ERDF funding and applicant's own/external match funding combined. The LCTT Challenge Fund will award funding where the <u>total</u> eligible project cost are between £250,000 - £2,000,000.</p> <p>Applicants should refer to the <a href="#">National Rules</a> governing eligibility of expenditure for the requirements and the LCTT Challenge Fund FAQs for information on eligible project costs.</p> <p>Preparatory work can be considered as eligible costs as long as it falls under section 4.1.2 of the <a href="#">National Rules on eligibility of expenditure</a> on Pre-Contract and Contract Implementation Costs. For pre-contract works that meet the criteria under section 4.1.2 to be considered, they must be ERDF compliant (see section 6 of the <a href="#">LCTT Challenge Fund - Guidance for Applicants - Round 2</a>), they must be included in the project application and they must be accompanied with the appropriate evidence. The start date of the programme is 1 January 2014. Feasibility studies are not eligible under this rule.</p>
<p>TS/ERDF grant requested</p>	<p>Only include a single figure of the <u>overall</u> grant requested - that will be met through a combination of Transport Scotland match funding and ERDF grant (£)</p>
<p>Percentage of total eligible project costs requested as Transport Scotland/ERDF grant.</p>	<p>As a minimum, for projects taking place in the H&amp;I area, applicants will need to bring at least 20% match funding from their own/external sources to support the total eligible costs of projects; with the equivalent amount for projects taking place in the LUPS area being at least</p>

	<p>30% of total eligible project costs. The balance of funding required to meet 100% of the total eligible project costs will be met through match funding available from Transport Scotland (subject to its budget being confirmed) and, where required, ERDF funding.</p> <p>Within this framework, up to 70% (subject to approval from the European Commission) of the total eligible project costs in H&amp;I may be supported through ERDF grant. For projects in LUPS, up to 40% of the total eligible project costs can be met through ERDF grant.</p> <p><u>Please note that although the 20% and 30% levels of an applicant's own/external match funding are the minimum amounts required for projects to be considered for round 2, there is an expectation on applicants to bring their own/external match funding to projects above these levels if these funds are available.</u></p>
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## 4.2 Applicant's own/external match funding summary

Source	Value (£)	Date confirmed	Evidence attached	Not from EU source
	£		<input type="checkbox"/>	<input type="checkbox"/>
	£		<input type="checkbox"/>	<input type="checkbox"/>
	£		<input type="checkbox"/>	<input type="checkbox"/>
	£		<input type="checkbox"/>	<input type="checkbox"/>
Total match funding	£			

Please list sources, amounts, date confirmed for each source of match funding.

You must attach to this application signed letters from each organisation providing or intending to provide match funding to confirm their intention. These letters must specify the amount of funding they intend to provide.

All organisations must be able to demonstrate that their match funding is 'clean' and does not originate in any way from a European source and has no other outputs linked to it. As part of the ERDF award process organisations will need to sign a grant offer letter which contains a declaration to this fact and a requirement to produce evidence to support the compliance of all match funding. See section 4.3 of the Guidance for Applicants for more information.

### Need for Transport Scotland/ERDF funds

Please outline your case	Whilst both the 20% and 30% levels are the minimum
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<p>in support of your request for Transport Scotland/ERDF funds.</p> <p>(Max 500 words)</p>	<p>amounts required for projects to be considered eligible to round 2 of the LCTT Challenge Fund, there is an expectation that applicants should bring their own/external match funding to projects above these levels should this funding be available.</p> <p>The amount of both Transport Scotland and ERDF funding that may be requested for round 2 projects will depend upon an applicant demonstrating a credible case which supports the need for these funds.</p>
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## 5 Project impact criteria

How does your project meet local, regional and national need?

### 5.1 Project rationale

Please describe how your project will fit with the strategic aims of the ERDF LCTT programme.

(Max 500 words)

(Please refer to section 10.1.1 in the Guidance for Applicants.)

### 5.2 Strategic fit

Please detail the relationship between your project and wider activities and plans.

(Max 500 words)

(Please refer to section 10.1.2 in the Guidance for Applicants.)

Applicants are required to address this question in 2 parts: i) How project proposals contribute towards key active travel and/or low carbon transport outcomes in an area and ii) how project proposals can help to deliver against wider local plans and priorities.

### 5.3 Partnership working

Please describe your approach to partnership working.

(Max 500 words)

(Please refer to section 10.1.3 in the Guidance for Applicants.)

Please provide details of partners and organisations the project will engage with, their roles and how they will continue to be engaged throughout project delivery and thereafter. This section may include reference to delivery partner(s) identified in section 2.2, but should also refer to broader partnerships.

### 5.4 Community engagement

Please provide evidence of community engagement.

(Max 500 words)

(Please refer to section 10.1.4 in the Guidance for Applicants.)

This section should be used to describe both community engagement to date and planned engagement (e.g. local residents, members of the public, fleet managers, other

	public sector organisations, transport operators, local businesses),.
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## 6 ERDF specific criteria

Does your project address ERDF 2014-2020 programme requirements?

### 6.1 Horizontal themes

<p>Please confirm you have considered the impact of your project against each of the ERDF 2014-2020 Horizontal Themes. Describe in detail how one or more of these horizontal themes fits with your project.</p> <p>(Max 500 words)</p>	<p>(Please refer to section 10.2.1 in the Guidance for Applicants.)</p> <p>Please confirm you have considered the three Horizontal Themes under the ERDF 2014 -2020 programme and describe how your project contributes to one or more of these?</p>
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### 6.2 Additionality

<p>Please describe the 'added value' in your proposal.</p> <p>(Max 500 words)</p>	<p>(Please refer to section 10.2.2 in the Guidance for Applicants)</p> <p>Applicants should demonstrate the 'added value' in their proposal. As a guide, you are asked to address the following key areas. You may also suggest others which apply to your particular circumstances:</p> <ul style="list-style-type: none"><li>• Difference between numbers using hubs/ paths – baseline figures and projected uplift with the Transport Scotland/ERDF intervention</li><li>• Anticipated additional outputs, increased numbers of participants, improvements to the quality of activity and/or provision in an area</li><li>• Enhancing and / or complementing linked local, regional, national and EU policies and strategies and existing/planned infrastructure</li><li>• Proposals for innovative activity or approaches</li><li>• a description of improvements to the project locality e.g. providing services currently unavailable to disadvantaged individuals to overcome their barriers to employment, education or training</li><li>• Enabling project to take place over a quicker timescale thus, for example, accelerating the benefits to a local community and population</li></ul>
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<p>Please explain why Transport Scotland/ERDF grant assistance is needed to enable your project to proceed.</p> <p>(Max 500 words)</p>	<p>(Please refer to section 10.2.2 in the Guidance for Applicants.)</p> <p>Evidence must be provided to address the following:</p> <ul style="list-style-type: none"> <li>• all other sources of finance have been explored and exhausted;</li> <li>• clear gaps in provision exist (in terms of other funders);</li> <li>• the principle of ‘gap funding’ has been fully considered and applied - i.e. that the amount applied for is the minimum grant necessary to enable the Project to proceed once all other sources of funding have been taken into account</li> </ul>
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### 6.3 Deliverability

<p>Please demonstrate that you will be able to deliver your project by end of December 2019.</p> <p>(Max 500 words)</p>	<p>(Please refer to section 10.2.3 in the Guidance for Applicants.)</p> <p>How will you ensure that the LCTT Challenge Fund grant fund money is spent? You are asked to demonstrate that you will be ready and able to deliver within the ERDF 2014-2020 timeframe and that all eligible project costs for which you seek to claim funding have been defrayed by 31<sup>st</sup> December 2019. (For the purposes of clarity, defray in this context means that the costs have not only been incurred but the money to pay for those costs has left the applicants bank account in order to pay for the incurred cost).</p> <p>Please set out details against following areas:</p> <ul style="list-style-type: none"> <li>• All necessary planning consents will be in place</li> <li>• All necessary building consents will be in place</li> <li>• All necessary requirements for electricity grid connections/upgrades will be in place</li> <li>• Ownership and lease agreements etc.</li> <li>• Whether there are any site constraints (including wireless communications/electricity grid connection/renewable energy generation) or ownership issues</li> <li>• Clarify any other relevant discussions, timescales and agreements that need to be reached in order to secure a successful project</li> <li>• Health and safety standards will be adhered to.</li> </ul> <p>Any risks associated with the above should be included within the project risks question in section 7 (‘Project Management’)</p>
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	of this form
<p>Please provide outline details of other projects you have undertaken of a similar size to the project you are applying for.</p> <p>It would also be helpful to state if you have had any previous experience of managing European Regional Development Fund/ European Social Fund.</p> <p>(Max 250 words)</p>	<p>It is important to ensure that organisations awarded funding have sufficient experience, resources and capacity to manage projects of this scale and within the timescales available.</p> <p>It would also be very useful if you were able to tell us of any experience within your organisation of managing projects with support from a European Structural Fund and, for example, how you met the compliance requirements.</p>

## 6.4 Sustainability

<p>Please provide details of how the project will be sustained for at least 5 years beyond the end of the funding period.</p> <p>(Max 500 words)</p>	<p>(Please refer to section 10.2.4 in the Guidance for Applicants.)</p> <p>It is important that applicants have appropriate strategies in place to sustain their project. These should cover resourcing, maintenance as well as options to ensure its continued funding and development. Please refer to the information provided in the <i>LCTT Challenge Fund Financial Information Spreadsheet</i> attached to this application.</p> <p>You are asked to detail your approach to outreach and engagement, and longer terms plans to keep your partnerships and community engaged with the project.</p> <p>Details should cover:</p> <ul style="list-style-type: none"> <li>• On-going resourcing</li> <li>• Maintenance</li> <li>• Options for future financing</li> <li>• Actions that will be taken to ensure that the original project aims continue to be promoted and their impacts monitored</li> </ul>
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	<p>and reviewed</p> <ul style="list-style-type: none"><li>• On-going community involvement and outreach work</li></ul>
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## 7 Delivering your project

### How will you make it happen?

Please confirm that following documents will be attached to this application form:

Document	Confirmed
Project plan	<input type="checkbox"/>
Organisational and governance structure for the project	<input type="checkbox"/>
Risk register	<input type="checkbox"/>

### 7.1 Project management

<p>Please describe your proposed approach to project management and how you will ensure delivery to the timescales you set.</p> <p>(Max 400 words)</p>	<p>Describe the project management tools and techniques you will use and the approach you will take to ensure project delivery.</p>
<p>What are the major milestones in delivery of the project?</p> <p>(Max 500 words)</p>	<p>Please list the key dates and major milestones you will aim to meet within your project plan. These milestones will be used to monitor your project.</p>

See section 6 of the Guidance for Applicants for guidance on compliance.

### 7.2 Project compliance

Compliance requirement	Confirmed
The project team has read and understood the <a href="#">ESIF National rules on eligibility of expenditure</a> .	<input type="checkbox"/>
The project team has read the <a href="#">LCTT Challenge Fund Claims Process and Reporting Guidance</a> and understands that all successful projects are required to provide monthly and quarterly reports, including financial estimates and status reports and that these will need to contain the information required to demonstrate <a href="#">ESIF National rules</a> compliance.	<input type="checkbox"/>
The project team will ensure that the activities of your project and the procurement of suppliers and services in relation to your project meet	<input type="checkbox"/>



all relevant ESIF regulations such as <a href="#">National Rules section 1.8</a> , on procurement in relation to ERDF funding.	
The project team has read and understood the <a href="#">ESIF publicity requirements</a> and will ensure that all publicity and advertising activities, including activities of suppliers or members of staff, meet these requirements	<input type="checkbox"/>
The project team has read and understood <a href="#">the ESIF document retention guidance</a> and will ensure that all activities of the project team and suppliers meet the relevant requirements concerning the retention of documentation for the auditable life of the project.	<input type="checkbox"/>

## 8 State aid

8.1 State aid assessment	
<p>Is the lead applicant or any partner involved in economic activity on this project? Please explain.</p> <p>(Max 200 words)</p>	<p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>All public bodies (including bodies administering public funds) are required to ensure that they provide funding in adherence with the State Aid rules and must consider applications in order to establish whether a measure constitutes State Aid. If your project is involved in economic activity (i.e. your project is involved in the provision of goods or services, such as bike hire or electric vehicle charging) you should answer yes.</p> <p>More information on State aid is available in the <a href="#">ESIF State aid guidance</a>.</p>
<p>If 'yes' please complete the four State aid tests. You should provide clear and specific justification to explain how the project meets or doesn't meet each State aid test. The tests are cumulative and all four must be met for State aid to be present.</p>	
<p>Test 1: There has been an intervention by the State or through State resources</p>	
<p>Test 2: The intervention gives the recipient an advantage on a selective basis</p>	
<p>Test 3: Competition has been or may be distorted.</p>	
<p>Test 4: The intervention is likely to affect trade between Member States.</p>	
<p>Is there State aid present?</p>	<p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p>

## 9 Monitoring and evaluation

How will you monitor and evaluate the impacts of your project?

9.1 Monitoring and evaluation	
<p>Please provide details on what information will be collected and how you will monitor and evaluate the project.</p> <p>(Max 400 words)</p>	<p>(Please refer to section 13 in the Guidance for applicants.)</p> <p>Applicants should note that if successful they will be expected to produce and adhere to a monitoring and evaluation framework which will provide an agreed plan to monitor the outputs and outcomes that they will be reporting on. See the <a href="#">Evaluation Guidance</a> for more information.</p>

## 10 Supplementary information

Assessment will be based on the answers that are provided in the application form and the required attachments listed in section 12.

Supplementary documents may be used to expand or illustrate your answers which are provided (e.g. architectural drawings, letters of support from local businesses or community groups, key findings of feasibility work), however, please be aware that these documents will not be assessed independently. You may submit a maximum of 10 additional pages as supplementary information.

## 11 Declarations

### 11.1 Lead applicant

The notes below are as per the Application Form but are included here for reference:

#### Credit Check

All lead applicants will be subjected to a financial check once they have submitted an application. The Scottish Company number provided in this application form (section 2.1) will be used for the purposes of requesting the credit check. Annual accounts covering the last three years, a business plan or a bank reference may also be required before applications are approved.

In order to complete your application process the Energy Saving Trust may make searches about you at credit reference agencies who will supply the Energy Saving Trust with information about the conduct of any accounts you hold, as well as information from the Electoral Register or Companies House. The agencies will record details of the search whether or not this application proceeds. This could affect your ability to get credit elsewhere within a short period.

The Energy Saving Trust may use credit-scoring methods to assess this application and to verify your identity. Credit searches and other information which is provided to us and/or the credit reference agencies, about you and those with whom you are linked financially may be used by the Energy Saving Trust and other companies if credit decisions are made about you. This information may also be used for debt tracing and the investigation and prevention of fraud and money laundering as well as the management of your account. Information held about you by the credit reference agencies may already be linked to records relating to others, if you have previously made a joint application.

**Either the Chair or Chief Executive of the applicant organisation should sign the hard copy of this declaration. It must be a different person to the main contact given in Section 1.**

Signed:

Title:

First name:

Surname:

Position in organisation:

Date:

## 11.2 Data Protection

### **Data Protection Act 1998 Fair Processing Notice**

The notes below are as per the Application Form but are included here for reference:

This section asks you to confirm your acceptance of the standard data protection terms and conditions applicable to applicants.

Applicants should read the detail of the fair processing notice and data protection statement included within the application form and indicate their acceptance by signing in the place indicated at the end of the section.

### **How we will use your information:**

Scottish Government is the data controller in respect of any personal data that you provide when you complete the low carbon travel and transport application forms. The Energy Saving Trust is the Scottish Government's appointed agents for the purposes of administering the scheme, and they will process the data on Scottish Government's behalf.

We will use the information you provide to assess your application and carry out subsequent monitoring, including site visits, of successful projects under the Low Carbon Travel and Transport Challenge Fund. Some information will be shared with other Government Departments, their agencies and appointed agents to enable the detection of fraudulent applications to the low carbon travel and transport fund and other grants schemes.

Scottish Government may be required to release information, including personal data and commercial information, on request under the Environmental Information Regulations 2004 or the Freedom of Information Act 2000. However, Scottish Government will not permit any unwarranted breach of confidentiality nor will we act in contravention of our obligations under the Data Protection Act 1998.

What non-personal information will Scottish Government make publicly available?

- Details of applications
- During the assessment stage, the number of applications received will be disclosed on request
- Details of grant-funded projects

It is important to the aims of the scheme that the grant-funded projects should act as encouragement for others. Once the applications have been determined, summary details of the successful projects will be published and disseminated widely, including being published on a dedicated website and in press releases. Summary details may include:

- The name of the project
- The names of the organisations, companies etc. who are members of the project
- Location of the project
- Expected improvement in low carbon and active travel activity
- Estimated investment cost
- Grants allocated to the project under the Low Carbon Travel and Transport fund
- Total public support from all sources
- Proposed completion date
- Brief description of the project, including any key technical features (as supplied by applicants)

The final report (as specified in the Guidance Notes) which describes the benefits and performance of the project, the difficulties encountered and lessons learned, may be published in full. Interim reports may also be published.

I confirm that I have read and agree to the above data protection statement.

**[Please sign the application form only. This information is included here purely for reference.]**

## 12 Submitting your application

Please email your completed application form and attachments to [LCTT@est.org.uk](mailto:LCTT@est.org.uk) before **4pm, 19 January 2018**.

When we receive your application by email, we will send you an acknowledgement email. If you don't receive this, please contact us on 0131 555 8691. Applications received after 4pm, 19 January 2018 will not be considered.

Please also post a signed original of your application to the address below, to arrive no later than Friday 2 February 2018.

Low Carbon Travel and Transport Challenge Fund Team  
Energy Saving Trust  
Ocean Point 1  
94 Ocean Drive  
Edinburgh  
EH6 6JH

### Checklist of documentation to enclose/attach

	Document	Enclosed
1	LCTT Challenge Fund Application Form (signed)	<input type="checkbox"/>
2	LCTT Challenge Fund Financial Information Spreadsheet	<input type="checkbox"/>
3	Project plan	<input type="checkbox"/>
4	Risk register	<input type="checkbox"/>
5	Organisational chart/governance structure	<input type="checkbox"/>
6	Map showing location of hub(s) and/or path works	<input type="checkbox"/>
7	Letters from match funding organisations providing confirming amount.	<input type="checkbox"/>
8	Supplementary documents (limit 10 pages)	<input type="checkbox"/>

We aim to notify you regarding the outcome of your application in April 2018.

If you have any questions during the application process or would like to discuss your ideas before submitting an application, please email [LCTT@est.org.uk](mailto:LCTT@est.org.uk).



**TRANSPORT  
SCOTLAND**  
CÒMHDHAIL ALBA

For more information about the Low Carbon Travel & Transport Challenge Fund,  
please contact the Energy Saving Trust LCTT Challenge Fund project team:

LCTT@est.org.uk  
0131 555 8691

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Riaghaltas na h-Alba