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Low Carbon Travel & Transport Challenge Fund

2. Notes for Applicants



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 2018 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.

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. 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 (*available on request*)**
- 2. LCTT Challenge Fund Notes for Applicants (*this document*)**
- 3. LCTT Challenge Fund Guidance for Applicants**

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 / 0131 555 8691. The Energy Saving Trust has been appointed by Transport Scotland to administer the LCTT Challenge Fund on their behalf.

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

The deadline for applications is 4pm, Tuesday 28 February 2017.

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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 Energy Saving Trust website and have read and understood the National Rules 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 £500,000 to £2,000,000 (total project cost) and that 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 ERDF National Rules 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 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"/>	Registered your interest in applying for the LCTT Challenge Fund with Energy Saving Trust (by emailing LCTT@est.org.uk).
<input type="checkbox"/>	<input type="checkbox"/>	Read the LCTT Challenge Fund Guidance and Notes for Applicants documents, downloaded from www.energysavingtrust.org.uk/lcttchallengefund .
<input type="checkbox"/>	<input type="checkbox"/>	Provided: <ul style="list-style-type: none"> - Completed LCTT Challenge Fund Application Form - Signed letters from bodies providing, or intending to provide match funding - Annex 1: further supplementary information – max 10 pages (Project Plan and Organisational Structure Diagram to support Q.6.1)

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 use so please ensure that the email address is entered correctly and remains active during the application process.	
Is your organisation able to reclaim VAT?	<p>Only organisations that cannot reclaim VAT are allowed to count VAT in their total project costs.</p> <p>Applicants should note that non-recoverable VAT is 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>
Are there any potential	Please declare any potential conflicts of interest and

<p>conflicts of interest?</p> <p>(Max 150 words)</p>	<p>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>
<p>Organisational capacity: 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>

Your project partners:

The application must be made by one lead applicant who if successful in the bid for funding will receive the grant offer and will be responsible for ensuring compliance with the specified conditions and compliance criteria of the ERDF programme.

2.2 Partner(s) in this application (if applicable)		
Organisation	Legal status (plc, charity, etc.)	Registration number
Lead applicants should identify their partners. 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.	Details of partner's legal status are required for purposes of diligence and verification before any award of funding can be made.	

2.3 Partner(s) details	
Please describe your partner's main activities. (Max 250 words)	Please give a short description of your partner's activities.
Please briefly describe your partner's role in the project and list any experience they have that will benefit the project. (Max 250 words)	As well as describing your partner's role in the project, list any experience your partner/s have of similar projects or activities.
Match funding brought by partner (if applicable). (Max 250 words)	Please explain what match funding your partner/s will bring if applicable.
Are there any potential conflicts of interest? (Max 250 words)	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.

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 LCTT@est.org.uk)
Type of Hub	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.
Path proposal	If your project will also include construction, upgrading or bringing back into use any path or path networks, please indicate this here.
Lowland and Upland Areas /Highlands and Islands	<p>Under the EU classification system, the Highlands and Islands (H&I) comprises 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>

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 brief outline of the project. (Please refer to section 10 in the Guidance.)</p>
<p>Hub location(s)</p> <p>(Max 200 words)</p>	<p>Hubs: 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>If your site is already identified, please provide the location, expressed as a grid reference.</p> <p>Please provide the local authority area(s) where the project will be located.</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 also consider and explain how these elements will be linked together.</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>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? Please list key outputs and envisaged outcomes.</p>
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3.5 Project viability

<p>Please describe the detail of any initial feasibility work that has already been carried out, or other work which you have used to conclude that there is a strong evidence base to support your project.</p> <p>(Max 500 words)</p>	<p>This may include outline details of any preliminary research, consultation with stakeholders or end users of the proposed hub, site assessments or similar.</p>
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3.6 Your wider project

If your application for ERDF funding is part of a wider project please summarise the non-ERDF eligible project elements.

(Max 250 words)

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 (ERDF) project.

4 Project impact criteria

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

4.1 Project rationale

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

(Max 200 words)

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

4.2 Strategic fit

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

(Max 800 words)

(Please refer to section 10.1.2 in the Guidance.)

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.

4.3 Partnership working

Please describe your approach to partnership working.

(Max 500 words)

(Please refer to section 10.1.3 in the Guidance.)

Please provide details of partners, their roles in the project and how they will continue to be engaged throughout project delivery and thereafter. This section will also expand on the administrative details at item 4.3 in the Application Form.

4.4 Community engagement

Please provide evidence of community engagement.

(Max 500 words)

(Please refer to section 10.1.4 in the Guidance.)

5 ERDF specific criteria

Does your project address ERDF 2014-2020 programme requirements?

5.1 Horizontal themes	
<p>Please confirm you have considered the impact of your project against each of the ERDF 2014-20 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.)</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>
5.2 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"> • Difference between numbers using hubs/ paths – baseline figures and projected uplift with the ERDF intervention • Anticipated additional outputs, increased numbers of participants, improvements to the quality of activity and/or provision in an area • Enhancing and / or complementing linked local, regional, national and EU policies and strategies and existing/planned infrastructure • Proposals for innovative activity or approaches • 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 • Enabling project to take place over a quicker timescale thus, for example, accelerating the benefits to a local community and population
<p>Please explain why ERDF grant assistance is needed to enable your project to proceed.</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"> • all other sources of finance have been explored and exhausted; • clear gaps in provision exist (in terms of other funders);

(Max 500 words)	<ul style="list-style-type: none"> 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
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5.3 Deliverability	
Please demonstrate that you will be able to deliver your project by end of December 2018. (Max 500 words)	<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 ERDF grant will be claimed by the end of December 2018.</p> <p>Please set out details against following areas:</p> <ul style="list-style-type: none"> All necessary planning consents will be in place All necessary building consents will be in place Ownership and lease agreements etc. Whether there are any site constraints or ownership issues Clarify any other relevant discussions, timescales and agreements that need to be reached in order to secure a successful project <p>Any risks associated with the above should be included within the project risks question in section 6 ('Project Management') of this form</p>

5.4 Sustainability	
Please provide details of how the project will be sustained for at least 5 years beyond the end of the funding period. (Max 500 words)	<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.</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"> On-going resourcing Maintenance Options for future financing Actions that will be taken to ensure that the original project aims continue to be promoted and their impacts monitored and reviewed On-going community involvement and outreach work

6 Delivering your project

How will you make it happen?

6.1 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>Please provide a project plan and organisational structure for delivery of the project, including the governance structure.</p> <p>(Max 400 words)</p>	<p>You are asked to submit a separate project plan and organisational structure diagram for delivery of the project, including the governance structure.</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.</p>
<p>Please describe any risks associated with this project and how these risks will be managed.</p> <p>(Max 500 words)</p>	<p>Applicants should provide a narrative description of the key risks they have identified in their risk assessment. This response should cite the key risks and provide an assessment of the risk, how the risk will be addressed and what options will be adopted in relation to the risk to prevent, reduce, provide a contingency or avoid the risk altogether.</p>
<p>Please explain your monthly management accounting processes.</p> <p>(Max 300 words)</p>	<p>Applicants should satisfy themselves that they are aware of the any reporting requirements in the ERDF Guidance on Operation Application Guidance which is applicable to all involved under the ERDF 2014-2020 programme including applicants to the LCTT Challenge Fund. Please refer to the section titled Financial Compliance of the Operation Application Guidance for more information.</p> <p>As a minimum EST will require successful projects to provide monthly and quarterly reports, including financial estimates and status reports and that these will need to contain the information required to demonstrate ERDF National Rules compliance.</p>
<p>Compliance: How will you ensure that the activities of your project and the</p>	<p>Significant attention will need to be paid to ensuring compliance with ERDF National Rules. Although you may have already addressed this subject in</p>

<p>procurement of suppliers and services in relation to your project meet all relevant European Structural and Investment Funds (ESIF) Regulations such as National Rules section 1.8, on procurement in relation to ERDF funding.</p> <p>(Max 400 words)</p>	<p>other responses it is imperative that applicants fully understand and accept the breadth of the ERDF requirements in relation areas such as procurement of suppliers and services.</p> <p>Procurement Contracting for the provision of works, materials and/or services is eligible. Applicants should pay particular regard to and comply with the thresholds for publishing invitations to tender in the Official Journal of the EU and (Scottish) national procurement rules. Regardless of estimated value, all contracts supported by ERDF should be subject to a sufficient degree of advertising and must be advertised appropriately with regards to their nature and value. Contracts must either be competitively tendered or procured in line with an organisation's standing orders and/or procurement policy to ensure value for money; notwithstanding provisions included within these documents, all contracts must be advertised. Use of single source awards must have prior approval by the Managing Authority. Please refer to the following web page for further guidance: www.gov.scot/Topics/Government/Procurement</p>
<p>Compliance: How will you ensure that the activities of your project team and those working with you meet all relevant publicity requirements for use of ERDF?</p> <p>(Max 400 words)</p>	<p>There are a number of requirements for recipients of ERDF funding in relation to publicity, advertising including advertising for suppliers or members of staff. Further guidance is available here.</p>
<p>Compliance: How will you ensure that the activities of the project team and the procurement of suppliers and services meet all relevant ERDF Regulations concerning the retention of documentation for the auditable life of the project?</p> <p>(Max 400 words)</p>	<p>Applicants should be aware of the requirements to retain all relevant documentation required for ERDF audit purposes as set out on page 3 of the ERDF 2014-2020 programme Document Retention Guidance as specified by the managing authority for ERDF within Scottish Government once the project is approved. However applicants should recognise that this will be longer than the period to completion of the project and successful applicants will be advised on the actual period at the relevant stage. Further guidance on the retention requirements on documents is provided here.</p> <p>(Please note: the requirements discussed in this and the preceding questions are not a comprehensive listing of the requirements and applicants should make themselves aware of other requirements in relation to the use of ERDF funding and any requirements this will generate for the delivery of their project.)</p>

7 Finance

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

7.1 Grant funding request summary

It is intended that the LCTT Challenge Fund will award funding where the total project cost will be between £500,000 - £2,000,000. The ERDF proportion of funding against these will be up to 40% in Lowland and Uplands regions of Scotland (LUPS) and up to 50% for Highland and Islands areas of Scotland.

Prior to requesting grant in this section, applicants are referred to the [National Rules](#) governing eligibility of expenditure and the requirements regarding sources of eligible match funding. For detail see: [National Rules](#)

Total project costs applied for. (These must be eligible costs for LCTT Challenge Funding only)	The overall cost of the project includes ERDF and Match Funding combined.
ERDF grant requested	£
Percentage of total project costs requested as an ERDF grant	Please enter the figure as follows: (ERDF grant requested/Total project costs applied for) x 100= XX %

7.2 Match funding summary

Match Funding (please list sources, amounts and whether confirmed or not)

Source	Value (£)	Confirmed?	Timing for confirmation
		Has your match funding been confirmed?	When was this received? If not when do you expect it to be confirmed?
Total match funding			
Please provide supporting evidence of the above.	Please provide signed letters from bodies providing or intending to provide match funding to confirm their intention.		
For each match funding source please also provide confirmation that match funding is 'clean' (i.e. has not originated from another European Union funding source)	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. All organisations will need to sign a contract which contains a declaration to this fact and a requirement to produce evidence to support the compliance of all match funding. [See also Low Carbon Travel and Transport Challenge Fund Guidance for Applicants; section 4.3]		

7.3 Breakdown of project costs

7.3.1 Flat rate costs

Staff role on project	Estimated duration		Cost per annum		Total cost (£)	Staff role 100% on ERDF Project?
	Start Date	End Date	2017	2018	2017+2018	

7.3.2 Actual costs

Description of cost	Procured cost		Cost per annum		Total cost (£)	Date by when you expect to incur this cost	
	Confirm Y/N	If 'Y' confirm compliance	2017	2018	2017+2018	2017	2018
	Confirm Y if procured cost or N if other actual cost e.g. purchase of land or buildings						

7.3.3 Flat rate cost + actual cost

Staff costs		Actual costs		Total project cost
Total cost	% of cost	Total cost	% of cost	

7.3.4 Project revenue

Does your project intend to generate income/revenue?	(If your project is successful in being awarded ERDF funding and you have ticked Y, income/revenue projections may be required and an adjustment made to the overall ERDF award to account for this. This would only apply if the total eligible cost of your project are €1M or greater. Further information is available in the National Rules section 1.12.2 refers.
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7.4 State Aid

<p>Is the lead applicant or any partner involved in economic activity on this project?</p> <p>Note: The test on economic activity applies to the lead applicant and any partner involved.</p> <p>(Max 200 words)</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.</p> <p>If your project is involved in economic activity (i.e. your project is involved in the provision of goods or services), you can consider whether your proposal may attract State Aid by applying the four State Aid tests.</p> <p>More information is available at annex A of the European Structural and Investment Funds Guidance Document</p>
<p>If 'no', please explain?</p> <p>(Max 200 words)</p>	
<p>Is there state Aid present?</p> <p>(Max 200 words)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Please explain how you have assessed this against the four State Aid tests?</p> <p>(Max 200 words)</p>	

8 Monitoring and evaluation

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

8.1 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.</p>

9 Supplementary information

Assessment will be based on the answers that are provided in the application form. Supplementary documents may be used to expand or illustrate your answers which are provided however, please be aware that these documents will not be assessed independently. You may submit a maximum of 10 additional pages as supplementary information.

10 Declarations

10.1 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:	Chair or Chief Executive's signature of the lead applicants organisation here.			
Title:		First name:	Surname:	
Position in organisation:	Confirm the signatories position in the organisation			
Date:	<input type="text"/>			

10.2 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.]

11 Submitting your application

Please email your completed application form to LCTT@est.org.uk before **4 pm on 28 February 2017**.

When we receive your application by email, we will send you an acknowledgement email. If you don't receive this (within 12 hours), please contact us on 0131 555 8691. Applications received after 4pm on 28th February 2017 will not be considered.

Please also post a signed original of your application to the address below, to arrive no later than 5 working days after the submission date of 28th Feb 2017.

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

1	Your application form
2	Annex 1: Further supplementary information – max 10 pages (Project Plan and Organisational Structure Diagram to support Q.6.1)
3	Signed letters from bodies providing, or intending to provide match funding

We aim to notify you regarding the outcome of your application in mid-April 2017.

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.



**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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