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# Low Carbon Travel & Transport Challenge Fund

## 3. Guidance Notes



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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.

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## 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 an overview and guidance to help you complete an application for the Low Carbon Travel and Transport Challenge Fund (LCTT Challenge Fund).

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 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**
- 3. LCTT Challenge Fund Guidance for Applicants (*this document*)**

The Notes 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 8690. 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](#).

Further support will be provided during the application process, including topic-specific webinars and surgeries.

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

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## **1 Introduction to the Low Carbon Travel and Transport Challenge Fund**

Transport Scotland has been awarded £13.9m under the European Regional Development Fund (ERDF) 2014-2020 programme to deliver a Low Carbon Travel and Transport (LCTT) programme.

The Strategic aims of the LCTT programme are:

- Increase the number of journeys made by public transport, active travel and low carbon vehicles;
- Support Active Travel Hubs (facilities and routes to support cycling, walking and public transport use as an alternative to the car);
- Provide low carbon transport hubs and reliable low carbon refuelling services at strategic sites.

£8m of the award is being made available through a LCTT Challenge Fund to support the development of a minimum of six active travel and low carbon transport hubs across Scotland.

And Transport Scotland has committed through the LCTT Challenge Fund to:

- Deliver 6 Low Carbon Travel and Transport Hubs;
- Construct, upgrade or bring back into use up to 53km of associated path networks;
- Increase the number of low carbon vehicle registration in Scotland by 50.

## **2 How much is available**

A total of £8m is available. Applicants in the Highlands and Islands can bid for funding under ERDF of up to 50% of their eligible project costs. Those in the Lowlands and Uplands area, up to 40% of their eligible project costs.

In terms of scale of project, total eligible project costs are set at a minimum of £500,000 and maximum of £2m. Amounts out with these limits may also be considered by exception, although should not be significantly higher or lower than these.

### 3 Defining the project you are submitting to Low Carbon Travel and Transport Challenge Fund

The distribution and governance of the funds are covered by the ERDF 2014-2020 National Rules on Eligibility of Expenditure. You should define your project under the ERDF LCTT Challenge Fund so that it only covers eligible activity /expenditure and you should ensure that all your project expenditure has been checked for compliance against the [National Rules](#).

The Total Project Costs for an ERDF LCTT Challenge Fund Project will be formed of only eligible expenditure and will be made up made up of a contribution of public match funding and a contribution of the relevant ERDF intervention rate (40 or 50%). This equates to 100% total eligible project costs.

If ineligible elements funded either directly or from elsewhere are part of the proposed project these should **not be** included within the LCTT Challenge Fund project application for the purposes of obtaining ERDF.

If your project is part of a wider project the non-ERDF eligible project elements need to be summarised for information purposes and to demonstrate these are not included in the LCTT Challenge Fund project related costs.

## 4 Eligibility

### 4.1 Bodies

Applicants must meet all of the following criteria to be eligible for funding under the LCTT Challenge Fund:

- Public, community or third sector organisations with a governing body, a democratically elected management committee and a governing document that has been formally adopted.
- Organisations that can provide sufficient matched funding from an eligible source: applicants will be required to match fund a minimum of 50% (Highlands & Islands) and 60% (Lowlands and Uplands) of the eligible project costs.
- Organisations with a proven record in delivering and running capital projects of similar scale to the LCTT Challenge Fund.
- Organisations with the capacity to sustain an ERDF funded project for a minimum of 5 years after project completion.

### 4.2 Costs

SG as Managing Authority has developed [Rules](#) in accordance with European Commission Regulation 1303/2013, in particular Article 65 Paragraph 1 which states:

“The eligibility of expenditure shall be determined on the basis of national rules, except where specific rules are laid down in, or on the basis of, this Regulation or the Fund-specific rules.”

These rules apply to all projects approved under the ERDF 2014-2020 programme and their purpose is to distinguish clearly between eligible and ineligible costs, and to ensure that only eligible activity/expenditure features in applications and ultimately claims. More information on eligible and ineligible costs is provided in the link to the SG ERDF website above.

Transport Scotland as Lead Partner must adhere to and is responsible for applying these rules and will liaise with SG to ensure that all activities and expenditure under the LCTT programme are eligible.

The National Rules on eligible expenditure stipulate the specific **Cost Options** that must be applied to programmes and projects under the ERDF 2014-2020 programme. The **Cost Options** that should be applied to the LCTT programme and the LCTT Challenge Fund are the Flat Rate and Actual Costs options. Information on the type of costs covered under these options is provided below.

#### Flat rate costs include:

**Direct Staff Costs** - staff who work **100%** on the delivery of Structural Funds activity will be deemed eligible. This can either be on a full-time or part-time basis. Staff do not need to be in place for the full duration of an operation, as long as their role is justified and they are 100% on an operation for the period they are required. Staff costs incurred through contracts for services such as consultancy services are not considered eligible under these flat rate options - these would be covered under the **procurement** option and paid as actual costs. Unpaid voluntary work is also not eligible under direct staff costs. Staff travel should not be considered as a direct staff cost. It can be considered as an indirect cost.

Staff can be shared between more than one operation, as long as they are wholly on Structural Funds activity. For staff costs shared between operations but which are still 100% on European Structural Fund activity these can be apportioned according to the budget splits relating to the applicable Operations.

#### Actual Costs include:

Actual costs can only be utilised under the following options:

- procured costs (see section 1);
- purchase of land (as per Article 69, Paragraph 3 of EC Regulation 1303/2013, only up to 10% of total eligible expenditure for the operation is eligible).

#### **Actual costs will require a full and verifiable audit trail.**

Expenditure paid out through procurement and grant schemes should be claimed as actual costs and should not incur any flat rate. Procured activity should also not use unit cost models - tenderers can be invited to bid for contracts on a unit cost price basis but these costs cannot be predetermined.



## Outreach activity, marketing and promotion, community engagement and evaluation

For the purposes of the LCTT Challenge Fund, the ERDF award may be used to support some revenue-type costs as part of the overall proposal until 31 December 2018; namely outreach activity, marketing, promotion, community engagement and evaluation.

### **4.3 Match Funding**

The ERDF 2014-2020 programme provides European strategic investment across Scotland with the remaining funding necessary to achieve the delivery of programmes coming from non-European funding such as public and partner organisations which is termed as Match funding.

For the LCTT Challenge Fund the total project costs are anticipated to be set at a minimum of £500,000 and a maximum of £2,000,000. All funding will need to be matched at the rate of:

- 60% in the Lowlands and Uplands areas of Scotland
- 50% in the Highlands and Islands.

Applying these match funding rates means that successful applicants could receive a funding award from the LCTT Challenge Fund of up to £250,000 to £1,000,000.

Applicants will also need to have identified the necessary match funding in advance, even if some is pending approval.

We cannot accept the following as match funding: European funding of any kind; corporate and private sector funding; and in-kind contributions. All applicant 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 and that it is not being used for any other purposes. They will also be required to produce evidence to support the compliance of either secured or proposed match funding.

EST will be required to monitor and report on all match funding as part of the performance compliance procedures built into the challenge fund delivery and therefore in the event of your application being successful EST will also require you to monitor and report on all match funding throughout the lifetime for the project.

Although it is not a requirement that all match funding is secured at this stage we will require proof that this has been sought and from successful applicants proof that it has been confirmed before approval to start is given.

## 5 What is ineligible?

Ineligible costs include:

- Accounting costs, preparation etc of annual accounts, year-end auditing
- Bank charges on accounts
- Costs of guarantees provided by a bank or other financial institution
- Financial charges
- Debit interest, charges for financial transactions, foreign exchange commissions and losses, and other purely financial expenses are not eligible for co-financing by the Structural Funds
- Loan charges – the nature and amounts of any loan charges included in the overall project costs should be brought to the attention of the MA
- Service charges – arising on leases and hire purchase arrangements
- Costs resulting from the deferral of payments to creditors
- Costs involved in winding up a company
- Bad debts
- Fines, financial penalties and expenses of litigation
- Legal fees for advice, notary fees and the costs of technical or financial expertise

Some other specific examples:

Retail/café space because this is likely to be used for commercial/business purposes and as the operator of the space will be engaged in an economic activity in order to make profits this is not allowed under the State Aid and European Structural and Investment Funds (ESIF) Regulations and Guidance.

## 6 Compliance – what you need to know

### 6.1 Procurement

Procurement of works, materials and/or services is eligible. This is addressed in section 1.8. of the [National Rules](#). Applicants should pay particular regard to complying 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 support 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 website for further guidance:

[www.gov.scot/Topics/Government/Procurement](http://www.gov.scot/Topics/Government/Procurement)

Applicants should be aware that if their application is successful they will need to ensure evidence to support an audit trail showing compliance with the procurement policy requirements in the National Rules. Any materials relating to procurement by applicants for elements of their ERDF application should also be retained in line with the document retention procedures required for ERDF funding and made available to EST as requested.

You are strongly advised not to commit to any expenditure on which grant aid may be sought, until **after** a decision has been made on your application. If an offer letter is sent to you, you should sign and return it **before** incurring costs. We will **not** give grant funding to cover costs incurred before an offer letter has been signed.

### 6.2 Document retention

All applicants who are successful in being awarded funding from LCTT Challenge Fund must comply with the associated [document retention requirements](#) of the ERDF 2014-2020, programme.

Applicants should also note that it will be a requirement of LCTT Challenge Fund terms and conditions that all documentation relating to the promotion and publicity of the projects must be retained as per the [ESIF Programme Document Retention Guidance](#) for purposes of audit. This will include any documents relating to recruitment, finance, monitoring and evaluation and publicity merchandise. Applicants should be aware that a failure to be able to provide documentary evidence as required for audit may result in LCTT Challenge Fund funding needing to be repaid.

### **6.3 Publicity**

All projects will be encouraged to increase awareness of their hubs to promote sustainable travel and transport and encourage full use of the installed hub resources in their local area, and these plans should be reflected in applications. This may be through local press articles, social media, open days, educational links with schools and colleges, training courses etc.

As part of their planning of these publicity activities applicants should note that any external references or publicity to their project must comply with [ESIF publicity requirements](#) which sets out the minimum requirements that applicants must adhere to including that ERDF should be given equal prominence to any other logos in promotional activities. Projects are expected to give recognition to the provision of the grant by ERDF through Transport Scotland.

### **6.4 Sustainability rule**

ERDF funding is available to support successful projects until December 2018. Beyond this period, there is an ERDF requirement that projects will run for at least 5 years beyond the funding period.

### **6.5 Compliance audit and ERDF requirements**

Applicants should be aware that Energy Saving Trust will manage a process of audit, compliance and monitoring processes to ensure the projects are fulfilling their original aims and objectives and progress is in line with their project plans and that work is completed in compliance with LCTT Challenge Fund requirements and the ERDF 2014-2020 Programme. Transport Scotland and representatives from Scottish Government Managing Authority will also have the right and opportunity to undertake audits on the lead applicant's project as required. In order to assist with meeting these requirements it is important that applicants have a compliance and audit plan in place which will allow them to plan and resource requirements to meet the compliance standards needed.

The plan should cover aspects of the project such as:

- Good governance.
- Monitor, report and audit financial information.
- Maintenance of financial records and managing financial performance including a separate accounting system or an adequate accounting code for all project transactions.
- Verify actual expenditure i.e. flat rate or actual cost models.
- Change control procedures.

- Risk identification and management.
- Communication and engagement plan.
- Reporting and forecasting.
- Establish reliable systems for the retention and retrieval of all appropriate documentation, for the auditable life of the operation  
<http://www.gov.scot/Resource/0049/00498159.pdf>.

Please note: The requirements discussed in this section and preceding information is not a comprehensive list 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.

Further guidance and examples of compliance management plans will be available from EST.

## 6.6 Reporting requirements

If your application is successful and you are awarded funding you will be required to maintain regular communication with your LCTT Challenge Fund contact at the Energy Saving Trust.

Successful applicants will be expected to undertake their own project monitoring with the support of the Energy Saving Trust and will be expected to provide reports on their project's progress.

The reporting requirements will need to be in line with the overall programme reporting framework which will be established by the Energy Saving Trust prior to award and will include the necessity for all applicants to provide an outline of the proposed reporting hierarchy and the anticipated frequency of reporting to Energy Saving Trust. This framework should specify the requirements for demonstrating, compliance with the requirements of ERDF funding:

- 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 ESIF National Rules compliance'.
- Progress towards achieving the outputs required for each project to enable EST to collate overall monitoring data for the programme.
- Reporting hierarchy and the anticipated frequency of reporting within this structure ([Roles and Responsibilities Guidance](#) under Delivery Agent refers and the [Strategic Intervention Application Guidance](#) under part 6 Management Structure refers).

- European Structural Investment Funds; National Rules on Eligibility of Expenditure. ‘Applicants should satisfy themselves that they are aware of 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.

## 7 Policy context of the LCTT Challenge Fund

### 7.1 The Scottish Government policy framework

The Scottish Government’s overarching Purpose is on “creating a more successful country, with opportunities for all to flourish, through increasing sustainable economic growth”. The *National Transport Strategy* (updated by the refresh published in January 2016) contributes to this through the Vision of:

“An accessible Scotland with safe, integrated and reliable transport that supports economic growth, provides opportunities for all and is easy to use; a transport system that meet’s everyone’s needs, respects our environment and contributes to health; services recognised internationally for quality, technology and innovation, and for effective and well-maintained networks; a culture where transport providers and planners respond to changing needs of businesses, communities and users, and where one ticket will get you anywhere”.

This Vision is underpinned by five high level Objectives which are to:

- Promote economic growth;
- Promote social inclusion;
- Protect our environment and improve health;
- Improve safety of journeys; and
- Improve integration.

Its three Strategic Outcomes are to:

- Improve journey times and connections;
- Reduce emissions; and
- Improve quality, accessibility and affordability.

Integral to the National Transport Strategy is the decarbonisation of road transportation and shifting mode of travel to more sustainable, lower emission forms such as electric vehicles and active travel. These areas are also central to wider national plans and policies including for example: “*Low Carbon Scotland: Meeting our Emissions Reductions Targets 2013-2027*” (RPP 2) report and “*Cleaner Air for Scotland – The Road to a Healthier Future*”; which set out a range of strategies, actions and frameworks intended to address Scotland’s statutory emissions reductions targets and air quality, recognising the significant contribution that active travel and road transportation can make to these. The Scottish Government intends to lay the Climate Change Plan (the 3<sup>rd</sup> iteration of the RPP) in the Scottish Parliament by the end of January 2017.

The National Transport Strategy is also supported by the *Long-Term Vision for Active Travel in Scotland 2030* which recognises the important contribution that active travel makes towards: better health and safer travel for all; reducing inequalities; cutting carbon emissions and other pollution; delivering liveable, more pleasant communities; and supporting delivery of sustainable economic growth. It sets out the Vision that in “Scotland many more people are walking and cycling for everyday, shorter journeys and that active travel is seen as the norm, regardless of gender, ethnicity, age or background”. In addition, the *Cycling Action Plan for Scotland (2013)* states that by 2020 10% of everyday journeys taken in Scotland will be by bike. The vision of the *National Walking Strategy (2014)* also set out that everyone benefits from walking as part of their everyday journeys, enjoys walking in the outdoors and where places are well designed to encourage walking.

Similarly, *Switched on Scotland: A Roadmap to the Widespread Adoption of Plug In Vehicles* sets a clear Vision that by 2050 Scotland’s towns, cities and communities will be free from the damaging emissions of petrol and diesel-fuelled vehicles. The Roadmap highlights the significant contribution this will make towards reducing Scotland’s greenhouse gas (GHG) emissions as well as the marked improvements in local air quality, noise pollution and public health. It also recognises that Scotland will enjoy increased energy security and new economic opportunities through leadership in sustainable transport and energy technologies. A Roadmap Review was published in November 2016 and a Roadmap refresh document is expected to be published by Spring 2017.

## **7.2 The LCTT Programme and Challenge Fund**

Transport Scotland is the Lead Partner of the ERDF Low Carbon Travel and Transport (LCTT) Programme which addresses the ERDF 2014-2014 Thematic Objective 04 (“supporting the shift towards a low carbon economy in all sectors”) and Investment Priority 4e (“promoting low carbon strategies for all types of territories in particular urban areas including the promotion of multimodal urban mobility and mitigation relevant adaption measures”).

The LCTT Challenge Fund supports the Scottish Government policy framework described above, acknowledging that road transport is one of the main sources of GHG and other harmful emissions (such as NOx and particulates) in Scotland, and the need to promote a shift towards lower emission and active travel alternatives. Given Scotland’s geography, the LCTT Challenge Fund also recognises that emissions cannot

be mitigated by urban travel patterns alone and that testing of low carbon energy sources for both longer and shorter-distance transport should also be supported.

In addition the LCTT Challenge Fund seeks to target those who use cars for short journeys, those who are at risk of health issues due to lack of physical activity and those who are excluded from employment opportunities in areas which lack adequate transport links, amongst others.

## 8 What is a 'hub'?

Transport Scotland has committed to delivering a minimum of 6 hubs (2 in Highland and Islands and 4 in Lowlands and Uplands regions of Scotland). The LCTT Challenge Fund will support the delivery of two types of hub or an integrated approach to both:

- **Active Travel Hubs** will provide focal points for cycling and walking routes. The specifics of each Hub will be tailored to the location and based upon need but will typically include bike hire/library initiatives, safe and secure facilities for personal bikes, bike repair/maintenance facilities, improved links to public transport, local path networks, travel information and associated outreach activity.
- **Low Carbon Transport Hubs** will provide refuelling facilities for a range of alternative fuels and transport modes. Typically the composition of these may include a mixture of low carbon vehicle refuelling infrastructure, such as electric vehicle charging points, hydrogen refuelling stations and gas refuelling facilities or alternatively a single fuel type.
- **Integrated Active Travel and Low Carbon Transport Hubs** will combine elements of both active travel and low carbon transport infrastructure as described above.

There is no 'fixed' definition of a hub and their nature will be determined by local circumstances. They should, however, be targeted at increasing the opportunities for walking and cycling for functional journeys and connectivity with public transport as well as supporting the uptake of low carbon vehicles. Furthermore, they don't necessarily need to be based at a single location although it will be essential for them to complement any existing infrastructure and that they are located at convenient, safe and accessible sites in order to maximise use, impact and outcomes.

Hubs may be located, for example:

- At park and ride facilities;
- At major employment and education centres - schools, colleges, universities;
- Close to public transport facilities – ferry terminals, bus stations etc
- Within town centres;



- At health and leisure centres;
- Close to tenement buildings/flats where on-street charging may be problematic;
- In socio-economic disadvantaged areas;
- In areas intended to address local air quality problems;
- In areas which address geographical travel and transport challenges; and
- At public sector organisation facilities (i.e. local authority fleets) amenable for general public use.

It is important that hubs address the wide and varied needs of potential users; accounting for personal circumstances of individuals such as catering for mixed mobility needs. In addition if a low carbon transport hub is being considered, use of renewable solutions to support fuel and electric vehicle charging are encouraged (e.g. green hydrogen, biomethane, solar and wind generated energy).

A key principle for hubs are that they should be 'accessible for all' which means that they should avoid exclusivity and be open for all potential users.

## 9 What is a 'path'?

Transport Scotland has committed to delivering 53km of associated path network through the ERDF 2014-2020 programme, as a complement to the hubs.

Proposals for paths should relate to the national vision for an effective, active travel network across Scotland. At local level, this will see continuity of routes and linking of key destinations, encourage people to travel safely on foot or by bicycle within and between settlements and ensure that services, including public transport, as well as main trip attractors and generators are accessible by active travel means.

For the purposes of the fund, a broad set of parameters has been agreed to allow for local flexibility. In summary;

- a broad definition of 'path' or route is acceptable.
- the ERDF investment can support proposals which will create new, open-up, upgrade or re-imagine paths which will increase active travel opportunities and public transport usage.
- the fund cannot support proposals for work which would be regarded to be within statutory responsibilities or general maintenance undertakings.
- projects should aim to make paths safer, more secure, accessible, sustainable, visible and a more attractive option to improve connectivity across an area.

- the path might be physically connected to the proposed Hub/s or it may contribute to a wider package of ‘behaviour change’ measures being promoted via the Hub model.
- Projects should build on key assets in an area by addressing any gaps in current active travel networks – for example, between key local community, employment, health or education services and venues.

There is no minimum or maximum length set per CF application. And if not proposing new path, applicants may make a case that their project will raise the awareness and visibility of hitherto ignored, neglected or underused path networks and by doing so, will open up and increase regular users of an existing route.

A separate note providing more details on path proposals and expectations in relation to the ERDF investment, is available on [the Energy Saving Trust website](#).

**The LCTT Challenge Fund is not available for paths-only applications.**

## 10 What information is required?

This part of the Guidance for Applicants provides further information specifically on the criteria as they appear in the LCTT Challenge Fund Application Form. Applicants should take this information into account when forming their responses

### 10.1 Project impact criteria

#### 10.1.1 Project Rationale

Applications must directly align with the strategic aims of the LCTT programme which are to:

- Increase the number of journeys made by public transport, active travel and low carbon vehicles;
- Support Active Travel Hubs (facilities and routes to support cycling, walking and public transport use as an alternative to the car);
- Provide low carbon transport hubs and reliable low carbon refuelling services at strategic sites.

#### 10.1.2 Strategic Fit

You should demonstrate which relevant national, regional and local plans and strategies have been considered. LCTT Challenge Fund bids must be set in the context of and as a complement to, existing active travel and low carbon transport initiatives proposed or underway. Applicants should also demonstrate links with relevant wider plans and priorities.

Applicants are asked to address this in two parts:

## 1. *LCTT Programme Plans*

Applicants are required to demonstrate how their project proposals<sup>a</sup> contribute towards key active travel and/or low carbon transport outcomes in an area.

For example, the Cycling Action Plan for Scotland (CAPS) encourages the development of active travel/cycling strategies and for them to be adopted by all Scottish local authorities. In making a case for active travel measures, you should therefore consult with/refer to the priorities as set out in your local authority or regional transport partnership active travel or cycling strategies and confirm how your project proposal fits with these.

Alternatively, for example, local authorities have responsibility for action plans to address local Air Quality Management Areas; where low carbon vehicles and associated refuelling/recharging infrastructure may be identified as an enabler to tackle the issues. This might also be part of wider strategy of a local authority or regional transport partnership or community planning partnership to address particular transport issues. In considering the proposals for low carbon transport measures, applicants should demonstrate how these fit with the existing infrastructure provision in an area and justify the scale and type of refuelling/recharging infrastructure proposed.

## 2. *Wider Plans*

Applicants are required to demonstrate/describe how their project proposals can help to deliver against wider local plans and priorities. The list is not exhaustive, however project proposals may support the delivery of a number of local priorities around, for example;

- place-making;
- local economic development;
- regeneration;
- social inclusion;
- employability;
- environment;
- health; and
- physical activity.

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<sup>a</sup> Project proposals = can be taken to mean proposals for either hub, path or both.

### 10.1.3 Partnership Working

This will expand on the administrative details at item 4.3 in the Application Form. It is envisaged that lead applicants will work in conjunction with partners in order to develop, deliver and sustain projects. Applicants need to describe any partnerships in place for the delivery of the project. They will be asked to detail any partner, their roles in the project, funding contributions and how they will continue to be engaged throughout the delivery of the project and thereafter.

If successful, applicants will be asked to provide evidence of partnership commitment, including for example, any letters of support.

### 10.1.4 Community engagement

In order to encourage more people to make journeys by public transport, active travel and/or to support uptake of low carbon vehicles, it is important to understand the perceived barriers to these and how these will be addressed through the project. The expectation is that applicants will engage with and involve local communities in planning and developing the project proposal.

Applicants will therefore be asked to detail how local communities have been involved in deciding on the project to be delivered, how it will meet their aspirations and how they will benefit from the outcomes.

## 10.2 ERDF Programme requirements

### 10.2.1 ERDF Horizontal themes

The three ERDF Horizontal Themes: **Equal Opportunities**; **Environmental Sustainability**; and **Social Inclusion** are at the centre of EU, UK and Scottish Government policy priorities. It is important for applicants to demonstrate that 'horizontal themes' have been considered and integrated into projects supported through the LCTT Challenge Fund.

Applicants are expected to describe how one or more of the horizontal themes contributes to their projects. These will also be an essential part of the Monitoring and Evaluation activities of projects that are funded.

In addition to contributing to reductions in greenhouse gas emissions, improvements in local air quality and reductions in congestion, projects may also contribute to a wide number of areas relevant to the horizontal themes. These may, for example: empower local communities (both in urban and rural settings) to make greener transport choices as well as linking local transport to small-scale renewables; support innovation in the low carbon vehicle and fuels sector and stimulate local development; encourage local supply chains for alternative fuel production, distribution and consumption.

Similarly projects might, for example: target groups who use cars for short journeys or are at risk of health issues due to lack of physical activity and/or those who are excluded from employment opportunities in areas lacking adequate transport links.

Moreover, projects might also seek to provide safe and affordable means of travel to help remove barriers to social participation by targeting, for example, active travel interventions in socially deprived communities and/or towards specific groups of the population.

Applications should not only consider what Equal Opportunities, Environmental Sustainability and Social Inclusion policies, procedures and resources will be in place but also explain how these will make a positive difference.

Further information and guidance on each of the horizontal themes is set out as follows:

### 1. *Equal opportunities*

This aims to increase the opportunities for all groups and to prioritise and adapt support for groups facing particular disadvantages to participation. As a consequence applications should, where appropriate:

- Clarify precisely how the project has taken account of and reflected the diverse needs of the target group(s) in the development and delivery of your project;
- Describe any particular focus given to one or more of the 6 key equality strands: i) gender (ii) ethnic origin (iii) religion or belief (iii) disability (v) age or (vi) sexual orientation; and
- Outline any particular barriers to access to participation, how these have been identified and state how the project intends to overcome these barriers.

### 2. *Environmental sustainability*

The aim of this horizontal theme is to promote the sustainable use and conservation of Scottish environmental assets by enhancing the role of environmental sustainability on economic and social development. As a consequence applications should explain how environmental sustainability has been taken into account on the design and delivery of the application. This should cover, where appropriate:

- Resource efficiency – particularly improving the efficient procurement and use of energy, water and raw materials and increasing the application and use of renewable energy;
- Environmental impact – particularly the ways in which the project contributes to the enhancement and protection of the environment and seeks to minimise negative impacts (such as pollution); and
- Local sourcing – particularly support for local sourcing initiatives and activities aimed at diversification within the local economy as well as the efficient use of local public transport and local community transport services.

Where appropriate, applicants will be required to demonstrate how their projects fully comply with the Public Bodies Duty, outlined in Part 4 of the Climate Change (Scotland) Act 2009.

### 3. *Social inclusion*

The aim of this horizontal theme is to ensure that economic growth and tackling exclusion go hand in hand to help people overcome multiple barriers to employment and realise their full potential. As a consequence applications should, where appropriate:

- Demonstrate the social inclusion aspects of your project;
- Describe how the project will reconcile a commitment to social inclusion with a focus on improving the competitiveness and economic performance of the locality;
- Describe how the project will aim to reduce inequalities between the least advantaged communities and the rest of society; and
- Describe any potential barriers to access to participation, how these have been identified and how the project intends to address these barriers.

#### 10.2.2 Additionality

'Additionality' is one of the principles driving the workings of the European Structural and Investment Funds. For ERDF LCTT Challenge Fund applicants, this can be taken to mean proposals for 'new or additional activity'. Proposals must demonstrate 'added value', ie. that their project would not be able to go ahead, or only in a reduced form, without the requested ERDF support.

Applicants will also be asked to provide information which demonstrates that the proposal will bring added value and can only go ahead, or go ahead on a bigger or more ambitious scale, with ERDF investment.

#### 10.2.3 Deliverability

Under the ERDF 2014-2020 programme and the timescales set by the Scottish Government, there is a requirement that successful applicants will be able to draw down ERDF grant by December 2018. Applicants will be asked to demonstrate how the project can be practically delivered within these timescales.

Applicants 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.

Please set out details against following areas:

- 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.

#### 10.2.4 Sustainability of your project

ERDF funding is available to support successful projects until December 2018. For the purposes of the ERDF LCTT Challenge Fund, applicants will be able to use grant to undertake outreach activity, marketing and promotion, community engagement and evaluation within this timeframe.

Beyond this period, there is an ERDF requirement that projects will run for at least 5 years beyond the funding period.

It is therefore important that applicants have appropriate strategies in place to identify how they will sustain their project. These should cover resourcing, maintenance as well as options to ensure its continued funding and development.

Applicants will also be asked to detail their approach to outreach and engagement, and longer term plans to keep their partnerships and community engaged with the project.

Applicants must note that they must adhere to the National Rules on Eligibility of Expenditure in particular Section 1.16 – Article 71 Durability of Operations and notify EST and Transport Scotland of the possibility of sale or disposal of the project site within the funding period and beyond as specified above.

## 11 Finance

It is essential that all project costs are checked against the National Rules to ensure the proposed expenditure is completely eligible and that the appropriate Cost Option is used i.e. Flat Rate and Actual Cost.

In the application form you will need to detail the total amount of eligible project costs and then split this by description and value into whether the cost is Flat Rate or an Actual Cost.

In addition you must advise if your project intends to generate income/revenue.

### 11.1 Revenue Generation

ERDF capital projects have the potential to generate net revenue following completion, for example through the charging of rent.

EU Regulation 1303/2013<sup>b</sup>, Article 61, states that Income/revenue projections may be required and an adjustment made to the overall ERDF award to account for this. Note the threshold where this applies is only if the total eligible cost of the project is €1m.

## 12 State Aid

Applicants to the LCTT Challenge Fund will have the responsibility of ensuring that their project adheres to State Aid rules and applications will be assessed by Transport Scotland/Energy Saving Trust on a case by case basis. Public, third and community sector organisations are not exempt from EU State Aid rules even if they are not-for-profit. There are four key tests which need to be considered to establish whether a project constitutes State Aid with further information and guidance available on these at annex A of the European Structural and Investment Funds [Guidance Document](#).

If your project or elements of it are assessed to involve State Aid then cover may be available through the [EU General Block Exemption Regulation](#) (GBER). Under GBER specific Articles allows public funding to be provided for specified eligible costs, activities and aid intensities; for the LCTT Challenge Fund further information on the Articles are [available](#).

Contact the Energy Saving Trust if you have any queries in relation to State Aid aspects of your project.

## 13 Monitoring and evaluation

ERDF funding requires all successful applicants to monitor and evaluate their project in terms of the outputs and outcomes that it is intended to deliver. It is important that applications and ultimately funded projects address the following areas:

- The baseline data to be used (or how and when baseline data will be gathered) and whether this will rely upon surveys, national data or any previous research;
- The desired outcomes of the project including influence on behaviours and attitudes;
- What the outputs of the project will be;
- How you plan to monitor and evaluate success in the medium to longer term;
- What target population(s) this will relate to and impact upon;

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<sup>b</sup> ERDF capital projects have the potential to generate net revenue following completion, for example through the charging of rent. See Article 61 of the Council



- How horizontal themes will be taken into account;
- What data will be used to track impact against desired outcomes;
- When will outcomes be measured;
- What processes and systems will be in place to ensure that all reported outcomes are accurate and evidenced appropriately;
- What systems will be in place to ensure retention of appropriate documentation.
- Who will be responsible for these activities.

Please note that if successful, at the funding award stage applicants will be required to complete a detailed Monitoring and Evaluation Framework for the project. A template will be provided by the Energy Saving Trust and it will need to be completed prior to commencement of the project.

## 14 Application timeline

14.1 Table 1: Indicative timeline

Date	Milestone
Dec 2016	Launch of applications
Jan – Feb 2017	Applications develop
	<ul style="list-style-type: none"> <li>• Applicants develop project proposals and applications</li> <li>• Applicant secures required match funding</li> <li>• EST and Transport Scotland support through workshops, webinars and advice</li> </ul>
28 Feb 2017	Application deadline
Mar – April 2017	Appraisal process
	<ul style="list-style-type: none"> <li>• Basic eligibility checks carried out</li> <li>• Scoring completed</li> <li>• Applications submitted to assessment panel.</li> </ul>
April 2017	Awards
	<ul style="list-style-type: none"> <li>• Applicant rejected or awarded funding (mid-April)</li> <li>• Further conditions accepted and/or due diligence completed if required (end May 2017)</li> <li>• Project proceeds (April to May 2017 depending on diligence requirements)</li> </ul>
June 2017-	Projects delivered

Date	Milestone
December 2018	<ul style="list-style-type: none"> <li>• Funded projects deliver their project plans</li> <li>• EST supports, monitors progress</li> <li>• Projects complete (Dec 2018)</li> <li>• Hubs are available for use by the public</li> <li>• All ERDF grant payments to be claimed</li> </ul>

Please note: Final dates for the panel meeting and funding awards are indicative subject to volume of applications, panel constraints, and satisfactory results from the completion of due diligence processes.

## 15 How to apply and who to contact

Applications must be completed, with the support of the Energy Saving Trust, on the application form (available upon request to Energy Saving Trust [LCTT@est.org.uk](mailto:LCTT@est.org.uk)). We will not consider applications submitted in any other format.

Please ensure that you follow the guidance at the front of the application form regarding formatting and number of words per section. When doing so, please refer back to this guidance document where necessary, and ensure that you have complied with all the scheme requirements.

Applicants may be invited to give a short presentation to the LCTT Challenge Fund panel.

The date and location for presentations, (if required) will be communicated to applicants after the deadline for submission of applications.

All completed application forms and required attachments must be submitted electronically to [LCTT@est.org.uk](mailto:LCTT@est.org.uk) by 4 pm, 28 February 2017. A signed original should be posted to:

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

## 16 The assessment process

Broadly, it is anticipated that all applications will be subject to a three-stage assessment process comprising:

### **Stage 1. Initial sift to ensure eligibility conditions are satisfied**

This will consider type of organisation, eligible costs, match eligibility, financial viability and total project cost. As part of this stage, there will be a short designated window (estimated to be two weeks) when EST will seek clarification or any omission from applicants.

### **Stage 2. Scoring of all applications against the criteria**

Bids that satisfy eligibility criteria, including project rationale, strategic fit, partnership working, community engagement, additionality, deliverability, sustainability will proceed to be scored and ranked against the criteria set out in these sections. Scores will be used to produce a ranking of applications and this will help to inform the next stage of the process.

### **Stage 3. Consideration by an Independent Assessment Panel**

Transport Scotland and EST will be inviting representatives from a range of relevant sectors and backgrounds to take part in an assessment panel. This panel will consider the scoring information on ranked bids balanced against priorities for the LCTT Challenge Fund, including geographic requirements. Final decision will be taken by the independent assessment panel.

A paper setting out further details of the assessment process and Independent Assessment Panel will be published in January 2017.

## **17 Fund administration requirements**

### **17.1 Grant payments**

Under the ERDF 2014-2020 programme and the timescales set by the Scottish Government, there is a requirement that successful applicants will need to claim ERDF grant by December 2018. Applicants will be asked to demonstrate how the project can be practically delivered within these timescales.

Specifically this means that successful applicants will be required to demonstrate that all eligible project costs for which they seek to claim funding have been defrayed by 31<sup>st</sup> December 2018. (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 the supplier.)

Successful applicants will be responsible for:

- Monitoring, reporting and auditing financial information on project related costs to the Energy Saving Trust.
- Verifying actual expenditure i.e. Flat rate and Actual Cost models.

- Establishing systems for the retention of all appropriate documentation to evidence expenditure, all outcomes and to fulfil compliance obligations.
- Compliance with all appropriate ERDF 2014-2020 rules and regulations.

Payments will be only made by Transport Scotland after an agreement has been signed between the applicant and Transport Scotland and the payment has been checked by Energy Saving Trust. Further details on payments and financial requirements will be provided by the Energy Saving Trust as part of any grant agreement. These will include the requirement for detailed statements of expenditure and requests for funds in the format that will be specified by the Energy Saving Trust.

Payments will be made on a milestone basis upon receipt of a detailed statement and evidence of eligible expenditure. (This will be on a defrayal basis rather than costs incurred.)

They will also be subject to satisfactory progress against the project's work plan.

Applicants must satisfy the due diligence, financial and organisational checks required prior to receiving public funds.

Grant monies must be spent by 31st December 2018. If circumstances outside the control of grantees occur which impact on delivering the expected outputs in the Capital period, grantees must inform the Energy Saving Trust as soon as possible. The Energy Saving Trust will consult with Transport Scotland to determine the best course of action, however applicants should understand that a failure to complete eligible spending activities within this period will mean that the grantee may be unable to claim for those elements of the programme completed outwith this period.

Funds should be claimed against evidence of defrayed expenditure usually in the form of a receipted invoice accompanied by sufficient evidence of work undertaken. A claim form will be issued with your letter of offer. After each stage of work is completed you will be expected to complete and submit a claim form. Claims and all related evidence to support your claim should be submitted to the Energy Saving Trust for processing.

The completed claim form and associated supporting evidence will be reviewed by Energy Saving Trust within 7 working days of their receipt. When Energy Saving Trust is satisfied that the claim is compliant with the National Rules on Eligibility of Expenditure they will submit the claim and supporting evidence to Transport Scotland for payment. Transport Scotland will have 14 working days to approve the payment of eligible claims from the date of receipt from Energy Saving Trust.

Finance is released against work carried out rather than a lump sum on approval.

## **17.2 Reporting**

If your application is successful and you are awarded funding you will be required to maintain regular communication with the Energy Saving Trust and provide reports on their project's progress. The reporting requirements will need to be in line with the overall programme reporting framework which will be established by the Energy Saving Trust prior to award.

The main components will be as follows:

- A monthly narrative of progress (due by the 15th of the following month).
- A monthly financial forecast and update of the project plan (due by the 15th of the following month). Templates for use by projects will be provided following award of funding.
- A final financial and narrative report within 30 days of the end of the project.

The Energy Saving Trust will review all reports and will address any issues in these and contact grantees accordingly. They will be the first point of contact for any project reporting.

## **17.3 Communications**

All projects will be encouraged to increase awareness of their hubs to promote sustainable travel and transport and encourage full use of the installed hub resources in their local area, and these plans should be reflected in applications. This may be through local press articles, social media, open days, educational links with schools and colleges, training courses etc.

Applicants should note that any external references or publicity to their project must comply with [ESIF publicity requirements](#) which sets out the minimum requirements that applicants must adhere to. Projects are expected to give recognition to the provision of the grant by ERDF through Transport Scotland.

As the development of the hubs is funded by public funds, and the overall objectives of the fund are to promote and increase the availability of low carbon and active travel, it's important that the lessons learned in the delivery of this programme are widely available. Successful projects will therefore be expected to share information relating to the project, including lessons learned.

## **17.4 Intellectual property**

Energy Saving Trust and Transport Scotland reserve the right to share information about projects in reports and case studies and other channels as they reasonably consider appropriate from time to time. Content will enable readers to assess the viability of projects similar to the funded project.

Organisations that are successfully awarded funding through the LCTT Challenge Fund will need to ensure that Transport Scotland is able to share information without being constrained by intellectual property concerns. Funded organisations will therefore need to grant Transport Scotland a worldwide, non-exclusive, irrevocable and royalty free licence (with a right to grant sub-licences) to use, for such purposes as Transport Scotland thinks fit, any and all copyright, patents and other intellectual property rights (whether registered or otherwise) which are created or acquired by the funded organisation or any of the partners in the project in the course of implementing the project.

The Energy Saving Trust and Transport Scotland shall be entitled to publish and disclose to third parties information relating to funded projects with a view to third parties setting up projects similar to the project, although in doing so the Energy Saving Trust and Transport Scotland (as appropriate) shall have regard to the confidentiality of any detailed financial information provided by the funded organisation.

## 18 Useful to know

ACRONYM / TERM	DEFINITION
Active Travel Hub	Facility created to provide focal point for cycling and walking routes
Applicant	Person or organisation submitting an application to the LCTT Challenge Fund.
Application	An organisation's application to the LCTT Challenge Fund for funding for a project.
Assessment	Scoring and evaluation of the application made prior to any offer of grant. Initial screening and scoring of applications will be undertaken by EST and all applications will then be made available for review and ratification by an independent assessment panel.
Assessment panel	The group, or individuals, who will review and ratify or moderate scores given to applications during their assessment by EST prior to recommending successful projects to Transport Scotland
Challenge Fund	Competitive process for selecting Operations
Claim	Claim for payment of grant funds
Conflicts of interest	Any issue or scenario that is incompatible with the aims, eligibility or legality of the project.
Eligible costs	Costs associated with eligible activities that may be funded under the LCTT Challenge Fund. These will be either

	capital or revenue costs.
European Regional Development Fund (ERDF)	Funding provided by the European Union to Member States to overcome structural deficiencies, increase and strengthen competitiveness and employment.
ESIF	European Structural and Investment Funds
EST	Energy Saving Trust
EV	Electric vehicle
H&I	Highlands and Islands geographical area of Scotland
Horizontal themes	The three European Structural and Investment Fund cross-cutting principles of sustainable development, equal opportunities and social inclusion.
Hubs	There is no specific definition for 'hub' under LCTT as we are open to discussion to potential applicants about the model and forms 'hubs' might take.  However, these might focus on Active Travel or Low Carbon Transport separately, or as part of an integrated approach.
Intervention Rate	The Structural Funds contribution to the Net Eligible Costs of a project (expressed as a percentage)
Lead Applicant	The organisation applying for the ERDF LCTT Challenge Fund funding
Lead Partner	Responsible for the overall implementation of a Strategic Intervention
Low Carbon Travel and Transport (LCTT) Programme	The Transport Scotland proposal to deliver a low carbon Strategic Intervention under the ERDF 2014-2020 programme
LCTT Challenge Fund	Low Carbon Travel and Transport Challenge Fund
Low Carbon Travel Hub	Facility created to provide refuelling facilities for a range of alternative fuels and transport modes
LUPS	Lowlands and Uplands geographical area of Scotland
Managing Authority	The section within Scottish Government responsible for the management, implementation, compliance and accountability for European Structural Funds on behalf of the European Commission within Scotland.
Match funding	The funding required and secured from

	<p>other sources in order to deliver the project.</p> <p>For the LCTT Challenge Fund, at least 60% in LUPS and 50% in H&amp;I of eligible costs.</p> <p>Eligible sources of match funding are set out in this guidance document.</p>
Monitoring and evaluation	The requirements for measuring the success of the outcomes.
Notes for applicants	LCTT Challenge Fund application form notes
Paths	Associated path networks of the project's 'hub'. These may be cycle networks or walking paths.
Project	The activity, or activities, to be funded by the LCTT Challenge Fund to deliver any approved purpose(s).
Stakeholders	Those individuals or organisations with potential to be involved with, or affected by the project.
Strategic Intervention	The ERDF 2014-2020 programme is structured around specific themes, with large scale funding allocations known as Strategic Interventions administered by Lead Partners
Transport Scotland (TS)	An executive agency of Scottish Government which successfully applied for the funding to support the LCTT programme (which includes the LCTT Challenge Fund)
The project	The activity (hub and any associated path elements) for which the application is requesting LCTT Challenge Fund support.
LCV	Low Carbon Vehicle





**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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**Transport Policy  
Transport Scotland**

Victoria Quay, Commercial Street, Edinburgh EH6 6QQ  
0131 244 7153 | 0131 244 0846  
lctt.prog@transport.gov.scot

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