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Low Carbon Travel & Transport Challenge Fund

4. Assessment Process



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Disclaimer

Applicants should be aware that as the Low Carbon Travel and Transport Challenge Fund (LCTT Challenge Fund) is a new capital fund 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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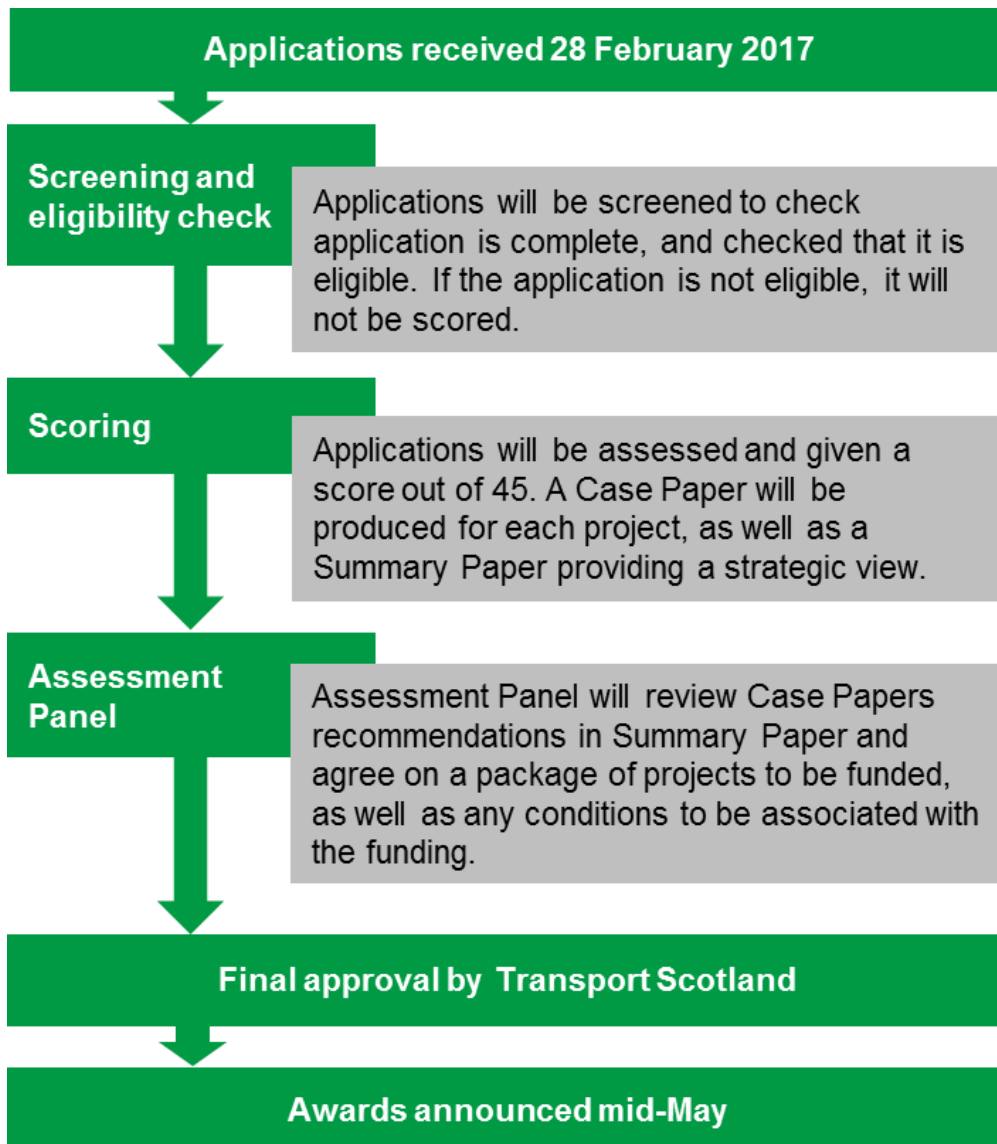
1 Purpose of this document

This document sets out the approach for taking Low Carbon Travel and Transport (LCTT) Challenge Fund applications through a process of assessment in order to allocate the capital funding to projects that support the aims of the European Regional Development Fund (ERDF) 2014-2020 programme and the strategic aims of the LCTT programme.

This document has been prepared by the LCTT project team at Energy Saving Trust (EST) who have been appointed to administer the Challenge Fund on behalf of Transport Scotland.

2 Summary

There are three key stages to the assessment of LCTT Challenge Fund applications. The flow chart below summarises these stages.



2.1 The need for an assessment process

Ensuring the LCTT Challenge Fund assessment process is open, transparent and fair for all applicants. A robust assessment process ensures that:

- If the fund is oversubscribed, allocation of capital funding is fair and supports the best package of projects.
- If the fund is undersubscribed, capital funding is not awarded to projects that do not meet the criteria of the fund.
- The successful LCTT Challenge Fund projects meet the requirements of the ERDF 2014-2020 programme and are able demonstrate how they contribute towards key active travel and low carbon outcomes.

2.2 The LCTT programme strategic aims

In order to be considered for funding, projects ultimately need to deliver project benefits directly in line with the core strategic aims of the LCTT Challenge Fund.

The aims of the LCTT programme in relation to hubs are to:

- Increase the number of journeys made by public transport, active travel or 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.

Specifically, the Challenge Fund aims to deliver a minimum of:

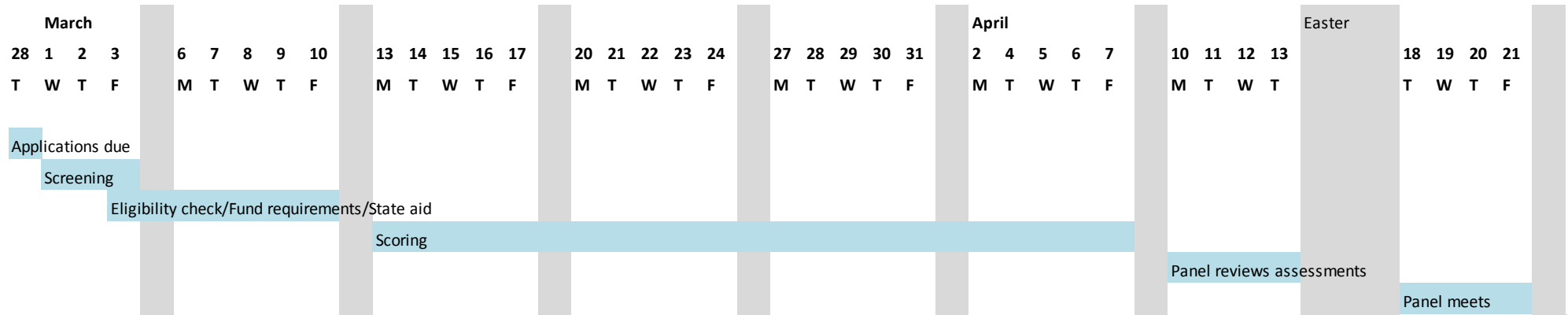
- 6 Active Travel and Low Carbon Transport Hubs (with 2 in the Highlands and Islands);
- 53 km of cycle networks or walking paths;
- 50 additional Ultra Low Emissions Vehicles (ULEV) registrations in Scotland.

3 Overview of assessment process

The assessment process will occur in three distinct stages, as outlined in the [Guidance Notes for Applicants](#). This process will be completed by mid-May (refer to timeline on in section 4).

| | Process/Activity |
|---------|--|
| Stage 1 | Screening (see section 5.1) |
| | Applications and financial information spreadsheet (see Annex 8) due 28 February 2017. Screening Checklist (Annex 1) completed for each applicant. |
| | Eligibility check (see section 5.2) |
| | Eligibility Checklist (Annex 2) completed for each applicant. Applications determined to be ineligible will not be assessed any further. |
| Stage 2 | Fund Requirements & State Aid (see sections 5.3 and 5.4) |
| | Applications will be assessed against fund requirements (see Annex 3) and assessed to determine and document whether State aid is present (see Annex 4). During this period clarification can be sought from applicants if required. |
| | Scoring (see section 5.5) |
| Stage 3 | Applications will be scored using framework described in section 5.5 and Annex 5. During this period clarification can be sought from applicants if required. Case Papers will be prepared for each project, as well as a Summary Paper – which will provide a strategic view of the applications reviewed, an explanation of the scoring process, and recommended package of proposals for the Assessment Panel to consider |
| | Assessment Panel (see section 6) |
| Stage 3 | Assessment Panel receive copies of the completed application forms, Case Papers for each project and Summary Paper. Assessment Panel tests and ratifies the recommendations in Summary Paper. The Assessment Panel will either ratify the recommended package, or agree an alternative. Preparation and circulation of Assessment Panel report for confirmation. Assessment Panel report sent to Transport Scotland for final approval. |
| | Awards (see section 7) |
| | Conditional offers of funding drafted. Successful and unsuccessful applicants notified of outcome. Unsuccessful applicants will be offered feedback on their application. If relevant, final due diligence undertaken to ensure all outstanding issues have been addressed. |
| | Funding awards announced. |

4 Timelines



The Assessment Panel will meet in the week beginning 18 April 2017.

Conditional offers will be made in May 2017, and final awards will be announced in May/June 2017, following the Scottish local elections.

5 Pre-Panel assessment process

Stage 1 and 2 of the assessment process can be collectively described as the pre-Panel assessment process. Applications will undergo initial screening and an eligibility check. Then those determined to be eligible (or partially eligible) will be assessed further and scored against the assessment framework outlined below.

Each assessment will produce a score out of 45 and a Case Paper will be produced outlining how this score was reached (see Annex 6 for an example Case Paper). The Assessment Panel will receive a Case Paper for each project as well as a Summary Paper presenting a strategic overview that assesses all the applications received against the available capital funding and the strategic aims of the LCTT programme.

5.1 Screening

Applicant organisations are expected to provide full details of their proposed project on the LCTT Challenge Fund application. EST will screen all applications ensure that they meet the following criteria:

- The application form has been received before or on the deadline;
- The application form is complete;
- The required supporting information has been provided; and
- The application form has been signed and dated by someone within the applicant organisation with the authority to do so.

The *Screening Checklist* (Annex 1) will be used by our administrator to check that the application is valid. Where material is missing the applicant will be contacted via email and asked to provide the required material as soon as possible. If the material is not received within 10 working days, the application will not be progressed. Applicant organisations will not be provided with an opportunity to rework any element of the proposal.

Applications received after 28 February will not be considered, unless under exceptional circumstances.

5.2 Eligibility check

EST will complete an eligibility check that will assess all applications in terms of the eligibility of the proposed activities, the applicant organisation, match funding, and other factors. Questions on the *Eligibility Checklist* (Annex 2) will be answered 'yes', 'no' or in some cases 'partial'. Applications must have either 'yes' or 'partial' for each eligibility criteria to progress to the next stage.

'Partial' eligibility will apply in circumstances where the application has an ineligible element and it is judged that the project is likely to remain viable if certain conditions are met. For example, the eligible costs criteria would be marked as 'partial' where an element of the project is considered ineligible under the National Rules but it is judged as probable that the project would remain viable if element were to be removed from the project, or if the total value of the grant awarded was reduced. Applications will also receive a 'partial' mark if total eligible costs are either above

or below the stated threshold range (minimum of £500,000 to maximum £2,000,000) by less than 20%, i.e. if total eligible project costs are between £400,000 and £500,000, or £2,000,000 and £2,400,000 the project will still be scored and assessed by the Assessment Panel.

If an application is marked 'no' for any question on the *Eligibility Checklist* the project will not be assessed any further. The Assessment Panel will be provided with a brief explanation of the reason the project was considered to be ineligible and will test and ratify this assessment.

The financial information spreadsheet (attached as Annex 8 of this document) asks for a detailed profile of expenditure, and a detailed breakdown of funding, and details relating to the wider project costs and income streams. This information will be used as part of this eligibility check to answer the following eligibility questions:

- Are the listed project costs eligible under ERDF National Rules?
- Are the sources of match funding listed eligible?

The information provided in this spreadsheet will also be used by EST to undertake appropriate due diligence (see section 7) before awarding funding.

5.3 Fund Requirements

Applicants have been asked to provide evidence in their application form that the following issues have been considered and addressed. These issues will not form part of the score or RAG rating, but will be assessed and reported to the Assessment Panel.

If an application receives a 'no' for any of these questions and is ultimately successful, it is likely that a condition of funding will be providing additional evidence.

See Annex 3 for an explanation of how these questions will be assessed.

| Additional considerations | YES | NO |
|--|-----|----|
| Does the application reflect an understanding of the National Rules? | | |
| Does the application reflect an understanding of the procurement requirements? | | |
| Does the application provide evidence of a monitoring and evaluation plan? | | |

5.4 State aid

Each application will undergo an assessment to determine and document whether State aid is present in the proposed project at both organisation and beneficiary level. EST will complete a State aid checklist (see Annex 4) and submit their findings to TS who will review and determine if they agree. Where further advice is required, the application will be reviewed by the State Aid Unit at the Scottish Government for decision.

The presence of State aid does not make a project ineligible for funding. If the activity falls under a General Block Exemption Regulation (GBER) it may impact the level of funding that can be provided to the project.

The Case Paper for each project will provide a comment on State aid as follows:

| State aid | YES | NO | Comment |
|-----------------------|-----|----|---|
| Is State aid present? | ✓ | | [If yes, comment will outline how this is to be addressed, e.g. has the appropriate GBER Article being selected and relevant aid intensity applied to total project costs.] |

5.5 Scoring

There are 9 project impact criteria that will be assessed and scored for each project. Scores will be determined based on the information provided in the application form. As noted in the *Notes for Applicants* (page 20), any supplementary documents provided to support the application will not impact the score of an application. EST may contact applicants throughout the assessment process to seek clarification on specific elements of the project; however, any information provided to EST subsequent to the submission of the application form will provide context only and will not impact scoring. Applicants should ensure that all project impact criteria have been addressed in the application form.

Each criterion will be weighted equally and given a score out of 5 – meaning that total scores will be out of 45. EST assessors will provide a short comment with a justification for the score. All criteria will be weighted equally.

The 9 criteria that will be assessed and scored are:

- 1) Project rationale
- 2) Strategic fit
- 3) Partnership working
- 4) Community engagement
- 5) Additionality
- 6) Deliverability
- 7) Sustainability
- 8) Financial viability
- 9) ERDF horizontal themes

For an explanation of each of these criteria and how they will be assessed see Annex 5.

As outlined the [Paths – Guidance Note](#), path elements will be assessed using the same criteria as the hubs.

5.6 RAG rating

In addition to an overall score, each project will also be assigned a RAG rating. The purpose of the RAG rating is to highlight any risks or issues identified during the assessment to the Assessment Panel. An explanation or justification of the RAG rating will be provided in the Case Paper.

| | |
|--------------|---|
| RED | Projects that receive a red RAG rating are considered high risk, or where a significant issue has been identified. |
| AMBER | Projects that receive an amber RAG rating are considered medium risk, or where an issue has been identified and at the time of the Assessment Panel remains unresolved. |
| GREEN | Projects that receive a green RAG rating are considered low risk, and will have no unresolved issues. |

Ineligible projects (i.e. those that do not undergo full assessment) will not be scored and therefore will not be included in this RAG rating process. A red RAG rating, therefore, does not mean that the project is ineligible; it means that the project is eligible, but high risk.

5.7 Preparation of material for Assessment Panel

5.7.1 Case Papers

The Assessment Panel will receive a copy of each application form, a Case Paper for each project, and a Summary Paper that provides a strategic view, an explanation of scoring process, and recommendations of a package of proposals to be funded.

See Annex 6 for an example Case Paper.

5.7.2 Summary Paper

The Summary Paper will provide a 'roadmap' for the Assessment Panel discussion. The paper will propose a recommended package of projects to be funded, with options for discussion, and it will then be the responsibility of the Assessment Panel to test and ratify these recommendations.

The proposed outline of the Summary Paper is as follows:

- An overview of the strategic aims of the LCTT Challenge Fund and ERDF requirements, e.g. geographical spread of projects, total number of hubs, kilometres of path etc.
- A complete list of all projects and their respective scores and RAG ratings
- A recommended package of projects to be provided funding, with options for funding package variants
- An explanation of the rationale behind the recommendations, i.e. an assessment of overall alignment to strategic aims of the LCTT Challenge Fund, value for money etc
- Proposed key areas of discussion
- An explanation of the scoring process and project impact criteria

6 Assessment Panel

6.1 Role of the Assessment Panel

The Assessment Panel will be responsible for testing and ratifying the assessments presented to them in the project Case Papers and the recommendations made in the accompanying Summary Paper prepared by EST.

The Assessment Panel will discuss the relative scores of the applications as well as issues and risks associated with the projects, and, importantly, how various combinations of projects will achieve the strategic aims of the LCTT Challenge Fund (see section 2.2).

The Assessment Panel will have discretion to recommend awarding funding to a combination of projects that may not necessarily represent the highest ranked, but will deliver on strategic aims – such as geographic spread, number of hubs, and kilometres of path. Options for best delivering on these strategic objectives will be presented to the Assessment Panel in the Summary Paper.

The Assessment Panel's decisions will be reflected in a report following the meeting and this will be submitted to Transport Scotland for final approval.

6.2 Membership of the Assessment Panel

The specific individuals who will be asked to serve on the Assessment Panel are yet to be confirmed. However the principles on which it will be established are as follows.

The number of individuals on the Assessment Panel will be sufficient to ensure a good balance of opinions and perspectives is represented. Assessment Panel membership will also be as inclusive and diverse as possible.

Membership of the Assessment Panel will be voluntary and unpaid. Travel costs and expenses will be reimbursed to enable attendance at a full day Assessment Panel meeting.

Members will be independent of the project applications proposed. Assessment Panel members will be required to review and complete the conflict of interest procedure before reviewing any applications (see Annex 7). Where any links exist between Assessment Panel members and an application, the member will be asked not to join the discussion of that particular project, and will not be able to make a contribution to the final funding decision for that project.

The Assessment Panel will be chaired by a senior representative from TS.

EST will provide secretariat support to the Assessment Panel.

7 Awards and due diligence

Following the Assessment Panel, and once Transport Scotland has given final approval, letters providing conditional offers of funding will be issued to the successful applicants. Letters will include all conditions set by the Assessment Panel and requests for any outstanding information to support any final due diligence necessary.

Due diligence will ensure the information provided by the applicant organisation is accurate and complete, for example financial information, legal status, governance structures, conflicts of interest. It will also ensure that any concerns raised by the Assessment Panel have been addressed and all ERDF regulations, National Rules and State aid requirements have been satisfied.

Unsuccessful applicants will be informed of the outcome and offered feedback on their application.

Final announcements of awards will be embargoed until all further due diligence has been satisfactorily completed.

ANNEX 1: Screening checklist

On receipt of application this form will be used by the LCTT Challenge Fund Administrator to check that each application is complete and valid before it progresses to the next stage of assessment.

| Application Form Section | Screening questions | YES | NO | Note |
|--------------------------|---|-----|----|---------------------------------------|
| - | Was the application form received before or on the deadline? | ✓ | | <i>Note capturing why/why not met</i> |
| - | Is the application form complete? | ✓ | | |
| 1 | Has the applicant answered 'Yes' to all of the questions in the Self-Assessment checklist (section 1 of the application form)? | ✓ | | |
| 6.1 | Has the applicant attached a separate project plan, organisational structure diagram for delivery of the project, including the governance structure? | ✓ | | |
| 10.1 10.2 | Have the declaration and data protection forms been signed and dated by someone within the applicant organisation with the authority to do so? | ✓ | | |
| 7.2 | Has the applicant attached signed letters from bodies providing, or intending to provide matched funding? | ✓ | | |
| - | Has the applicant attached any additional information referred to in the body of the application form, e.g. project plan? | ✓ | | |

ANNEX 2: Eligibility checklist

This form will be used by the EST LCTT Project team, with the assistance of Snell Bridge, to conduct an eligibility check of all the applications against the following eligibility requirements. If an application receives a 'No' for any of these criteria, it will not progress to the next stage of assessment. Where an application receives a 'Partial' mark for any of the criteria, this will inform the conditions the Assessment Panel may wish to attach to the funding in the event that the project is approved.

| Application Form Section | Eligibility requirement | YES | PARTIAL | NO |
|-----------------------------|--|-----|---------|----|
| Type of organisation | | | | |
| 2.1 | Is the applicant organisation in the public, community or third sector? | | n/a | |
| 2.1 | Does the applicant organisation have a UK bank account, annual accounts and control over all income and expenditure? | | n/a | |
| 2.1 | Does the applicant organisation have a governing body, a democratically elected management committee and a document that has been formally adopted? | | n/a | |
| Project details | | | | |
| 3.1 3.2 | Is the application seeking funding for a low carbon transport hub and/or an active travel hub? | | n/a | |
| Eligible costs | | | | |
| 7.1 | Are total eligible project costs within a range of £500,000 to £2,000,000? <i>(Note: Projects that are significantly outside this range will receive a 'No'. Projects with eligible costs 20% above or below this range will receive a 'Partial' – i.e. proposals between £400,000 and £2,400,000 will be scored and considered by the Assessment Panel.)</i> | | | |
| 7.3 | Are project costs listed eligible under the <i>National Rules on Eligibility and Expenditure</i> ? <i>(Note: Projects where a minor component of the project costs are considered ineligible will receive a 'Partial'.)</i> | | | |
| Match funding | | | | |
| 7.2 | Has the applicant organisation provided details of sufficient match funding? (60% Lowlands and Uplands, 50% Highlands and Islands) <i>(Note: Projects where a minor component of the match funding is considered ineligible will receive a 'Partial'.)</i> | | | |

| Application Form Section | Eligibility requirement | YES | PARTIAL | NO |
|--------------------------|---|-----|---------|----|
| 7.2 | <p>Has the applicant organisation supplied evidence that the match funding has been confirmed?</p> <p><i>(Note: Projects where confirmation is pending will receive a 'Partial'.)</i></p> | | | |

ANNEX 3: Fund requirements

The following additional considerations will be marked as 'yes' or 'no'. This will not form part of the score of the project (or RAG rating), but will be noted for the Assessment Panel.

| Application Form Section | Additional consideration | How this will be marked |
|--------------------------|--|---|
| 6.1 | Does the application reflect an understanding of the National Rules? | Projects will be marked 'yes' if the application demonstrates that the National Rules have been read, understood and incorporated into project planning. |
| 6.1 | Does the application reflect an understanding of the procurement requirements? | Projects will be marked 'yes' if the application demonstrates that the procurement requirements in the National Rules have been read, understood and incorporated into project planning. Applicants are aware that they will have to comply with the thresholds for publishing invitations to tender in the Official Journal of the EU and (Scottish) national procurement rules. |
| 8 | Does the application provide evidence of a monitoring and evaluation plan? | Projects will be marked 'yes' if the application provides information on what baseline data will be collected and how the project will be monitored and evaluated. A completed monitoring and evaluation plan will be required if the project is successful, but is not be required by the application deadline (28 February). |

ANNEX 4: State aid checklist

This checklist will be used by EST to determine and document whether State aid is present in the proposed project at both organisation and beneficiary level.

| State aid assessment (application form section 7.4) | | YES | NO | Comments |
|--|---|-----|-----|--|
| 1 | Has the applicant or any partner declared it is involved in an economic activity on the project? | | | If No, refer to point 2. If Yes, refer go to point 5 |
| 2 | If the applicant has declared No - Are you are satisfied that the applicant or any partner is not an undertaking? | | | If No, please refer to point 4 If Yes, refer to point 3. |
| 3 | If you are satisfied that the applicant or any partner is not an undertaking there is no need to assess the measure for State aid at this level. | n/a | n/a | Note – Please consider Beneficiary of project and complete State aid Checklist at this level to determine whether State is present. |
| 4 | Has the applicant provided sufficient evidence to support the response? | | | If No, seek further information from applicant. If yes, refer to point 5. |
| 5 | Has the applicant applied the 4 State aid tests and determined the possible presence of State aid? | | | If No, refer applicant to the SG State aid guidance and ask them to apply the 4 State aid tests and provide the result of this assessment. If Yes, refer to point 6. |
| 6 | Has the applicant declared whether there is any State aid present? | | | If No, refer to point 7. If Yes, refer to point 8. |
| 7 | Has the applicant explained how the project activities have been assessed against the four State aid tests and provided evidence to support a finding of 'No State aid'? | | | If No, request applicant provides this evidence in order to proceed with application. If Yes, refer to point 9. |
| 8 | Has the applicant made an assessment of whether the State aid present is compliant under the appropriate GBER scheme? | | | If No, request applicant does this and provides evidence to confirm findings. If Yes, refer to point 10. |
| 9 | Complete State aid Compliance template | n/a | n/a | Once project has been approved and Grant Award letter issued insert details of project onto LCTT Programme project tracking spreadsheet for monitoring and State aid review. |
| 10 | Check that the GBER Article selected is appropriate and advise applicant of the relevant aid intensity applied to total project costs and confirm whether applicant wish to proceed with application/project. Does the applicant wish to continue? | | | If No, application should be withdrawn. If Yes, refer to point 9. |

ANNEX 5: Scoring framework

The following scoring framework will be used to assess applications. There are 9 project impact criteria that will be scored out of 5 – the total score for a project will be out of 45.

0= No evidence to address criteria

1= Significantly deficient against the criteria

2= Addresses some of the criteria but is deficient

3= Satisfies the criteria

4= Satisfies the criteria well

5= Satisfies the criteria exceptionally well

Please note that the ‘what will assessors consider’ column provides an indication of the sorts of questions assessors will consider. It is not necessarily exhaustive, nor will every question be relevant to every application.

| Project impact criteria | | | | | |
|--------------------------|--------------------------|---|---|-------|----------------------------|
| | Application Form Section | Key Question | What will assessors consider | Score | Comments and justification |
| Project Rationale | | | | | |
| 1. | 3.4 4.1 | Does the proposed project fit with the strategic aims of the ERDF LCTT programme? | How does the project rationale align with the LCTT programme aims? I.e. has the application demonstrated how the project will increase the number of journeys made by public transport, active travel and low carbon vehicle? Is the proposed project likely to achieve these stated aims based on the description of the project? | /5 | |

| Project impact criteria | | | | | |
|----------------------------|--------------------------|---|--|-------|----------------------------|
| | Application Form Section | Key Question | What will assessors consider | Score | Comments and justification |
| Strategic fit | | | | | |
| 2. | 4.2 | <p>Does the project contribute to key active travel and/or low carbon transport outcomes in an area?</p> <p>Does the project support delivery of national, regional and local plans and priorities?</p> | <p>Does the application refer to other planning documents and strategies? e.g. local authority strategies or relevant active travel or low carbon transport strategies at a national, regional and local level and demonstrate how the project supports these strategies.</p> <p>Are links to wider local plans and priorities demonstrated? I.e. place-making, local economic development, regeneration, social inclusion, employability, environment, health and physical activity.</p> | /5 | |
| Partnership working | | | | | |
| 3. | 4.3 | <p>How does the applicant organisation envisage working with partners?</p> <p>How will partnership agreements and relationships be sustained?</p> | <p>Does the application provide details of partners and their roles in the project?</p> <p>Does the application provide evidence of partnership agreements in place?</p> <p>Does the partnership agreement reflect a commitment that will be sustained for the life of the project?</p> <p>Has the applicant identified wider partners? These partners may include those that are not supporting the ERDF funded elements of the project but who have complementary programmes and /or add value to the longer term sustainability of the project?</p> | /5 | |

| Project impact criteria | | | | | |
|-----------------------------|--------------------------|---|---|-------|----------------------------|
| | Application Form Section | Key Question | What will assessors consider | Score | Comments and justification |
| Community Engagement | | | | | |
| 4. | 4.4 | Does the proposal provide clear evidence of community engagement and co design in the project proposal? | <p>Has the applicant provided evidence of engagement with the local community? How have the community been involved in the decision on what project to deliver?</p> <p>How will the community benefit from the outcomes of the project? Has the need of the community been identified?</p> | /5 | |
| Additionality | | | | | |
| 5. | 5.2 | Does the proposal provide clear evidence of the added value of the project? | <p>Has the project proposed new or additional activity?</p> <p>Does the application make a strong case that this project would not have been able to go ahead without ERDF funding? Or would not have been able to go ahead at the proposed scale or within the proposed timeframes without ERDF funding?</p> <p>Has the applicant organisation described the anticipated additional outputs and outcomes as a result of the proposed project?</p> <p>Has the applicant provided evidence that all other funding sources have been explored?</p> <p>Has the applicant provided evidence that clear gap in provision exists?</p> | /5 | |

| Project impact criteria | | | | | |
|-------------------------|--|--|---|-------|----------------------------|
| | Application Form Section | Key Question | What will assessors consider | Score | Comments and justification |
| Deliverability | | | | | |
| 6. | 5.3 6.1 7.1 7.2 7.3 Project plan & Financial information spreadsheet (attached as Annex 8 of this document) | Can the project be delivered by December 2018? | <p><u>Project Management</u></p> <p>Does the project plan provide realistic costs, targets and timeframes for delivery? Have appropriate milestones have been identified and target dates set?</p> <p>Are the use of appropriate management tools and techniques demonstrated?</p> <p>Have risks been identified and assessed? How risks will be addressed in relation to prevention, reduction, and contingency and avoidance?</p> <p>Has the organisation put in place an appropriate governance structures for delivery?</p> <p><u>Planning permission</u></p> <p>Are planning consents, building consents, ownership and lease agreements in place?</p> <p>Are there any site constraints or ownership issues?</p> <p><u>Organisational Capacity</u></p> <p>Does the organisation demonstrate it has the capacity required to deliver the project, and the on-going reporting commitments?</p> <p>Has the applicant organisation provided evidence of previous experience delivering and managing</p> | /5 | |

| Project impact criteria | | | | | |
|-------------------------|--------------------------|--|--|-------|----------------------------|
| | Application Form Section | Key Question | What will assessors consider | Score | Comments and justification |
| | | | <p>large capital projects?</p> <p><u>Compliance</u></p> <p>Does the applicant demonstrate an understanding of procurement requirements and the need to meet all relevant ESIF regulations?</p> <p>Has the projected outlined how they will comply with ERDF regulations concerning procurement and document retention?</p> | | |
| Sustainability | | | | | |
| 7. | 5.4 4.3 4.4 | Has the application provided a clear strategy for ensuring that the project will be sustained for at least 5 years beyond the funding period (to December 2023)? | <p>Does the project demonstrate appropriate strategies in place to sustain the project?</p> <p>What strategies are in place in terms of on-going resourcing, maintenance, future financing?</p> <p>Have long term partnership agreements been established?</p> <p>How is the partner's role envisaged in the longer term?</p> <p>How will engagement with the local community continue after delivery?</p> <p>How community feedback will be collected and actioned?</p> <p>How will the project ensure that the original aims continue to be promoted and how will these be reviewed?</p> | /5 | |

| Project impact criteria | | | | | |
|-------------------------------|--|--|--|-------|----------------------------|
| | Application Form Section | Key Question | What will assessors consider | Score | Comments and justification |
| Financial viability | | | | | |
| 8 | 3.5 7.1 7.2 7.3 Financial information spreadsheet (attached as Annex 8 of this document) | Is this project financially viable? Is the lead applicant organisation financially viable? | Has the project demonstrated that match funding is eligible, not originated from other European sources and has no outputs linked to it? What are the risks to the match funding? Have these been adequately identified and mitigation strategies outlined? Is the monthly project expenditure realistic? Does the business plan back up the forecast spend? Are the on-going operating costs realistic to sustain the project for a further 5 years? Have EDRF regulations been identified and accounted for if projects intend to generate income/revenue? Is the lead applicant financially viable? Are there any risks to the viability of the lead applicant organisation? | /5 | |
| ERDF Horizontal themes | | | | | |
| 9 | 5.1 | How does the project fit with one or more of the ERDF horizontal themes (equal opportunities, environmental sustainability, and social inclusion)? | <u>Equal opportunities</u> Has the project clarified precisely how it will take account of and reflected the diverse needs of the target group(s) in the development and delivery of your project? Described 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) | /5 | |

| Project impact criteria | | | | | |
|-------------------------|--------------------------|--------------|---|------------|----------------------------|
| | Application Form Section | Key Question | What will assessors consider | Score | Comments and justification |
| | | | <p>age or (vi) sexual orientation?</p> <p>Identified and addressed any particular barriers to access to participation?</p> <p><u>Environmental Sustainability</u></p> <p>Has the project considered ways in which the project contributes to the enhancement and protection of the environment and seeks to minimise negative impacts?</p> <p>Does the project 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?</p> <p><u>Social Inclusion</u></p> <p>Has the project described how it will reconcile a commitment to social inclusion with a focus on improving the competitiveness and economic performance of the locality?</p> <p>How will the project reduce inequalities between the least advantaged communities and the rest of society?</p> <p>Identified and addressed potential barriers to access to participation?</p> | | |
| Total score | | | | /45 | |

ANNEX 6: Example Case Paper

Case Paper: [Ref # – Project title]

| | | | |
|-----------------------------|--|----------------------|--------------|
| Applicant | [Applicant name] | Region | H&I/LUPS |
| Type of organisation | [Local Authority/Social Enterprise/Charity etc.] | Active Travel | Yes/No |
| Local authority | [Local authority] | Low Carbon | Yes/No |
| Project overview | [From Project Summary section of application form] | Paths | Yes/No |
| | | RAG rating | Green |
| | | Score | 31/45 |

Assessor's Comments

[This is where the assessor provides an overall view of the project, including any particular issues or risks that the Assessment Panel should discuss. The comment will also provide a justification for the RAG rating.]

Proposed conditions

[This will capture and address any issues with eligibility (i.e. if an application received a 'partial' for any of the eligibility criteria). Conditions may include requests to provide further evidence that match funding is secured, or a new project plan that removes an ineligible element etc.]

Assessment

| Eligibility | YES | PARTIAL | NO | Comment |
|----------------------|-----|---------|----|---|
| Type of organisation | ✓ | | | [If partial or no, provide explanation] |
| Project details | ✓ | | | |
| Match funding | ✓ | | | |
| Eligible costs | ✓ | | | |

| Fund requirements | YES | NO |
|--|------------|-----------|
| Does the application reflect an understanding of the National Rules? | ✓ | |
| Does the application reflect an understanding of the procurement requirements? | ✓ | |
| Does the application provide evidence of a monitoring and evaluation plan? | ✓ | |

| State aid | YES | NO | Comment |
|-----------------------|------------|-----------|---|
| Is State aid present? | ✓ | | [If yes, comment will outline how this is to be addressed, e.g. has the appropriate GBER Article being selected and relevant aid intensity applied to total project costs.] |

| Project impact criteria | Score | Comment and justification |
|--------------------------------|--------------|----------------------------------|
| Project rationale | /5 | |
| Strategic fit | /5 | |
| Partnership working | /5 | |
| Community engagement | /5 | |
| Additionality | /5 | |
| Deliverability | /5 | |
| Sustainability | /5 | |
| Financial viability | /5 | |
| ERDF horizontal themes | /5 | |
| Total | /45 | |

For completeness, the Assessment Panel will be provided with the following details on ineligible projects. Below is an example of a Case Paper for a project determined to be ineligible.

Case Paper: [Ref # – Project title]

| | | | |
|-----------------------------|--|----------------------|----------|
| Applicant | [Applicant name] | Region | H&I/LUPS |
| Type of organisation | [Local Authority/Social Enterprise/Charity etc.] | Active Travel | Yes/No |
| Local authority | [Local authority] | Low Carbon | Yes/No |
| Project overview | [From Project Summary section of application form] | Paths | Yes/No |

INELIGIBLE

| Assessor's Comments |
|---|
| This project was determined to be ineligible for funding from the LCTT Challenge Fund for the reasons outlined below. It did not undergo a full assessment. |

| Eligibility | YES | PARTIAL | NO | Comment |
|----------------------|------------|----------------|-----------|---|
| Type of organisation | | | ✓ | Applicant is ineligible as they are a private sector organisation. |
| Project details | ✓ | | | |
| Match funding | ✓ | | | |
| Eligible costs | | ✓ | | Part of the listed project costs seeks funding for purchasing vehicles. |

ANNEX 7: Conflict of interest procedure

The following Conflict of Interest Procedure is to be used by members of the Assessment Panel. It also covers the process for identifying conflicts of interest and what will happen in the Assessment Panel meeting.

Members of the LCTT Challenge Fund Assessment Panel are expected to review any applications to the Fund in an objective manner. The applications may contain confidential information, which cannot be passed on outside of the Assessment Panel. Members must not make use of information that they have been given access to in order to further their organisations' activities unless this is agreed with EST, and this will only be under specific circumstances (e.g. beneficial stakeholder linking between two projects).

When members receive the list of LCTT Challenge Fund applications, they must first review the projects listed and identify if you have any potential conflicts of interest at the following three levels:

- 1 They are directly involved in an application, either as the project lead, or as a project partner.
- 2 Their organisation is involved in an application, either as the project lead, or as a project partner.
- 3 They have other links to the project (e.g. their organisation is a potential stakeholder, or were involved in a feasibility study).

Any potential conflict of interest must be reported back to EST prior to the Assessment Panel meeting **[Date to be confirmed]**.

During the Assessment Panel meeting, when each project is discussed, EST will review the submitted conflict of interest statements from each Assessment Panel member. Any Assessment Panel member with a conflict of interest will be asked not to join the discussion of that particular project, and will not be able to make a contribution to the final funding decision for that project.

Assessment Panel members will be asked to complete and return the following conflict of interest statement when you have reviewed the list of applications to rachel.goulding@est.org.uk

Name:

Organisation:

Please enter any projects where you have a potential conflict of interest in the table below:

| Project ref # | Project Name | Lead Organisation | Description of Conflict of Interest |
|---------------|--------------|-------------------|-------------------------------------|
| | | | |

ANNEX 8: Financial information spreadsheet

Please refer to the attached spreadsheet: *LCTT Challenge Fund – Financial Information*.

Alongside a completed application form, by 28 February, 4pm applicants will need to provide EST with a detailed profile of eligible expenditure, a detailed breakdown of match funding, and detail on other costs associated with the wider project not eligible for ERDF funding. This information will be used to inform the eligibility check and scoring stages of the assessment process.

Refer to the first sheet of the document titled 'Guidance' for further information on how to complete the spreadsheet.



**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:

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0131 555 8691

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