**eCargo Bike Grant Fund – 2019/20**

Local authority scheme

Application Form

## Disclaimer

EST and/or DfT 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.

EST and/or DfT reserve 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 eCargo Bike Grant 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 EST and/or DfT. The EST, DfT 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.

## Self-assessment checklist

You must complete the checklist provided in the application form before proceeding. If you answer ‘NO’ to any of the questions in section 2 of the application form, you may be ineligible for the eCargo Bike Grant Fund, local authority scheme funding and we will therefore not be able to consider your application.

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| **YES** | **NO** |  |
|  |  | Our organisation has a UK bank account, annual accounts (approved by its management committee or board) and control over all income and expenditure. |
|  |  | We have read the eCargo Bike Grant Fund, local authority scheme Guidance and Information for Applicants at <https://www.energysavingtrust.org.uk/transport/freight-and-retrofit/ecargo-bike-grant-fund> |
|  |  | We understand that eCargo Bike Grant Fund, local authority scheme will provide grant funding of up to £200,000 for ecargo bikes, and that applicants are required to identify and provide evidence of primary costs in their application. |
|  |  | We understand and will comply with the eCargo Bike Grant Fund, local authority scheme monitoring and reporting requirements. |
|  |  | We can contractually commit to procuring all equipment by the end of November 2020. |

Please ensure that you have provided:

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| **YES** | **NO** |  |
|  |  | * Completed eCargo Bike Grant Fund, local authority scheme Application Form * Completed eCargo Bike Grant Fund Finance Spreadsheet * Completed State Aid Assessment Template * Dated quote(s) from the ecargo bike and/or equipment supplier(s) identified in the application form. * Any further supplementary information (limit 10 pages). |

## Applicant details

**About your organisation:**

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| --- | --- | --- | --- |
| **2.1 Applicant details** | | | |
| Registered name | |  | |
| UK public body registration no. | |  | |
| VAT Registration Number (if applicable) | |  | |
| Organisation has UK Bank account, published accounts and control over income and expenditure | |  | |
| **Address of registered office** | | | |
| Address | |  | |
| **Contact details for correspondence with applicant** | | | |
| **Lead Contact** | | | |
| Name | | |  |
| Position | | |  |
| Contact Number | | |  |
| Email Address | | |  |
| **Secondary Contact** | | | |
| Name | | |  |
| Position | | |  |
| Contact Number | | |  |
| Email Address | | |  |
| Email will be the primary method of contact use so please ensure that the email address is entered correctly and remains active during the application process. | | | |
| Is your organisation able to reclaim VAT? |  | | |
| Are there any potential conflicts of interest?  (Max 150 words) |  | | |

## Project details

**About your project:**

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| **3.1 Project summary details** | |
| Project title / Reference Number |  |
| Number of ecargo bikes applied for |  |
| Local authority area(s) affected |  |
| Project Cost | Funding Request: £ |
| Match Funding (if applicable): £ |
| **Total: £** |
| Project Summary  (Max 150 words) |  |

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| **3.2 Description of bikes and equipment** | |
| Please provide a summary of the equipment for which grant funding is being applied for. |  |

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| **3.3 Details of wider sustainable transport programmes** | |
| Please provide details of any additional sustainable transport activities/projects that your organisation is undertaking. Is your proposed eCargo Bike Grant Fund project supporting wider activities that aim to reduce transport emissions, encourage active travel, and improve air quality?  (Max 400 words) |  |

## Project Scoring Elements

The following criteria are used to assess applications. The five criteria will be scored out of five – the total score for each application will be out of 25.

Please see Annexe 2 in the Guidance and information document for the full scoring guidance.

**How does your project meet the five eCargo Bike Grant Fund, local authority scheme project impact criteria?**

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| **4.1 Needs assessment, general aims and specific objectives** | |
| Please give details of who you are targeting and why, how it will be implemented, and state the aims and objectives of the project.  Please also provide a detailed description of any modal shift that will occur as a result of the adoption of ecargo bikes.  (Max 600 words) |  |

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| **4.2 Community/Staff Engagement and partnership working** | |
| Please provide details of how you have engaged with your community or workplace to establish the demand for /ecargo bikes. Detail how the project has been developed with your community/staff. Detail the partnerships that have formed to support the project development or delivery.  (Max 500 words) |  |

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| **4.3 Deliverability – timeline, roles and responsibilities** | |
| Please provide evidence of your organisational capacity to deliver this project including implementation timelines, project management structure, commitment to on-going reporting, and ecargo bike  maintenance.  (Max 400 words) |  |

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| **4.4 Sustainability** | |
| Please provide details of how you will maintain the impact of your project over a prolonged period. E.g. Maintenance and running cost. Staff time.  (Max 400 words) |  |

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| **4.5 Community Benefit** | |
| Please provide details of how your project will promote equal opportunities and social inclusion within your community.  (Max 400 words) |  |

## Monitoring and evaluation

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| **5.1 Monitoring and evaluation** | |
|  | Applicants should note that if successful they will be expected to produce and adhere to a monitoring and evaluation framework which will provide an agreed plan to monitor the outputs and outcomes that they will be reporting on. This will include the collection, analysis and sharing of operational data gathered via a self-developed and implemented monitoring programme that details the number of miles travelled by equipment purchased with the fund, purpose of journeys undertaken utilising equipment purchased with funding.  By ticking this box, applicants acknowledge and accept this requirement. |

**DfT evaluation**

DfT will run a separate evaluation of the scheme when the ecargo bikes have been in use for one year. Please contact [ActiveTravel.PMO@dft.gov.uk](mailto:ActiveTravel.PMO@dft.gov.uk) for further information.

## Finance

**How much will the project cost and how will eCargo Bike Grant Fund, local authority scheme funding be used?**

Before completing this section, please refer to the eCargo Bike Grant Fund, local authority scheme Guidance and Information for Applicants for information on the availability of Department for Transport funding.

Please provide dated quote(s) from supplier(s) and other additional supporting evidence of all costs.

Details of planned project costs should be completed in the supplied spreadsheet “eCargo Bike Grant Fund Finance Spreadsheet.”

Please fill in the summary table below.

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| **6.1 eCargo Bike Grant Fund, local authority scheme funding request summary** | |
| *Cost of eligible equipment*  *Number of ecargo bikes to be purchased* | £ |
| Amount requested from the eCargo Bike Grant Fund | £ |
| Match Funding (if applicable) | £ |
| Total Project Costs | £ |

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| **6.2 Match Funding** |
| Please detail all match funding contributions in the eCargo Bike Grant Fund Finance Spreadsheet.  You must attach to this application signed letters from each organisation providing or intending to provide match funding to confirm their intention. These letters must specify the amount of funding they intend to provide.  If match funding is provided ‘in-kind’ via money spend on ineligible equipment costs (see Annex 3 in guidance and information document), please detail it in the application form as well as on the finance spreadsheet.  All organisations must be able to demonstrate that their match funding does not originate in any way from a DfT source. As part of the eCargo Bike Grant Fund award process organisations will need to sign a grant offer letter which contains a declaration to this fact and a requirement to produce evidence to support the compliance of all match funding. |

## Supplementary information

Assessment will be based on the answers that are provided in the application form.

Supplementary documents may be used to expand or illustrate your answers which are provided (e.g. licencing and certification documentation, letters of support, summary of ICE vehicle miles replaced with ecargo bike miles, route(s) operated, etc), however, please be aware that these documents will not be assessed independently. You may submit a maximum of 10 additional pages as supplementary information.

## Declarations

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| **8.1 Credit Check** |
| All lead applicants will be subjected to a financial check once they have submitted an application. The company number provided in section 3.1 will be used for the purposes of requesting the credit check. Annual accounts covering the last three years, a business plan or a bank reference may also be required before applications are approved.  In order to complete your application process, the EST may make searches about you at credit reference agencies who will supply the EST with information about the conduct of any accounts you hold, as well as information from the Electoral Register or Companies House. The agencies will record details of the search whether or not this application proceeds. This could affect your ability to get credit elsewhere within a short period.  The EST may use credit-scoring methods to assess this application and to verify your identity. Credit searches and other information which is provided to us and/or the credit reference agencies, about you and those with whom you are linked financially may be used by the EST and other companies if credit decisions are made about you. This information may also be used for debt tracing and the investigation and prevention of fraud and money laundering as well as the management of your account. Information held about you by the credit reference agencies may already be linked to records relating to others, if you have previously made a joint application. |

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| **Either the Chair or Chief Executive of the applicant organisation should sign the hard copy of this declaration. It must be a different person to the main contact given in Section 2.** | | | | | |
| Signed: |  | | | | |
| Title: |  | First name: |  | Surname: |  |
| Position in organisation: | | |  | | |

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| --- | --- |
| Date: |  |

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| **8.2 State Aid** |
| It is proposed that the eCargo Bike Grant Fund, local authority scheme is delivered under De Minimis funding. The De Minimis exemption permits aid of up to €200,000 to an individual recipient (from all sources) in any rolling three-year fiscal period. As the applicant, it is your responsibility to ensure that any award that may be provided does not breach the €200,000 ceiling.  Successful applicants will need to complete and return a De Minimis declaration. The relevant regulation is the European Commission's De Minimis Regulation (Commission Regulation (EU) 1407/2013 of 18 December 2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to De Minimis aid, OJ(L) 352/1). The State Aid is expressed in Euros and can be equated to Pounds Sterling by using the rates shown on the EU website <http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/index_en.cfm> |

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| **8.3 Data Protection** |
| **Data Protection Act 1998 and European General Data Protection Regulation Fair Processing Notice**  This section asks you to confirm your acceptance of the standard data protection terms and conditions applicable to applicants.  Applicants should read the detail of the fair processing notice and data protection statement included within the application. For additional information about how we use personal data, including your rights, please see Energy Saving Trust’s privacy policy (<http://www.energysavingtrust.org.uk/privacy>).  **How we will use your information:**  Department for Transport is the data controller in respect of any personal data that you provide when you complete eCargo Bike Grant Fund, local authority scheme application form.  The EST is Department for Transport’s appointed agents for the purposes of administering the scheme, and they will process the data on Department for Transport’s behalf.  **This information is necessary for the performance of a contract**.  We will use the information you provide to assess your application and carry out subsequent monitoring, including site visits, of successful projects under the eCargo Bike Grant Fund, local authority scheme.  Some information will be shared with other Government Departments, their agencies and appointed agents to enable the detection of fraudulent applications to the low carbon travel and transport fund and other grants schemes.  Department for Transport may be required to release information, including personal data and commercial information, on request under the Environmental Information Regulations 2004 or the Freedom of Information Act 2000.  However, Department for Transport will not permit any unwarranted breach of confidentiality nor will we act in contravention of our obligations under the Data Protection Act 1998 and the European General Data Protection Regulation (GDPR).  What non-personal information will English Government make publicly available?   * Details of applications. * During the assessment stage, the number of applications received will be disclosed on request. * Details of grant-funded projects.   It is important to the aims of the scheme that the grant-funded projects should act as encouragement for others.  Once the applications have been assessed, summary details of the successful projects will be published and disseminated widely, including being published on a dedicated webpage and in press releases.  Summary details may include:   * The name of the project. * The names of the organisations, community groups etc who are members of the project. * Location of the project. * Expected benefits. * Grants allocated to the project under the eCargo Bike Grant Fund - 2019/20. * Brief description of the project, including any key technical features (as supplied by applicants).   A final report (as specified in the Guidance Notes) which describes the benefits and performance of the equipment purchased, any difficulties encountered, lessons learned, and associated data may be published in full. Interim reports may also be published.  I confirm that I have read and understood the above data protection statement.  Signed:  Date: |

## Submitting your application

Please email your completed application form and attachments to [ecargobikegrant@est.org.uk](mailto:ecargobikegrant@est.org.uk)

When we receive your application by email, we will send you an acknowledgement email. If you don’t receive this, please let us know.

All completed application forms and required attachments must be submitted electronically to ecargobikegrant@est.org.uk by **4pm, Friday 27th March**

**Checklist of documentation to enclose/attach**

|  |  |  |
| --- | --- | --- |
|  | **Document** | **Enclosed** |
| **1** | eCargo Bike Grant Fund, local authority scheme Application Form (signed) |  |
| **2** | eCargo Bike Grant Fund Financial Spreadsheet |  |
| **3** | State Aid Assessment Template |  |
| **4** | Dated quote(s) from supplier(s) identified in the application form |  |
| **5** | Any further supplementary information (limit 10 pages) |  |

We aim to notify you regarding the outcome of your application **within 4 weeks** of the submission deadline.

If you have any questions regarding your application or would like to discuss any issues before submitting an application, please email ecargobikegrant@est.org.uk