**Business eCargo Bike research project 2020/21**

Application Form

## Disclaimer

Applicants should be aware that, as the Business eCargo Bike research project 2020/21is a developing programme, the submission process will be reviewed as the programme evolves and therefore may be subject to change. The Scottish Ministers and Transport Scotland reserve the right to amend the published guidance during the period of the programme.

Energy Saving Trust and/or Transport Scotland reserves the right to reject a submission where:

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

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

* not to consider submissions other than those submitted in accordance with the requirements of the process;
* to issue amendments or modifications to the submission documents during the 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 process;
* to not award any ecargo bikes under the Business eCargo Bike research project 2020/21; and/or
* to cancel the research project process at any time.

Any costs or expenses incurred by an applicant (including any partners) or any other person in participating in the process will not be reimbursed by Energy Saving Trust and/or Transport Scotland. 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.

## 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 Business eCargo Bike research project 2020/21 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 Business eCargo Bike research project 2020/21 – Guidance and Information for Applicants on <http://www.energysavingtrust.org.uk/scotland/businesses-organisations/transport/ebike-grant-fund> and the strategic aims and eligibility criteria of the programme.  |
| [ ]  | [ ]  | We understand and will comply with the Business eCargo Bike research project 2020/21 – usage, monitoring and reporting requirements.  |
| [x]  | [ ]  | We can contractually commit providing details of equipment require for purchase to EST in time to allow project to commence by the end of October 2020. |
| [ ]  | [ ]  | EST will be the owner of the ecargo bike, your organisation will be committed to providing insurance, public liability, maintenance and secure storage of the ecargo bike. |

Please ensure that you have provided:

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| **YES** | **NO** |  |
| [ ]  | [ ]  | * Completed eCargo - Business eCargo Bike research project 2020/21 - Application Form
* Details of the specific ecargo bike and equipment you require for your business purpose.
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## Applicant details

**About your organisation:**

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| **3.1 Applicant details** |
| Registered name  |   |
| Legal status |   |
| UK company/charity/ public body or other registration no. |   |
| Establishment date |   |
| Organisation has UK Bank account, published accounts and control over income and expenditure  |   |
| **Address of registered office** |
| Address  |   |
| Local authority area |   |
| **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. |

## Project details

**About your project:**

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| **4.1 Project summary details** |
| Project title / Reference Number |  |
| Local authority area(s) affected |   |
| Project SummaryPlease provide details of your business and how you intend to use the ecargo bike to enhance your business. What will the ecargo bike’s primary use be? Who will be its primary user? What journeys will it replace? Will it replace a vehicle that is currently doing those journeys? (Max 600 words) |    |
| **4.2 Description of ecargo bike and safety equipment** |
| Please provide details of the ecargo bike you are requesting. Why you have chosen this specific type of ecargo bike? Please provide website links to the ecargo manufacturer or retailer along with anticipated delivery timeframes. |   |
| **4.3 Details of your organisation and wider sustainable transport****Programmes** |
| What does your organisation do?Please provide details how/if the organisation provides social and environmental benefits.Does your proposed Business eCargo Bike research project 2020/21 support wider activities that aim to reduce transport emissions, encourage active travel, and improve air quality?(Max 600 words) |   |

## Project Scoring Elements

**How does your project meet the four Business eCargo Bike research project -2020/21 project impact criteria?**

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| **5.1 Needs assessment, general aims and specific objectives** |
| Please provide a detailed description of what journeys the ecargo bike will be making and what is the purpose of these journeys. Please also state the average number of miles the ecargo bike will be travelling on a daily/weekly basis. (Max 600 words) |   |
| **5.2 Employee Engagement**  |
| Please provide details of how you have engaged with your employees to promote the ecargo bike and its use, or how you plan to do so. How will you encourage employees to be more active or sustainable in their business travel? Describe who/area of the business will be using the ecargo bike within your workplace. (Max 600 words) |   |
| **5.3 Deliverability – timeline, roles and responsibilities**  |
| Please provide details of how your business will implement the ecargo bike as a fleet vehicleWhat training will be in place for employees to feel comfortable to use the ecargo bike? Will this training be available to all employees?How and who will be responsible for collecting and reporting on the data collected as part of this trial? How will your business manage the maintenance of the ecargo bike? Can you provide secure storage for the ecargo bike when not in use? (Max 600 words) |   |
| **5.4 Environmental benefit**  |
| Please provide details of how the ecargo bike will change travel behaviour within your business. What will the impact be on your carbon emissions? Will the ecargo bike replace a vehicle? (Max 600 words) |   |
| **5.5 Wider impact** |
| Please provide details of any benefits for the wider community, employees and the community your business interacts with. (Max 600 words) |    |

## Monitoring and evaluation

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| **6.1 Monitoring and evaluation** |
|[ ]  Applicants should note that one of this project’s overarching aims is to collect data and information on ecargo bike usage by organisations in Scotland. Successful applicants will be required 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 quantitative data such as mileage, utilisation, cyclists etc along with qualitative information in the form of telephone interviews, photos and contribution to case studies and other promotional items.By ticking this box, applicants acknowledge and accept this requirement. |

## Usage

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| **7.1 Usage** |
|[ ]  Applicants should note that one of this project’s overarching aims is to collect data and information on ecargo bike usage by organisations in Scotland. If a business is monitoring and reporting the ecargo bike use to EST as very low and are not using the bike for its intended purpose, EST reserve the right to remove the ecargo bike from the business and distribute to another business that will benefit from it.By ticking this box, applicants acknowledge and accept this requirement. |

## Finance

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| Please provide details of the ecargo bike and any safety equipment you have selected for your specific business purpose. Please provide links to manufacturers or retailer.  |

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| **8.1 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:**Transport Scotland is the data controller in respect of any personal data that you provide when you complete Business eCargo Bike research project - 2020/21 application form.  The EST is Transport Scotland’s appointed agents for the purposes of administering the scheme, and they will process the data on Transport Scotland’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 Business eCargo Bike research project - 2020/21.  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.Transport Scotland 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, Transport Scotland 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 Scottish Government make publicly available?* Details of applications.
* During the assessment stage, the number of applications received will be disclosed on request.
* Details of successful projects.

It is important to the aims of the scheme that the successful 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.
* Ecargo bike allocated to the project under the Business eCargo Bike research project - 2020/21.
* 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:  |

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| **Either the Chair or Chief Executive of the applicant organisation should electronically sign 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: |       |

## Submitting your application

The fund will remain open until all 10 ecargo bikes have been allocated. With 10 ecargo bikes to offer on long term trials, applications will be assessed as they are received, each applicant will be informed the outcome of their application. Once all 10 ecargo bikes have been allocated, the fund will close.

When we receive your application by email, we will respond with an acknowledgement. If you don’t receive this, please contact us on 0131 555 8642.

All completed application forms and required attachments must be submitted electronically to eBikeGrantsScot@est.org.uk.

**Checklist of documentation to enclose/attach**

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|  | **Document** | **Enclosed** |
| **1** | Business eCargo Bike research project 2020/21 - Application Form (signed) | [ ]  |
| **2** | Details of the specific ecargo bike and equipment you require for your business purpose.  | [ ]   |

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