

Low Carbon Travel and Transport Challenge Fund Round 3

Webinar – 2019

Application Process



European Union



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EUROPE & SCOTLAND
European Regional Development Fund
Investing in a Smart, Sustainable and Inclusive Future



What is the fund for

- Active Travel Hubs
- Low Carbon Transport Hubs
- Integrated Low Carbon Transport / Active Travel Hubs
- Paths



Low Carbon Travel & Transport Challenge Fund

3. Notes for Applicants

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1. Self-assessment checklist

| YES | NO | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Our organisation is in the public, community or third sector. |
| <input type="checkbox"/> | <input type="checkbox"/> | Our organisation has a UK bank account, annual accounts (approved by its management committee or board) and control over all income and expenditure. |
| <input type="checkbox"/> | <input type="checkbox"/> | Our organisation has a governing body, a democratically elected management committee and a governing document that has been formally adopted. |
| <input type="checkbox"/> | <input type="checkbox"/> | We have read the details of the ERDF 2014-20 LCTT Challenge Fund programme on the Energy Saving Trust website and have read and understood the ESIF National Rules in relation to capital funds. |
| <input type="checkbox"/> | <input type="checkbox"/> | We understand that proposals for the LCTT Challenge Fund are expected to have total eligible project costs of over £250,000 and we have a proven record in delivering and running capital projects of similar scale. |
| <input type="checkbox"/> | <input type="checkbox"/> | We understand the requirements of the ESIF National Rules on match funding and confirm that we will have sufficient match funding from an eligible source to provide the finance required to complete our project proposal. (Ineligible sources include private sector match funding, other European funding or in-kind support.) |
| <input type="checkbox"/> | <input type="checkbox"/> | We can deliver our project by September 2022. |
| <input type="checkbox"/> | <input type="checkbox"/> | We can sustain an ERDF funded project for a minimum of 5 years after project completion. |

2. Applicant details

- Lead applicant details
- Conflict of interest
- Partner details
- Multiple applications

3. Project details

This section asks you to provide:

- Project administrative details (incl. Project reference number provided by EST together with the application form)
- Project summary
- Detailed project description
- Project deliverables
- Project viability (e.g. feasibility study, consultation, stakeholder engagement...)
- Wider project

4. Finance: Match funding levels

- Minimum project costs: £250k
- No maximum eligible project costs limit, but finding available will be different for costs below or over £2m
- All funding provided from the LCTT Challenge Fund needs to be matched at a minimum of 20% (H&I) or 30% (LUPS) for projects with costs up to £2m.
- If total costs of a project exceed £2m, in addition to a 20 or 30% match for the project costs under £2m, the portion of costs over £2m must be matched at a minimum of 30% (H&I) or 60% (LUPS).
- These levels are the minimum amounts required for projects to be considered for Round 3. There is an expectation on applicants to bring their own/external match funding to projects above these levels if funds are available.

4. Finance: Match funding levels

| Project area | <u>Min.</u> own/external match funding required - up to £2M project costs | <u>Min.</u> own/external match funding required for project costs over £2M | <u>Maximum</u> ERDF intervention rate available | <u>Maximum</u> Transport Scotland match funding support available |
|-----------------------------------|---|--|---|---|
| H&I | 20% | 30% | 70% of total eligible project costs | 10% up to £2 million (i.e. up to £200,000) |
| LUPS | 30% | 60% | 40% of total eligible project costs | 30% up to £2 million (i.e. up to £600,000) |
| <i>E.g.: £5m project, H&I</i> | £400,000 | £900,000 | £3,500,000 | £200,000 |

4. Finance: Match funding eligibility

- Match funding must be identified in advance
- Match funding must be ‘clean’ – it cannot be linked to any other projects or outputs.
- Other European funding cannot be used as matched funding.
- Corporate or private sector funding or in-kind contributions cannot be used as matched funding.

4. Finance: Financial Information Spreadsheet

- Detailed description of total eligible project costs: budget and timescales for expenditures.
- Detailed match funding information
- Sustainability: outline post-project 5-year budget forecast

5.1 Project impact criteria: Project rationale

- Your project must align with the strategic aims of the LCTT programme:
 - 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.

5.2 Project impact criteria: Strategic fit

Applicants are asked to address this in two parts:

1. Active Travel and/or Low Carbon outcomes

2. Wider local plans and priorities

5.3/5.4 Project impact criteria: Partnership working & community engagement

- Provide a description of how you intend to work with partners in order to successfully deliver your project.
- Provide detail on how local communities have been involved in the project to date, e.g. consultations, how they will be engaged with as the project develops, and how the project will benefit the local community.

6.1 ERDF specific criteria: Horizontal themes

- Projects should demonstrate alignment with the three ERDF Horizontal themes
 - Sustainable development
 - Equal opportunities and non discrimination
 - Equality between men and women

6.2 ERDF specific criteria: Additionality

- ERDF requirement that projects must be ‘new or additional activity’
- Applicants must demonstrate that this project would not be able to go ahead, or only in a reduced form, without the requested ERDF support.

6.3 ERDF specific criteria: Deliverability

- ERDF requirement that all projects will have incurred all costs by September 2022 and defrayed them by December 2022. Applicants must demonstrate how their project can practically be delivered within these timescales, including considerations on how you will overcome constraints like technical and planning requirements.
- Organisational capacity, previous experience with similar projects.
- Project management.
- Milestones.

6.4 ERDF specific criteria: Sustainability

- ERDF requirement that all funded projects will run for at least 5 years after receipt of final payment.
- Applicants must have appropriate strategies in place to ensure resourcing, maintenance etc. potentially out to 2028.

7. Delivering your project

- Three attachments required:
 - Project plan,
 - Organisational governance and structure for the project
 - Risk register
- Submitting these documents allows you to provide more detail about your approach to project management and delivery.
- Applicants are asked to demonstrate they understand compliance requirements.

8. State aid

- Applicants are responsible for ensuring their project adheres to State aid rules.
- These rules are designed to prevent interventions that distort competition or affect trade between EU Member States.
- The application form provides an assessment check list with four State aid tests.
- If you have any concerns or questions relating to State aid, please get in touch with the LCTT Challenge Fund Project Team.
- Further State Aid guidance available here:
<https://www.gov.scot/publications/esif-state-aid-guidance/>.

9. Monitoring and evaluation

- All ERDF programmes are required to monitor and evaluate their projects.
- Projects will be required to measure output indicators (e.g. kilometres of paths built) and results indicators (e.g. uptake in usage measured via survey).
- All projects will at the outset need to supply appropriate baseline data, in either quantitative or qualitative terms, that relate to the desired outcomes of the project.

**The deadline for applications is Friday
25 October 2019, 4 pm.**

**For an application form please email
lctt@est.org.uk with your completed
EOI form**

One to one surgeries...

EST is hosting two surgeries in Edinburgh which will provide you with an opportunity to discuss your project one-on-one with a representative from EST and Transport Scotland.

Email lctt@est.org.uk for more information and to book a slot.

Tuesday
10 September 2019

Wednesday
25 September 2019

Any further questions

For more information or if you have specific questions relating to your project please contact the Energy Saving Trust LCTT Challenge Fund project team:

Email: lctt@est.org.uk

Phone: 0131 555 8691