

| non-public Workplace Charge point funding Application 2019/20 |
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| Guidance on Filling out this application form |
| *This application form is for organisations who wish to apply for funding towards installing electric vehicle charging infrastructure for use by their own staff and visitors.* *Please note that fields in bold are compulsory, other fields may be left blank if you are unable to or do not wish to fill them in. However, please be aware that whether we are able to offer your organisation grant support - and if so, to what level - will be largely determined by the information you submit herein.* |
| Applicant Information |
| **Organisation**:  |
| **Address**:  | **Postcode**:  |
| **Contact name**:  |
| **Phone**:  | Mobile:  | **Email**:  |
| **Confirm whether your organisation is able to claim back VAT:** Yes 🞎 No 🞎 |
| **Type of organisation:** Private Sector 🞎 Public Sector 🞎 Third Sector 🞎 |
| **Number of employees: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| electric vehicle (EV) Information |
| *Please provide details of any electric or plug-in hybrid vehicles your organisation or permanent members of staff currently operate, or have committed to take ownership of/lease in the near future. Please only provide details of those vehicles for which you can provide evidence of the above.* ***NB: The number of charge points that we are able to offer your organisation will directly depend on the number and type of vehicles indicated below, so please ensure that each vehicle is accurately described.*** |
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| **Number of plug-in vehicles your organisation currently own/lease:** **Pure electric:****Plug-in hybrid:** |
| **Number of employee-owned pure electric or plug-in hybrid vehicles:****Pure electric:****Plug-in hybrid:** |
| **Number of plug-in vehicles your organisation or its staff plan to own/lease (excluding those listed above):****Pure electric:****Plug-in hybrid:** |
| *For each of these vehicles mentioned above, please provide us with the below information:* |
| **Vehicle 1:** *[Please circle or highlight]* **Company owned / employee owned**  |
| **Make:** | **Model:** |
| **Known or anticipated annual mileage:** | Lease term, if applicable (mm/yy-mm/yy): |
| **Vehicle 2: Company owned / employee owned** |
| **Make:** | **Model:** |
| **Known or anticipated annual mileage:** | Lease term, if applicable (mm/yy-mm/yy): |
| Vehicle 3: Company owned / employee owned |
| Make: | Model: |
| Known or anticipated annual mileage: | Lease term, if applicable (mm/yy-mm/yy): |
| Vehicle 4: Company owned / employee owned |
| Make: | Model: |
| Known or anticipated annual mileage: | Lease term, if applicable (mm/yy-mm/yy): |
| Vehicle 5: Company owned / employee owned |
| Make: | Model: |
| Known or anticipated annual mileage: | Lease term, if applicable (mm/yy-mm/yy): |
| Vehicle 6: Company owned / employee owned |
| Make: | Model: |
| Known or anticipated annual mileage: | Lease term, if applicable (mm/yy-mm/yy): |
| Vehicle 7: Company owned / employee owned |
| Make: | Model: |
| Known or anticipated annual mileage: | Lease term, if applicable (mm/yy-mm/yy): |
| Vehicle 8: Company owned / employee owned |
| Make: | Model: |
| Known or anticipated annual mileage: | Lease term, if applicable (mm/yy-mm/yy): |
| *If your organisation and its staff operate or can demonstrate commitment to operating more than eight electric or plug-in hybrid vehicles, please provide a supplementary page with this form detailing the additional vehicles. Please use the format above as a template.*  |
| 1. REQUESTED CHARGE POINT INFORMATION
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| *Please provide as much applicable information on the location and accessibility of requested charge point(s) as you can – guidance on how to obtain latitude/longitude coordinates in Google maps appear at the end of this section. If you wish to install more than one charge point at the same location please just fill out one of the below boxes and provide details in a supplementary document. If possible, it would also be useful for us to have a photo of each location in question. The photo should be taken 5-20 meters from the proposed site.*  |
| Charge point 1**Location:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Postcode: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Latitude/longitude coordinates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*(please see the guidance at the bottom of this section)* | **Please check to confirm that:*** Your organisation pays the electricity bill at this location 🞎
* Permission has been obtained from the land owner for a unit to be installed at this proposed location 🞎

**Who will have access to this charge point (tick more than one if applicable)?*** Workforce 🞎
* Visitors🞎
 |
| Charge point 2**Location:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Postcode: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Latitude/longitude coordinates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*(please see the guidance at the bottom of this section)* | **Please check to confirm that:*** Your organisation pays the electricity bill at this location 🞎
* Permission has been obtained from the land owner for a unit to be installed at this proposed location 🞎

**Who will have access to this charge point (tick more than one if applicable)?*** Workforce 🞎

Visitors🞎 |
| ***Determining latitude and longitude:****In order to determine the latitude and longitude coordinates, please left click the exact location in question on Google maps. A box with the coordinates should appear on the screen. The following is an example of how these will appear: 55.981146, -3.175303* |
| FURTHER INFORMATION |
| Are you applying for funding support as part of either of the following:Plugged in Households project 🞎SPEN Green Economy Fund 🞎 |
| data protection |
| Energy Saving Trust is collecting your information so that we are able to maintain communications with you regarding your application during the application process and up until your claim has been passed for processing. This information may be shared with the Scottish Government. If your charge point(s) is/are to be registered with ChargePlace Scotland, the back office operator of Scotland’s national network of charge points, then this information may also be shared with ChargePlace Scotland. We may contact you to ask for your feedback on your experience of our services to help us improve them.For further information about how we use your data please see Energy Saving Trust’s privacy policy available at energysavingtrust.org.uk/privacy or from our Data Protection Officer by writing to Energy Saving Trust, Ocean Point 1, 94 Ocean Drive, Edinburgh, EH6 6JH or DataProtectionOfficer@est.org.uk  |
| Energy Saving Trust would love to share relevant updates on your project. Would your organisation consent to either of the following:EST sharing updates on your charge points on social media 🞎Being contacted for a case study (checking this box does not commit you to participating) 🞎 |
| Energy Saving Trust would like to be able to send you useful information to help your organisation save energy every day, on the move and at work, including information on some of EST’s other sustainable transport related schemes. Are you happy to receive this information? You can change your mind at any time. Yes By email 🞎 By post 🞎 By telephone 🞎  |
| Signature |
| **Signature of applicant**: | **Date**:  |
| *In the absence of a signature, the emailing of this application form to the Energy Saving Trust will serve as your certification that the information provided herein is correct to the best of your knowledge.* |

Please return to: ElectricVehiclesScotland@est.org.uk

Or send to:

Charge Point Funding Scheme

Energy Saving Trust

2nd Floor, Ocean Point

94 Ocean Drive, Edinburgh, EH6 6JH

**Terms and Conditions**

Future offers are subject to legal agreement sign-off.

Applications are processed on a first come first served basis subject to the availability of grant funds. We reserve the right in consultation with Transport Scotland to suspend or reject applications on the grounds that there are insufficient funds available in any financial year to provide grants to all applicants.

Transport Scotland reserve the right to amend the terms and conditions at any time.

Further terms and conditions may be provided later in the application process.