

Plugged-in Households Grant Fund (2019/20)

Guidance and Information for Applicants

Disclaimer

Applicants should be aware that, as the Plugged-in Households Grant Fund is a developing programme, the application 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.

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 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 Plugged-in Household 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 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 in connection with this application process.

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Background

The Programme for Government 2017 set out a vision from the Scottish Government to phase out the need for petrol and diesel vehicles by 2032. Providing access to Zero Emission Vehicles (ZEVs) is key to achieving this.

To this end, with funding from Transport Scotland, Energy Saving Trust (EST) is running a competitive grant funding process for Housing Associations, Housing Cooperatives and constituted community groups across Scotland to procure the services of car club to provide ZEV vehicles for residents and the wider community in each selected location.

About this document

This document provides an overview and guidance to help you complete an application for the Plugged-in Households Grant Fund.

This document is one of two you will need in order to complete an application:

- 1. Plugged-in Households Grant Fund Application Form – *(available on request)***
- 2. Plugged-in Households Grant Fund Guidance and Information for Applicants – *(this document)***

Please contact pluggedinhouseholds@est.org.uk for an application form, providing the following information:

- Organisation name and location of Head Office
- Estimated total project cost

For any questions during the application process, please contact pluggedinhouseholds@est.org.uk

The deadline for applications is 4pm Friday 23rd August 2019.

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1 Introduction to the Plugged-in Households Grant Fund

The Programme for Government 2017 set out a vision from the Scottish Government to phase out the need for petrol and diesel vehicles by 2032. Providing access to Zero Emission Vehicles (ZEVs) is key to achieving this.

The strategic aims of the Plugged-in Households Grant Fund are to:

- Provide access to ZEVs to individuals and businesses across Scotland.
- Provide a viable alternative to car ownership for individuals and businesses across Scotland.

The fund has been designed to support the above strategic aims by providing funding for the introduction or expansion of ZEV car club provision in housing associations and cooperatives, and local communities via constituted community groups.

In addition to enabling access to ZEVs, the Plugged-in Households Grant Fund is intended to address wider themes; recognising the potential that shared vehicle access has in supporting social inclusion and health and connectivity in the public transport system.

2 How much is available

A total of £500,000 has been made available through the **Plugged-in Households Grant Fund**.

Funding is being made available to not-for-profit housing associations and cooperatives, and constituted community groups across Scotland to procure the services of a car club to provide ZEVs. The chosen car club operator must supply all of the vehicles and the back office services necessary for the car club to operate.

It is the aim of the fund to provide access to ZEVs to individuals and businesses across Scotland, therefore this should also be the focus of any application. Grant funding requested through the Plugged-in Households should support this main aim and should aim to incentivise car club membership and utilisation through marketing and incentives for residents i.e., free or discounted membership and free drive time.

3 Eligibility

Applicants must meet all of the following criteria to be eligible for funding under the Plugged-in Households Grant Fund:

- Not-for-profit housing association or housing cooperative operating in Scotland with a UK bank account.
- Constituted community organisation, based in Scotland, with a UK bank account.
- Commitment to apply, and install, electric vehicle charge points using ChargePlace Scotland Grant Funding for each ZEV funded through Plugged-in Households. This is to be applied for separately through EST.
- Commitment to assist EST and Transport Scotland with the distribution of surveys to residents to assist with monitoring of the scheme.

Applicants that have previously received funding from the Plugged in Households programme are eligible to apply for further funding, subject to the following criteria being met:

- The proposed sites are in addition to previously funded sites.
- Demand and capacity for additional sites can be demonstrated.
- All other eligibility criteria can be met.

Applicants must be able to demonstrate that receipt of additional funding will not breach State Aid rules. Further details on State Aid are included in section 8.1 of the Application Form.

3.1 Car club eligibility

The applicant can contact as many operators as they chose to, and must provide detailed costings from at least one in Section 6 of the application form.

CoMoUK can provide free, impartial advice about setting up a car club, including a list of existing operators in Scotland. For more information visit www.como.org.uk, email the team via Scotland@como.org.uk or call 0131 243 2734.

3.2 Costs

Grant funding will only be offered for organisations who can demonstrate that their chosen supplier is an accredited car club operator. Costs can cover 100% of the costs of the procured service, excluding VAT (unless deemed non-reclaimable), and no match funding is required.

Costs must include the procurement of the services of a car club operator for 12 months. This service must include, but is not limited to:

- Provision of all ZEVs.
- All back-office services including telematics provision and installation.
- Comprehensive insurance.
- Car maintenance and cleaning.

Other costs which can be included in the total grant fund request:

- Incentives including free or discounted membership, or free drive time, to increase utilisation and membership.
- Marketing of the car club to residents and the wider community.

4 Compliance – what you need to know

4.1 Procurement

Services must be procured in line with an applicant organisation's standing orders and/or procurement policy to ensure value for money. EST may request evidence that value for money has been obtained, so please be prepared to provide this.

Applicants must provide quotes for the car club services with their application. Signed contracts between organisations and car clubs must be provided as soon as possible, preferably with application. If not available at the time of application, it will be a condition of any grant offer that a signed contract must be submitted before funds are released. Applicants should ensure that a clause in the contract exists allowing for cancellation of said contract should Plugged in Households funding not be awarded.

4.2 Publicity

All grantees will be encouraged to promote their projects in order to raise awareness of the car club, and to encourage utilisation of the ZEVs. This may be through local press articles, tenant newsletters, social media, open days, links with local businesses, etc.

This activity should be recorded as part of the mandatory quarterly project report, details of which can be found later on in this document.

4.3 Sustainability rule

Applicants should ensure that the chosen car club operator demonstrates an aspiration to maintain a long-term car club presence in the development, and also in the wider community.

Grantees are encouraged to review the business case for their own organisation to use the car club for business purposes in order to increase utilisation of the vehicles and ensure sustainability of the car club.

Plans should be formulated for the provision of dedicated and enforced parking bays for each ZEV that will allow for regular use. Applicants must apply for grant funding for charge points through ChargePlace Scotland for each vehicle, if a suitable dedicated charge point is not already available.

4.4 Compliance audit

Applicants should be aware that EST will manage a process of audit, compliance and monitoring to ensure the projects are fulfilling their original aims and objectives, that progress is in line with their project plans, and that work is completed in compliance with Plugged-in Households Grant Fund requirements. In order to assist with meeting these requirements it is important that applicants have a compliance and audit plan in place which will allow them to plan and resource requirements to meet the compliance standards needed.

The plan should cover aspects of the project such as:

- Good governance.
- Monitor, report and audit financial information.
- Maintenance of financial records and managing financial performance including a separate accounting system or an adequate accounting code for all project transactions.
- Risk identification and management.
- Reporting and forecasting.
- Establish reliable systems for the retention and retrieval of all appropriate documentation, for the auditable life of the operation.

4.5 Service maintenance

Organisations must notify EST of any intention to suspend or terminate services procured with Plugged-in Households Grant Funding within 24 months of the Grant offer letter being issued.

4.6 Reporting requirements

If your application is successful and you are awarded funding, you will be required to maintain regular communication with the Plugged-in Households Grant Fund team at EST.

As a minimum, successful applicants will be required to share data and information on membership, utilisation and activities on a quarterly basis with EST to help inform Transport Scotland, Scottish Ministers and other key stakeholders on the impact of the programme. This data will be collected by the car club operator through telematics and membership data, and the successful applicant must ensure they put an agreement in place with the car club operator to obtain this data. A quarterly report template will be provided.

EST and/or Transport Scotland reserve the right to request additional reports beyond the initial project period. This is in order to further analyse the impact of the fund and assess the effectiveness of the Plugged-in Households Grant Fund.

5 Application timeline

5.1 Table 1: Indicative timeline

Date	Milestone
30 May 2019	Applications forms for the Plugged-in Households Grant Fund made available to request
June – July 2019	Applications develop & workshops
	<ul style="list-style-type: none">• Applicants develop project proposals and applications• Energy Saving Trust and Transport Scotland offer support in the form of workshops
23 August 2019	Application deadline
September 2019	Appraisal process
	<ul style="list-style-type: none">• Basic eligibility checks carried out• Scoring completed• Assessment panel ratifies scoring
October 2019	Award date
	<ul style="list-style-type: none">• Applicant rejected or awarded funding subject to further conditions and/or due diligence completed if required.
October 2019	Project commencement
	<ul style="list-style-type: none">• Applicant provides evidence of contract with car club operators and proof that vehicles have been ordered.• Applicant applies for grant funding for charging infrastructure via ChargePlace Scotland.• Once the above has been provided to EST, Grant offer letter will be issued.• Vehicles to be ordered by end of October 2019.

Please note: Final dates are indicative subject to volume of applications, and satisfactory results from the completion of due diligence processes.

6 How to apply and who to contact

Applications are available upon request from EST at pluggedinhouseholds@est.org.uk. We will not consider applications submitted in any other format.

Please ensure that you follow the guidance in this document regarding formatting and number of words per section.

All completed application forms and required attachments must be submitted electronically to pluggedinhouseholds@est.org.uk by 4pm, Friday 23rd August 2019. A signed original should be posted to the below address, EST must receive this document within 14 days of the application deadline:

Plugged-in Households
Energy Saving Trust
Ocean Point 1
94 Ocean Drive
Edinburgh
EH6 6JH

7 The assessment process

Broadly, it is anticipated that all applications will be subject to a two-stage assessment process comprising:

Stage 1. Initial sift to ensure eligibility conditions are satisfied

This will consider type of organisation, reasons for choosing the specific car club operator, eligible costs, number and type of vehicles, commitment to on-going sustainability of the car club, marketing opportunities, incentives for uptake and total project cost. As part of this stage, there will be a short designated window (estimated to be two weeks) when Energy Saving Trust may seek clarification on any omission from applicants.

Stage 2. Scoring of all applications against the criteria by Assessors

Energy Saving Trust will assess all applications. Applications that satisfy eligibility criteria will proceed to be scored and ranked against the criteria set out in the application form. See section 'Notes for Applicants' for details of which sections will be scored. Scores will be used to produce a ranking of applications and this will help to inform the next stage of the process. Assessors will then convene to consider individual scoring on ranked bids balanced against priorities for the Plugged-in Households Grant Fund.

8 Fund administration requirements

8.1 Grant payments

Successful applicants will be responsible for:

- Monitoring, reporting and auditing financial information on project related costs to the Energy Saving Trust.

- Establishing systems for the retention of all appropriate documentation to evidence expenditure, all outcomes and to fulfil compliance obligations.
- All expenditure to be claimed for must fall within the agreed scope of the project activities and within the agreed expenditure categories defined in the Financial section within the application.
- All expenditure declared within the claim must be defrayed by the end date of the claim instalment period. The Grantee must ensure that all supporting documentation is kept and made available.

Payments will be only made by EST after an agreement has been signed between the applicant and EST, and between the applicant and their chosen car club operator and proof has been provided that the vehicles have been ordered and charge points, if required, have been applied for. Further details on payments and financial requirements will be provided by EST as part of any grant agreement. These will include the requirement for detailed statements of expenditure and requests for funds in the format that will be specified by EST.

8.2 Intellectual property

EST and Transport Scotland reserve the right to share information about projects in reports, case studies and other channels as they reasonably consider appropriate from time to time. Content will enable readers to assess the viability of projects similar to the funded project.

Organisations that are successfully awarded funding through the Plugged-in Households Grant Fund will need to ensure that EST and Transport Scotland are able to share information without being constrained by intellectual property concerns. Funded organisations will therefore need to grant Transport Scotland a worldwide, non-exclusive, irrevocable and royalty free licence (with a right to grant sub-licences) to use, for such purposes as Transport Scotland thinks fit, any and all copyright, patents and other intellectual property rights (whether registered or otherwise) which are created or acquired by the funded organisation or any of the partners in the project in the course of implementing the project.

EST and Transport Scotland shall be entitled to publish and disclose to third parties, information relating to funded projects with a view to third parties setting up projects similar to the project, although in doing so EST and Transport Scotland (as appropriate) shall have regard to the confidentiality of any detailed financial information provided by the funded organisation.

9 Useful to know

ACRONYM / TERM	DEFINITION
Applicant	Person or organisation submitting an application to the Plugged-in Households Grant Fund.
Application	An organisation's application to the Plugged-in Households Grant Fund for funding for a project.
Assessment	Scoring and evaluation of the application made prior to any offer of grant.
Car Club	An accredited organisation that provides shared use vehicles and a back office system which allows for members to book and drive the cars on a Pay As You Go basis.
Conflicts of interest	Any issue or scenario that is incompatible with the aims, eligibility or legality of the project.
ChargePlace Scotland	The national network of charging infrastructure in Scotland.
Eligible costs	Costs associated with eligible activities that may be funded under the Plugged-in Households Grant Fund.
EST	Energy Saving Trust.
Monitoring and evaluation	The requirements for measuring the success of the outcomes.
Project	The activity, or activities, to be funded by the Plugged-in Households Grant Fund to deliver any approved purpose(s).
Stakeholders	Those individuals or organisations with potential to be involved with, or affected by the project.
Transport Scotland (TS)	An executive agency of Scottish Government which provided the funding for the Plugged-in Households Grant Fund.
The project	The activity for which the application is requesting Plugged-in Households Grant Fund support.
Zero Emission Vehicle (ZEV)	A vehicle that emits no exhaust fumes from the on-board source of power. A fully electric vehicle.

Annex 1 – Notes for applicants

The section below illustrates the content that will be required in the application form and entails useful information for applicants.

1. 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 1 of the application form, you may be ineligible for the Plugged-in Households Grant Fund funding and we will therefore not be able to consider your application.

2. Applicant details

About your organisation:

2.1 Applicant details	
Registered name	The name of your organisation.
Legal status	Details of applicant organisations legal status are required for purposes of diligence and verification before any award of funding can be made.
UK company/charity/ public body or other registration no.	If applicable. This will also be used to provide the Scottish company number that for purposes of financial due diligence if your application is successful.
VAT Registration Number (if applicable)	If applicable.
Establishment date	Date the organisation was founded.
Organisation has UK Bank account, published accounts and control over income and expenditure	Please indicate Yes or No.
Address of registered office	
Address	This should be the official registered office for your organisation rather than the office from which regular contact over the course of the project will be made.
Local authority area	Please note the local authority area should be where your registered office is located.

Contact details for correspondence with applicant

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?

Only organisations that cannot reclaim VAT are allowed to count VAT in their total project costs.

Applicants should note that non-recoverable VAT is classed as an eligible project cost. However, if your application is successful, and in order for us to process your claim and demonstrate compliance in relation to VAT we may require you to provide evidence in relation to your VAT status, e.g. a letter from HMRC confirming whether your organisation is VAT registered or otherwise.

Are there any potential conflicts of interest?

(Max 150 words)

Please declare any potential conflicts of interest and describe how any conflicts of interest will be addressed. For example, please list any other links between the applicant's team who are involved with, or have a stake or any other interest in organisations or individuals involved in the delivery and completion of the activities applied for in this application.

2.3 Multiple applications

Is your organisation submitting more than one application for the Plugged-in Households Grant Fund?

Yes
 No

If you are submitting more than one application, you are required to rank your proposals by their highest to lowest priority for support (1 being the highest, 2 being lower and so on). Please indicate here the priority ranking for this application.

3. Project details

About your project:

3.1 Project summary details	
Project title / Reference Number	The title of the project that will be used throughout the award process. The reference number assigned to your project by EST.
Total number of Zero Emission car club vehicles applied for as part of the car club service along with makes and models.	Total number of Zero Emission Vehicles that funding has been sought for through this application. Makes and models of the vehicles that funding has been sought for through this application.
Local Authority area(s) affected, and number of vehicles per Local Authority area	Local authority area(s) where the grant funded car club will operate and total number and type of vehicles operating in each area.
Proposed car club locations in an area with a deficit in transport options? Does your area have a high level of deprivation? (Use SIMD index to demonstrate) http://simd.scot/2016/#/simd2016/BTTTTFTT/9/-4.0000/55.9000/ (Max 150 words)	The 2018/19 Programme for Government identifies the provision of equal access to services and opportunities as a priority. Please identify, via postcode, the location/s that your car club vehicles will be positioned. In addition, please identify any evidence of a deficit of transport provision, or areas of deprivation, that your project aims to have a positive impact on.

3.2 Description of car club vehicles and service	
Please provide a summary of the vehicles and service for which grant funding is being applied for, this should include an overview of:	<p>Description of the makes and models of the Zero Emission Vehicles for which funding is being sought, and why these particular vehicles have been chosen.</p> <p>A detailed description of the car club service to be provided including maintenance agreements and estimated delivery dates of vehicles and go-live date of the project.</p> <p>A description of the cost a consumer will pay to use the car club including membership costs and hourly / daily rental costs.</p>

<ul style="list-style-type: none"> • your intended project • vehicle locations • details of land ownership of intended sites. <p>(max 600 words)</p>	<p>A detailed description of marketing activities and membership / resident incentives.</p> <p>Information on any users of the car club who have already been identified – i.e., applicant business usage, existing members in the area etc.</p> <p>Information on land ownership for intended chargepoint locations. If the applicant organisation do not own the land, please provide details of who the landholder/s are, and what agreements are in place.</p> <p>Applicants can use this section to demonstrate how the planned expenditure represents good value for money.</p>
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<h3>3.3 Details of wider sustainable transport programmes</h3>	
<p>Please provide details of any additional sustainable transport activities that your organisation is undertaking and how Plugged-in Households would impact or compliment this.</p> <p>(Max 400 words)</p>	<p>Detail how you plan on integrating the Plugged-in Households Grant Fund into a wider programme of sustainability projects within your organisation or area of influence.</p> <p>Detail how the provision of a Zero Emission Vehicle Car Club will increase the impact or compliment the current or future plans of your organisation.</p>

4. Project Scoring Elements

In the event of the scheme being oversubscribed, applications will be scored and funding will be offered based on answers to the questions below. It is important to be as clear and concise as possible in your answers (bullet points are acceptable) whilst also keeping in mind the word count for each question.

The answers to each of the five questions will be scored by Energy Saving Trust from 0 (question not answered) to 5 (comprehensive and detailed), giving each project a maximum score of 25. This scoring will be used to determine which projects will be successful if the overall funding requested is greater than the £500,000 budget.

If projects are level in scoring and a tiebreak is required, priority will be given to the earliest submitted application.

Question 1

Please provide details of your intended target market, detailing how the placement of vehicles at specific locations, alongside a dedicated marketing plan, will ensure maximum usage and benefit to your identified audience. Please include details of what benefits you foresee users deriving from your project.
(max 250 words)

It is important that if you are to be successful, as many residents and community members as possible will benefit. Please use this section to outline how you intend to make your target audience aware of the programme and set out the specific actions you will take to ensure high uptake, in addition to outlining what benefits the users will derive from having access to ZEV car club facilities.

Question 2

How will you ensure the long term sustainability of the scheme, factoring in any potential ongoing costs that would need to be covered after the initial 12 month period? (max 250 words)

Another priority of the fund is to make sure any impact is not just felt in the short term, but is part of a long term strategy.

Please use this section to outline how you plan to keep the car club in operation once the grant funding is no longer available. Please use specific examples as much as possible. You may wish to draw upon the chosen operators experience or detail how your organisation plans to use the vehicles.

Question 3

How will the funds help improve access to sustainable transport in your local authority area? (max 250 words)

Please explain how the funds supporting your project will increase the use of sustainable transport in your local authority. Focus should be on cycling, walking, public transport and other sustainable forms, along with a reduction in private car ownership.

Question 4

What are the long term benefits you expect the funding to provide? (max 250 words)

In this section we would like you to explain what you see as wider and longer term benefits that you would expect to see the funding provide. You may wish to include societal benefits, financial benefits and environmental benefits.

Please link the benefits to outcomes clearly relating to the scheme.

Question 5

Please provide details of the specific locations of the intended car-club locations. (max 250 words)

Details of the decision behind the selection of each location should be provided, alongside information on the relationship between these locations and the intended target audience.

You may wish to include photos or maps that detail the specific locations for car-club vehicles as supplementary documents to your application.

5. Monitoring and evaluation

How will you monitor and evaluate the impacts of your project?

Applicants are required to acknowledge and accept that they will be required to produce and adhere to a monitoring and evaluation plan by ticking the box in section 5.1 of the application form.

6. Finance

How much will the project cost and how will Plugged-in Households funding be used?

Before completing this section, please refer to the Plugged-in Households Grant Fund Guidance and Information for Applicants for information on the availability of Transport Scotland funding.

Please provide dated quote(s) from supplier(s) and other additional supporting evidence of all costs. You must provide costs from at least one car club operator. The selected supplier must also provide a written declaration confirming that they will provide the vehicles, details of the vehicles and duration of the commitment.

Please note that you do not have to select the cheapest option if you can demonstrate that a different option will produce more positive outcomes in line with the programmes aims and objectives.

Costings table				
Supplier	Cost per vehicle excluding VAT (including vehicle provision and back offer service)	Quantity (of vehicles)	Total costs (Unit price * quantity) excluding VAT	Please indicate here if this is your chosen supplier
Sharing Cars	£XXXX.XX	2	£XXX * 2 =	Yes

Why have you chosen this supplier (max 500 words):

Applicants can detail here the reasons why they have chosen this particular car club operator. For example, the car club operator may be able to demonstrate that they have existing users in the area or that the cost to the consumer may be cheaper therefore encouraging a greater uptake, the car club operator may be able to provide preferred makes and models of vehicle, cost etc.

Please provide information on funding requested to help increase membership amongst residents.

Costings table – marketing and incentives				
	Details	Cost excluding VAT	Quantity	Total costs (Unit price * quantity) excluding VAT

<i>Marketing</i>	<i>Local radio adverts / newspaper</i>	<i>£XXX</i>		
<i>Membership incentives</i>	<i>50% off membership for all residents</i>	<i>£XXX</i>		
<i>Usage incentives</i>	<i>Free drive time for completion of survey</i>	<i>£XXX</i>		

Please provide detail on marketing and incentives (max 500 words):

Applicants can detail here any introductory offers to members including discounted or free membership and drive time. Applicants can detail here approximate costs for marketing activity and more general promotional activities.

Total project costs applied for (excluding VAT):

Please indicate here the total project costs, excluding VAT, covering both the car club service and marketing incentives.

Total project costs applied for (including VAT):

If you are UNABLE to reclaim VAT, please indicate here the total project costs, including VAT, along with an explanation as to why you cannot claim VAT.

7. 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 however please be aware that these documents will not be assessed independently. You may submit a maximum of 10 additional pages as supplementary information.

8. Declarations

8.1 State Aid

Each party will ensure that it complies with the State Aid rules and shall provide appropriate evidence as may be necessary. It is proposed that the Plugged-in Households Grant Fund 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. You will also need to ensure that you declare this funding in the future.

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/infoeuro/index_en.cfm

8.2 Data Protection

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 this fair processing notice 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:

Energy Saving Trust is the data controller in respect of any personal data that you provide when you complete Plugged in Households application forms. EST has been appointed by Transport Scotland to manage the scheme.

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 Plugged in Households. Some information may be shared with Government Departments, their agencies and appointed agents to enable the detection of fraudulent applications.

Any information shared with a Government Department may be required to be released on request under the Environmental Information Regulations (Scotland) 2004 or the Freedom of Information (Scotland) Act 2002.

What non-personal information will be made publicly available?

- number of cars funded under the scheme,
- location of projects funded by the scheme,
- Details of grant-funded projects (including the recipient of the funding).

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.

I confirm that I have read and understood the above data protection statement.

Signed _____ **Date** _____

Print Name _____

9. Submitting your application

Please email your completed application form and attachments to pluggedinhouseholds@est.org.uk

When we receive your application by email, we will send you an acknowledgement email. Applications will not be considered if received after 4pm on Friday 23rd August 2019.

Please also post a signed original of your application to the address below, to arrive no later than 14 days after the closing date.

Plugged-in Households

Energy Saving Trust
Ocean Point 1
94 Ocean Drive
Edinburgh
EH6 6JH

Checklist of documentation to enclose/attach

	Document	Enclosed
1	Plugged-in Households Grant Fund Application Form (signed)	<input type="checkbox"/>
2	Dated quote(s)/contracts from car club operator identified in the application form, along with a written declaration from the car club operator confirming that they will provide the vehicles, details of the vehicles and duration of the commitment.	<input type="checkbox"/>
3	Any further supplementary information (limit 10 pages)	<input type="checkbox"/>

We aim to notify you regarding the outcome of your application by early October 2019.

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