



Department  
for Transport

**energy**<sup>®</sup>  
saving  
trust

# **eCargo Bike Grant Fund 2019/2020**

## **Local authority scheme**

### **Guidance and Information for**

### **Applicants**

## Background

The eCargo Bike Grant Fund aims to support the adoption of ecargo bikes by businesses operating in England, offering a sustainable transport solution for urban deliveries, generating zero emissions and contributing to improved air quality.

Energy Saving Trust (EST) is pleased to announce a scheme designed specifically for local authorities (LAs), which will form part of the national eCargo Bike Grant Fund.

LAs are well positioned to advocate and influence low carbon transport solutions in their wider areas, through the services they deliver, and their place as trusted role models and major employers, and their regulatory and strategic functions.

EST has designed this scheme to enable councils to improve local air quality, reduce CO<sub>2</sub> emissions, whilst lowering fuel costs and congestion, and realise the benefits of active travel.

Department for Transport (DfT) has committed to running a competitive grant funding process and has appointed EST manage the programme.

## Timescales

Applications are now being accepted. The submission deadline for the application process is **27<sup>th</sup> March 2020**. Late applications will not be considered.

EST aim to assess applications in April 2020, with a view to issuing grant offers by 29th May 2020. Projects will be given 6 months from the time of awarding grant offers to drawdown the funding and must be in a position to meet this criterion as no extensions will be permitted.

The DfT will evaluate the impact of the distribution of grant funding, and ultimately the success of the scheme. This will take place when the ecargo bikes have been in use by the local authorities or the secondary grant recipients for one year.

## About this document

This document provides an overview and guidance to help you complete an application for the eCargo Bike Grant Fund, local authority scheme.

In order to submit an application, you will need to complete the following four documents:

1. **eCargo Bike Grant Fund Application Form (local authority scheme)**  
(available to download at <https://www.energysavingtrust.org.uk/transport/freight-and-retrofit/ecargo-bike-grant-fund>)
2. **eCargo Bike Finances Spreadsheet (local authority scheme)**– (available to download at <https://www.energysavingtrust.org.uk/transport/freight-and-retrofit/ecargo-bike-grant-fund>)
3. **eCargo Bike Grant Fund Guidance and Information for Applicants (local authority scheme)** – (this document)

4. **State Aid Assessment Template-** (available to download at <https://www.energysavingtrust.org.uk/transport/freight-and-retrofit/ecargo-bike-grant-fund>)

For any questions during the application process, please contact EST: [ecargobikegrant@est.org.uk](mailto:ecargobikegrant@est.org.uk)

## **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.

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## 1. Introduction to the eCargo Bike Grant Fund, local authority scheme

Local authorities (LAs) in England are invited to bid for up to £200,000 of the grant fund, to be used solely for the procurement of ecargo bikes in their area. The funding can be used to support local business' transition to ecargo bikes as well as fund ecargo bikes within LA fleets. This scheme aims to capitalise on council's knowledge of their local business' and understanding of the needs and opportunities in their areas.

EST will work with grant recipients to create and showcase ecargo bike projects demonstrating the benefits of ecargo bikes, helping to popularise and normalise their uptake as an alternative to van use.

Successful applicants will be granted the flexibility over the level of funding they provide to businesses in their area. The funding will also be eligible to be used within LAs and local public sector fleets such as NHS Trusts and other bodies. Other ideas local authorities could consider are a 'try before you buy' scheme, a leasing scheme or shared/pool ecargo bikes.

Applications will be assessed on a points-based system (see further detail in annex 2). The project impact criteria will consider;

- Needs assessment, general aims and specific objectives
- Number of ecargo bikes purchased
- Community/ staff engagement & partnership working
- Deliverability – timeline, roles & responsibilities
- Sustainability
- Community benefit.

The Strategic aims of the eCargo Bike Grant Fund, local authority scheme is to:

- Encourage the large-scale uptake of ecargo bikes to support sustainable active business travel as an alternative to car and van use
- Provide opportunities to trial ecargo bikes and promote their use within the consumer and business sectors
- Facilitate subsidised access to ecargo bike hire/loan schemes
- Enable new businesses to benefit from the use of ecargo bikes.

## 2. How much is available

**The eCargo Bike Grant Fund is a capital fund.** Up to £1,200,000 has been made available in 2019/20 for local authorities from the eCargo Bike Grant Fund. Up to £200,000 towards project costs is available to local authorities per application.

Match funding is not mandatory; however, it may help an application offer better value for money. This must not come from any DfT derived funds but may include contributions from the private sector or other public sector bodies. Organisations may

**not** combine funds from the eCargo Bike Grant Fund local authority scheme and national scheme.

### **3. Eligibility**

Eligibility criteria, code of practice and an information pack for the national scheme is all available via the dedicated [eCargo Bike Grant Fund webpage](#) on the EST website.

All information provided on the application and in any subsequent interactions with EST must be correct and accurate. Failure to do so will result in the rejection of an application.

Please note information may be requested to confirm the applicant meets the following criteria.

#### **3.1 Bodies**

The following criteria must be met to be eligible for funding under the eCargo Bike Grant Fund, local authority scheme:

- Applications must come from a LA
  - Combined authorities (e.g. West Yorkshire Combined Authority) and transport bodies (e.g. Transport for Greater Manchester or Transport for West Midlands) are also eligible to apply under the local authority scheme
- The scheme is only available for local authorities who will implement the measures in England. A Scottish or Welsh authority can apply if they can demonstrate the ecargo bikes will be used exclusively in England
- Applicants must have a proven record in delivering and running capital projects of similar scale to the eCargo Bike Grant Fund
- The organisation must be eligible for funding within the context of EU State Aid rules.

#### **3.2 Costs**

Grant funding will only be offered for 'pedal assist' or 'pedelec' ecargo bikes. 'Throttle assist' ecargo bikes will not be eligible to be funded. Please see <https://www.gov.uk/electric-bike-rules> for further details on defining 'Electric Assist Pedal Cycles'

Non-ecargo bike purchases are not eligible under the ecargo bike grant fund scheme, except in the instance of cargo boxes. The purchase of cargo boxes should directly correlate to the number of ecargo bikes purchased (e.g. one box per bike). Please see a full list of eligible /ineligible items in Annex 3. If you are unsure, please contact EST

Applications will be capped at £200,000 per organisation.

### **3.3 eCargo bikes**

The ecargo bikes that are eligible under the local authority scheme must adhere to the following criteria.

- eCargo bikes OR ecargo trailers, with any number of wheels (i.e. “bikes” includes tricycles, quadricycles etc)
- All ecargo bikes, or bike and etrailer combinations, must meet the criteria to be classed as an Electrically Assisted Pedal Cycle (EAPC) in England and Wales, as set out at [www.gov.uk/electric-bike-rules](http://www.gov.uk/electric-bike-rules)
- They must meet the domestic legislation applicable to such vehicles, covering braking, lighting and so on. Full details are set out at; <https://www.gov.uk/government/publications/electrically-assisted-pedalcycles-eapcs>
- To be eligible for funding, an ecargo bike must have minimum 125 litre cargo volume capacity and minimum 130 kg weight capacity (combined rider and cargo weight)
- eTrailers must have minimum 250 litre cargo volume capacity and minimum 76 kg weight capacity.

#### **3.3.1 Volume and Weight Definitions**

Minimum transport volume shall be calculated by multiplying the flatbed load area by the maximum acceptable load height. If specific cargo boxes exist for the ebike/etrailer, their volume may be used instead

Load area is the available non-overhanging flat-bed cargo area and should be calculated to exclude attachment points

For ecargo bikes with transport boxes or load beds ahead of the rider (e.g. "Long-John" models) the acceptable maximum load height shall be that of the handlebars, unless defined otherwise by the manufacturer

For ecargo bikes or trailers with open transport beds or boxes positioned behind the rider, maximum acceptable load height shall be taken as the sum of the length and width of the available load bed area

For 'long tail' or similar two-wheel ecargo bikes where loads may largely be carried to the side of the structure, rather than on a flat bed, the effective load bed width shall be taken as 80 cm when calculating load area

Weight capacity means (weight of rider plus weight of luggage). If only a specification for luggage weight is available, this must be at least 40 kg.

### **3.4 Match funding**

The DfT's eCargo Bike Grant Fund is designed to promote the uptake of ecargo bikes across England. Although match funding is not mandatory, it is encouraged to increase the impact of the scheme, allowing the capital funds to go further.

Applications will be assessed on a value for money basis, so if a project is to include match funding it should be formally committed and evidenced at the point of application submission.

Match funding can be covered by organisations own funds, additional public funding (excluding DfT funds), or private sector investment. Match funding cannot come from the eCargo Bike Grant Fund national scheme.

Match funding is accepted 'in-kind' for covering costs of additional equipment that is not eligible for funding. For example, safety equipment like helmets, hi-vis vests/jackets (see Annex 3 for full list). Please include all additional equipment purchased on the Grant Fund Finance Spreadsheet.

To discuss eligibility of contributions please contact a member of the application team at [ecargobikegrant@est.org.uk](mailto:ecargobikegrant@est.org.uk).

## **4. Secondary Grant Recipients**

### **4.1 Funding Criteria**

Local authorities will be granted the flexibility over the level of funding they provide to businesses in their area. Up to 100% grant funding can be provided to organisations but will be taken into consideration when the applications are scored. The scoring (set out in Annex 1, section 4) favours applications that offer good value for money.

Local authorities should set out in their application form how much grant funding (%) will be provided to each business or local scheme being supported.

### **4.2 Business eligibility**

Applicants must clearly indicate on both the application and finance spreadsheet how much money will be allocated for each use case. Examples of these are:

- Funding allocated to local businesses for the procurement of ecargo bikes
- Funding allocated for ecargo bikes for use within the LA fleet
- Funding allocated for LA owned ecargo bikes to lease to local business
- Funding allocated for LA owned ecargo bike hire scheme
- Funding allocated for LA owned ecargo pool bike scheme.

#### **4.2.1 Local businesses**

Secondary grant recipients can be limited companies, sole traders, partnerships, charities and not-for-profit organisations. Public, community or third sector organisations are eligible providing they meet the eligibility criteria.

Organisations who have not been in operation for 12-months should not be excluded from this funding opportunity, but risk mitigation should be registered and managed. For example, local authorities supporting start-ups should consider an ecargo bike leasing programme to mitigate risk of lost assets should the new business fail.

Secondary grant recipients are expected to ensure that their riders are trained to the equivalent of at least level three of the Bikeability scheme.



#### 4.2.2 Use of eCargo bikes in LA fleets

LAs should consider where eCargo bikes might be suitable for use within LA fleet.

An example of where eCargo bikes may be utilised in an LA fleet is in operations and maintenance contracts. For example, for use associated with litter collection, landscape maintenance or streetlight maintenance.

Where eCargo bikes are used within LA fleets, all riders must be trained to the equivalent of at least level three of the Bikeability scheme.

#### 4.3 Engaging with local business

LAs should engage with organisations in their area to promote the scheme. It is likely that some organisations may not fully understand the benefits of eCargo bikes, as they are not yet in widespread use across the country.

Local authorities may find it useful to engage with Business Improvement Districts (BIDs) in their area. BIDs can be a powerful tool for directly involving local businesses in local activities, allowing LAs to work with the business community to promote the use of eCargo bikes. Further information on BiDs can be found [here](#), and a full list of British BIDs is [here](#). Please note that this funding is only for the use of eCargo Bikes in England, therefore only English BIDs should be engaged with.

The table below summarises some of the ways that local authorities (and/or businesses) can utilise eCargo bikes:

<b>eCargo bike usage type</b>	<b>Description</b>
Try before you buy scheme	LA sets up a scheme with a small fleet of eCargo bikes and allow local business' to: a) Come and trial the bikes b) Organise a short-term lease (e.g. 1 week) To enable organisations to trial bikes before purchase.
Leasing Scheme	LA sets up a scheme and allows local businesses to lease the bikes for short, medium and long-term leases. Would work well when supporting new business.
Shared/pool eCargo bikes	LA purchases bikes and sets up a booking system for organisations to book out bikes for certain days each week. Enables the benefits of bikes to be taken advantage of by a variety of organisations, at a lower cost than purchasing the bikes.
eCargo bike fleet and operation	Organisation leases or buys their own eCargo bike(s) and operates them themselves
Inter-site shuttling	Organisation uses an eCargo courier/distribution company to shuttle deliveries between their own outlets/site

Courier supplier switch	Organisation switches to a courier that uses ecargo bikes for ad-hoc quick turnaround deliveries
Inbound goods supplier switch	Organisation changes their supplier of inbound goods to one that delivers by ecargo bike
Micro-consolidation and last mile	Supplier delivers their products to a consolidation centre and ecargo bikes complete the last mile of delivery
Customer-led supplier behaviour change	Organisation convinces an existing supplier to use ecargo bikes (the supplier either procure an ecargo bike or use a third-party distribution service)
Third party goods collection	Organisation uses a third-party courier to collect goods from existing suppliers who don't currently offer deliveries by ecargo bike
Multi-tenant outbound consolidation	Multi-tenanted office has its tenants consolidate their deliveries, with items distributed by a single ecargo bike operator in a multi-drop journey
Market creation	LA contacts suppliers of goods that are likely to be in demand by local businesses, who don't currently distribute their goods by ecargo bike. The supplier either procures an ecargo bike or use a third-party service. LA encourages target businesses to switch to them as a supplier.

(Table adapted from 'Maximising the use of cargo bikes' [MP Smarter Travel](#))

#### 4.4 Additional sources of support

There is an [information pack](#) available on the eCargo Bike Grant Fund website, which answers essential FAQs, and includes an initial list of suppliers and retailers whose ecargo bikes are eligible for the funding. It also contains further reading covering topics such as an electric bike toolkit and business models for successful transport of goods with ecargo bikes.

CoMoUK offer free impartial support, expertise and advice on operational guidance, audiences, ecargo bike specifications, costings and budgets, procurement, app-accessed booking platforms, marketing and general experience of launching and developing e-bike schemes.

CoMoUK is a charity that supports the development of shared transport; shared bikes, shared cars and shared rides. Find out more at [www.como.org.uk](http://www.como.org.uk)

## **5. Compliance- what you need to know**

All applicants and secondary grant recipients must agree to follow the [eCargo Bike Grant Scheme Code of Practice](#).

### **5.1 Publicity**

All grantees will be encouraged to promote their projects in order to raise awareness of active travel issues, and to encourage utilisation of the equipment. This may be through local press articles, staff bulletin articles, social media, open days, educational links with schools and colleges, training courses etc.

Once projects have commenced, the role of DfT and EST in awarding funding to the project should be included in press releases, project literature general marketing activity.

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

EST may wish to publicise our, your or any of the funding partners' involvement in the scheme and ask that you co-operate and assist us as we reasonably require. This may include acknowledging in promotional literature or case studies around the EST and the DfTs involvement.

### **5.2 Sustainability rule**

Applicants should ensure that equipment purchased through the fund should have a long-term prospect of being utilised. Plans should be formulated for the storage and maintenance of equipment that will allow for regular use and long-term integration into the organisation's fleet or community offering. For instance, if you are planning to offer a leasing scheme, you must consider how the distribution and maintenance of bikes will be managed. In cases where items of equipment have been purchased, an inventory or asset register must be retained for audit purposes, by you or the organisation who owns the bikes.

### **5.3 Compliance audit**

Applicants should be aware that EST will manage a process of audit, compliance and monitoring processes to ensure the projects are fulfilling their original aims and objectives and progress is in line with their project plans and that work is completed in compliance with eCargo Bike Grant Fund requirements. DfT will also have the right and opportunity to undertake audits on the applicant's project as required. 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.

#### **5.4 Asset Retention**

The lifespan of an ecargo bike will depend on usage and maintenance levels. It is expected that if an ecargo bike is well maintained it can be used for between 5 and 7 years. If an ecargo bike is used heavily, its lifespan will be shorter.

Organisations that have procured ecargo bikes through the local authority scheme must notify EST of any intention to dispose of assets within three years of the date on which grant are paid to the applicant by the LA, under the scheme. If the assets are disposed of within this time, then EST reserves the right to require repayment of the grant.

#### **5.5 Reporting requirements**

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

Successful applicants will be required to agree to a monitoring process that will involve the collection, analysis and dissemination of associated data to help inform DfT, English Ministers and other key stakeholders on the impact of the programme.

It is important that applications and ultimately funded projects address the following areas:

- The baseline data to be used (or how and when baseline data will be gathered) and whether this will rely upon surveys, national data or any previous research
- The desired outcomes of the project including influence on behaviours and attitudes
- What the outputs of the project will be
- How you plan to monitor and evaluate success in the medium to longer term
- What target population(s) this will relate to and impact upon
- What data will be used to track impact against desired outcomes
- When will outcomes be measured
- What processes and systems will be in place to ensure that all reported outcomes are accurate and evidenced appropriately?

- What systems will be in place to ensure retention of appropriate documentation.
- Who will be responsible for these activities?

Successful applicants will be expected to undertake their own project monitoring with the support of EST and will be expected to provide reports on their project's progress.

As a minimum, EST will require successful projects to provide quarterly reports detailing activities to date, with a final report detailing the outcomes of the full project. A quarterly report template will be provided.

EST and/or DfT 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 eCargo Bike Grant Fund.

Applicants must agree to ongoing cooperation with EST in providing feedback and assisting with evaluation of the scheme. This could include completing customer satisfaction surveys, providing usage data on the ecargo bike(s) after the grant has been issued and any further information requested by EST to assist in the evaluation of the scheme.

## 6. Application timeline

Dates	Milestone
16 <sup>th</sup> December	eCargo Bike Grant Fund, local authority scheme launch
16 <sup>th</sup> December – 27 <sup>th</sup> March	<b>Applications develop</b>
	Applicants develop project proposals and applications EST offers support – e.g. email/phone
27 <sup>th</sup> March 2020	<b>Application Deadline</b>
30 <sup>th</sup> March- 30 <sup>th</sup> April	<b>Appraisal process</b>
	Basic eligibility checks carried out Scoring completed Assessment panel ratifies scoring
1 <sup>st</sup> May – 30 <sup>th</sup> May	<b>GOL award date</b>
	Applicant rejected or awarded funding Further conditions accepted Applicant confirms Project proceeds
May/June 2020	<b>Projects commence delivery</b>
	EST supports, provides monthly reporting templates
November 2020	All eCargo Bike Grant Funds to be claimed by the end of November 2020.
June-November 2021	DfT begin evaluation of the success of the local authority scheme (after one year of ecargo bikes in operation).

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

## **7. How to apply and who to contact**

Applications are available upon request from EST at [ecargobikegrant@est.org.uk](mailto:ecargobikegrant@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 [ecargobikegrant@est.org.uk](mailto:ecargobikegrant@est.org.uk) by **4pm, Friday 27<sup>th</sup> March 2020**.

## **8. The assessment process**

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

### **Stage 1. Initial sift to ensure eligibility conditions are satisfied**

This will consider type of organisation, eligible costs, match eligibility, financial viability and total project cost. As part of this stage, there will be a short-designated window (estimated to be two weeks) when EST will seek clarification or any omission from applicants.

### **Stage 2. Scoring of all applications against the criteria**

Bids that satisfy value for money and eligibility criteria, including project rationale, strategic fit, community engagement, deliverability, sustainability, and match funding will proceed to be scored and ranked against the criteria set out in these sections individually by the panel. 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.

### **Stage 3. Ratification**

The Assessment Panel will convene to consider the individual scoring on ranked bids balanced against priorities for the eCargo Bike Grant Fund. Final decision will be subject to DfT approval.

## **9. Fund administration requirements**

### **9.1 Grant payments**

Successful applicants will be responsible for:

- Monitoring, reporting and auditing financial information on project related costs to the EST.
- Establishing systems for the retention of all appropriate documentation to evidence expenditure, all outcomes and to fulfil compliance obligations.

- Ensuring all payments made by EST are used for the purposes set out in the agreement and no other reason. If funding is not used for the agreed purposes, EST will require a full repayment of the grant by the applicant organisation.

Payments will be only made by EST after an agreement has been signed between the applicant and EST. Grant funding will then be provided upfront. All purchases made by applicants, or in instances where money is passed onto local organisations, should be recorded and shared with EST. 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.

## 9.2 Intellectual property

EST and DfT 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 eCargo Bike Grant Fund will need to ensure that DfT is able to share information without being constrained by intellectual property concerns. Funded organisations will therefore need to grant DfT a worldwide, non-exclusive, irrevocable and royalty free licence (with a right to grant sub-licences) to use, for such purposes as DfT 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.

The EST and DfT 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 the EST and DfT (as appropriate) shall have regard to the confidentiality of any detailed financial information provided by the funded organisation.

## 10. Glossary

ACRONYM / TERM	DEFINITION
Applicant	Person or organisation submitting an application to the eCargo Bike Grant Fund.
Application	An organisation's application to the eCargo Bike Grant Fund for funding for a project.
Assessment	Scoring and evaluation of the application made prior to any offer of grant. Initial screening and scoring of applications will be undertaken by EST and all applications will then be made available for review and ratification by an independent assessment panel.



Business Improvement District (BID)	Business Improvement Districts are business led partnerships which are created through a ballot process to deliver additional services to local businesses. Further information <a href="#">here</a> .
Conflicts of interest	Any issue or scenario that is incompatible with the aims, eligibility or legality of the project.
eCargo bike	A cycle assisted by an electric motor. Throttle assist eCargo bikes are not eligible for funding. See <a href="https://www.gov.uk/electric-bike-rules">https://www.gov.uk/electric-bike-rules</a> for further guidance on defining 'Electric Assist Pedal Cycles.'
Eligible costs	Costs associated with eligible activities that may be funded under the eCargo Bike Grant Fund. These will be capital costs only. Further detail in Annex 3.
EST	Energy Saving Trust
Match funding	The funding secured from other non DfT eligible sources order to deliver the project.
Monitoring and evaluation	The requirements for measuring the success of the outcomes.
Project	The activity, or activities, to be funded by the eCargo Bike Grant Fund to deliver any approved purpose(s).
Stakeholders	Those individuals or organisations with potential to be involved with or affected by the project.
Department for Transport (DfT)	The government department responsible for the English transport network and a limited number of transport matters in Scotland, Wales and Northern Ireland that have not been devolved. (Cycling and walking policy is devolved to the respective devolved nations, therefore this grant is only for use in England).
The project	The activity for which the application is requesting eCargo Bike Grant Fund support.



## Annex 1 – Notes for applicants

The section below illustrates the content that will be required in the application form and includes 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 2 of the application form, you may be ineligible for the eCargo Bike Grant Fund funding and we will therefore not be able to consider your application.

### 2. Applicant details

<b>2.1 Applicant details</b>	
Registered name	The name of your LA
UK public body registration no.	If applicable.
VAT Registration Number (if applicable)	If applicable.
Organisation has UK Bank account, published accounts and control over income and expenditure	Please indicate Yes or No.
<b>Address of registered office</b>	
Address	This should be the official registered office for your LA.
<b>Contact details for correspondence with applicant</b>	
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?	<p>Only organisations that cannot reclaim VAT are allowed to count VAT in their total project costs.</p> <p>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.</p>
Are there any potential conflicts of interest?	Please declare any potential conflicts of interest and describe how any conflicts of interest will be addressed. For example, please list any other links

(Max 150 words)	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.
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### 3. Project details

#### 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.
Number of ecargo bikes applied for	Total number ecargo bikes that funding has been sought for through this application.
LA area(s) affected	LA area(s) where the equipment for which grant funding is being applied for will operate.
Project Cost	Funding Request: £  Match Funding: £ (only include if you are providing match funding)  <b>Total: £</b>
Project Summary  <b>(Max 150 words)</b>	This will be used in press-releases and publicity materials should your application be successful.  Please answer the following questions in this section: <ul style="list-style-type: none"> <li>• Is the project a public hire scheme, employer pool bike scheme, offering bike trials, etc?</li> <li>• Who is the target audience(s)?</li> <li>• What activities do you plan to undertake?</li> <li>• What will the benefits to your community be?</li> </ul>

#### 3.2 Description of bikes and equipment

Please provide a summary of the equipment for which	A detailed description of the ecargo bikes and any eligible equipment for which funding is being sought, including make and model, and why this equipment has been chosen.
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grant funding is being applied for.	Applicants can use this section to demonstrate how the planned expenditure represents good value for money.
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### 3.3 Details of wider sustainable transport programmes

<p>Please provide details of any additional sustainable transport activities/projects that your organisation is undertaking. Is your proposed ecargo bike project supporting wider activities that aim to reduce transport emissions, encourage active travel, and improve air quality?</p> <p style="background-color: yellow;">(Max 400 words)</p>	<p>Please detail:</p> <ul style="list-style-type: none"> <li>• How the provision of ecargo bikes will increase the impact or complement the current activities your organisation is supporting.</li> <li>• Provide specific details of outcomes from other sustainable transport projects, and how the eCargo Bike Grant Fund can lead to a lasting impact beyond the initial funding period.</li> </ul>
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#### 4. 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 Annex 2 for the full scoring guidance.

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

### 4.1 Needs assessment, general aims and specific objectives

<p>Please give details of who you are targeting and why, how it will be implemented, and state the aims and objectives of the project.</p> <p>Please also provide a detailed description of</p>	<p>Please answer the following questions in this section:</p> <ul style="list-style-type: none"> <li>• Why have you decided to launch an ecargo bike project?</li> <li>• What are the aims and objectives of the project?</li> <li>• What are the expected outcomes of the project?</li> <li>• Will any modal shift occur?</li> <li>• How many ecargo bikes are being bought using the funding?</li> </ul>
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<p>any modal shift that will occur as a result of the adoption of ecargo bikes.</p> <p><b>(Max 600 words)</b></p>	<p>Please try to identify measurable indicators where possible.</p> <p>This section of the application form will be scored.</p>
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## 4.2 Community/Staff Engagement and partnership working

<p>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.</p> <p><b>(Max 500 words)</b></p>	<p>Please answer the following questions in this section:</p> <ul style="list-style-type: none"> <li>• How was the demand for the project determined?</li> <li>• Who has been engaged in order to develop the project?</li> <li>• What partnerships have been established to support the project?</li> <li>• How many organisations will be supported using the funding?</li> <li>• How will you collect data from the secondary grant recipients you have partnered with during the project?</li> </ul> <p>This section of the application form will be scored.</p>
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## 4.3 Deliverability – timeline, roles and responsibilities

<p>Please provide evidence of your organisational capacity to deliver this project including implementation timelines, project management structure,</p>	<p>Please answer the following questions in this section:</p> <ul style="list-style-type: none"> <li>• What is the timeline for delivery of the project? Please provide key dates and milestones.</li> <li>• Who or which department has been identified to manage the project?</li> <li>• How will reporting and monitoring be managed?</li> <li>• What plans are in place to ensure maintenance of the ecargo bikes?</li> <li>• Who will facilitate the day to day running of the project?</li> </ul>
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<p>commitment to on-going reporting, and eCargo bike maintenance.</p> <p><b>(Max 400 words)</b></p>	<ul style="list-style-type: none"> <li>• How will people access the eCargo bike(s) (if part of the funding is going on an internal fleet)?</li> </ul> <p>This section of the application form will be scored.</p>
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## 4.4 Sustainability

<p>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.</p> <p><b>(Max 400 words)</b></p>	<p>Please answer the following questions in this section:</p> <ul style="list-style-type: none"> <li>• Post funding how will the project be managed and by who? E.g. Staff time, ongoing marketing of the scheme.</li> <li>• How will the project fund maintenance and repairs to the bikes?</li> <li>• How will the project support ongoing activities that encourage eCargo bike usage?</li> <li>• Will the project be absorbed into existing projects that you manage?</li> <li>• How will the project provide ongoing engagement with secondary grant recipients?</li> </ul> <p>This section of the application form will be scored.</p>
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## 4.5 Community Benefit

<p>Please provide details of how your project will promote equal opportunities and social inclusion within your community.</p>	<p>The wider strategic aim of the eCargo Bike Grant Fund is to aid social inclusion, facilitate access to employment opportunities, and promote healthy lives and a connected, sustainable transport system. Please consider the following aspects when answering this section, not all will apply to every project:</p> <ul style="list-style-type: none"> <li>• place making;</li> <li>• local economic development;</li> <li>• regeneration;</li> <li>• social inclusion;</li> <li>• employability;</li> <li>• environment;</li> <li>• health;</li> <li>• physical activity.</li> </ul>
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(Max 400 words)	<p>For the purposes of this application the definition of community includes members of a workplace or those with a common employer. Therefore, you should demonstrate how your project will impact on the above elements in regard to employees and contractors.</p> <p>This section of the application form will be scored.</p>
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## 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.

#### 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.

## 6. Finance

### How much will the project cost and how will eCargo Bike Grant Fund funding be used?

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.

6.1 eCargo Bike Grant Fund - funding request summary	
<i>Cost of eligible equipment</i>	£
<i>Number of ecargo bikes to be purchased</i>	
Amount requested from the eCargo Bike Grant Fund	£
Match Funding (if applicable)	£
Total Project Costs	£

## 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), 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.

## 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 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.

## 8. Declarations

### 8.1 Credit Check

All lead applicants will be subject to a financial check once they have submitted an application. The company number provided in section 2.1 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.

**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 1.**

Signed:

Title: 

	First name:		Surname:	
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Position in organisation:

Date:

## 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/infoeuro/index\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/infoeuro/index_en.cfm)



## 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 ESTs privacy policy (<http://www.energysavingtrust.org.uk/privacy>).

#### How we will use your information:

DfT is the data controller in respect of any personal data that you provide when you complete eCargo Bike Grant Fund application forms. The EST is DfT's appointed agents for the purposes of administering the scheme, and they will process the data on DfT'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. Some information will be shared with other Government Departments, their agencies and appointed agents to enable the detection of fraudulent applications to other grants schemes.

DfT 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, DfT 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 UK 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
- 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.

**[Please sign the application form only. This information is included here purely for reference.]**

#### 9. 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. **Applications will not be considered if received after 4pm 27<sup>th</sup> March 2020.**

#### Checklist of documentation to enclose/attach

	Document	Enclosed
1	eCargo Bike Grant Fund Application Form (signed)	<input type="checkbox"/>
2	eCargo Bike Grant Fund financial spreadsheet	<input type="checkbox"/>
3	State Aid Assessment Template	<input type="checkbox"/>
4	Confirmation or letter of intention from supplier of match funding	<input type="checkbox"/>
5	Any further supplementary information (limit 10 pages)	<input type="checkbox"/>

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](mailto:ecargobikegrant@est.org.uk).

## Annex 2 – Scoring guidance

The following scoring framework will be used to assess applications. There are five project impact criteria that will be scored out of five – the total score for a project will be out of 25.

0: Does not meet the requirements or cover points for consideration, no evidence provided

1: Minimal relation to strategic aims and consideration points, minimal evidence provided

2: Meets basic strategic aims and covers some consideration points, lacks compelling evidence

3: Meets the majority of strategic aims and covers majority of points of consideration, provides basic evidence

4: Covers all or most strategic aims, with points of consideration covered, and evidence provided on most points

5: Covers all strategic aims and points for consideration, with compelling evidence or examples for most or all points.

Please note that the ‘what will assessors consider’ column provides an indication of the sorts of questions assessors will consider. It is **not** exhaustive, nor will every question be relevant to every application.

Project impact criteria				
Application Form Section	Key Question	What will assessors consider.	Score	Comments and Justification
Needs assessment/general aims and project specific objectives				
4.1	Does the proposed project fit with the strategic aims of the eCargo Bike Grant Fund, local authority scheme	How do the project aims align with the eCargo Bike Grant Fund, local authority scheme? i.e. has the application demonstrated how the project will promote the use of ecargo bikes on a wide scale?  Is the proposed project likely to achieve these stated aims based on the project description?  Have the following questions been answered;  Who is the target audience(s)?	/5	

		<p>What are the expected outcomes of the project?</p> <p>Will any modal shift occur?</p>		
<b>Community/Staff Engagement and Partnerships</b>				
4.2	<p>Is there evidence that potential users of the equipment have been consulted and potential partners have been sought out.</p>	<p>Evidence of target audience engagement.</p> <p>How will the target audience benefit from the project?</p> <p>How was the target audience involved in identifying the project?</p> <p>Has the project identified partners that will add value?</p> <p>Is the whole organisation aware/behind the project?</p>	/5	
<b>Deliverability</b>				
4.3	<p>Can the project be delivered by October 2020?</p>	<p>Does the application provide realistic cost targets?</p> <p>Have all aspects of the project such as storage, maintenance and training of participants been considered?</p> <p>Is there sufficient management buy-in and project oversight to ensure implementation of any change to working practices?</p> <p>Have the following questions been answered;</p> <p>What is the timeline for delivery of the project? Has a delivery plan been provided?</p> <p>Who or which department has been identified to manage the project?</p> <p>How will reporting and monitoring be managed?</p> <p>What plans are in place to ensure maintenance of the ecargo bikes?</p>	/5	

		<p>Who will facilitate the day to day running of the project?</p> <p>How will you decide which organisations to allocate funding too?</p>		
<b>Sustainability</b>				
4.4	<p>Is there a commitment to fully engage in the reporting requirements and maintain the use of the equipment in the long term?</p>	<p>Has the applicant detailed their plans for collection of relevant data that will demonstrate achievement of their stated outcomes?</p> <p>Does the project demonstrate how the equipment fits into the long-term transport strategy or community plans within the applicant organisation?</p> <p>How will the organization maintain the assets?</p> <p>Have the following questions been answered:</p> <p>Post funding how will the project be managed and by who? E.g. Staff time, ongoing marketing of the scheme.</p> <p>How will the project support ongoing activities that encourage ecargo bike usage?</p> <p>Will the project be absorbed into existing projects that you manage?</p>	/5	
<b>Community Benefit</b>				
4.5	<p>Is there evidence of the project practically addressing issues such as access to employment, disability, community development,</p>	<p>Has the project identified specific vulnerable or disadvantaged groups that could benefit from access to ecargo bikes?</p> <p>What benefit will any identified groups derive from access to ecargo bikes? e.g. improved access to centres of employment, increased physical activity levels, improved community facilities.</p>	/5	

	and reducing inequalities.	Does the use of ecargo bikes alleviate the negative economic impacts of CAZs (or other air quality management zones) on vulnerable groups?		
<b>Risks</b>				
	Please describe any significant risks that you have identified that may impact on the deliverability of this project.			
	e.g. Timeline issues, sustainability plan, lead time on ecargo bikes, match funding availability.			

## Annex 3 – List of eligible / ineligible equipment

The following list of equipment has been deemed eligible for funding from the eCargo Bike Grant Fund, local authority scheme. Applicants should contact the eCargo Bike Grant Fund team at [ecargobikegrant@est.org.uk](mailto:ecargobikegrant@est.org.uk) to discuss the inclusion of any items that are not included in this list in their application.

Eligible equipment:

- eCargo bikes (as defined by <https://www.gov.uk/electric-bike-rules>)
- Trailer (cargo – not for the carrying of people)
- Storage box (1 per bike).

The following list of equipment is ineligible for funding from the eCargo Bike Grant Fund, local authority scheme. Please include **all** equipment purchased on the Grant Fund Finance spreadsheet, whether it is eligible to claim for or not – ineligible equipment can be counted towards match funding.

Ineligible equipment:

- Helmets
- Lights (front and rear)
- Locks
- Hand pumps
- Track pumps
- Puncture repair kits
- Multitool
- Hi-vis vests/jackets
- Pannier racks
- Pannier bags
- Mudguards
- Trip computer
- Weather cover
- Category B projects only:
  - On street docking and charging station
  - Battery charging infrastructure
  - Back office system license
  - Hire/membership fee subsidy.



## Annex 4 – Quarterly reporting template

Please submit to [ecargobikegrant@est.org.uk](mailto:ecargobikegrant@est.org.uk)

<b>Name of organisation:</b>	
<b>Project name/number:</b>	
<b>Reporting period:</b>	
<b>Project summary:</b>	
<p>Provide a summary of the project and its key objectives. <i>E.g. The [name of project] will procure 10 ecargo bikes for staff to use when replacing the street scene. The project aims to:</i></p> <ul style="list-style-type: none"><li>• <i>Reduce noise and air pollution in the local area</i></li><li>• <i>Replace car and van travel for short journeys</i></li></ul>	
<b>Progress:</b>	
<p>Describe the activities undertaken and equipment purchased to date. This should relate to your initial application, detailing actions that will contribute towards your stated outputs and outcomes. If any significant changes have occurred to your project outcomes, please detail them here. Make sure to include details of community/staff engagement sessions.</p>	

**Data Collection:**

In this section Grantees will detail the data that they are collecting that will demonstrate any emission reductions, behaviour change, user demographics and community/staff engagement achieved through the ecargo bikes programme. Additional spreadsheets or documents may be provided to detail this information.

e.g miles covered by ecargo bikes, detailing previous method of transport (make, model, emissions class etc) or engagement sessions (dates, venue, attendance figures, activities)