

## Department for Transport eCargo Bike Grant Fund Eligibility Criteria

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As part of the application process for the scheme you must meet and/or agree to all of the below to qualify for funding:

### Applicant eligibility:

- The scheme is only open to organisations, not individuals.
- The scheme is only available for organisations who will implement the measures in England. A Scottish or Welsh organisation can apply if they can demonstrate the ecargo bikes will be used exclusively in England.
- The organisation should have been operational for a minimum of 12 months. Applications from those operating for less than 12 months will be considered on a case by case basis, subject to further information.
- The organisation agrees to supply financial information if requested, to demonstrate they are of good financial health and standing.
- The organisation must be eligible for funding within the context of the Public Subsidies Rules (previously EU State Aid rules). See page 5 for further details.
- All information provided on the application and in any subsequent interactions with Energy Saving Trust must be correct and accurate. Failure to do so will result in the rejection of an application.
- Limited companies, sole traders, partnerships, charities and not-for-profit organisations are all eligible to apply. Public, community or third sector organisations are also eligible provided they are legally constituted, have a governing body, a democratically elected management committee and a governing document that has been formally adopted. Please note: information may be requested to confirm the applicant meets this criterion.

### Joint High-Street Applications:

- Joint high-street applications will be considered in this scheme. A lead applicant must be nominated, who will be responsible for submitting the application.
- If successful, the lead applicant act as a point of contact with Energy Saving Trust and be responsible for managing the usage of the ecargo bikes with the other applicants.

### Funding restrictions:

- The grant available will be calculated to cover the cost of the new ecargo bike(s) including necessary manufacturer options which are essential for commercial use (such as e.g. load



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boxes). The grant covers only the cost of the bike itself and does not cover other costs such as delivery, rider safety equipment, etc.

- Grant funding will be 40% of the gross cost (total amount including VAT) of each eCargo bike, up to a maximum of £2,500 for two-wheel models and £4,500 for three-wheel models.
- Applications will be capped at 5 eCargo bikes per organisation. Applications for over five bikes will be considered on a case-by-case basis.
- Once offered, the applicant will have until 14 February 2022 to claim the grant or the funds will be reallocated.
- Prior to funding being paid out, the applicant will need to have received a formal grant offer, purchased the approved eCargo bike(s) and sent in relevant documents (including an invoice) confirming the final cost. Energy Saving Trust will need to verify the invoice from the organisation the eCargo bikes are being purchased from before any payment is issued.
- Retrospective applications for grant funding will not be permitted. You must not purchase the eCargo bikes before a decision has been reached on your application. If you do so, your application will be refused.
- Energy Saving Trust will accept quotes and invoices in both GBP and EUR. Energy Saving Trust will use the [official EC exchange rate calculator](#) to calculate exact costs in GBP if quotes/invoices are received in EUR.
  - Please note that Energy Saving Trust will use the official exchange rate on the day that the quotes/invoices are being processed, which may be different from the exchange rate on the day that the documents were issued or funds paid. Energy Saving Trust is not responsible for any discrepancy between the purchase price and grant amount paid where this is related to fluctuating exchange rates.

#### **eCargo bikes eligible:**

- eCargo bikes OR eCargo trailers, with any number of wheels (i.e. “bikes” includes tricycles, quadricycles etc.).
- All ebikes, 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-pedal-cycles-eapcs>

- eBikes must have minimum 125 litre cargo volume capacity and minimum 130 kg weight capacity (see below for definitions<sup>1</sup>).
- eTrailers must have minimum 250 litre cargo volume capacity and minimum 75 kg weight capacity (see below for definitions<sup>1</sup>).
- In exceptional cases, ecargo bikes or etrailers which do not meet these criteria may, at the sole discretion of Energy Saving Trust, be considered if they are suitable for commercial use.
- The scheme can be used where the ecargo bikes will be leased to others but this must be declared on the application form.

#### Non-eligible:

- eCargo bikes for personal transport; ebikes and etrailers principally used for vending, purchase of ebikes for use by third parties; retro-fitting of electric kits to existing cargo bikes; purchase of used ebikes or etrailers, or of new ones made up principally from used components; prototypes or one-offs, self-built machines, or purchases entered into before the start of the scheme.
- Applicants must notify Energy Saving Trust of any intention to dispose of assets purchased through the scheme within three years of the date on which grant funds are paid to the applicant by Energy Saving Trust under the scheme. If the assets are disposed within this time, then Energy Saving Trust reserves the right to require repayment of the grant.

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<sup>1</sup> 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.

### **Monitoring, evaluation and feedback:**

- Energy Saving Trust reserves the right to carry out site inspections in order to verify that the grant conditions have been complied with and/or to monitor the effectiveness of the measures that have been implemented under the scheme.
- Applicants must agree to support and follow best practice guidelines in relation to the use of ecargo bikes purchased with grant funding under the scheme, including but not limited to, a commitment to maintaining standards in road safety and providing suitable staff training.
- Applicants must agree to follow the eCargo Bike Grant Scheme Code of Practice.
- Applicants are expected to ensure that their riders are trained to the equivalent of at least level three of the Bikeability scheme.
- Applicants must agree to ongoing cooperation with Energy Saving Trust 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 Energy Saving Trust to assist in the evaluation of the scheme.
- We 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 Energy Saving Trust and the Department for Transport's involvement.

### **Criminal convictions and business probity:**

- Applicant organisations, their directors or other persons with powers of representation, decision or control of the organisation must be of good standing. Applicant organisations must declare prior to submitting an application if they, their directors or other persons with powers of representation, decision or control of the organisation have any prior convictions for any common law or statutory offence referred to in Regulation 57 of the Public Contracts Regulations 2015.
- Applicant organisations must also declare prior to submitting an application if: they are subject to any kind of bankruptcy, administration, insolvency, winding up or debt relief order or proceedings; they are in an arrangement with creditors; their business activities are suspended; or they are in any analogous situation arising from any similar procedure

under the laws and regulations of any jurisdiction. They must also declare prior to submitting an application if they have committed an act of grave professional misconduct or failed to fulfil obligations relating to the payment of social security or tax contributions.

- Declaration of any of the offences, matters or circumstances referred to above may result in the application being rejected but Energy Saving Trust reserve the right to consider on a case by case basis. Failure by an applicant organisation to disclose true and accurate information on any of the above offences, matters or circumstances will result in an application being rejected.

#### **Public subsidies (previously state aid):**

- The favourable terms of the grant may constitute a public subsidy in terms of the laws, regulations, rules and guidance applying in the UK and/or the UK's international obligations in relation to public subsidies ("the Public Subsidies Rules").
- Your organisation must be eligible to receive the grant in accordance with the Value Threshold and we may be required to withhold payment of or reclaim all or any part of the grant from you, to the extent necessary to ensure that the grant, either on its own or when taken together with any other financial assistance given or to be given to you by us or any third party complies with the Public Subsidies Rules.