

Energy Saving Trust's COVID-19 Public Transport Retrofit Fund 2020/21

Taxi and Private Hire Car Eligibility Criteria

As part of the application process and to qualify for funding, applicants must meet and/or agree to the below criteria:

Applicant

- **Applicants must submit their application to the fund by 15 March 2021 (final application deadline).** Please note applications are assessed on an ongoing, first-come-first-served basis and the application deadline is subject to available funds, therefore applicants should apply as soon as possible
- The scheme is only open to organisations, not individuals. Sole traders are classed as organisations and are able to select this option when confirming organisation status within the application form
- Only the organisation applying to the fund should complete the application. Submissions from third parties are not accepted
- Your organisation must be eligible for funding within the context of the COVID-19 Temporary Framework for UK Authorities (the 'Scheme') under the Temporary Framework for State aid measures to support the economy in the current COVID-19 outbreak
- The applicant must consult with their vehicle insurance provider and / or local authority licensing agency regarding the potential changes to their vehicle(s)
- The applicant must have been operational for a minimum of 12 months
- The applicant must be the registered keeper of the funded vehicle(s) and must have been the registered keeper of the funded vehicles for at least 12 months prior to the application being submitted
- 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

Funding restrictions

- Businesses (including sole traders) are eligible to receive funding retrospectively for items installed and paid for from 6 April 2020. Businesses are able to apply retrospectively subject to a cost cap of £50,000 on the overall application value. Applications above this value will be assessed on a case-by-case basis

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- Where possible applicants applying prospectively must not purchase any measures before receiving a formal grant offer letter from Energy Saving Trust. If you do so, your application may be refused.
- The applicant's taxi(s) and taxi base (where relevant) must be licenced in Scotland
- All funded vehicles must be currently in operation and they must be operational primarily within Scottish local authority areas
- The applicant will have 14 days from the Grant Offer date (as specified within the Grant Offer Letter) to accept the grant offer. In addition, the applicant will have two months from the Grant Offer date (as specified within the Grant Offer Letter) or until 14 May 2021 to have the work completed and claim the grant, whichever is sooner. If the grant is not accepted and claimed within the required timeframe, the grant will be withdrawn and not paid
- The grant available to an applicant covers the cost of the measure(s) only; it does not include other costs such as delivery
- Funding will only be paid out once the applicant has been sent a formal grant offer, installed and purchased the approved measures(s) and sent in relevant documents (including, but not limited to, paid invoice(s)) confirming the final cost

Eligibility criteria – standard measures

The below measures are automatically eligible for claiming under the Taxi and Private Hire Car application for the COVID-19 Public Transport Retrofit Fund. The price listed next to each item represents the maximum amount which can be claimed per unit.

- Hand sanitiser dispensers and pole mounting bracket - £60
- Easy clean seat covers - £45 per seat
- Partition screening (Hackneys excluded) - £280 (made from Polycarbonate (PC) or Glycol modified Polyethylene Terephthalate (PETg))
- Static automated UV cleaning solutions for attachment to card machines - £300
- Interior fogging equipment - £550

The total value of standard measures (excluding fogging equipment) claimed per vehicle must not exceed £500. Interior fogging equipment up to £550 can be claimed as an additional cost and is not subject to the £500 cost cap. Should you wish to apply for funding for item(s) which are not listed above, your application will be considered on a case-by-case basis and assessed by an independent technical partner for cost-effectiveness and viability. If you apply for items not listed above, the cap per vehicle does not apply.

Additionally, the following criteria applies:

- The eligible costs exclude: any Value Added Tax (VAT) reclaimable by the applicant

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- All works and materials used must be of a high standard and in line with all local and national regulations. Energy Saving Trust, Transport Scotland and other funding partners do not accept any liability for the measures themselves, or the installation

Eligibility criteria – enhanced measures

- Taxi operators are also eligible to apply for more complex or technical solutions.
- Due to the technical nature of enhanced measures, all applications will be considered on a case-by-case basis and assessed by an independent technical partner for cost-effectiveness and viability
- All works and materials used must be of a high standard and in line with all local and national regulations. Energy Saving Trust, Transport Scotland and other funding partners do not accept any liability for the measures themselves, or the installation

Examples of measures which could qualify as enhanced measures include, but are not limited to:

- Air quality and ventilation:
 - installation or improvement of air conditioning units
 - installation of high-performance filtration systems
- Sterilisation technologies: hygienic surface coatings
- UV cleaning solutions: innovative solutions based on the use of UV light to disinfect surfaces
- Installation of signage related to mitigation actions supported through this fund at stations, bus stops or termini
- Provision of waste disposal facilities on public transport related to mitigations supported through this fund, for example disposal of used surface wipes or facemasks
- Installation costs, where the measure cannot be installed by the applicant, will be considered on a case-by-case basis

Applications for mobile/digital solutions may also be considered:

- Mobile / digital solutions: use of real time occupancy application, to monitor and receive details of passenger capacity within vehicles in real time

Ineligible costs include, but are not limited to:

- Diffusion/aerosolised solutions for the purposes of air purification¹

¹ Applications for these products will be queried further and must be able to supply sufficient evidence that the solution achieves air purification (as opposed to surface cleaning), the associated efficacy of this, and sufficient evidence pertaining to the safety of the solution and EU/UK regulatory approvals. Each application will be reviewed on a case-by-case basis.

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- Any Value Added Tax (VAT) reclaimable by the applicant
- General public communications
- Signage and digital or printed media that is not directly related to supported mitigation measures, physical distancing guidance or reducing risks of COVID-19. Signage must be related to the funded project and installed on the funded vehicles or at stations, bus stops or termini
- IT equipment required to display digital media on vehicles, stations or termini
- Staff or other operational revenue costs
- Consumable items / refills for hand sanitisers, facemask or wipe dispensers etc that are not supplied as part of an equipment order
- Additional vehicles, routes or staff
- Staff training
- Purchase of PPE for staff
- Cleaning activity or cleaning consumables
- Equipment installed in staff only areas of stations etc

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 ongoing cooperation with Energy Saving Trust in providing feedback and assisting with evaluation of the scheme. This could include completing customer satisfaction surveys, providing data upon request after the grant has been issued and any further information requested by Energy Saving Trust to assist in the evaluation of the scheme
- Where appropriate, 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 that Energy Saving Trust has made the grant to you and that it has been funded by Transport Scotland

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, if they are in an arrangement with creditors, if their business activities are suspended, or if they are in any analogous situation arising

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from any similar procedure under the laws and regulations of any jurisdiction. They must also declare, prior to applying, 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 reserves 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