

# Business chargepoint funding

## Terms and Conditions

Funding is currently available for chargepoints for sole use by occupants, staff and visitors. You can access this funding if your business is a small and medium-sized enterprise (SME) located in a rural area of Scotland or a third sector organisation.

### How do I access funding for my business/organisation chargepoint?

Organisations may be eligible for grant support if they meet any, or a combination, of the following criteria:

- Currently operate plug-in vehicles.
- Employ staff who currently operate plug-in vehicles and would benefit from charging at work.
- If no vehicles are currently owned, can confirm future electric vehicle ownership or high levels of chargepoint usage from other sources, eg visitors or residents. Please note that we may require further details at a later stage in the application process.

Applicants will also need to meet one of the following criteria:

#### 1. Rural businesses

If the applicant's business is an SME located in a category 3, 4 5, 6, 7 or 8 area of Scotland and meets the criteria above, they may be eligible for funding. Please check that the business' postcode is eligible using the postcode checker on Energy Saving Trust's [business chargepoint funding webpage](#). Grant funding available is up to 50% of the cost, excluding reclaimable VAT, of purchasing and installing.

If the applicant's business falls within this category, please complete the [application form](#) and email your preferred quotation to [electricvehiclelesscotland@est.org.uk](mailto:electricvehiclelesscotland@est.org.uk).

## 2. Third sector organisations

Examples of eligible third sector organisations include, charities, community groups and not-for-profits. Funding available is up to 75%, excluding reclaimable VAT, of the cost of purchasing and installing.

If you fall within this category, please complete the [application form](#) and send your preferred quotation to [electricvehiclesscotland@est.org.uk](mailto:electricvehiclesscotland@est.org.uk).

## 3. Factored development

There is a separate application form for property factors and other organisations that manage communal parking for residential properties. Please note, applicants must be a registered factor. Grant funding available is up to 50% of the cost, excluding reclaimable VAT, of purchasing and installing.

If you are interested in this funding, please send your completed [application form](#) with a quote from one of our [approved installers](#) to [electricvehiclesscotland@est.org.uk](mailto:electricvehiclesscotland@est.org.uk).

## All applicants

To qualify for funding, applicants must meet and agree to **ALL** of the below:

- All organisations must have a base in Scotland.
- All installations must take place in Scotland.
- The installation address must be a **registered business address** and not a domestic property.
- The installation must be completed at an address owned by the organisation, or the organisation must provide clear written consent from the property owner.
- The grant is offered on a first come, first served basis and is subject to available funding. Energy Saving Trust reserves the right to remove or amend this offer at any time and without notice.
- The grant may close, without notice, at any time within the 2023-24 financial year. Submitting an application before closure does not guarantee a grant offer.

- Grant offers are valid until the date stated in the grant offer letter.
- Installs must be completed and all associated grant claim paperwork, as outlined in your grant offer letter, received by Energy Saving Trust no later than 08th March 2024.
- Future offers are subject to legal agreement sign-off.
- Transport Scotland reserves the right to amend the terms and conditions at any time.
- The grant runs until 31 March 2024 and is subject to available funding. Submitting an application before the deadline does not guarantee a grant offer. Energy Saving Trust reserves the right in consultation with Transport Scotland to suspend or reject applications on the grounds that there are insufficient funds available in any financial year to provide grants to all applicants.
- An application is only considered as complete once all necessary documents are received. This is determined by Energy Saving Trust who will be in touch within 15 working days to ask for more information as required.
- A claim is only considered as complete once all necessary claim documents are received. This is determined by Energy Saving Trust.
- The grant value is up to 50% of the installation costs, excluding reclaimable VAT, if the business is located in a category 3,4 5, 6, 7 or 8 area of Scotland and 75% if the business is a third sector organisation. Up to a maximum of £10,000 per business.
- Installation work **MUST NOT** start until a written grant offer has been received by the applicant. Funding is not available for installations that have already taken place or for installations already in progress.
- The individual completing the application form should have the authority to complete the application. Applications cannot be completed by a third party such as the installer or chargepoint provider.
- The grant is only paid in the form of a reimbursement upon completion of the work and submission of paperwork required by Energy Saving Trust.
- Applicants must use an eligible installer. A full list can be found on the [Energy Saving Trust website](#). Neither Energy Saving Trust, nor our representatives, nor Transport

Scotland is responsible or liable for any equipment, system or installer paid for using the grant. It is the applicant's responsibility to carry out their own checks to ensure that items and services purchased using the grant are adequate and appropriate for their needs. Any difficulties or complaints regarding the installation should initially be referred directly to the installer or, if applicable, equipment manufacturer.

- The requested charging infrastructure must be approved under OZEV grant schemes for the installation of electric vehicle charging infrastructure in commercial properties. The list can be found [here](#).
- Applicants need to arrange their installations directly with their chosen supplier and Energy Saving Trust's involvement is solely to offer grant funding.
- All information provided on the application and in any subsequent interactions with Energy Saving Trust must be correct and accurate. If the applicant is unable to or subsequently fails to meet any of these criteria, their application will not be progressed. If the applicant is found to have breached any criteria after their grant has been paid, they will be required to repay the grant funding in full.
- In order to be eligible for this funding you will be required to provide basic information related to usage and EV uptake in a follow up survey after the charge point is installed.
- Claim can only be paid to a UK bank account.

If there are any issues completing this application online, please contact us at [electricvehiclesscotland@est.org.uk](mailto:electricvehiclesscotland@est.org.uk).

**Documents required throughout the application process:**

- **Quote from applicants chosen installer:** Quotes must show the applicants full business name, full address including post code, and include detailed information of the charger and associated installation costs.
- **Electrical installation certificate (EIC):** Provided by the installer once the installation has taken place. It must show the applicants full name, full address including postcode, and the date the installation was completed, which **MUST** be after the date of the grant offer letter.
- **Paid invoice:** Paid invoices must show the applicants full name, full address including post code, and include detailed information of the charger and associated installation costs. The documents must show that the installation costs have been paid for.
- **Grant claim form**

If you have any questions, please contact [electricvehiclesscotland@est.org.uk](mailto:electricvehiclesscotland@est.org.uk).

## Privacy Statement

We collect your personal data for the purposes of your application and this Agreement in order to process and administer the grant. This requires us to conduct various checks in relation to anti-money laundering and fraud prevention, identity verification, credit checks, confirmation of payee and such other checks we may require from time to time for the legitimate interests of our business or to comply with our legal obligations. For more information on what personal data we collect about you, how we use it and what your rights are, please see our privacy policy at [www.energysavingtrust.org.uk/privacy](http://www.energysavingtrust.org.uk/privacy), or write to [dataprotectionofficer@est.org.uk](mailto:dataprotectionofficer@est.org.uk).

By submitting your application and entering into this Agreement, you also acknowledge and agree that we may make searches at fraud prevention agencies who will supply us with your personal data. We may also share your personal data with financial and other organisations involved in fraud prevention to protect ourselves and others from theft and fraud. If you give us false or inaccurate information and we suspect fraud, we will record this. We and other third parties may use this information if decisions are made about you or others at your address(es) on credit or credit-related services or motor, household, credit, life or any other insurance facilities. It may also be used for tracing and claims assessment.”