

Factored Development

2024-2025 Terms and Conditions

The factored development charge point grant is funded by Transport Scotland and managed by Energy Saving Trust. The grant is available to property managers in Scotland, providing up to 25% of the cost to install communal charging infrastructure for electric vehicles (EVs).

We accept applications from property managers or factors who manage communal parking for residential properties in Scotland. To be eligible, you must meet the below criteria.

To apply:

- You are a registered factor; **and**
- you have written consent from residents of the factor approving installation of charging infrastructure at the property.

For all applications, you must acknowledge and agree with the below:

- The installation of charge points must take place in Scotland and the installation address must be for a registered factor.
 - The grant value covers up to 25% of installation costs, excluding reclaimable VAT.
 - The maximum grant value we can award is £20,000.
 - The grant is a reimbursement for installation works on a first-come, first-serve basis; it is subject to available funding, and we reserve the right to remove or amend any offer at any time, without notice.
 - The grant fund may be fully allocated before the end of the financial year, April 2025. This means it can close at any time during the financial year and applying before closure does **not** guarantee a grant offer.

- Your name **must** be included on all your supporting documents; we do **not** accept applications completed by a third party, like your installer or charge point provider.
- You **cannot** start installation works until you have a grant offer. We **cannot** fund installations that are complete or in progress.
- Your charge point installer **must** be on our [Approved Installers list](#).
 - Your charge point **must** be a model on the OZEV [authorised charge point model list](#).
 - Energy Saving Trust, our representatives and Transport Scotland are not responsible or liable for any equipment, system or installer used for installation. It is **your** responsibility to ensure items and services purchased using the grant are adequate and appropriate for your needs. Direct any difficulties or complaints regarding the installation to the installer or, if applicable, equipment manufacturer.
- Your installation must be completed **no later than 01 March 2025**.
- The grant offer is valid for 4 months, **unless otherwise stated in your grant offer letter**.
 - If you do not claim by the deadline provided in your grant offer letter, your funding will be withdrawn.
 - We will only progress your application to payment when we have received **all** your claim documents.
 - You need to inform us of any delays, **and** we may not be able to provide any extensions.
- All your information must be accurate and correct, including in your submitted application and in any communications with us. If you are unable or fail to meet the criteria, your application will not progress. If you are in breach of any of the criterion after your grant has been paid, you must repay the grant amount in full.
- Transport Scotland reserve the right to amend these terms and conditions at any time without advance notice.

Documents required to apply:

- **Written consent from residents**

- The written consent you have received from residents living at your property to proceed with the installation of charging infrastructure.

- **Your charge point quote**

- Quotes must list your full name, full address and detailed information on where your charger will be installed and associated installation costs.

Documents required to claim your funds and receive payment:

- **Electrical Installation Certificate (EIC)**

- The EIC is provided by your installer after the installation is complete and includes your full name, full address and the date of completion. This date **must** be after the date of your grant offer letter.

- **Paid invoice**

- Your invoice **must** be receipted (with a **balance of £0.00**) and include your full name, full address and detailed information on where your charger was installed and the associated installation costs.

- **Claim form**

- You will receive the claim form with a grant offer; the form includes a checklist, list of expenditures and declaration and acceptance of the offer.

Data Protection Statement:

We are acting on behalf of Transport Scotland to administer your grant application.

We may contact you for further information to support your application and will conduct eligibility and credit reference checks where necessary. We may also contact you to ask for your feedback on your experience of our services to help us improve them.

We share your information with Transport Scotland for the purposes of monitoring, assessing, and reporting on the success of the scheme. We may share your information with Audit Scotland, and any other relevant funding bodies, to ensure the proper, efficient and effective spending of public money. We may also share your information with financial and other organisations to protect ourselves and others against 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.

Your information will be retained for 7 years from our last point of contact with you.

For further information about how we use your data, and for more information on third party providers we use, please see our privacy policy available at <https://energysavingtrust.org.uk/privacy-policy/> or contact our Data Protection Officer at DataProtectionOfficer@est.org.uk.

Public Subsidy Statement:

The grant is being provided in accordance with the Minimal Financial Assistance (MFA) subsidy within the meaning of section 36(1) of the Subsidy Control Act 2022 (SCA). The requirements of the SCA do not apply to an MFA subsidy if the total amount of MFA or comparable types of small subsidy (see section 42(8) of the SCA) received by an enterprise [or its group companies] within the applicable period does not exceed £315,000 over the applicable period. In other words, MFA or comparable types of small subsidy received by an enterprise within the applicable period cumulate, and where they total more than £315,000 during that period, the enterprise will not be eligible for further such subsidies and any further subsidies to the enterprise will not benefit from the MFA exemption.

To confirm you as the applicant are eligible to receive this assistance you must declare the full amount of any MFA or comparable types of subsidies that you, your business and its group companies have received in the applicable period and any outstanding applications for such subsidies.

Before any payment, you will be required to provide written confirmation that the total cumulative amount of MFA received in the applicable period, including the grant from Energy Saving Trust, will not exceed £315,000. We will notify you when that confirmation is required.