**Scottish Bus Emissions Abatement Retrofit Programme – Phase 1**

Application Form

# Disclaimer

Applicants should be aware that as the Scottish Bus Emissions Abatement Retrofit Programme Phase 1 (BEAR Phase 1) is a new grant fund, this guidance will be reviewed as the programme evolves and therefore may be subject to change. Transport Scotland reserves the right to amend the published guidance during the period of the programme.

The Energy Saving Trust and/or Transport Scotland 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.

The Energy Saving Trust and/or Transport Scotland reserves 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 BEAR Phase 1; 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 Energy Saving Trust and/or Transport Scotland. The Energy Saving Trust, Transport Scotland 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.

# Background

On 10 October 2017 the Minister for Transport and the Islands, Humza Yousaf announced £1.6 million of funding for a Scottish Bus Emissions Abatement Retrofit Programme Phase 1 (BEAR Phase 1).

To support the delivery of BEAR Phase 1, Transport Scotland has committed to running a competitive grant funding process and has appointed Energy Saving Trust (EST) to administer the programme.

# About this document

This document is the application form for BEAR Phase 1 grant funding and includes guidance to help applicants apply for funding.

This document is one of three that you will need in order to complete an application:

* BEAR Phase 1 – Application Form *(this document).*
* BEAR Phase 1 – Notes for Applicants.
* BEAR Phase 1 – Assessment Process Guidance.

All three documents can be downloaded from [www.energysavingtrust.org.uk/BEAR](http://www.energysavingtrust.org.uk/BEAR).

For any questions during the application process, please contact EST: bear@est.org.uk / 0131 555 7870.

The deadline for applications is 4pm, Friday 2 March 2018.

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| Version Control |  | | | |
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## Self-assessment checklist

You must complete the checklist provided in the application form before proceeding. If you answer ‘NO’ to any of these questions you may be ineligible for BEAR Phase 1 funding and we will therefore not be able to consider your application.

|  |  |  |
| --- | --- | --- |
| **YES** | **NO** |  |
|  |  | Our organisation is a licenced bus operator. |
|  |  | Our organisation has a UK bank account, annual accounts (approved by its management committee or board) and control over all income and expenditure. |
|  |  | We have read BEAR Phase 1 Application Process Guidance on the [www.energysavingtrust.org.uk/BEAR](http://www.energysavingtrust.org.uk/BEAR) and the strategic aims and eligibility criteria of the programme. |
|  |  | We understand that BEAR Phase 1 will provide successful applicants with grant funding of up to a maximum of £25,000 per vehicle and that applicants are required to identify and provide evidence of primary and ancillary costs in their application. |
|  |  | We understand and will comply with the BEAR Phase 1 monitoring and reporting requirements. |
|  |  | We can contractually commit to retrofitting by the end of March 2018. |
|  |  | We will continue to operate all vehicles equipped with retrofit technology for at least five years following installation in an AQMA and/or LEZ. |

Please ensure that you have:

|  |  |  |
| --- | --- | --- |
| **YES** | **NO** |  |
|  |  | Read the BEAR Phase 1 Application Process Guidance and Notes for Applicants documents, downloaded from the [www.energysavingtrust.org.uk/BEAR](http://www.energysavingtrust.org.uk/BEAR). |
|  |  | Provided:   * Completed BEAR Phase 1 Application Form. * A spread sheet breaking down of primary and ancillary costs. * Dated quote(s) from the specified CVRAS approved retrofit technology system supplier(s) identified in the application form. * Any further supplementary information (limit 10 pages). |

## Applicant details

**About your organisation:**

|  |  |  |
| --- | --- | --- |
| **2.1 Applicant details** | | |
| Registered name | |  |
| Legal status | |  |
| UK company/charity/ public body or other registration no. | |  |
| VAT Registration Number (if applicable) | |  |
| Establishment date | |  |
| Organisation has UK Bank account, published accounts and control over income and expenditure | | Yes  No |
| **Address of registered office** | | |
| Address line 1 | |  |
| Address line 2 | |  |
| Address line 3 | |  |
| Local authority area | |  |
| Postcode | |  |
| **Contact details for correspondence with applicant** | | |
| Name of contact person |  | |
| Address |  | |
| Phone |  | |
| E-mail |  | |
| Alternative contact and email address |  | |
| Is your organisation able to reclaim VAT? | Yes  No  Unable to reclaim VAT on some project costs | |
| Are there any potential conflicts of interest?  (Max 150 words) |  | |

|  |  |
| --- | --- |
| **2.2 Delivery partner(s) to this application (if applicable)** | |
| **Organisation** | **Legal status (plc, charity, etc.)** |
|  |  |
| Please briefly describe your delivery partner’s role in the project and list any experience they have that will benefit the project.  (Max 250 words) |  |
| Are there any potential conflicts of interest?  (Max 250 words) |  |

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| **2.3 Multiple applications** | |
| Is your organisation submitting more than one application for BEAR Phase 1? | Yes  No |
| If you are submitting more than one application, you are required to rank your proposals by their highest to lowest priority for support (1 being the highest, 2 being lower and so on). Please indicate here the priority ranking for this application. |  |

## Project details

**About your project:**

|  |  |
| --- | --- |
| **3.1 Project summary details** | |
| Project title |  |
| Number of vehicles applied for |  |
| Retrofit technology provider and equipment to be installed |  |
| Local authority area(s) affected |  |
| AQMA area(s) affected |  |
| Number of miles travelled within AQMA area(s) affected |  |
| LEZ area(s) affected |  |
| Number of miles travelled within LEZ area(s) affected |  |
| Bus route(s) affected |  |
| Number of miles travelled on bus route(s) affected |  |

|  |  |
| --- | --- |
| **3.2 Description Vehicle** | |
| Please provide a summary of the vehicles for which grant funding is being applied for.  Detailed fleet vehicle data including make, mode, age, registration, total and annual mileage, total and annual fuel consumption, emissions standard, route(s) operated, etc. should be provided as a separate attachment. |  |

|  |  |
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| **3.3 Description of retrofit measures** | |
| Please provide detailed description of the retrofit measures you plan to install. This should include details of the specific system supplier(s) you plan to use and the specific measure(s) you plan to have them install.  (Max 800 words) |  |

## Finance

**How much will the project cost and how will BEAR Phase 1 funding be used?**

Before completing this section, please refer to section 5.3 of the BEAR Phase 1 Guidance for Applicants for information on the availability of Transport Scotland funding.

Please provide a separate spread sheet accompanying your completed application form breaking down primary and ancillary costs.

Please provide dated quote(s) from specified CVRAS approved retrofit system supplier(s) and other additional supporting evidence of primary and secondary costs.

|  |  |
| --- | --- |
| **4.1 BEAR Phase 1 funding request summary** | |
| Total eligible project costs. | £ |
| Primary costs (retrofit technology equipment and installation costs) | £ |
| Ancillary costs (short term hire of replacement vehicles during retrofit, maintenance costs for installed equipment, associated technical training, vehicle telematics to support monitoring, warranty costs and ~5% rise in fuel costs) | £ |
| Type of funding applied for (indicate whether the application is for De minimis funding or General Block Exemption Regulation (GBER) funding and, if GBER funding is selected, whether a commercial loan is also required). | De minimis funding  General Block Exemption Regulation funding  General Block Exemption Regulation funding and Commercial Loan funding |
| Funding requested. | £      De minimis funding  OR  £       General Block Exemption Regulation funding  AND (if applicable)  £       Commercial Loan funding |

|  |  |
| --- | --- |
| **4.2 Summary of primary and secondary costs** | |
| Please provide a summary  Identifying primary and ancillary costs (including wherever possible additional supporting evidence). Providing evidence of primary and ancillary costs is a condition of funding.  (Max 800 words) |  |

## Project impact criteria

**How does your project meet the five BEAR Phase 1 project impact criteria?**

|  |  |
| --- | --- |
| **5.1 Project rationale** | |
| Please describe how your project will fit with the strategic aims of Bear Phase 1.  (Max 500 words) |  |

|  |  |
| --- | --- |
| **5.2 Strategic fit** | |
| Please detail the relationship between your project and reducing NOx and PM emissions from buses within Scotland’s AQMAs.  (Max 500 words) |  |

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| **5.3 Additionality** | |
| Please provide clear evidence of any ‘added value’ from your project.  (Max 500 words) |  |

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| **5.4 Deliverability** | |
| Please demonstrate that you will be able to commence retrofitting in by the end of March 2018.  (Max 500 words) |  |
| Please provide evidence of your organisational capacity to deliver this project including commitment to on-going reporting and effective fleet management and maintenance.  (Max 400 words) |  |
| Please describe your proposed approach to project management and how you will ensure delivery to the timescales you set.  (Max 400 words) |  |

## State aid

|  |  |  |  |
| --- | --- | --- | --- |
| **6.1 State aid assessment** | | | |
| BEAR Phase 1 grant funding constitutes state aid within the context of the European Union rules. The Benefit is being given under the European Commission’s De Minimis Regulation[[1]](#footnote-1) and General Block Exemption Regulation (GBER)[[2]](#footnote-2) requirements. In the case of De Minimis funding this allows organisations to receive up to €200,000 of De Minimis state aid over any three year fiscal period. In the case of GBER funding this allows organisations to receive funding of between 40% and 60% of the total eligible costs. Any additional funding required can be offered to applicants as a commercial loan. Applicants can only apply for either De Minimis or GBER funding. If applicants opt for GBER funding they are not required to also apply for commercial loan funding.  To confirm that you are eligible to receive this assistance you must declare the full amount of De Minimis aid you have already received in the last two and current fiscal years, and any aid for which you have applications outstanding. Potentially any assistance from a public body might be an aid. This may include grants, loans, guarantees or other forms of assistance from central or local government, an economic development agency, a devolved administration or a Business Link. If you are unsure as to whether any assistance that you have received is De Minimis aid, please contact the body from which the assistance was received for confirmation.  Please set out below the total amount of De Minimis aid received by the organisation (including outstanding applications and De Minimis aid received by other group companies) in the last two and current fiscal years.[[3]](#footnote-3) | | | |
| **Year 1 (2014/15)** | **Year 2 (2015/16)** | **Year 3 (2016/17)** | **Total** |
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Please note: if a state aid declaration is found to be untrue your organisation may be required to repay the value of the Benefit received plus interest. It is therefore important to ensure that state aid declarations are completed accurately.

## Monitoring and evaluation

**How will you monitor and evaluate the impacts of your project?**

|  |  |
| --- | --- |
| **7.1 Monitoring and evaluation** | |
| Please provide details of how you will provide data covering specific fuel consumption, distances driven, hours operated daily average NOx and PM emissions reductions for each vehicle funded to support the strategic aims of BEAR Phase 1.  (Max 400 words) |  |

## 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, detailed fleet vehicle data including make, mode, age, registration, total and annual mileage, total and annual fuel consumption, emissions standard, 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.

## Declarations

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **9.1 Credit Check** | | | | | |
| All lead applicants will be subjected 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. Information held about you by the credit reference agencies may already be linked to records relating to others, if you have previously made a joint application. | | | | | |
| **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: |  |
| Position in organisation: | | |  | | |

|  |  |
| --- | --- |
| Date: |  |

|  |
| --- |
| **9.2 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 Energy Saving Trust’s privacy policy (<http://www.energysavingtrust.org.uk/privacy>).  **How we will use your information:**  Transport Scotland is the data controller in respect of any personal data that you provide when you complete BEAR Phase 1 application forms.  The EST is Transport Scotland’s appointed agents for the purposes of administering the scheme, and they will process the data on Transport Scotland’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 BEAR Phase 1.  Some information will be shared with other Government Departments, their agencies and appointed agents to enable the detection of fraudulent applications to the low carbon travel and transport fund and other grants schemes.  Transport Scotland 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, Transport Scotland 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 Scottish 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, companies etc. who are members of the project. * Location of the project. * Expected benefits. * Grants allocated to the project under the BEAR Phase 1. * 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 installed retrofit technology, 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**.] |

## Submitting your application

Please email your completed application form and attachments to bear@est.org.uk before **4pm, 2 March 2018**.

When we receive your application by email, we will send you an acknowledgement email. If you don’t receive this, please contact us on 0131 555 7870 Applications received after 4pm, 2 March 2018 will not be considered.

Please also post a signed original of your application to the address below, to arrive no later than Monday 5 March 2018.

Scottish Bus Emissions Abatement Retrofit Programme

Energy Saving Trust

Ocean Point 1

94 Ocean Drive

Edinburgh

EH6 6JH

**Checklist of documentation to enclose/attach**

|  |  |  |
| --- | --- | --- |
|  | **Document** | **Enclosed** |
| **1** | BEAR Phase 1 Application Form (signed) |  |
| **2** | A spread sheet breaking down of primary and ancillary costs |  |
| **3** | Dated quote(s) from the specified retrofit system supplier(s) identified in the application form |  |
| **4** | Any further supplementary information (limit 10 pages) |  |

We aim to notify you regarding the outcome of your application by 21 March 2018.

If you have any questions regarding your application or would like to discuss any issues before submitting an application, please email [bear@est.org.uk](mailto:bear@est.org.uk).

EST would like to keep you informed our wider work to support transport cost and emissions reduction by email, if you would like to stay in touch please check here

1. 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. [↑](#footnote-ref-1)
2. Council Regulation No 994/98 of 7 May 1998, amended by Council Regulation No 733/2013 of 22 July 2013, enables the Commission to adopt so-called Block Exemption Regulations for State aid. [↑](#footnote-ref-2)
3. For each item of De Minimis funding please provide details of the identity of the funder and the value of the assistance received. [↑](#footnote-ref-3)