

| energy saving trust Public charge point grant application form 2019/20 |
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| Information, process and Eligibility criteria |
| This application form should be completed by any organisation interested in applying for a grant to install electric vehicle charging infrastructure that will be fully open to the public via the ChargePlace Scotland network. Grants of up to £18,000 per private organisation are available and can cover a variety of charging infrastructure. Hosts in the most remote and rural areas of Scotland are eligible for up to £21,000 and public bodies and charities are eligible for a higher level of funding if they are applying for multiple sites. Further information is available in the Terms and Conditions at the bottom of the page. We advise applicants to read this in full before proceeding. Once received, we aim to process your application within 15 working days. If you are successful we will issue you with a legal agreement to allow you to formally accept our terms and a list of verified installers to contact to obtain quotations. Your chosen quote must be supplied to Energy Saving Trust before a formal grant offer can be made. **Please ensure you do not commence any work until you have received your written grant offer as we cannot fund any work that has already taken place.**In order for us to fully assess your application you must complete ALL fields of the application form. Please note that if you do not supply all the information required in full this will delay a decision on your application.  |
| organisation Information |
| **Organisation**:  |
| **Address (including postcode)**:   |
| **Contact name**:  | **Phone**:  |
| **Email**:  | **Mobile:**  |
| **Type of organisation:** Private Sector 🞎 Public Sector 🞎 Third Sector/Charity/Not for profit 🞎 | **Is your organisation able to claim back VAT?** Yes 🞎 No 🞎 |
| site information |
| **Site Address (including postcode):** |
| **Latitude/longitude coordinates\*:** Please use following format: 55.555666, -3.333444 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\*in order to determine the latitude and longitude coordinates, please left click the exact location in question on google maps. A box with the coordinates should appear on the screen. The following is an example of how these will appear: 55.555666, -3.333444 |
| Site description Please provide a brief overview of the location and site access (e.g. Hotel car park next to busy road. Access available 24/7 with no barrier): |
| Number and type of charge point units you are applying for at this siteThe information provided here will allow us to understand the level of infrastructure you are seeking and estimate a provisional cost. You will be permitted to make changes to this once you have spoken with an installer but please note that funding is subject to availability and not secured until a written grant offer is issued by Energy Saving Trust.

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| **Type of charge point** | **Number** |
| 7kW |  |
| 22kW |  |
| Other (please provide details below) |  |

*Remember the funding available is listed in the Term and Conditions at the bottom of this application* |
| site assessment |
| To ensure the available funding is targeted at sites that will provide value to the network, an assessment will be undertaken to determine if your location is suitable. Please complete the 3 sections below, providing as much relevant information as possible for each answer within the word limit. The details provided here will be used to assess whether or not we will be able to provide funding for your project so please make sure you answer carefully and accurately.If you are a public sector, charity or third sector organisation and you wish to apply for additional sites, please repeat the below sections for each separate site as many times as necessary at the end of this document or in a separate document. |
| **Does the proposed charger location receive visitor traffic on a daily basis? Please indicate: Yes / No Please provide additional information (Max. 150 words):**  |
| **Do visitors to the proposed charge point site stay on average 1 hour or more? Please indicate: Yes / No Please provide additional information (Max. 150 words):** |
| **Is there another electric vehicle charge point within 5 miles of the proposed charger? Please indicate: Yes / No If unsure, please see** [**https://chargeplacescotland.org**](https://chargeplacescotland.org/)**. Please provide additional information such as the location and type of charge point(s) nearby (Max. 150 words):** |
| data protection |
| Energy Saving Trust is collecting your information so that we are able to maintain communications with you regarding your application during the application process and up until your claim has been passed for processing. This information may be shared with the Scottish Government. As your charge point(s) is/are to be registered with ChargePlace Scotland, the back office operator of Scotland’s national network of charge points, then this information may also be shared with ChargePlace Scotland. We may contact you to ask for your feedback on your experience of our services to help us improve them.For further information about how we use your data please see Energy Saving Trust’s privacy policy available at energysavingtrust.org.uk/privacy or from our Data Protection Officer by writing to Energy Saving Trust, Ocean Point 1, 94 Ocean Drive, Edinburgh, EH6 6JH or DataProtectionOfficer@est.org.uk  |
| Signature |
| **Signature of applicant**: | **Date**:  |
| ***By signing you confirm that the information is correct and accurate and that you agree to all of the terms and conditions listed at the end of this form.*** |

Please return to: ElectricVehiclesScotland@est.org.uk

Or send to: Charge Point Funding Scheme, Energy Saving Trust, 2nd Floor, Ocean Point 1, 94 Ocean Drive, Edinburgh, EH6 6JH

**Terms and Conditions**

To qualify for funding you must meet and/or agree to all of the terms and conditions listed below. If you are unable to or subsequently fail to meet any of these criteria your application will not be progressed. If you are found to have breached any criteria after your grant has been paid you will be required to repay the funding amount in full.

* 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.
* This scheme is open to organisations, not individuals.
* Funding can only be issued to cover the installation of charge points that will be open to the public via the ChargePlace Scotland network 24/7, unless otherwise agreed by Energy Saving Trust.
* A maximum grant of £18,000 is available for most private sector organisations. Those situated in the most remote and rural parts of Scotland (defined as those classified as 7 or 8 in the [Scottish Government 8 fold Urban Rural Classification](https://www2.gov.scot/Topics/Statistics/About/Methodology/UrbanRuralClassification)) have a maximum grant of £21,000.
	+ Any public sector, third sector or charity organisation can apply for funding at multiple sites, up to a maximum of £100,000, capped at £18,000 per site or £21,000 if classified as 7 or 8 in the [Scottish Government 8 fold Urban Rural Classification](https://www2.gov.scot/Topics/Statistics/About/Methodology/UrbanRuralClassification).
	+ The grant can be used to cover 100% of the costs of **one** 7kW or 22kW charge point, with any subsequent units offered 50% funding up to the maximum available per site (£18,000 or £21,000).
		- Following discussions with an eligible installer, if alternative charging infrastructure is suitable for the site (for example, a rapid or semi-rapid charger) then the grant can be used to provide funding towards this up to the relevant maximum values specified above.
	+ Installation of the charge point(s) cannot take place prior to a formal grant offer being made
* Grant offers are valid for 6 months. If not claimed by the deadline the funding will be withdrawn and reallocated to another applicant. It is your organisation’s responsibility to record and keep track of your grant offer expiry date. Please notify us of any delays to your charge point installation as soon as possible and we may be able to apply an extension upon review of your request
* The grant is paid to the applicant in the form of a reimbursement upon completion of the work and payment of the installer by the applicant. To claim the grant, the applicant must submit the necessary paperwork required by Energy Saving Trust (grant claim form and receipted/paid invoice issued by the installer)
* Applicants must use an eligible installer. A full list will be supplied once the initial application has been assessed and deemed eligible for funding. 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 your responsibility to carry out your own checks to ensure that items and services purchased using the grant are adequate and appropriate for your needs. Any difficulties or complaints regarding your installation should initially be referred directly to the installer or, if applicable, the equipment manufacturer
	+ The site host is responsible for ensuring the ongoing upkeep, reliability and maintenance of the charge point. All units funded under the scheme must include a minimum 3 year maintenance and warranty agreement with the installer
	+ All information you provide on the application and in any subsequent interactions with Energy Saving Trust must be correct and accurate