

**eBike Grant Fund – 2019/20**  
Guidance and Information for Applicants  
Category B Funding

## Disclaimer

Applicants should be aware that, as the eBike Grant Fund is a developing programme, the application process will be reviewed as the programme evolves and therefore may be subject to change. The Scottish Ministers and Transport Scotland reserve 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 reserve 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 eBike Grant Fund; 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.

| Version Control |       |        |        |               |
|-----------------|-------|--------|--------|---------------|
| Date            | Issue | Status | Author | Authorised by |
| 27/03/2019      | V1    | DRAFT  | EST    | TS            |

## Background

On 13 May 2019 Transport Scotland announced an £1,140,000 grant fund to assist local authorities, public sector agencies, further and higher education institutions, active travel hubs and community groups to adopt ebikes and ecargo bikes on a large scale as an alternative to car journeys.

This new commital builds on two previous rounds that allocated over £950,000 of funding to 44 projects, details of which are available on the [Energy Saving Trust website](#).

The programme will be split into two separate streams: Category A offering up to £25,000 of funding, to which applications can be submitted at any time up until December 2019, and Category B, offering up to £200,000 in funding, with two defined application periods throughout the year.

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 provides an overview and guidance to help you complete an application for the eBike Grant Fund.

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

1. **eBike Grant Fund Application Form – (*available on request*)**
2. **eBike Finances Spreadsheet – (*available on request*)**
2. **eBike Grant Fund Guidance and Information for Applicants – (this document)**

Please contact [eBikeGrantsScot@est.org.uk](mailto:eBikeGrantsScot@est.org.uk) for an application or expression of interest form, providing the following information:

- Organisation type (i.e Local authority, community group etc)
- Estimated total project cost (i.e including all match funding)

For any questions during the application process, please contact EST: [eBikeGrantsScot@est.org.uk](mailto:eBikeGrantsScot@est.org.uk) or contact 0131 555 8642.

**Energy Saving Trust will be running an ongoing application process, with panel assessment dates at various points throughout the year.**

**For Category B Fund applications, submission deadlines have been set as the following:**

- **12 August 2019**
- **9 December 2019 (dependant on funding remaining from previous panel date)**

# CONTENTS

|   |           |
|---|-----------|
| <b>Disclaimer</b>                               | <b>2</b>  |
| <b>Background</b>                               | <b>3</b>  |
| <b>About this document</b>                      | <b>3</b>  |
| <b>CONTENTS</b>                                 | <b>5</b>  |
| <b>1 Introduction to the eBike Grant Fund</b>   | <b>6</b>  |
| <b>2 How much is available</b>                  | <b>6</b>  |
| <b>3 Policy context of the eBike Grant Fund</b> | <b>7</b>  |
| 3.1 The national policy framework               | 7         |
| 3.2 The eBike Grant Fund                        | 8         |
| <b>4 Eligibility</b>                            | <b>9</b>  |
| 4.1 Bodies                                      | 9         |
| 4.2 Costs                                       | 9         |
| 4.3 Match funding                               | 10        |
| <b>5 Compliance – what you need to know</b>     | <b>11</b> |
| 5.1 Procurement                                 | 11        |
| 5.2 Publicity                                   | 11        |
| 5.3 Sustainability rule                         | 11        |
| 5.4 Compliance audit                            | 11        |
| 5.5 Asset retention                             | 12        |
| 5.6 Reporting requirements                      | 12        |
| <b>6 Application timeline</b>                   | <b>14</b> |
| 6.1 Table 1: Indicative timeline                | 14        |
| <b>7 How to apply and who to contact</b>        | <b>14</b> |
| <b>8 The assessment process</b>                 | <b>15</b> |
| <b>9 Fund administration requirements</b>       | <b>16</b> |
| 9.1 Grant payments                              | 16        |
| 9.2 Intellectual property                       | 16        |
| <b>10 Useful to know</b>                        | <b>17</b> |
| <b>Annexe 1 – Notes for applicants</b>          | <b>19</b> |
| <b>Annexe 2 – Scoring guidance</b>              | <b>33</b> |
| <b>Annexe 3 – List of eligible equipment</b>    | <b>37</b> |
| <b>Annexe 4 – Quarterly reporting template</b>  | <b>38</b> |

## 1 Introduction to the eBike Grant Fund

On 13 May 2019 Transport Scotland announced a £1,140,000 grant fund to assist local authorities, public sector agencies, further and higher education institutions, active travel hubs and community groups to adopt ebikes and ecargo bikes on a large scale as an alternative to car journeys.

The strategic aims of the eBike Grant Fund are to:

- Encourage the large scale uptake of ebikes, ecargo bikes, and adapted cargo bikes to support sustainable active business travel as an alternative to car and van use.
- Provide opportunities to trial ebike and ecargo bike equipment and promote their use within the consumer and business sectors.
- Facilitate subsidised access to ebike hire/loan schemes for jobseekers, modern apprentices, young people and students.

## 2 How much is available

**The eBike Grant Fund is a capital fund.** A total of £1,140,000 has been made available in 2019/20 of the eBike Grant Fund.

The Category A fund is open to community groups, third sector, and public sector organisations looking for up to £25,000 (per application) towards projects that will provide opportunities to trial ebikes.

The Category B fund is available to community groups, third sector, and public sector organisations and local authorities for the purposes of providing large scale fleets of pool bikes, bikeshare/hire schemes, and promoting large-scale uptake of ebikes as an alternative to car and van travel. Up to £200,000 towards project costs is available per application.

It is the aim of the fund to support the uptake of ebikes for functional journeys, therefore this should be the focus for both funds. Non-ebike equipment purchased with eBike Grant Fund money should be in support of ebikes i.e safety equipment numbers should be in-line with the number of ebikes being purchased, and is limited to equipment normally used by a rider during operation of an ebike.

In both cases, match funding is required. This must not come from any Transport Scotland derived funds<sup>1</sup>, but may include contributions from the private sector or other public sector bodies.

---

<sup>1</sup> Cycling Walking Safer Streets funding will be accepted

For community groups and third sector organisations applying for Category A funding, match funding of 25% of the total project cost is required, and in-kind match funding will be considered.

For public sector organisations applying for Category A funding, and any organisation applying for Category B funding, cash match funding of 50% of the total project cost is required.

### **3 Policy context of the eBike Grant Fund**

#### **3.1 The national policy framework**

The Scottish Government's overarching '*Purpose*' is focussed upon '*creating a more successful country with opportunities for all to flourish, through increasing sustainable economic growth*'. The *National Transport Strategy* (updated by the refresh published in January 2016) contributes to this, establishing a vision of: '*An accessible Scotland with safe, integrated and reliable transport that supports economic growth, provides opportunities for all and is easy to use; a transport system that meets everyone's needs, respects our environment and contributes to health; services recognised internationally for quality, technology and innovation, and for effective and well-maintained networks; a culture where transport providers and planners respond to changing needs of businesses, communities and users, and where one ticket will get you anywhere*'.

Linked to five high level objectives, the *National Transport Strategy* sets out three strategic outcomes which are to:

- '*Improve journey times and connections, to tackle congestion and lack of integration and connections in transport which impact on our high level objectives for economic growth, social inclusion, integration and safety*'.
- '*Reduce emissions to tackle the issues of climate change, air quality and health improvement, which impact on our high level objective for protecting the environment and improving health*'.
- '*Improve quality, accessibility and affordability, to give people a choice of public transport, where availability means better quality transport services and value for money or an alternative to the car.*'

The *Long-Term Vision for Active Travel in Scotland 2030* recognises the important contribution that active travel makes towards: better health and safer travel for all; reducing inequalities; cutting carbon emissions and other pollution; delivering liveable, more pleasant communities; and supporting delivery of sustainable economic growth. Its vision is that in: '*Scotland many more people are walking and cycling for everyday, shorter journeys and that active travel is seen as the norm, regardless of gender, ethnicity, age or background*'. In addition, the *Cycling Action Plan for Scotland (2017-2020)* states that: '*by 2020 10% of everyday journeys taken in Scotland will be by bike*'.

The Scottish Government's Programme for Government 2018/19 establishes a vision for the improvement of connectivity, access, and quality of transport within Scotland, including the development of active travel modes, which in turn includes ebikes.

### **Active travel**

*"We will work across all levels of government and with our NHS, businesses and communities to realise the potential of a shift to active travel including as a prescription for better health. In the past year we have supported the take up of ebikes and ecargo bikes. Our actions in the coming year include:*

- *promoting walking- and cycling-friendly businesses*
- *subsidising bike hire for jobseekers, modern apprentices, young people and students"*

The role that improvements in transport options play in a wider context is reflected throughout the document, including:

### **Empowered and thriving communities**

*"People, communities and place must be at the heart of sustainable and inclusive growth, so that economic benefits and opportunities can be spread and shared across Scotland's people and communities. As we implement our community empowerment legislation, we will see alignment between national and local outcomes that will enable co-ordinated support across services and between places, at neighbourhood, town, city or regional levels, and a more joined-up, collaborative and participative approach to services, land, and buildings across all sectors within a place."*

## **3.2 The eBike Grant Fund**

The eBike Grant Fund has been designed to support the above objectives by providing funding for creation of ebike/ecargo bike fleets, as an active travel, low-carbon transport option.

In addition to enabling everyday functional journeys to be taken by cycling, the eBike Grant Fund is intended to address wider themes; recognising the potential that active travel has in supporting social inclusion and health and connectivity in the public transport system.

Projects might target, for example, those who are at risk of health issues due to lack of physical activity, and those who are excluded from employment opportunities in areas which lack adequate transport links. These additional aims should sit alongside a primary focus of encouraging active and sustainable travel via ebike for functional journeys.



## 4 Eligibility

### 4.1 Bodies

Applicants must meet all of the following criteria to be eligible for funding under the eBike Grant Fund:

- Public, community or third sector organisations with a governing body, a democratically elected management committee and a governing document that has been formally adopted.
- Organisations that can provide sufficient match funding from an eligible source: From a non-Transport Scotland source and 50% of the total project cost.
- Organisations with a proven record in delivering and running capital projects of similar scale to the eBike Grant Fund.
- Organisations with the capacity to sustain the use of purchased equipment beyond the initial project period.

### 4.2 Costs

Grant funding will only be offered for ‘pedal assist’ or ‘pedelec’ ebikes and ecargo bikes. ‘Throttle assist’ ebikes and ecargo bikes will not be eligible to be funded. Please see [www.gov.uk/electric-bike-rules](http://www.gov.uk/electric-bike-rules) for further details on defining ‘Electric Assist Pedal Cycles’.

Non-electrified cargo bikes may be purchased if the wider project is focused on encouraging active travel amongst vulnerable groups such as the elderly, disabled or families with young children.

Non-ebike purchases should be limited to equipment that is directly related to the operation of ebikes, limited to the following equipment: bells, helmets, high-visibility clothing, panier bags and racks, lights, pumps, weather covers and security locks. Applicants must seek authorisation from Energy Saving Trust to include any additional items. Please see Annexe 3 for a comprehensive list of eligible equipment.

Provision of subsidised access to ebike hire schemes can be facilitated by inclusion of “user credit” to cover the cost of accessing established or new hire schemes. This will be limited to 5% of the overall project cost (including match-funding contribution), and evidence of the established cost of hire will need to be provided at the point of application.

Cycle Storage equipment should not be included in eBike Grant Fund projects as Transport Scotland funding is already available via Cycling Scotland’s Cycle Friendly Employer, Cycle Friendly Campus, Cycle Friendly Community, and Social Housing Development Funds for such equipment.

**CYCLE  
FRIENDLY  
EMPLOYER**

**CYCLE  
FRIENDLY  
CAMPUS**

**CYCLE  
FRIENDLY  
COMMUNITY  
AWARD**

Please visit [www.cycling.scot/our-programmes/cycle-friendly](http://www.cycling.scot/our-programmes/cycle-friendly) for further information on the support available from Cycling Scotland, including wider project promotion, community engagement, and cycle skills training.

### **Additional sources of support**

CoMoUK offer free impartial support, expertise and advice on operational guidance, audiences, ebike specifications, costings and budgets, procurement, app-accessed booking platforms, marketing and general experience of launching and developing ebike schemes.

CoMoUK is a charity that supports the development of shared transport; shared bikes, shared cars and shared rides.

Find out more at [www.como.org.uk](http://www.como.org.uk)  
Please contact [scotland@como.org.uk](mailto:scotland@como.org.uk) for support.

### **4.3 Match Funding**

Transport Scotland's eBike Grant Fund is designed to promote the uptake of ebikes and ecargo bikes across Scotland, and in order to have maximum impact match funding is required, allowing more projects to be funded and tying projects in with existing capital expenditure.

A maximum of 50% of the total project cost can be covered by the eBike Grant Fund. Match funding can be covered by organisations own funds, additional public funding (excluding Transport Scotland funds<sup>2</sup>), or private sector investment.

To discuss eligibility of contributions please contact a member of the application team on 0131 555 8642 or at [eBikeGrantsScot@est.org.uk](mailto:eBikeGrantsScot@est.org.uk).

In both cases, match funding must be secured before any project expenditure to be covered by the eBike Grant Fund is incurred.

---

<sup>2</sup> Cycling Walking Safer Streets funding will be accepted

## **5 Compliance – what you need to know**

### **5.1 Procurement**

Procurement of equipment and works (limited to on-street docking stations, excluding grid connection costs) is eligible. Contracts must either be competitively tendered or procured in line with an organisation's standing orders and/or procurement policy to ensure value for money.

### **5.2 Publicity**

All grantees will be encouraged to promote their projects in order to raise awareness of active travel issues, and to encourage utilization of the equipment. This may be through local press articles, staff bulletin articles, social media, open days, educational links with schools and colleges, training courses etc.

Once projects have commenced, the role of Transport Scotland and Energy Saving Trust in awarding funding to the project should be included in press releases, project literature general marketing activity.

This activity should be recorded as part of the mandatory project report, details of which can be found later on in this document.

### **5.3 Sustainability rule**

Applicants should ensure that equipment purchased through the fund should have a long-term prospect of being utilized. Plans should be formulated for the storage and maintenance of equipment that will allow for regular use and long-term integration into the organisation's fleet or community offering. For instance, if you are planning to offer a public hire scheme, you must consider how the distribution and maintenance of bikes will be managed. In cases where items of equipment have been purchased, an inventory or asset register must be retained for audit purposes.

### **5.4 Compliance audit**

Applicants should be aware that Energy Saving Trust will manage a process of audit, compliance and monitoring processes to ensure the projects are fulfilling their original aims and objectives and progress is in line with their project plans and that work is completed in compliance with eBike Grant Fund requirements. Transport Scotland will also have the right and opportunity to undertake audits on the applicant's project as required. In order to assist with meeting these requirements it is important that applicants have a compliance and audit plan in place which will allow them to plan and resource requirements to meet the compliance standards needed.

The plan should cover aspects of the project such as:

- Good governance
- Monitor, report and audit financial information
- Maintenance of financial records and managing financial performance including a separate accounting system or an adequate accounting code for all project transactions
- Risk identification and management.
- Reporting and forecasting
- Establish reliable systems for the retention and retrieval of all appropriate documentation, for the auditable life of the operation

## **5.5 Asset retention**

Organisations must notify EST of any intention to dispose of assets procured with eBike Grant Fund within three years of the award date.

## **5.6 Reporting requirements**

If your application is successful and you are awarded funding, you will be required to maintain regular communication with the eBike Grant Fund team at EST.

Successful applicants will be required to agree to a monitoring process that will involve the collection, analysis and dissemination of associated data to help inform Transport Scotland, Scottish Ministers and other key stakeholders on the impact of the programme.

It is important that applications and ultimately funded projects address the following areas:

- The baseline data to be used (or how and when baseline data will be gathered) and whether this will rely upon surveys, national data or any previous research
- The desired outcomes of the project including influence on behaviours and attitudes
- What the outputs of the project will be
- How you plan to monitor and evaluate success in the medium to longer term
- What target population(s) this will relate to and impact upon
- What data will be used to track impact against desired outcomes
- When will outcomes be measured
- What processes and systems will be in place to ensure that all reported outcomes are accurate and evidenced appropriately
- What systems will be in place to ensure retention of appropriate documentation.
- Who will be responsible for these activities

Successful applicants will be expected to undertake their own project monitoring with the support of the EST and will be expected to provide reports on their project's progress.

As a minimum, EST will require successful projects to provide quarterly reports detailing activities to date, with a final report detailing the outcomes of the full project. A quarterly report template will be provided.

EST and/or Transport Scotland reserve the right to request additional reports beyond the initial project period. This is in order to further analyse the impact of the fund and assess the effectiveness of the eBike Grant Fund.

## 6 Application timeline

6.1 Table 1: Indicative timeline

| Date                 | Milestone   |
|----------------------|---|
| 13 May               | eBike Grant Fund launch   |
| May – August 2019    | Applications develop  |
|                      | <ul style="list-style-type: none"> <li>• Applicants develop project proposals and applications</li> <li>• Applicant secures required match funding</li> <li>• Energy Saving Trust and Transport Scotland offer support e.g one-to-one sessions, teleconferences, webinars if required.</li> </ul> |
| 12 August 2019       | Application deadline 1 – Category B Fund  |
| August 2019          | Appraisal process   |
|                      | <ul style="list-style-type: none"> <li>• Basic eligibility checks carried out</li> <li>• Scoring completed</li> <li>• Assessment panel ratifies scoring</li> </ul>  |
| Early September 2019 | Award date  |
|                      | <ul style="list-style-type: none"> <li>• Applicant rejected or awarded funding</li> <li>• Further conditions accepted and/or due diligence completed if required</li> <li>• Applicant confirms required match funding</li> <li>• Project proceeds</li> </ul>                                      |
| September 2019       | Projects commence delivery  |
|                      | <ul style="list-style-type: none"> <li>• Energy Saving Trust supports, provides quarterly reporting templates.</li> </ul>   |
| March 2020           | <ul style="list-style-type: none"> <li>• All eBike Grant Fund funds to be claimed by end March 2020</li> </ul>  |

Please note: Final dates are indicative subject to volume of applications, and satisfactory results from the completion of due diligence processes.

## 7 How to apply and who to contact

Applications are available upon request from EST at [eBikeGrantsScot@est.org.uk](mailto:eBikeGrantsScot@est.org.uk). We will not consider applications submitted in any other format.

Please ensure that you follow the guidance in this document regarding formatting and number of words per section.

The date for webinars, if required, will be communicated to applicants.

All completed application forms and required attachments must be submitted electronically to [eBikeGrantsScot@est.org.uk](mailto:eBikeGrantsScot@est.org.uk) by the following dates:

- Application deadline 1 - 4pm, Monday 12 August 2019
- Application deadline 2 - 4pm, Monday 9 December 2019

Applications submitted after deadline 1 will be considered at the next available date. Please note, the latter date is subject to funds remaining available after the initial round of applications.

A signed original should be posted to:

eBike Grant Fund  
Energy Saving Trust  
Ocean Point 1  
94 Ocean Drive  
Edinburgh  
EH6 6JH

## **8 The assessment process**

Broadly, it is anticipated that all applications will be subject to a three-stage assessment process comprising:

### **Stage 1. Initial sift to ensure eligibility conditions are satisfied**

This will consider type of organisation, eligible costs, match eligibility, financial viability and total project cost. As part of this stage, there will be a short designated window (estimated to be two weeks) when Energy Saving Trust will seek clarification or any omission from applicants.

### **Stage 2. Scoring of all applications against the criteria by Assessors**

Transport Scotland and Energy Saving Trust will be inviting representatives from a range of relevant sectors and backgrounds to take part in an assessment process. Bids that satisfy eligibility criteria, including project rationale, strategic fit, community engagement, deliverability, sustainability, and match funding will proceed to be scored and ranked against the criteria set out in these sections individually by the panel. See section 'Notes for Applicants' for details of which sections will be scored. Scores will be used to produce a ranking of applications and this will help to inform the next stage of the process.

### **Stage 3. Ratification by an Assessors**

The Assessment Panel will convene to consider the individual scoring on ranked bids balanced against priorities for the eBike Grant Fund. Final decision will be subject to Transport Scotland approval.

## **9 Fund administration requirements**

### **9.1 Grant payments**

Successful applicants will be responsible for:

- Monitoring, reporting and auditing financial information on project related costs to the Energy Saving Trust.
- Establishing systems for the retention of all appropriate documentation to evidence expenditure, all outcomes and to fulfil compliance obligations.

Payments will be only made by EST after an agreement has been signed between the applicant and EST. Grant funding will then be provided on a reimbursement basis (unless otherwise agreed), requiring recipients to purchase project equipment, before providing evidence of defrayment to Energy Saving Trust in order for the grant funds to be released. Further details on payments and financial requirements will be provided by the EST as part of any grant agreement. These will include the requirement for detailed statements of expenditure and requests for funds in the format that will be specified by the EST.

### **9.2 Intellectual property**

Energy Saving Trust and Transport Scotland reserve the right to share information about projects in reports, case studies and other channels as they reasonably consider appropriate from time to time. Content will enable readers to assess the viability of projects similar to the funded project.

Organisations that are successfully awarded funding through the eBike Grant Fund will need to ensure that Transport Scotland is able to share information without being constrained by intellectual property concerns. Funded organisations will therefore need to grant Transport Scotland a worldwide, non-exclusive, irrevocable and royalty free licence (with a right to grant sub-licences) to use, for such purposes as Transport Scotland thinks fit, any and all copyright, patents and other intellectual property rights (whether registered or otherwise) which are created or acquired by the funded organisation or any of the partners in the project in the course of implementing the project.

The Energy Saving Trust and Transport Scotland shall be entitled to publish and disclose to third parties, information relating to funded projects with a view to third parties setting up projects similar to the project, although in doing so the Energy Saving Trust and Transport Scotland (as appropriate) shall have regard to the confidentiality of any detailed financial information provided by the funded organisation.



## 10 Useful to know

| ACRONYM / TERM            | DEFINITION  |
|---------------------------|---|
| Applicant                 | Person or organisation submitting an application to the eBike Grant Fund.   |
| Application               | An organisation's application to the eBike Grant Fund for funding for a project.  |
| Assessment                | Scoring and evaluation of the application made prior to any offer of grant. Initial screening and scoring of applications will be undertaken by Energy Saving Trust and all applications will then be made available for review and ratification by an independent assessment panel.                                  |
| Category A Fund           | Stream of the eBike Grant Fund offering up to £25,000 of funding towards project costs. Open to constituted community groups as well as public sector bodies.   |
| Category B Fund           | Stream of the eBike Grant Fund offering up to £200,000 in funding towards project costs. Open to public sector, community and third sector organisations for the purposes of providing fleets of pool ebikes, ebike hire schemes, and promoting large-scale uptake of ebikes as an alternative to car and van travel. |
| Conflicts of interest     | Any issue or scenario that is incompatible with the aims, eligibility or legality of the project.   |
| eBike                     | A cycle assisted by an electric motor. See <a href="http://www.gov.uk/electric-bike-rules">www.gov.uk/electric-bike-rules</a> for further guidance  |
| Eligible costs            | Costs associated with eligible activities that may be funded under the eBike Grant Fund. These will be capital costs only.  |
| EST                       | Energy Saving Trust   |
| Match funding             | The funding required and secured from other non Transport Scotland eligible sources (Cycling Walking Safer Streets excluded) in order to deliver the project.<br>Eligible sources of match funding are set out in section 4.3 of this guidance document.  |
| Monitoring and evaluation | The requirements for measuring the success of the outcomes.   |
| Project                   | The activity, or activities, to be funded by the eBike Grant Fund to deliver any approved purpose(s).   |

|                         |   |
|-------------------------|---|
| Stakeholders            | Those individuals or organisations with potential to be involved with, or affected by the project.  |
| Transport Scotland (TS) | An executive agency of Scottish Government which provided the funding for the eBike Grant Fund.   |
| The project             | The activity for which the application is requesting eBike Grant Fund support.  |
| Vulnerable Groups       | Individuals or groups of people that are at risk of exclusion from accessing services, activities, opportunities, and events due to a variety of factors. Further detail can be found in the <a href="#">Programme for Government 2018/19</a> . |

## Annexe 1 – Notes for applicants

The section below illustrates the content that will be required in the application form and entails useful information for applicants.

### 1. Self-assessment checklist

You must complete the checklist provided in the application form before proceeding. If you answer 'No' to any of the questions in section 1 of the application form, you may be ineligible for the eBike Grant Fund - 2019/20 funding and we will therefore not be able to consider your application.

### 2. Applicant details

#### About your organisation:

| <b>2.1 Applicant details</b>   |  |
|--|--|
| Registered name  | The name of your organisation.   |
| Legal status   | Details of applicant organisations legal status are required for purposes of diligence and verification before any award of funding can be made.                   |
| UK company/charity/public body or other registration no.                                     | If applicable. This will also be used to provide the Scottish company number that for purposes of financial due diligence if your application is successful.       |
| VAT Registration Number (if applicable)  | If applicable.   |
| Establishment date   | Date the organisation was founded.   |
| Organisation has UK Bank account, published accounts and control over income and expenditure | Please indicate Yes or No.   |
| <b>Address of registered office</b>  |  |
| Address  | This should be the official registered office for your organisation rather than the office from which regular contact over the course of the project will be made. |
| Local authority area   | Please note the local authority area should be where your registered office is located.  |

### Contact details for correspondence with applicant

Email will be the primary method of contact use so please ensure that the email address is entered correctly and remains active during the application process.

Is your organisation able to reclaim VAT?

Only organisations that cannot reclaim VAT are allowed to count VAT in their total project costs.

Applicants should note that non-recoverable VAT is classed as an eligible project cost. However, if your application is successful, and in order for us to process your claim and demonstrate compliance in relation to VAT we may require you to provide evidence in relation to your VAT status, e.g. a letter from HMRC confirming whether your organisation is VAT registered or otherwise.

Are there any potential conflicts of interest?

(Max 150 words)

Please declare any potential conflicts of interest and describe how any conflicts of interest will be addressed. For example, please list any other links between the applicant's team who are involved with, or have a stake or any other interest in organisations or individuals involved in the delivery and completion of the activities applied for in this application.

### 2.3 Multiple applications

Is your organisation submitting more than one application for the eBike Grant Fund – 2019/20?

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.

### 3. Project details

#### About your project:

| 3.1 Project summary details            |  |
|--|--|
| Project title / Reference Number       | The title of the project that will be used throughout the award process.<br>The reference number assigned to your project by EST.  |
| Number of ebikes applied for           | Total number of ebikes, ecargo bikes and adapted cargo bikes that funding has been sought for through this application.  |
| Local authority area(s) affected       | Local authority area(s) where the equipment for which grant funding is being applied for will operate.   |
| Project cost                           | Funding request: £   |
|  | Match funding: £   |
|  | <b>Total: £</b>  |
| Project summary<br><br>(Max 150 words) | This will be used in press releases and publicity materials should your application be successful.<br><br>Please answer the following questions in this section: <ul style="list-style-type: none"> <li>• Is the project a public hire scheme, employer pool bike scheme, offering bike trials, etc?</li> <li>• Who is the target audience(s)?</li> <li>• What activities do you plan to undertake?</li> <li>• What will the benefits to your community be?</li> </ul> |
| Working with vulnerable groups?        | Does your project intend to work with vulnerable groups, as defined by the Scottish Government Programme for Government 2018/19?   |

| 3.2 Description of bikes and safety equipment   |   |
|---|---|
| Please provide a summary of the equipment for which grant funding is being applied for. | A detailed description of the ebikes, ecargo bikes and adapted cargo bikes and any safety equipment for which funding is being sought, including make and model, and why this particular equipment has been chosen. Applicants can use this section to demonstrate how the planned expenditure represents good value for money. |

|  |  |
|--|--|
|  |  |
|--|--|

### 3.3 Details of wider sustainable transport programmes

|  |  |
|--|--|
| <p>Please provide details of any additional sustainable transport activities/projects that your organisation is undertaking. Is your proposed eBike Grant Fund project supporting wider activities that aim to reduce transport emissions, encourage active travel, and improve air quality?<br/>(Max 400 words)</p> | <p>Please detail:</p> <ul style="list-style-type: none"> <li>• How the provision of ebikes will increase the impact or complement the current activities your organisation is supporting.</li> <li>• Provide specific details of outcomes from other projects, and how the eBike Grant Fund can lead to a lasting impact beyond the initial funding period.</li> </ul> |
|--|--|

## 4. Project Scoring Elements

How does your project meet the four eBike Grant Fund - 2019/20 project impact criteria?

### 4.1 Needs assessment, general aims and specific objectives

|  |   |
|--|---|
| <p>Please give details of who you are targeting and why, how it will be implemented, and state the aims and objectives of the project.<br/>Please also provide a detailed description of any modal shift that will occur as a result of the adoption of ebikes/ecargo bikes.</p> | <p>Please answer the following questions in this section:</p> <ul style="list-style-type: none"> <li>• Why have you decided to launch an ebike, ecargo bike, or adapted bike project?</li> <li>• What are the aims and objectives of the project?</li> <li>• What are the expected outcomes of the project?</li> <li>• Will any model shift occur?</li> </ul> <p>Please try to identify measurable indicators where possible.</p> <p>This section of the application form will be scored.</p> |
|--|---|

(Max 600 words)

## 4.2 Community/Staff Engagement and partnership working

Please provide details of how you have engaged with your community or workplace to establish the demand for ebikes/ecargo bikes. Detail how the project has been developed with your community/staff. Detail any partnerships that have formed to support the project development or delivery.

(Max 500 words)

Please answer the following questions in this section:

- How was the demand for the project determined?
- Who has been engaged in order to develop the project?
- Is the whole organisation aware/on-board with the project?
- What partnerships have been established to support the project?

This section of the application form will be scored.

## 4.3 Deliverability – timeline, roles and responsibilities

Please provide evidence of your organisational capacity to deliver this project including implementation timelines, project management structure, commitment to on-going reporting, and ebike maintenance.

(Max 400 words)

Please answer the following questions in this section:

- What is the timeline for delivery of the project? Please provide key dates and milestones.
- Who or which department has been identified to manage the project?
- How will reporting and monitoring be managed?
- What plans are in place to ensure maintenance of the ebikes?
- Who will facilitate the day to day running of the project?
- How will people access the bike(s)?

This section of the application form will be scored.



## 4.4 Sustainability

Please provide details of how you will maintain the impact of your project over a prolonged period. Eg. Maintenance and running cost. Staff time.

(Max 400 words)

Please answer the following questions in this section:

- Post funding how will the project be managed and by who? Eg. Staff time, ongoing marketing of the scheme.
- How will the project fund maintenance and repairs to the bikes?
- How will the project support ongoing activities that encourage ebike usage?
- Will the project be absorbed into existing projects that you manage?

This section of the application form will be scored.

## 4.5 Community Benefit

Please provide details of how your project will promote equal opportunities and social inclusion within your community.

(Max 400 words)

The wider strategic aim of the eBike Grant Fund is to aid social inclusion, facilitate access to employment opportunities and public services, and promote healthy lives and a connected, sustainable transport system. Please consider the following aspects when answering this section, not all will apply to every project:

- place making;
- local economic development;
- regeneration;
- social inclusion;
- employability;
- environment;
- health
- physical activity.

For the purposes of this application the definition of community includes members of a workplace or those with a common employer. Therefore, you should demonstrate how your project will impact on the above elements in regards to employees and contractors.

This section of the application form will be scored.

## 5. Monitoring and evaluation

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

Applicants are required to acknowledge and accept that they will be required to produce and adhere to a monitoring and evaluation plan by ticking the box in section 5.1 of the application form.

## 6. Finance

### How much will the project cost and how will eBike Grant Fund - 2019/20 funding be used?

Before completing this section, please refer to the eBike Grant Fund - 2019/20 Guidance and Information for Applicants for information on the availability of Transport Scotland funding.

Please provide dated quote(s) from supplier(s) and other additional supporting evidence of all costs.

Details of planned project costs should be completed in the supplied spreadsheet "eBike Grant Fund – 2019/20 Project Costs Spreadsheet".

Please fill in the summary table below.

| <b>6.1 eBike Grant Fund - 2019/20 funding request summary</b> |   |
|---|---|
| <i>Cost of eligible equipment</i>                             | £ |
| Amount requested from the eBike Grant Fund                    | £ |
| Cash match funding  | £ |
| Total project costs   | £ |

### **6.2 Match Funding**

Please detail all match funding contributions in the eBike Grant Fund – 2019/20 Project Costs Spreadsheet.

You must attach to this application signed letters from each organisation providing or intending to provide match funding to confirm their intention. These letters must specify the amount of funding they intend to provide.

All organisations must be able to demonstrate that their match funding does not originate in any way from a Transport Scotland source. As part of the eBike Grant Fund award process organisations will need to sign a grant offer letter which contains a declaration to this fact and a requirement to produce evidence to support the compliance of all match funding.

Please note, whilst confirmation of match funding is not required by the application deadline, full confirmation will be required before any grant funding will be released. If confirmation is not received before costs are incurred, grant funding may not be released to cover these costs.

## **7. 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, 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.

## **8. Declarations**

### **8.1 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:                     |  |             |  |          |  |

## 8.2 State Aid

It is proposed that the eBike Grant Fund is delivered under De Minimis funding. The De Minimis exemption permits aid of up to €200,000 to an individual recipient (from all sources) in any rolling three-year fiscal period. As the applicant, it is your responsibility to ensure that any award that may be provided does not breach the €200,000 ceiling. Successful applicants will need to complete and return a De Minimis declaration. The relevant regulation is the European Commission's De Minimis Regulation (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). The State Aid is expressed in Euros and can be equated to Pounds Sterling by using the rates shown on the EU website [http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/infoeuro/index\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/infoeuro/index_en.cfm)

## 8.3 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 eBike Grant Fund - 2019/20 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 eBike Grant Fund - 2019/20. 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, community groups etc who are members of the project.
- Location of the project.
- Expected benefits.
- Grants allocated to the project under the eBike Grant Fund - 2019/20.
- 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 equipment purchased, 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.]**

## 9. Submitting your application

Please email your completed application form and attachments to [eBikeGrantsScot@est.org.uk](mailto:eBikeGrantsScot@est.org.uk)

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 8642. Applications will not be considered if received after the following dates:

- Application Deadline 1 - 4pm, Monday 12 August 2019
- Application Deadline 2 - 4pm, Monday 9 December 2019

Applications submitted after deadline 1 will be considered at the next available date. Please note, the latter date is subject to funds remaining available after the initial round of applications.

Please also post a signed original of your application to the address below, to arrive no later than 14 days after the closing date.

eBike Grant Fund  
Energy Saving Trust  
Ocean Point 1  
94 Ocean Drive  
Edinburgh  
EH6 6JH

### Checklist of documentation to enclose/attach

|   | Document   | Enclosed                 |
|---|--|--------------------------|
| 1 | eBike Grant Fund application form (signed)                         | <input type="checkbox"/> |
| 2 | eBike Grant Fund financial spreadsheet                             | <input type="checkbox"/> |
| 3 | Dated quote(s) from supplier(s) identified in the application form | <input type="checkbox"/> |

|          |  |                          |
|----------|--|--------------------------|
| <b>3</b> | Confirmation or letter of intention from supplier of match funding | <input type="checkbox"/> |
| <b>4</b> | Any further supplementary information (limit 10 pages)             | <input type="checkbox"/> |

We aim to notify you regarding the outcome of your application within four weeks of the submission deadline.

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



## Annexe 2 – Scoring guidance

The following scoring framework will be used to assess applications. There are five project impact criteria that will be scored out of five – the total score for a project will be out of 25.

0: Does not meet the requirements or cover points for consideration, no evidence provided

1: Minimal relation to strategic aims and consideration points, minimal evidence provided

2: Meets basic strategic aims and covers some consideration points, lacks compelling evidence

3: Meets the majority of strategic aims and covers majority of points of consideration, provides basic evidence

4: Covers all or most strategic aims, with points of consideration covered, and evidence provided on most points

5: Covers all strategic aims and points for consideration, with compelling evidence or examples for most or all points.

Please note that the ‘what will assessors consider’ column provides an indication of the sorts of questions assessors will consider. It is **not** exhaustive, nor will every question be relevant to every application.

| Project impact criteria                                       |  |   |       |                            |
|---|--|---|-------|----------------------------|
| Application Form Section                                      | Key Question   | What will assessors consider.   | Score | Comments and Justification |
| Needs assessment/general aims and project specific objectives |  |   |       |                            |
| 4.1   | Does the proposed project fit with the strategic aims of the eBike Grant Fund – 2019/20? | <p>How do the project aims align with the eBike Grant Fund – 2019/20?<br/>i.e has the application demonstrated how the project will promote the use of ebikes or ecargo bikes on a wide scale?</p> <p>Is the proposed project likely to achieve these stated aims based on the project description?</p> <p>Have the following questions been answered:</p> <p>Who is the target audience(s)?</p> <p>What are the expected outcomes of the project?</p> <p>Will any model shift occur?</p> | /5    |                            |

| Community/Staff Engagement and Partnerships |  |   |    |
|---|--|---|----|
| 4.2   | Is there evidence that potential users of the equipment have been consulted and potential partners have been sought out. | <p>Evidence of target audience engagement.</p> <p>How will the target audience benefit from the project?</p> <p>How was the target audience involved in identifying the project?</p> <p>Has the project identified partners that will add value?</p> <p>Is the whole organisation aware/behind the project?</p> | /5 |

| Deliverability |   |   |    |
|----------------|---|---|----|
| 4.3            | Can the project be delivered by March 2020? | <p>Does the application provide realistic costs, Targets?</p> <p>Have all aspects of the project such as storage, maintenance and training of participants been considered?</p> <p>Is there sufficient management buy-in and project oversight to ensure implementation of any change to working practices?</p> <p>Have the following questions been answered:</p> <p>What is the timeline for delivery of the project? Has a delivery plan been provided?</p> <p>Who or which department has been identified to manage the project?</p> <p>How will reporting and monitoring be managed?</p> <p>What plans are in place to ensure maintenance of the ebikes?</p> <p>Who will facilitate the day to day running of the project?</p> | /5 |

|                          |  |   |    |  |
|--------------------------|--|---|----|--|
|                          |  | How will people access the bike(s)?   |    |  |
| <b>Sustainability</b>    |  |   |    |  |
| 4.4                      | Is there a commitment to fully engage in the reporting requirements and also maintain the use of the equipment in the long term?                           | <p>Has the applicant detailed their plans for collection of relevant data that will demonstrate achievement of their stated outcomes?</p> <p>Does the project demonstrate how the equipment fits into the long term transport strategy or community plans within the applicant organisation?</p> <p>How will the organization maintain the assets?</p> <p>Have the following questions been answered:</p> <p>Post funding how will the project be managed and by who? Eg. Staff time, ongoing marketing of the scheme.</p> <p>How will the project support ongoing activities that encourage ebike usage?</p> <p>Will the project be absorbed into existing projects that you manage?</p> | /5 |  |
| <b>Community Benefit</b> |  |   |    |  |
| 4.5                      | Is there evidence of the project practically addressing issues such as access to employment, disability, community development, and reducing inequalities. | <p>Has the project identified specific vulnerable or disadvantaged groups that could benefit from access to ebikes/ecargo bikes?</p> <p>What benefit will any identified groups derive from access to ebikes/ecargo bikes? e.g improved access to centres of employment, increased physical activity levels, improved community facilities.</p>   | /5 |  |
| <b>Risks</b>             |  |   |    |  |
|                          | Please describe any significant risks that you have identified that may  |   |    |  |

impact on the deliverability of this project.

e.g Match funding status, timeline issues, sustainability plan

## Annexe 3 – List of Eligible Equipment

The following list of equipment has been deemed eligible for funding from the 2019/20 eBike Grant Fund. Whilst this list is extensive, it is not exhaustive and additional equipment may be considered on a case-by-case basis. Applicants should contact the eBike Grant Fund team on 0131 555 8642 or [eBikeGrantsScot@est.org.uk](mailto:eBikeGrantsScot@est.org.uk) to discuss the inclusion of any items that are not included in this list in their application.

### Category A and B Projects:

- eBikes (as defined by <https://www.gov.uk/electric-bike-rules>)
- eCargo Bikes
- Helmets
- Lights (front and rear)
- Locks
- Hand pumps
- Track pumps (1 per project location)
- Puncture repair kits (1 per bike)
- Multitool (1 per bike)
- Hi-vis vests/jackets
- Panniere racks
- Panniere bags
- Mud-guards
- Trailer (capable of carrying children or cargo)
- Trip computer
- Weather cover

### Category B projects only:

- On street docking and charging station (excluding grid connection charges)
- Battery charging infrastructure
- Back office system license (on a per-bike basis)
- Hire/membership fee subsidy (capped at 5% of overall project cost). Must be in addition to other measures.

## Annexe 4 – Quarterly Reporting Template

### eBike Grant Fund – 2019/20 – Quarterly progress report template

**Report Due:**

**Please submit to [eBikeGrantsScot@est.org.uk](mailto:eBikeGrantsScot@est.org.uk)**

|   |  |
|---|--|
| <b>Name of organisation:</b>  |  |
| <b>Project name/number:</b>   |  |
| <b>Reporting period:</b>  |  |
| <b>Project summary:</b>   |  |
| Provide a summary of the project and its key objectives.<br><i>E.g. The [name of project] will procure 10 eBikes for staff to use on a daily basis. The project aims to:</i> <ul style="list-style-type: none"><li>• <i>Provide employees with access to active travel modes</i></li><li>• <i>Replace car and van travel for short journeys</i></li></ul>             |  |
| <b>Progress:</b>  |  |
| Describe the activities undertaken and equipment purchased to date. This should relate to your initial application, detailing actions that will contribute towards your stated outputs and outcomes. If any significant changes have occurred to your project outcomes, please detail them here. Make sure to include details of community/staff engagement sessions. |  |

**Data Collection:**

In this section Grantees will detail the data that they are collecting that will demonstrate any emission reductions, behaviour change, user demographics and community/staff engagement achieved through the ebikes/ecargo bikes programme. Additional spreadsheets or documents may be provided to detail this information.

e.g miles covered by ebikes, detailing previous method of transport (make, model, emissions class etc) or engagement sessions (dates, venue, attendance figures, activities)

**Publicity, communications and case studies:**

Report on any publicity activity that has taken place during the claim instalment period. This may include publicity material, leaflets and press releases, newspaper articles or publicity events. Please also detail any initial case studies, feedback sessions that you have conducted and detail how/if they have influenced your future approach.