HGV Decarbonisation Funding 25/26

**SME Fleet Analysis Support Application Form**

Contents

[Introduction 3](#_Toc202341578)

[Self-Assessment Checklist 4](#_Toc202341579)

[Applicant Details 5](#_Toc202341580)

[Data Sharing 6](#_Toc202341581)

[Funding request 7](#_Toc202341582)

[Fair Work First Pro-Forma 8](#_Toc202341583)

[Disclaimer 10](#_Toc202341584)

### Introduction

1. This funding is designed to support Scotland’s HGV SME and micro-business fleets to better understand their pathways to decarbonisation. Financial support is being offered to help hauliers assess their current and future fleet plans, what viable technologies, grid-connections, routes, infrastructure and vehicles best suit their operational needs.
2. It is expected that the funding will produce a report which is shared with the haulier and with Transport Scotland. If the report contains commercially sensitive information a publishable version is expected in addition to the main report which can be shared with other fleets in order to support sector-wide understanding and confidence in the transition.
3. The report should provide both the fleet operator and Transport Scotland with an understanding of what the short, medium and long-term solutions for decarbonising the HGVs in the fleet are. This should include commentary on technology shift, energy requirements, use of shared infrastructure, timelines by which each vehicle/route type would be zero-emission, new viable financing options such as truck-as-a-service or energy-as-a-service which may enable adoption earlier.
4. There is an upper limit of £20,000 offered for the report. Any additional costs will need to be met by the haulier or consultancy involved in the project. The funding will be open for applications between 9th July 2025 and 9th December 2025. Applicants can apply for funding at any point during this window, and Transport Scotland will endeavour to respond within 10 working days. From the point of a Grant Offer Letter being issued, the Grantee will have approximately 12 weeks to complete the report. All funding must be claimed before 31st March 2026.
5. This document provides guidance to applicants wishing to apply for this funding.

### Self-Assessment Checklist

|  |  |  |
| --- | --- | --- |
| **YES** | **NO** |  |
|  |  | My organisation has 50 heavy goods vehicles (HGVs)[[1]](#footnote-1) or fewer in the total fleet. |
|  |  | My organisation has a UK bank account, annual accounts (approved by its management committee or board) and control over all income and expenditure. |
|  |  | I understand that this funding is only available for financial year 2025-26 and that the funded analytical activity will need to be completed and evidence provided of this in order to claim funding. Any work completed after 31 March 2026 cannot be claimed under this grant funding. |
|  |  | I understand the total amount of funding is capped at £20,000 per organisation. |
|  |  | If I am successful at accessing funding, I agree to provide Transport Scotland with a publishable version of the report completed through this funding and agree that Transport Scotland may utilise the report for future analytical purposes. |
|  |  | If I am successful at accessing funding, I agree for Transport Scotland to retain my contact details in order to provide me with updates on HGV decarbonisation and any relevant opportunities. This includes sharing my contact details with applicants to the related consortium builder funding within the HGV Market Readiness Fund. |
|  |  | I have completed the Fair Work First pro-forma and will provide any required evidence to Transport Scotland. |

### Applicant Details

|  |  |
| --- | --- |
| **Lead applicant details** | |
| Organisation name | **Click here to enter text.** |
| **Address of headquarters / main registered office** | |
| Address | **Click here to enter text.** |
| **Contact details for correspondence with lead applicant** | |
| Please provide the contact details (email and phone number) of the individual who would agree and sign an offer of grant if successful.  Name / phone / email address |  |
| **Fleet Make-Up** | |
| Please provide a breakdown of: |  |
| * total HGV fleet size |  |
| * number of depot(s)   and location |  |
| * HGV breakdown (please provide age, make, model and weight) |  |

|  |
| --- |
| **Data Sharing** |
| Transport Scotland has been working [with Heriot-Watt University](https://www.hw.ac.uk/ebs/research/logistics-and-supply-chain-research/key-projects/charging-or-refuelling-needs-for-trucks-in-scotland) to develop a data-driven assessment of the critical locations for charging and refuelling infrastructure for zero emission HGVs in Scotland.  Journey data from HGV fleets is key to this analysis. The first iteration of the work was published and available [here](https://www.transport.gov.scot/publication/towards-zero-emission-hgv-infrastructure-in-scotland/). An updated version is due to be published in 2025.  The telematics data is stored securely, with protective data agreements and anonymisation used. No routes or depot locations are publicly visible.  If successful in accessing funding, you agree for Transport Scotland to contact you in regards to providing your fleet telematic data. |

### Data Sharing

### Funding request

Use this section to provide an overview of the scope of research you will procure. Identify how you propose to utilise this funding, key outputs, benefits to your fleet and any supplier engagement you have undertaken.

|  |
| --- |
| **Project scope and outputs (max. 700 words)** |
| [guidance note – please delete bullets to input your response]   * Use the ‘**Report Expectations and Process’** section from the guidance document to ensure that your proposed report outputs align with Transport Scotland’s requirements. * What are the key outputs you will receive? * What is the report scope? * How will the report help you understand what your fleet and operations need to decarbonise? * How will you use the work completed? * Identify any other benefits to your fleet. |
| **Project management (max. 300 words)** |
| [guidance note – please delete bullets to input your response]   * Have you identified who can complete this work? * Have you / will you agree for work to be completed within c.12 weeks of procuring support? * What is the estimated budget for this work? Have you received a quote from a supplier for this work? Please include at least 2 quotes from suppliers you have approached attached as evidence alongside this application form. |

**Estimated timescale for delivery (to be completed) – note Transport Scotland expects final reports to be completed approximately 12 weeks following issuing a Grant Offer Letter.**

|  |  |
| --- | --- |
| **Activity** | **Proposed date(s)** |
| Identification of supplier | DATE |
| Procurement of report | DATE |
| Onboarding supplier | DATE |
| Report development | DATE |
| Draft report | DATE |
| Finalisation of report | DATE |
| Report provided to Transport Scotland | DATE |
| Claim to Transport Scotland for completed work | DATE |

### Fair Work First Pro-Forma

This section must be completed in order to submit your application for this funding. If you have any questions or are unclear on what information you need to provide please contact Transport Scotland and we will support you to complete this.

|  |  |
| --- | --- |
| **Confirmation of employer’s compliance with the mandatory Fair Work First criteria and commitments to the desirable Fair Work First criteria** | |
| **Name of lead organisation** |  |
| **Number of employees** |  |
| **Name of trade union(s) / position of other worker representative providing confirmation** |  |
| **Mandatory conditions** | |
| 1. **Payment of at least the** [**real Living Wage**](https://scottishlivingwage.org/what-is-the-real-living-wage/) – to be completed by employer   Tick as appropriate.  This organisation is meeting the real Living Wage condition and appropriate evidence provided for this grant to the funder.  This organisation is unable to meet the real Living Wage condition in full and an exception will be requested for this grant by the funder. | |
| **Evidence Required** | |
| Evidence of real living wage payment is required prior to grant offer letters being signed.  **As the grant request is less than £100,000 then the above self-declaration is sufficient evidence.** | |
| Signed (employer):  Date: | |
| 1. **Effective workers’ voice** – to be completed by employer and confirmed by trade union or other appropriate workers representative.   I confirm that the organisation is providing the following effective voice channels; and appropriate evidence is provided to supplement this template.  **For organisations above 21 employees at least one channel is required to be evidenced at both levels (individual and collective). For organisations with less than 21 employees, then it is only required to evidence one individual channel.**  Individual   |  |  | | --- | --- | | **Select one** |  | | Line Management Relationship (i.e. effective 2-way dialogue through 1:1 relationship) | Yes / No | | Staff /Engagement Surveys | Yes / No | | Suggestions Schemes | Yes / No | | Intranet/Online Platforms | Yes / No | | Other – please explain in section below | Yes / No | |  | |   Collective (only required for organisations larger than 21 employees)   |  |  | | --- | --- | | **Select one (if more than 21 employees)** |  | | Trade Union Recognition/ Collective Bargaining | Yes / No | | Staff Forums / Networks | Yes / No | | Access provided to trade unions/employer open to trade union membership | Yes / No | | Joint Consultative Committee/s (JCC) | Yes / No | | European Works Councils (EWCs) | Yes / No | | Other – please explain below | Yes / No | | |
| **Evidence required** | |
| Evidence of effective worker’s voice is required prior to grant offer letters being signed.  You can find examples (non-exhaustive list) of acceptable evidence for each level in the Fair Work First section of the guidance document. | |
| Signed (employer):  Date: | Signed (trade union where one is recognised or other appropriate workers representative):  Date: |

### Disclaimer

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 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 Transport Scotland. Transport Scotland and/or any of its representatives or advisors will not be liable in any way to an applicant (including any partners or other person) for costs, expenses or losses incurred in connection with this application process.

Applicants should not commit to any project expenditure until they have received confirmation from Transport Scotland that funding will be provided. Any expenditure that is been incurred and/or defrayed prior to this will be ineligible.

This document must be completed in full and returned to Transport Scotland a/o [FleetsandInfrastructure@transport.gov.scot](mailto:FleetsandInfrastructure@transport.gov.scot).

1. Heavy goods vehicles are classed as a vehicle with a maximum gross weight over 3.5 tonnes. [↑](#footnote-ref-1)