



Low Carbon Travel & Transport

SMART TICKETING CHALLENGE FUND - STCF

Application Form

**When completing this application, please refer to the Guidance document.**

**Please do not send any supporting documentation. We will assess your application based on the information you provide in this form.**

**SECTION 1: ORGANISATION DETAILS**

|  |  |  |
| --- | --- | --- |
| 1 | **Name of organisation** |  |
| 2 | **What type of public sector organisation are you?** | Local Authority  RTP undertaking functions of a local transport authority  Other RTP  Please describe: |
|  |  |  |
| 3 | **Registered office address or main place of business.** | Address:  Postcode: |
| 4 | **Contact email address for organisation** |  |
| 5 | **Organisation website** |  |
| 6 | **Applicant’s role/position**  **in organisation** |  |
| 7 | **Main contact for this application** | |
| **Name** | |  |
| **Office address**  (if different from above) | | Address:  Postcode: |
| **Telephone number** | |  |
| **Email address** | |  |

**SECTION 2: SELF ASSESSMENT CHECKLIST**

You must complete this checklist before proceeding. If you answer ‘NO’ to any of these questions, you may be ineligible for the ERDF funding and therefore, we would not consider you eligible for application.

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| --- | --- | --- |
| **YES** | **NO** |  |
|  |  | Our organisation is in the Public sector |
|  |  | Our organisation has a UK bank account, annual accounts (approved by its management committee or board) and control over all income and expenditure. |
|  |  | Our organisation has a governing body, a democratically elected management committee and a governing document that has been formally adopted. |
|  |  | We have read the details of the ERDF 2014-20 LCTT programme on the TS website and are aware of the [National Rules](https://beta.gov.scot/publications/esif-eligibility-expenditure/National%20rules%20on%20eligibility%20of%20expenditure.pdf?inline=true) in relation to capital funds. |
|  |  | We understand that proposals for the ERDF LCTT Smart Ticketing Challenge Fund are expected to be for maximum £375k total project cost and have a proven record in delivering and running capital projects of similar scale. |
|  |  | We can sustain an ERDF funded project for a minimum of 5 years after project completion. |
|  |  | We intend to retain ownership of the assets procured with the Challenge Funds and transfer from operator to operator when tendered services transfer. |
|  |  | We intend to make use of interoperable smart ETM’s for ticketing an obligation of our tendered services. |

**SECTION 3: PROPOSED ERDF PROJECT**

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| --- | --- | --- |
| 8 | **What type of Smart Ticketing do you propose to develop?** | ETM  ETM Back Office  Both |
| 9 | **Working title of project** |  |
| 10 | **Where will the project take place?** (please provide an address and be as specific as possible) |  |
| 11 | **Local authority area** |  |
| **12** | **Brief summary of proposed ERDF project (max 500 words)**  Please provide an outline summary of the project you are applying to the ERDF LCTT Smart Ticketing Challenge Fund for.  This should include;  a) a description of the project  b) the project objectives and expected outcomes  c) how this fits with the [aims](https://www.transport.gov.scot/public-transport/smart-and-integrated-ticketing/) of the ERDF LCTT Smart Ticketing programme (including a contribution to additional commercial smart journeys by December 2019);  d) how this fits with smart ticketing and low carbon transport priorities, activities and existing plans for interoperable smart ticketing in a local area;  e) the need for ERDF funding; and  f) plans for wider community engagement. |  |
| **13** | **Previous experience of delivering capital projects of a similar scale**  **(max 250 words)** |  |

**SECTION 4: PROPOSAL FOR CHALLENGE FUNDING SUPPORT**

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| 14 | **Brief summary of proposal (max 250 words)**  Please describe what you want to use the Challenge Funding for and how this will help you deliver the commercial smart ticketing implementation? |  |

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| 15 | **Are you submitting more than one application?** | | Yes  No |
| If yes, please list the project titles in order of the priority your organisation is giving them. |  | |

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| **Proposal cost and timetable** |

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| --- | --- | --- |
| 16 | **How much funding are you applying for from the ERDF?** | £ |

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| --- | --- | --- | --- |
| **Please provide a breakdown of the total cost for each element of the proposal** (e.g. Fixed or Handheld ETMs, cEMV or other ETM add-ons) | | | |
| **Element** | **Units** | **Cost** | **Deliver By** |
|  |  | £ | Date |
|  |  | £ | Date |
|  |  | £ | Date |
|  |  | £ | Date |
|  |  | £ | Date |
| **Total** |  | £ |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Please provide a breakdown of the total cost by Operator** (providing this information now will speed up the implementation phase) | | | | | |
| **Operator (incl. trading name, full postal address of all depots)** | **No. Fixed ETMS** | **No. Handheld ETMs** | Other (e.g. cEMV add –on) | **Contact Name and phone number** | **Email** |
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|  |  |  |  |  |  |
| **Total** |  |  |  |  |  |

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| --- | --- | --- |
| **Please provide a breakdown of the services this proposal will support** | | |
| **Service** | **Operator** | **PVR** (Peak Vehicle Requirements) |
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| 17 | **How have you secured the match funding?**  (This is a pre-requisite of the ERDF. Please provide details below) | Yes  No |

|  |  |
| --- | --- |
| **Sources of other funding** | |
| Funding source/partner | Amount secured |
|  | £ |
|  | £ |
|  | £ |
| **Total** | £ |

|  |  |  |
| --- | --- | --- |
| 18 | **Are you VAT registered and able to reclaim VAT?**  (If your organisation is eligible to reclaim VAT, the amount of funding you ask for must exclude VAT. If you are unable to reclaim VAT then irrecoverable VAT may be included as an eligible cost. Where this is the case irrecoverable VAT should be identified as a separate item in your costings.) | Yes  No |

|  |  |  |
| --- | --- | --- |
| 19 | **Timetable** (to be eligible for support you should demonstrate that your funding proposal will be completed by 31 March 2018 and that you will drawdown all Challenge Funding by 30 June 2018 (NB if you are utilising match funding from 2017/18 financial year all funding should be drawn down by 31 March 2018). As a result, ‘deliver by’ dates should be provided for each point detailed at the cost breakdown at question 16.) |  |

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| --- | --- | --- |
| **State Aid** | | |
| 20 | **Is your project involved in economic activity?**  (Please refer to the Smart Ticketing Challenge Fund Guidance note) | Yes  No  If ‘no’, please explain  (Max 200 words) |
| 21 | **If ‘yes’, how will your project meet the State Aid tests?** (Max 200 words)  (Please refer to the Smart Ticketing Challenge Fund Guidance note) |  |

Declarations

As far as we know and believe, the information in this application form about our project is true and accurate. We are authorised to allow this project to go ahead. We will provide project implementation updates, reports and all information necessary for Transport Scotland to:

* publish details of the financial support they and the ERDF are giving to this project; and
* share any details they have about our project from this application or from future assessments to Transport Scotland colleagues and other agencies, including other grant-making bodies; and
* to use any of the project details in news releases, publications and other publicity materials.

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| **Main contact declaration** |
| Name:  Position:  Date: |
| **Application endorsement declaration:** |
| Name:  Position:  Date: |

**Data Protection and Freedom of Information**

Applicants to the Smart Ticketing Challenge Fund should be aware that Transport Scotland is subject to the provisions of the Freedom of Information (Scotland) Act 2002, the Environmental Information (Scotland) Regulations 2004 and the Data Protection Act 1998.

Please therefore note that information provided, including personal information, will be held, published and disclosed in accordance with this legislation. When submitting an application, please let us know if there are any parts of it which would prejudice your commercial or other interests if they were made public. However, given our obligations, please note we cannot guarantee confidentiality.

**Equalities and Environmental Impact**

We want projects to be open to the widest possible range of people and this will be a consideration for applications to the LCTT Smart Ticketing Challenge Fund. So you need to have thought about how you’ll address any difficulties people may have finding out or getting involved in your project.

Within the STCF TS is mindful to include activities that will target social inclusion and improve the competitiveness and economic performance of the locality. Activities that aim to reduce the inequalities between more disadvantaged communities and the rest of society will be positively viewed.

Applicants will need to ensure that all operators and any third parties delivering activities will have policies and processes for social inclusion.

The objective will be to provide safe and affordable means of travel that will help remove a barrier to social participation. TS is keen to support activity that improves and simplifies public transport journeys, thereby encouraging those without access to a car to utilise a more joined-up public transport system.

The overall target groups will include those who use car for short journeys, those who are at risk of health issues due to lack of exercise and those who are excluded from employment opportunities in areas due to transport links.

Applicants will monitor and report on the measurable results and outcomes throughout the lifetime of the programme against the original baselines and provide Transport Scotland with these reports. Please refer to the LCTT Smart Ticketing Challenge Fund Guidance Notes (paragraph 6) for ERDF requirements around publicity, audit and document retention.

Further information on equalities legislation can be obtained from the Equalities and Human Rights Commission [www.equalityhumanrights.com](http://www.equalityhumanrights.com).

Additionally, we ask all organisations submitting an application to the LCTT Smart Ticketing Challenge Fund to consider the environmental impact of their project.

**Submitting your application**

Please email the completed application form to [**Smart Ticketing Challenge Fund Mailbox**](mailto:STCF@transport.gov.scot). Once your application is submitted you will receive an acknowledgement email. If you do not, please contact us immediately.

**Applications received after midnight on Friday 15 December 2017 will not be considered. We aim to notify you regarding the outcome of your application by 21 December 2017.**

**Enquiries**

If you have any queries about the ERDF LCTT programme, the Smart Ticketing Challenge Fund or would like to discuss ideas you have before submitting an application, please send an email to the **Smart Ticketing Challenge Fund Mailbox** with an outline of your query and your contact details and a member of the team will get back to you.







**For information & enquiries, please contact Transport Scotland:**

* [https://www.transport.gov.scot/public-transport/smart-and-integrated-ticketing](https://www.transport.gov.scot/public-transport/smart-and-integrated-ticketing/)
* [STCF@transport.gov.scot](mailto:STCF@transport.gov.scot)
* 0141 272 7320

Smart and Integrated Ticketing Team

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