



**TRANSPORT
SCOTLAND**
CÒMHDHAIL ALBA

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Switched on Towns and Cities Challenge Fund

Notes for Applicants
Round 1

Disclaimer

Applicants should be aware that as the Switched on Towns and Cities Challenge Fund (SoT&C Challenge Fund) is a new programme, the guidance will be reviewed as the programme evolves and therefore may be subject to change. Transport Scotland reserves the right to amend the published guidance during the period of the programme.

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

Transport Scotland reserves the right at any time:

- not to consider applications other than those submitted in accordance with the requirements of the application process
- to issue amendments or modifications to the application documents during the application process
- to require an applicant (including any partners) to clarify their application in writing and/or provide additional information (failure to respond adequately may result in an application being rejected)
- alter the timetable of any aspect of the application process
- to not award any grant funding under the SoT&C Challenge 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 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, signed and returned a SoT&C Challenge Fund Grant Offer Letter from Transport Scotland. Any expenditure that has been incurred and/or defrayed prior to this will be ineligible.

About this document

This document provides guidance to help you complete an application for the Switched on Scotland Towns & Cities (SoT&C) Challenge Fund, explaining each question in the Application Form.

Please note you are required to register your intention to submit an application before applying, by emailing sotc@transport.gov.scot. We will send you a copy of the SoT&C Challenge Fund Application Form by return.

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

1. SoT&C Challenge Fund Application Form – Round 1 (*available on request*)
2. SoT&C Challenge Fund Notes for Applicants – Round 1 (*this document*)
3. SoT&C Challenge Fund Guidance for Applicants – Round 1

Guidance for Applicants can be downloaded from [Transport Scotland's website](#).

For any questions during the application process, please contact Transport Scotland by emailing: sotc@transport.gov.scot

The deadline for applications is 4pm, Friday 31st August 2018.

For applicants unable to meet the requirement of this fund, Transport Scotland has provided the Energy Saving Trust with a limited amount of funding to undertake in depth feasibility studies for local authorities, the outputs of which might be used to inform bids to future rounds of the SoT&C Challenge Fund. For further information please contact the Energy Saving Trust at switchedontownsandcities@est.org.uk.

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1 Self-assessment checklist

You must complete the checklist provided in the application form before proceeding. If you answer 'NO' to any of these questions you may be ineligible for the SoT&C Challenge Fund and therefore, we will not be able to consider your application for support.

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Our organisation is a local authority.
<input type="checkbox"/>	<input type="checkbox"/>	Our organisation has a UK bank account, annual accounts (approved by its management committee or board) and control over all income and expenditure.
<input type="checkbox"/>	<input type="checkbox"/>	Our organisation has a governing body, a democratically elected management committee and a governing document that has been formally adopted.
<input type="checkbox"/>	<input type="checkbox"/>	We have read the details of the SoT&C Challenge Fund Guidance for Applicants and Notes for Applicants on the Transport Scotland website.
<input type="checkbox"/>	<input type="checkbox"/>	We understand that proposals for the SoT&C Challenge Fund are expected to be within the range of £1,500,000 to £2,500,000 (total eligible project cost).
<input type="checkbox"/>	<input type="checkbox"/>	We can deliver our project within a maximum of 24 months.

Please ensure that you have:

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	<p>Provided:</p> <ul style="list-style-type: none"> • a completed SoT&C Challenge Fund Application Form • a completed SoT&C Challenge Fund Financial Information Spreadsheet • a project plan • a risk register • a project organisational chart/governance structure • a map showing the location of capital measures • signed letters from bodies providing or intending to provide match funding, confirming the amount of funding to be provided • letters evidencing commitment of project partners

2 Applicant details

About your organisation:

2.1 Lead applicant details	
Local authority name	The name of your organisation.
VAT Registration Number	If applicable.
Address of registered office	
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.
Contact details for correspondence with lead applicant	
Email will be the primary method of contact so please ensure that the email address is entered correctly and remains active during the application process.	
Is your organisation able to reclaim VAT?	<p>Only organisations that cannot reclaim VAT are allowed to count VAT in their total project costs.</p> <p>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 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 and if the expenditure in relation to the project is recoverable.</p>
<p>Are there any potential conflicts of interest?</p> <p>(Max 150 words)</p>	<p>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 project and any member of 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.</p>

2.2 Project partner(s) to this application (if applicable)		
Organisation	Legal status (NDPB, ALEO, etc.)	Registration number
<p>Lead applicants should identify their project partner(s) that will work in conjunction with them to deliver the capital project.</p> <p>There are specific compliance requirements that need to be adhered to with projects (e.g. procurement). As part of the application assessment the lead applicant may be contacted in order to further understand the role and background to the involvement of partners.</p>	<p>Details of delivery partner's legal status are required for purposes of diligence and verification before any award of funding can be made.</p>	<p>If applicable</p>
<p>Please briefly describe your project partner's role in the project and list any experience they have that will benefit the project.</p> <p>(Max 250 words)</p>	<p>As well as describing your project partner's role in the project, list any experience your partner/s have of similar projects or activities.</p>	
<p>Are there any potential conflicts of interest?</p> <p>(Max 250 words)</p>	<p>Declare any potential conflicts of interest and describe how any conflicts of interest will be addressed.</p>	

2.3 Multiple applications	
<p>Is your organisation submitting more than one application to the SoT&C Challenge Fund?</p>	<p>Please indicate Yes or No.</p>
<p>If you are submitting more than one application, you are required to rank your proposals highest to lowest in priority for support (1 being the highest, 2 being lower and so on). Please indicate here the priority ranking for this application.</p>	<p>Please number your application here.</p>

3 Project details

3.1 Project administrative details	
Project title	The title of the project that will be used throughout the award process.
Project reference number	Your project reference number will be issued to you by Transport Scotland when you register your interest in applying (by emailing sotc@transport.gov.scot).
Project location	<p>Please identify the town or city where the project will take place.</p> <p>Please note that the application should focus upon either a single town or alternatively a city.</p> <p>It is acceptable for the project to include limited activity targeted at nearby communities if this adds to the overall impact of the project. If this is the case please identify the relevant locations.</p>
Project start date	<p>Applicants should not commit to any expenditure until after they have received and formally accepted a SoT&C Challenge Fund Grant Offer Letter from Transport Scotland. Any expenditure that has been incurred and/or defrayed prior to this will be ineligible.</p> <p>Please keep this in mind when planning the project start date.</p>
Project end date	<p>Successful applicants will be required to demonstrate that all eligible project costs for which they seek to claim funding have been defrayed <u>within</u> 24 months of project commencement. Expenditure defrayed out with this period will be ineligible. (For purposes of clarity, defray in this context means that the costs have not only been incurred but that the money to pay for those costs has left the applicants bank account in order to pay for the incurred cost).</p> <p>Please keep this in mind when selecting the project end date.</p>

3.2 Project summary

Project summary.
(Summary of project
you are submitting to
the SoT&C Challenge
Fund)

(Max 250 words)

Please provide a concise outline of the project. Please state the project's headline deliverables (i.e. what new infrastructure/incentives will the project provide to support the overall aim of the fund).

4 Project impact and EV leadership

Supporting a step-change in EV uptake in a town or city and demonstrating EV leadership

Please confirm that the following document will be attached to this application form:

Document	Confirmed
<p>A map should be supplied with the application that highlights the following:</p> <ul style="list-style-type: none"> • The location of the capital measures to be deployed in the project • The location of <u>existing</u> or <u>proposed</u> plug-in EV capital infrastructure (e.g. charge points, EV car club bays etc) funded out-with the project • The location of <u>existing</u> or <u>proposed</u> non-capital incentives to support plug-in EV use (e.g. bus lanes, free car parking locations) <p>Please ensure that the map makes a clear distinction between each of the three categories above and also between those measures which currently exist versus those which are planned. The information should include details on number and type (e.g 7kW, 22kW, 50kW) of charge points and associated parking bays etc.</p>	<input type="checkbox"/>

4.1 Detailed project description

Please provide a more detailed description of your project.

This should be more in depth than the project summary provided in section 3.2.

This question is an opportunity to describe the package of capital measures to be deployed in the project and why these will lead to a step-change in plug-in EV uptake in the relevant town or city.

Please ensure that the description includes an account of:

- Each of the package of measures to be deployed and their locations (including grid references)
- The rationale for each measure (e.g. addresses tenement EV charging / supports destination charging)
- Whether the infrastructure will be publicly accessible
- Information on the number and type (e.g. slow, fast, rapid) of charge points / parking bays at each location

(Max 1,000 words)

If the project intends to procure plug-in EVs this should be documented in section 4.2.

4.2 Vehicles

If your project intends to procure plug-in EVs please provide further details here.

(Max 500 words)

Please provide information on:

- The number and type of vehicle to be procured (e.g. car or van, make and model) noting the minimum number requirements in section 2.7 of Guidance for Applicants
- The breakdown between project partners
- Whether vehicles will be leased or purchased – please note the total cost of leasing will be a maximum of 3 years
- The mechanism/approach for procurement
- Whether there are any plans to make vehicles accessible for public use

In addition you should confirm the following:

- The costs included in the application will be net of both OLEV plug-in grant and vehicle maintenance costs

4.3 Fit with other programmes and wider incentives

Please describe how the project fits with other incentives, including capital and non-capital measures in the town or city.

(Max 600 words)

This should describe how the project fits with other capital and non-capital measures – clearly distinguishing what is existing versus that what is planned - funded and / or implemented out with the SoT&C Challenge Fund grant, that are intended to promote plug-in EV uptake in the town or city.

This might include measures described in the [National Framework of Local Incentives for Electric Vehicles](#) (e.g. free car parking, access to restricted road lanes, taxi licensing, planning and inclusion of EV requirements in procurement etc).

The description should also include an account of the applicant's and any project partner's use of other Transport Scotland capital funds targeted at plug-in EVs an supporting infrastructure (e.g. ChargePlace Scotland, Switched on Fleets, ERDF Low Carbon Travel and Transport Challenge Fund) as well as from other funding sources (e.g. OLEV grants). This should include information on number and type (slow, fast, rapid) of charge points and plug-in EVs.

Please also use this question to justify and evidence the overall leadership of the local authority in terms of taking forward and implementing both capital and non-capital measures to support the uptake of EVs – this may include activities relevant to the geographical area that the local authority is responsible for.

5 Delivering your project

How will you make it happen?

Please confirm that following documents will be attached to this application form:

Document	Confirmed
Project plan	<input type="checkbox"/>
Organisational and governance structure for the project	<input type="checkbox"/>
Risk register	<input type="checkbox"/>

5.1 Project feasibility / scoping

<p>Please provide a description of any previous scoping / feasibility work that has been undertaken to support the deliverability of the project</p> <p>(Max 500 words)</p>	<p>This may include details of any preliminary research, consultation with stakeholders or end users of the proposed infrastructure (e.g. local residents, members of the public, fleet managers, other public sector organisations, transport operators, local businesses), site assessments or similar.</p>
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5.2 Deliverability

<p>Please demonstrate that you will be able to deliver your project within a maximum of 24 months.</p> <p>(Max 600 words)</p>	<p>How will you ensure that the SoT&C Challenge Fund grant fund money is spent?</p> <p>You are asked to demonstrate that you will be ready and able to deliver within a maximum 24 month timeframe and that all eligible project costs for which you seek to claim funding have been defrayed (i.e. paid for) within that timeframe.</p> <p>This section should be used to highlight the principal areas of risk and provide information on what steps have already been or will be taken to address these. For example, risks might relate to: procurement and whether the project will take advantage of any pre-existing frameworks; planning; land access; grid connection; Traffic Regulation Orders etc.</p> <p>A separate risk register should be provided in addition to completing this section of the application form.</p>
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5.3 Project management

<p>Please describe your proposed approach to project management and how you will ensure delivery to the timescales you set.</p> <p>(Max 400 words)</p>	<p>Describe the project management tools and techniques you will use and the approach you will take to ensure project delivery. As part of the eligible costs applications can include the costs of a project manager(s) if this is a new resource that will be employed 100% on the project (refer to 4.4 of the Guidance for Applicants).</p>
<p>What are the major milestones in delivery of the project?</p> <p>(Max 500 words)</p>	<p>Please list the key dates and major milestones you will aim to meet within your project plan. These milestones will be used to monitor your project.</p>

6 Promoting your project and sustaining its outputs and impacts

How will the project be promoted and outputs sustained?

6.1 Sustainability	
<p>Please provide details of how the project will be promoted and sustained including beyond the end of the funding period.</p> <p>(Max 500 words)</p>	<p>It is important that appropriate strategies are in place to promote as well as sustain the project. These should cover resourcing, maintenance as well as options to ensure its continued funding and development.</p> <p>You are asked to detail your approach to outreach and engagement, and longer term plans to keep your partnerships and community engaged with the project.</p> <p>Details should cover:</p> <ul style="list-style-type: none"> • On-going resourcing • Maintenance • Options for future financing • Actions that will be taken to ensure that the original project aims continue to be promoted and the impacts monitored and reviewed • On-going community involvement and outreach work <p>If your project intends to include an element of procuring plug-in EVs, please ensure that you include a description of the strategy for sustaining and growing the numbers of these vehicles within the relevant fleets.</p>

7 Finance

How much will the project cost and how will it be funded?

Please complete and attach the *Financial Information Spreadsheet*. Email sotc@transport.gov.scot if you require a copy of this spreadsheet.

7.1 SoT&C Challenge Fund funding request summary	
Total eligible project costs	<p>The overall cost of the project includes Transport Scotland funding as well as any match funding from other public sector sources. Up to 100% of eligible costs may be supported by Transport Scotland funding, although extra credit will be given to applications that are able to bring match funding to projects. Match funding must be available to support all (rather than a subset of) eligible costs. All other sources of Transport Scotland funds, including ChargePlace Scotland and Switched on Fleets grants are ineligible sources of match funding.</p> <p>The SoT&C Challenge Fund will award funding where the <u>total</u> eligible project cost are between £1,500,000 - £2,500,000.</p> <p>Applicants should refer to Section 4 of the Guidance for Applicants that covers eligibility of expenditure.</p>
TS grant requested	Provide a single figure of the <u>overall</u> grant requested - (£)
Percentage of total eligible project costs requested as Transport Scotland grant	The % of Transport Scotland grant against the total eligible project cost.

7.2 Applicant's own/external match funding summary			
Source	Value (£)	Date confirmed	Evidence attached
	£		<input type="checkbox"/>
	£		<input type="checkbox"/>
Total match funding	£		

Please list sources, amounts, date confirmed for each line of match funding above.

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 is 'clean' (in terms of not being linked to other outputs) and is from a public source.

8 State aid

8.1 State aid assessment	
<p>Is the lead applicant or any partner involved in economic activity on this project? Please explain.</p> <p>(Max 200 words)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>All public bodies (including bodies administering public funds) are required to ensure that they provide funding in adherence with the State aid rules and must consider applications in order to establish whether a measure constitutes State aid. If your project is involved in an economic activity (i.e. your project is involved in the provision of goods or services, such as publicly available electric vehicle charging) you should answer yes.</p> <p>More guidance on State aid is available on the Scottish Government's state aid website.</p>
<p>If 'yes' please complete the four State aid tests. You should provide clear and specific justification to explain how the project meets or doesn't meet each State aid test. The tests are cumulative and all four must be met for State aid to be present.</p>	
<p>Test 1: There has been an intervention by the State or through State resources</p>	
<p>Test 2: The intervention gives the recipient an advantage on a selective basis</p>	
<p>Test 3: Competition has been or may be distorted.</p>	
<p>Test 4: The intervention is likely to affect trade between Member States.</p>	
<p>Is there State aid present?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

9 Declarations

9.1 Lead applicant

Declarations

I declare that:

- To the best of my knowledge this application requests grant support only for eligible costs.
- The information given on this application form and in any other documentation that supports this application is accurate.
- I understand that, where any materially misleading statements (whether deliberate or accidental) are given at any stage during the application process, or where any material information is knowingly withheld, this could (at the discretion of Transport Scotland) render my grant application invalid and any grant funds received by us or any project partner may be liable for repayment.
- The original wording and structure of this application form is as it was originally provided and has not been altered, deleted or added to in any way.
- My organisation will take all reasonable precautions to ensure that grant funds received will not be misused or misappropriated in any way. In the event of fraud, I understand that the Transport Scotland will take legal action to recover any misappropriated funds.

An officer of the relevant organisation possessing the authority to enter into agreements on its behalf should sign the hard copy of this declaration.

It must be a different person to the main contact given in Section 1.

Signed:

Title:

First
name:

Surname:

Position in organisation:

Date:

9.2 General Data Protection Regulation Fair Processing Notice

General Data Protection Regulation (GDPR) fair processing notice

The notes below are as per the Application Form but are included here for reference:

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 form and indicate their acceptance by signing in the place indicated at the end of the section.

How we will use your information:

Transport Scotland is the data processor and controller in respect of any personal data that you provide when you complete the SoT&C Challenge Fund application forms.

Transport Scotland will use the information you provide to assess your application and carry out subsequent monitoring, including site visits, of successful projects under the SoT&C Challenge Fund. Some information may be shared with other Government Departments, their agencies and appointed agents to enable the detection of fraudulent applications to the SoT&C Challenge 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 (Scotland) Regulations 2004 or the Freedom of Information (Scotland) Act 2002. However, Transport Scotland will apply any relevant exceptions or exemptions under the legislation and will not permit any unwarranted breach of confidentiality nor will it act in contravention of its obligations under the GDPR.

What non-personal information will Transport Scotland 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 SoT&C Challenge Fund that the grant-funded projects should act as encouragement for others. Once the applications have been determined, summary details of the successful projects will be published and disseminated widely, including being published on a dedicated website and in press releases. Summary details may include:

- The name of the project
- The names of the organisations etc. who are members of the project
- Location of the project
- Expected improvement in uptake of plug-in electric vehicle activity
- Estimated investment cost
- Grant allocated to the project under the SoT&C Challenge Fund
- Total public support from all sources
- Proposed completion date
- Brief description of the project, including any key technical features (as supplied by applicants)

The final report (as specified in the Guidance for Applicants) which describes the benefits and performance of the project, the difficulties encountered and lessons learned, may be published in full. Interim reports may also be published.

Further information on how Transport Scotland manages personal data is available on the website at: <https://www.transport.gov.scot/privacy-policy/>

I confirm that I have read and agree to the above data protection statement.

Signed:

Title:

First name:

Surname:

Position in organisation:

Date:

10 Submitting your application

Please email your completed application form and attachments to sotc@transport.gov.scot by **4pm, Friday 31st August 2018**.

When we receive your application by email, we will send you an acknowledgement email. If you don't receive this, please contact us on 0131 244 7272. Applications received after 4pm, 31st August 2018 will not be considered.

Please also post a signed original of your application to the address below, to arrive no later than Friday 7th September 2018.

Switched on Towns and Cities Challenge Fund
Transport Scotland
Area 2F-North
Victoria Quay
Edinburgh
EH6 6QQ

Checklist of documentation to enclose/attach

	Document	Enclosed
1	Challenge Fund Application Form (signed)	<input type="checkbox"/>
2	Challenge Fund Financial Information Spreadsheet	<input type="checkbox"/>
3	Project plan	<input type="checkbox"/>
4	Risk register	<input type="checkbox"/>
5	Organisational chart/governance structure	<input type="checkbox"/>
6	Map showing location of capital measures in town or city	<input type="checkbox"/>
7	Letters from match funding organisations confirming amount.	<input type="checkbox"/>
8	Letters evidencing commitment of project partners	<input type="checkbox"/>

We aim to notify you regarding the outcome of your application in October 2018.

If you have any questions during the application process or would like to discuss your ideas before submitting an application, please email sotc@transport.gov.scot.



**TRANSPORT
SCOTLAND**
CÒMHDHAIL ALBA

Transport Scotland

Buchanan House, 58 Port Dundas Road,
Glasgow, G4 0HF

0141 272 7100

info@transport.gov.scot

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