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**Mobility as a Service Investment Fund Application form**

Before completing this application form, please see the MaaS MIF information on the [Transport Scotland website](https://www.transport.gov.scot/public-transport/smart-and-integrated-ticketing/) and read the Guidance document (confirm [ ] ).

**Contents**

[**SECTION 1: ORGANISATION DETAILS** 2](#_Toc11769764)

[**SECTION 2: SELF ASSESSMENT CHECKLIST** 3](#_Toc11769765)

[**SECTION 3: TERMS AND CONDITIONS** 4](#_Toc11769766)

[**SECTION 4: DECLARATION** 5](#_Toc11769768)

[**SECTION 5: SUBMITTING YOUR APPLICATION** 6](#_Toc11769769)

# **SECTION 1: ORGANISATION DETAILS**

|  |
| --- |
| **Organisation** |
| Name of organisation |       |
| What type of organisation are you | Consortia [ ] Joint Venture [ ] Single Public [ ] Single Private [ ]  Single 3rd Sector [ ]  Other:       |
|  |
| Registered office address or main place of business | Address:      Postcode:        |
| Organisation website |       |
| **Lead contact for this application** |
| Name |       |
| Applicant’s role/position in organisation |       |
| Office address (if different from above) | Address:      Postcode:       |
| Telephone number |       |
| Email address |       |
| **Details of all Joint Members or Consortia**  |
| Name  |       |
| Organisation |       |
| Position |       |
| Name |       |
| Organisation |       |
| Position  |       |
| Name |       |
| Organisation |       |
| Position  |       |
| Name |       |
| Organisation |       |
| Position  |       |

# **SECTION 2: SELF ASSESSMENT CHECKLIST**

You must complete this checklist before proceeding (click box).

|  |  |
| --- | --- |
| **Yes** | **Checklist** |
|[ ]  Be able to evidence secured agreements for Joint Venture/Consortium from all members. e.g. letters of commitment. |
|[ ]  Be able to evidence secured agreements for all Pilot stakeholders. E.g. letters of commitment. |
|[ ]  Comply with all requirements of Scottish Legislation. |
|[ ]  Agree with Transport Scotland a joint legal and binding contract before receiving award funding. |
|[ ]  Comply with funding criteria and conditions. |

# **SECTION 3: TERMS AND CONDITIONS**

By applying for this Transport Scotland – MaaS MIF you are agreeing to the following terms and conditions. Please check each box to acknowledge acceptance.

[ ]  Funding will paid to the lead applicant upon achievement of milestones agreed between the lead applicant and Transport Scotland and submission of evidence of payment of invoices necessary to deliver agreed milestones.  Evidence should be in the form of (copy invoice(s) and copy of bank statement evidencing payment).  Upon receipt of the aforementioned documentation and it being fully in order Transport Scotland will pay within 10 working days from receipt of documentation.

[ ]  In the event that the applicant’s organisation ceases to operate within the first 3 years, post drawing on the MaaS MIF, the Transport Scotland MaaS project manager must be informed immediately.

[ ]  The applicant will provide project implementation updates and details to the Transport Scotland MaaS project manager incorporating risks and mitigations.

[ ]  Please tick if you are content for the above to be used in news releases, publications and other publicity materials. Your approval will be sought prior to any publications.

[ ]  Transport Scotland may use information provided by the applicant to publish details of the financial support provided to this project. All information will be anonymised.

# [ ]  Transport Scotland may share details from this application or from future assessments to Transport Scotland colleagues and other Scottish Government departments including other grant-making bodies. You will be informed of requests for this information. Any data sharing will be undertaken in accordance with GDPR.

# **SECTION 4: DECLARATION**

As far as we know and believe, the information in this application form is true and accurate.

|  |
| --- |
| **Applicant declaration** |
| Name:      Position:      Date:       |
|  |
|  |

**Data Protection and Freedom of Information**

Applicants to the MaaS MIF 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 General Data Protection Regulations 2018.

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.

Comments:

# **SECTION 5: SUBMITTING YOUR APPLICATION**

Please now attach the following documentation to an email. Note that your application cannot be assessed without the documentation below:

[ ]  Completed Application Form 10%

[ ]  Business Case (template supplied) 70%

[ ]  Project Plan (template supplied) 10%

[ ]  Financial Plan (template supplied) 10%

Email your application and supporting documentation to MaaS@transport.gov.scot

Or

Post your completed application form to:

MaaS MIF Management Team

Smart & Integrated Ticketing

Bus, Accessibility & Active Travel

Transport Scotland

Buchanan House

58 Port Dundas Road

Glasgow G4 0HF

Once your application is submitted you will receive an acknowledgement email. If you do not, please contact us immediately.