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**ZE HDV Skills Challenge Fund 2025-26**

**Application Form**

**Transport Scotland Environment, Climate and Sustainability Directorate**

**June 2025**

Disclaimer

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 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 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 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 has been incurred and/or defrayed prior to this will be ineligible.**

Grants from this fund would be made by Scottish Ministers in exercise of their powers under Section 70 of the Transport (Scotland) Act 2001, which allows Scottish Ministers to make grants for purposes relating to transport.

About the fund

The ZE HDV Skills Challenge Fund is a 1-year fund to support applicants to develop projects under the following objectives (projects need only meet one of these objectives):

1. Sharing knowledge on training and career opportunities in the HDV sector: Address the lack of accessible, joined-up information for individuals and employers on the skills, training routes and career opportunities available in the HDV sector.
2. Supporting greater diversity in the HDV sector workforce: Address challenges faced by the sector in recruiting and retaining a diverse workforce, with underrepresentation across gender, ethnicity and other protected characteristics.
3. Generating private sector investment in skills development: Address a need for stronger private sector involvement in building college resources and training programmes and/or stimulating the uptake of training in ZE HDV repair and maintenance among small-medium enterprises.

Applications will be assessed according to the following evaluation criteria:

1. Extent to which the project meets one of the 3 fund objectives noted above
2. Evidence that the project is deliverable by 31 March 2026 (all invoices under the grant would need to be submitted by 31 March 2026)
3. Evidence that the project represents value for money (including sufficient financial detail)
4. Evidence of a clear plan for sharing knowledge gained during the project. The plan should enable replication of successful approaches, foster collaboration and promote continuous improvement across the transport sector and other key transition sectors (this can be delivered after the end of the project)

**How to apply**

To apply for a grant, please complete the application form and accompanying documents and email them to [erin.hyslop@transport.gov.scot](mailto:erin.hyslop@transport.gov.scot) with the subject line “ZE HDV Skills Challenge Fund 25-26". The deadline for the initial round of applications is **12pm 9th July 2025.**

**Funding available**

The fund is open to private, public and third sector organisations. The total available funding for all projects is £400,000. Awards for individual projects are not expected to exceed £100,000. All funded activity must be complete by 31 March 2026.

**After you submit your application**

Following the closing date, all applications will be assessed against the evaluation criteria set out above. We aim to notify applicants of the decision and issue grant offer letters to the successful applicants in August 2025.

**Monitoring and evaluation**

Details on monitoring and evaluation will be in the grant offer letter for successful applications. This will include the submission of quarterly claims and a final end-of-project report.

About this document

This document must be completed in full and returned to Transport Scotland, alongside a completed financial information document, prior to the deadline to be considered for the funding.

For any questions during the application process or if you would like to discuss your ideas before submitting an application, please email:

erin.hyslop@transport.gov.scot and charlotte.taylor@transport.gov.scot

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Version Control |  | | | |
| Date | Issue | Status | Author | Authorised by |
| 08/05/2025 | V1 | Draft | EH | CT |
| 19/05/2025 | V2 | Draft | EH | CT/ARS |
| 04/06/2025 | V3 | Draft | EH | CT |

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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 ZE HDV skills challenge fund and therefore, we will not be able to consider your application for support.

If this is the case, we would still like to engage with you on your ZE HDV skills activity to explore if there is alternative way of working together.

|  |  |  |
| --- | --- | --- |
| YES | NO |  |
|  |  | 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 can deliver our project by end of Financial Year 2025/2026, understanding that any later activity will need to be funded via another source. |

Please ensure that you have:

|  |  |  |
| --- | --- | --- |
| YES | NO |  |
|  |  | Provided:   * a completed Application Form * a completed Financial Information Spreadsheet * a project plan * a risk register * a project organisational chart/governance structure * letters evidencing commitment of any project partners or collaborating organisations * signed letters from bodies providing or intending to provide match or additional funding, confirming the amount of funding to be provided |

Section 9 has further detail on how to provide information requested above.

1. Applicant details

About your organisation:

|  |  |
| --- | --- |
| 2.1 Lead applicant details | |
| Organisation name | Click here to enter text. |
| VAT Registration Number | Click here to enter text. |
| Address of 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. | Click here to enter text. |
| Please confirm your application will comply with funding regulations on reclaimable VAT, by advising whether your organisation is able  to reclaim VAT | Click here to enter text. |
| Are there any potential conflicts of interest?  (Max 150 words) | Click here to enter text. |
| **Fair Work First** | |
| Does your organisation commit to Fair Work First Practices? | Click here to enter text. |
| If successful, can the relevant evidence (Section 10) be provided in a timely manner? | Click here to enter text. |

|  |  |  |
| --- | --- | --- |
| 2.2 Project partner(s) to this application (if applicable) | | |
| Organisation | Legal status (NDPB, ALEO, etc.) | Registration number |
| Lead applicants should identify their project partner(s) that will work in conjunction with them to deliver the capital project (where applicable)  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. | Click here to enter text. | Click here to enter text. |
| Please briefly describe your project partner’s role in the project and list any experience they have that will benefit the project.  (Max 250 words) | Click here to enter text. | |
| Are there any potential conflicts of interest?  (Max 250 words) | Click here to enter text. | |

1. Project Summary

|  |  |
| --- | --- |
| 3.1 Project administrative details | |
| Project title | Click here to enter text. |
| Project location | Click here to enter text. |
| Project start date | Click here to enter text. |
| Project end date | Click here to enter text. |

|  |  |
| --- | --- |
| 3.2 Project summary | |
| Project summary.  (Summary of project you are submitting)  (Max 250 words) | Click here to enter text. |
| Please select which of the three objectives this project will achieve. (Please note that projects need only meet one of these objectives): | **Sharing Knowledge on Training and Career Opportunities** **in the HDV sector:** Addresses a lack of accessible, joined-up information for individuals and employers on the skills, training routes, and career opportunities available in the ZE HDV sector.  **Supporting Greater Diversity in the HDV sector workforce**:  Addresses challenges faced by the sector in recruiting and retaining a diverse workforce, with underrepresentation across gender, ethnicity, and other protected characteristics.  **Generating Private Sector Investment in Skills Development**: Address a need for stronger private sector involvement in building college resources and training programmes and/or stimulating the uptake of training in ZE HDV repair and maintenance among small-medium enterprises. |

1. Project Details

|  |  |
| --- | --- |
| 4.1 Project Criteria | |
| Please provide specific information on how the project will meet the selected objective or objectives listed above  (Max 500 words) | Click here to enter text. |

|  |  |
| --- | --- |
| 4.2 Detailed project description | |
| Please provide a more detailed description of your project with reference to:   * Project aims, objectives and expected outcomes. * How the project will be delivered, setting out your organisations strengths to deliver the project. * How the project will support skills and a just transition to net zero, either in your organisation or the wider HDV sector, with an indication to the scale of the proposed project.   (Note: Just Transition is how we get to net zero in a way that is fair, tackles inequality and doesn’t leave anyone behind. More information is available in the [Draft Transport Just Transition Plan](https://www.gov.scot/binaries/content/documents/govscot/publications/strategy-plan/2025/02/transition-draft-transition-plan-transport-scotland/documents/draft-transition-plan-transport-scotland/draft-transition-plan-transport-scotland/govscot%3Adocument/draft-transition-plan-transport-scotland.pdf))    (Max 700 words) | Click here to enter text. |

|  |  |
| --- | --- |
| 4.3 Shared learning opportunities | |
| Please identify how the lessons from this project will be collated and shared to support the development of a skilled Net Zero workforce and a just transition in Scotland.  (Max 600 words) | Click here to enter text. |

1. Delivering your project

How will you make it happen?

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

|  |  |
| --- | --- |
| Document | Confirmed |
| Project plan |  |
| Organisational and governance structure for the project |  |
| Risk register |  |

|  |  |
| --- | --- |
| 5.1 Project feasibility / scoping | |
| Please provide a description of any previous scoping / feasibility work that has been undertaken which can support the deliverability of the project.    (Max 500 words) | Click here to enter text. |

|  |  |
| --- | --- |
| 5.2 Deliverability | |
| Please demonstrate that you will be able to deliver your project by the end of Financial Year 2025/2026.  If the project which is the subject of this application is a sub-project to one that extends beyond FY2025/2026 please explain how the two projects are inter-dependent  (Max 600 words) | Click here to enter text. |

|  |  |
| --- | --- |
| 5.3 Project management | |
| Please describe your proposed approach to project management and how you will ensure delivery to the timescales you set.  (Max 400 words) | Click here to enter text. |
| What are the major milestones in delivery of the project?  Please provide estimate dates (month is suitable).  (Max 500 words) | Click here to enter text. |

1. Finance

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

Please complete and attach the *Financial Information Spreadsheet.* Please email if you require a copy of this spreadsheet.

|  |  |
| --- | --- |
| 7.1 Funding request summary | |
| Total eligible project costs. | Click here to enter text. |
| TS grant requested | Click here to enter text. |
| Percentage of total eligible project costs requested as Transport Scotland grant. | Click here to enter text. |

|  |  |  |  |
| --- | --- | --- | --- |
| 7.2 Applicant’s own/external match funding summary | | | |
| Source | Value (£) | Date confirmed | Evidence attached |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |  |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |  |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |  |
| Total match funding | Click here to enter text. | | |
| Please list sources, amounts, date confirmed for each line of match funding.  Click here to enter text. | | | |

1. 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 |
| 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 application form.  Transport Scotland will use the information you provide to assess your application and carry out subsequent monitoring. Some information may be shared with other Government Departments, their agencies and appointed agents to enable the detection of fraudulent applications 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, including total grant award and summary of the project   It is important to the overarching aims of the ZE HDV skills projects that the funded projects should act as encouragement and learning for others, irrespective of the specific fund objective or objectives the project delivers against. 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 contribution to net zero skills objectives in the HDV sector * Estimated investment cost * Funding allocated to the project * Total public support from all sources * Proposed completion date * Brief description of the project, including any key technical features (as supplied by applicants)   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: |  | |

1. Submitting your application

Please email your completed application form and attachments to erin.hyslop@transport.gov.scot by 12pm 9th July 2025.

When we receive your application by email, we will send you an acknowledgement.

Checklist of documentation to enclose/attach

|  |  |  |
| --- | --- | --- |
|  | Document | Enclosed |
| 1 | Application Form (signed) |  |
| 2 | Financial Information Spreadsheet |  |
| 3 | Project plan, risk register and Organisational chart/governance structure |  |
| 4 | Letters evidencing commitment of project partners |  |

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

1. Additional guidance on documents to be provided

|  |  |
| --- | --- |
| Application Form | Complete all relevant sections in this document.  Some sections e.g. Section 2.2. may not be relevant to all projects. All other sections should be completed. |
| Financial Information Spreadsheet | Complete all relevant sections of template provided.  We recognise some figures provided may be estimates, however if you have firm quotes please provided these.  You should provide in this document:  Quarterly estimated project costs  Quarterly estimated grant drawdown/timing of other match funding  Main categories of spend with quarterly estimates of associated costs |
| Project Plan | Please provide:  Key aims and deliverables of project;  Timeline of activity and key milestones for project completion;  Critical path / long lead items and activity;  Key stakeholders and roles;  Contingent resources and other project dependencies. |
| Risk Register | Please provide:  Identification of key project risks;  Short description of risk;  Rating of risk;  Descriptions of risk mitigation. |
| Organisational Chart/Governance Structure | Please provide:  Details of individuals involved in project, roles and key activity managed. |
| Letters evidencing commitment of partners | Please provide:  Letter signed by suitable individuals from any partner organisations that are intending to be involved with project.  Please identify their role, responsibility and any related funding. |

1. Fair Work First Evidence

You can find the full Fair Work First guidance on the Scottish Government website here: [Fair Work First - Guidance](https://www.gov.scot/binaries/content/documents/govscot/publications/advice-and-guidance/2024/11/fair-work-first-guidance-3/documents/fair-work-first-guidance/fair-work-first-guidance/govscot%3Adocument/fair-work-first-guidance.pdf)

We will be requesting evidence of Fair Work First compliancy before we can confirm if your application is successful in accessing funding.

1. Submission of a short statement highlighting the organisation's commitment to advancing the Fair Work First criteria, including the payment of the Real Living Wage and the provision of effective channels for workers' voice, and confirming it has been developed in agreement with the workforce, either through a worker representative or a trade union. Ideally, this should also be published on the organisation's website.

**The statement should cover the following fair work working practices:**

* investment in workforce development;
* no inappropriate use of zero hours contracts;
* address workplace inequalities, including pay and employment gaps for disabled people, racialised minorities, women and workers aged over 50;
* offer flexible and family friendly working practices for all workers from day one of employment; and,
* • oppose the use of fire and rehire practice.

1. ***Evidence of payment of the Real Living Wage*** *for staff directly employed on the grant funded project/programme. See table below. Please note more than one type of evidence may be required.*

| **Grant value** | **Evidence** | | | |
| --- | --- | --- | --- | --- |
|  | **Directly employed staff** | **Apprentices** | **16-17 year old workers** | **Contracted & agency staff** |
| **Below £100k (cumulative)** | * Living Wage Accreditation; or * Self-declaration | * Self-declaration | * Self-declaration | * Self-declaration |
| **Equal to or above £100k (cumulative)** | * Living Wage Accreditation; or * Anonymised payroll; or * Accountant certificate | * Anonymised payroll; or * Accountant certificate | * Anonymised payroll; or * Accountant certificate | * Anonymised copy of contract for relevant contractors/ agency workers |

1. ***Evidence of appropriate channels for effective workers’ voice****, with the expectation that at least one channel at both levels (individual and collective) is evidenced.*

|  |  |  |
| --- | --- | --- |
| **Voice Channel** | **Evidence:**  **Written confirmation from trade union/worker representative(s) that:** | **Level:** |
| **Line management relationship** | there is opportunity for regular 1:1 open and two-way dialogue between line managers and their direct reports; that this dialogue exists separately to standard performance review processes; and that worker-manager working relationships are effective.    This could also be supported by evidence of regular engagement survey that supports this; and/or in Organisation's KPI's. | Individual |
| **Staff /Engagement Surveys** | an appropriate survey is regularly undertaken and can demonstrate that feedback is provided to workforce and actions created and implemented to address this. | Individual |
| **Suggestions Schemes** | a scheme exists and examples provided of improvements made as a result. | Individual |
| **Intranet/Online Platforms** | an internal platform exists that allows worker contribution to strategic discussion and examples provided where input is acknowledged and acted upon. | Individual |
| **Staff Forums/Networks** | network(s) and/or a forum exists, meets regularly, supports open dialogue and is action focussed. Examples of actions progressed should be provided. | Collective |
| **Trade Union Recognition/ Collective Bargaining** | Copy of Recognition Agreement is provided. | Collective |
| **Access Provided to Trade Unions / Pro Union Membership Attitude is Demonstrated** | 1) Trade union(s) confirm that access is granted to recruit and organise members.  and/or:  2) Workers are aware that the employer is happy for them to join a union of their choice (e.g through induction materials, clause in contract). | Collective |
| **Joint Consultative Committee/s (JCC)** | JCC/s exist and examples of issues covered. | Collective |
| **European Works Councils (EWCs)** | Papers from EWC demonstrating membership and active participation. | Collective |