|  |
| --- |
| **HEAVY GOODS VEHICLE DECARBONISATION** **CONSORTIUM BUILDER SUPPORT** **FINANCIAL YEAR 2025-2026****APPLICATION FORM** |

Contents

[**1.** **About this document** 3](#_Toc202777515)

[**2.** **Application and Support Document Checklist** 4](#_Toc202777516)

[**3.** **Self-Assessment Checklist** 5](#_Toc202777517)

[**4.** **Applicant details** 6](#_Toc202777518)

[**5.** **Project Details** 8](#_Toc202777519)

[**6.** **Details of Consortium** 10](#_Toc202777520)

[**7.** **Details of Subsidy Request** 12](#_Toc202777521)

[**8.** **Project Management** 13](#_Toc202777522)

[**9.** **Subsidy Control** 14](#_Toc202777523)

[**10.** **Fair Work First** 15](#_Toc202777524)

[**11.** **Declaration** 18](#_Toc202777525)

[**12.** **Submitting Your Application** 18](#_Toc202777526)

[**13.** **Disclaimer** 19](#_Toc202777527)

# **About this document**

The completed application form, and additional attachments must be submitted electronically as a word document to FleetsandInfrastructure@transport.gov.scot.

Lead applicants must submit evidence on behalf of all members of the consortium.

Application can be submitted at any point up until 20th August 2025.

**We aim to notify you regarding the outcome of your application within 10 working days of the application window closing (20th August).**

**Please note incomplete applications or those missing any necessary information will take longer to process.**

# **Application and Support Document Checklist**

The table below outlines the documents required to be completed and submitted to Transport Scotland by the due date to be considered for funding.

|  |
| --- |
| I can confirm that the below documents will be provided to Transport Scotland:  |
| YES | NO |  |
|  **P** |  | a completed Application Form |
|  |  | a completed Financial and Project Reporting document which includes: * eligible costs;
* claims forecast;
* high level project plan;
* risk register.
 |
|  |  | a completed Fair Work First pro-forma (in this application) and any supporting evidence |
|  |  | evidence of commitment from project partners or collaborating organisations  |
|  |  | [where relevant] signed letters from bodies providing or intending to provide match or additional funding, confirming the amount of funding to be provided |

# **Self-Assessment Checklist**

|  |  |  |
| --- | --- | --- |
| **YES** | **NO** |  |
| **P** |  | Our organisation has a UK bank account, annual accounts (approved by its management committee or board) and control over all income and expenditure. |
|  |  | We have read the Guidance for Applicants and the strategic aims and eligibility criteria of the programme.  |
|  |  | We understand and will comply with the Transport Scotland’s monitoring and reporting requirements and commit to providing data and other information as part of a Monitoring and Evaluation Plan. |
|  |  | We have read and understood the Subsidy Control section. |
|  |  | We commit to operating within the Fair Work First framework and have provided the required evidence.  |
|  |  | We can provide the final business case report to Transport Scotland by February 2026 and the project as a whole can be completed by March 2026. A draft report will be shared with Transport Scotland in December 2025. |

# **Applicant details**

About your organisation:

|  |
| --- |
| **Applicant details** |
| Registered name: | Click here to enter text. |
| Legal status: | Click here to enter text. |
| UK company/charity/ public body or other registration no.: | Click here to enter text. |
| VAT Registration Number (if applicable): | Click here to enter text. |
| Is your organisation able to reclaim VAT? | Click here to enter text. |
| Establishment date: | Click here to enter text. |
| Organisation has UK Bank account, published accounts and control over income and expenditure? | Click here to enter text. |
| Address of registered office: | Click here to enter text. |
| Are there any potential conflicts of interest?(Max 150 words) | Click here to enter text. |
| **5.2 Correspondence Details** |
| Email will be the primary method of contact used so please ensure that the email address is entered correctly and remains active during the application process. |
| **5.3 Lead Contact**  |
| Name: |  |
| Position: |  |
| Contact Number: |  |
| Email Address: |  |
| **5.4 Secondary Contact** |
| Name: |  |
| Position: |  |
| Contact Number: |  |
| Email Address: |  |

# **Project Details**

Use the following sections to lay out the scope, ambition and key activity of your project. This is an opportunity for you to draw links between your planned activity and the key criteria your application will be assessed on.

Use the ‘**Funding Objectives, ‘Funding Deliverables’**, **‘Project Proposal – what to consider’** and ‘**Assessment’** sections of the guidance document to ensure you are meeting the requirements.

|  |
| --- |
| **Project administrative details** |
| Project title  | Click here to enter text. |
| Project location(s)  | Click here to enter text. |
| Project start date  | Click here to enter text. |
| Project end date | Click here to enter text. |

|  |
| --- |
| **Project Summary (max. 800 words)** |
| **This section will be used to assess the project alignment with funding objectives and outputs (60%) – see guidance document and ‘Assessment’ section to understand what Transport Scotland will look for.** Use this section to provide a description of the proposed project. * What will the project achieve?
* What are the key activity elements and how will these build into delivering project outputs?
* How will this be achieved? By when and with who?
* Identify how the activity undertaken by the project will help to identify investment opportunities for HGV decarbonisation and the opportunity any future investment (both private and public) could create for HGV sector in Scotland.
 |
| **Project Impact (max. 800 words)**  |
| **This section will be used to assess the project alignment with funding objectives and outputs (60%) – see guidance document and ‘Assessment’ section to understand what Transport Scotland will look for.** * Consideration of how project will help support a pathway and links to the key objectives of the fund (see Funding Objectives).
* Clear reference to the two key deliverables and identified appropriate activity to develop these project outputs.
* Clear identification of how planned activity in FY25/6 will create a business case to secure future investment in HGVs and infrastructure that can be provided to Transport Scotland by February 2026.
* Activity identified which clearly links to identifying where future private investment would support consortium and understanding of role for government subsidy.
* Make-up of consortium members (at a minimum, it is expected that 2 operators and a financier would be committed to consortium).
* Planned activity to develop consortium membership.
* Identified supportive activity to develop consortium and market readiness.
 |
| **Project Deliverability (max. 800 words)** |
| **This section will be used to assess project deliverability (20%) – see guidance document and ‘Assessment’ section to understand what Transport Scotland will look for.** Use this section to provide detail on how you will deliver the project. Have you undertaken pre-project work to support delivery? Are your project milestones appropriate and feasible within timescales? Have you built in for delays and any changes to project timescales? How have you identified and planned for risks? Is the consortium ready to collaborate on the project? Are project partners secured?  |
| **Project Governance and Financial Validity (max. 500 words)** |
| **This section will be used to assess project governance and financial validity (20%) – see guidance document and ‘Assessment’ section to understand what Transport Scotland will look for.**Use this section to provide information on: * How the project will be managed;
* How will the project report on progress, milestones, risks throughout;
* Make-up of team and team size;
* How the subsidy will be used effectively within the year;
* How can the project be accelerated or maintained without subsidy in the future

Transport Scotland will use the **financial and project reporting document (separate attachment)** to assess: * Risks identified and planned mitigation activity;
* Project plan and deliverables;
* Eligible costs;
* Forecast claims;
* Subsidy v match funding leveraged.
 |

# **Details of Consortium**

|  |
| --- |
| **Governance Statement**  |
| Please provide a Governance statement (can attach separately) – setting out how the consortium will work together, any ownership and usage of any assets, services or knowledge between parties within the consortium. |
| **Consortium Members** |
| This section must include a clear list of **all** consortium members, where the relationships between the lead applicant to each member, and the relationships between all other members are clearly explained. The function and significance of each consortium member to the project’s deliverables and outputs must be explored. The role of HGV operators (and SME operators) in the consortium and the benefits provided to them should be clearly explored in this section.  |
| **Required Partnership Documents** |
| Please ensure you have included consortium participation statements with your application – this can include Memoranda of understanding, Agreements in principle, subscriber agreements, contracts and/or other written assurances. Failure to evidence commitment to consortium collaboration will result in a low score.You can also provide letters of support, Memorandums of Understanding, Agreements in Principle, Heads of Terms etc., relating to infrastructure sharing agreements, joint purchasing agreements, fleet sharing arrangements, etc. where relevant to consortium activity.  |
| **HGV Fleet Operators** |
| Any HGV fleet operators in the consortium should provide a written declaration to confirm that they: * Hold a current live HGV operator licence.
* Operate vehicles and/ routes in Scotland and/or have and maintain depots in Scotland.
 |
| **Analysis / Consultancy Providers** |
| Details of any planned arrangement, including quotes, for required analysis and reporting on charging infrastructure forecasting, demand, utilisation and site requirements.  |
| **Financiers** |
| Please provide the names, details and track record of all financiers that form part of the consortium. Please provide detailed financial terms for any debt and / or equity to be used as part of the project and delivery of vehicles, parts of vehicles (e.g. batteries) and infrastructure.  |
| **Other Participants** |
|  |

# **Details of Subsidy Request**

In this section, you should provide details of the level of subsidy being requested and the justification for this request.

|  |
| --- |
| **Subsidy Details** |
| Subsidy Amount Required: |  |
| Total Value of the Project, including Capital Structure. |  |

|  |
| --- |
| **Subsidy Justification**  |
| To note, the financial and project document will provide reporting on forecast costs, claim periods, eligible costs and milestones. This section should identify why the subsidy is required and what investment will be unlocked by the subsidy provided and its related activity completed this year. This should include (but is not limited to): 1. How subsidy in this financial year will be support business case for securing future private sector investment.
2. High level delivery timeline/schedule for key deliverables (business case and consortium building).
3. Details of any financial arrangements between collaborators.
4. The details of the terms of any financing agreement between the financing body of the consortium and other members must be shared. This includes duration of any loans, margins charged from any one member of the consortium to another, any additional terms associated with the financing agreement. Transport Scotland will accept separate documents attached to detail this, including graphics where applicable.
 |
| **Supporting Documentation** |
| **Please ensure you have completed the separate financial and project document provided, this must be submitted alongside the application. Applications that do not have this documentation, will not be considered.** |

# **Project Management**

In this section, you should provide details of your bid particularly relating to Project Management, Risk Mitigation and Planning.

|  |
| --- |
| **Required Project Management Documents** |
| Please complete **financial and project reporting document** (provided separately). |
| **Named Project Leads** |
| Name of lead Project Manager from Lead Applicant: |  |
| List of consortium members with named lead officers or project managers where possible/appropriate: |  |
| **Ongoing Project Discussions and Reporting** |
| All successful applicants will be required to report on project progress at quarterly (or other regular) intervals as requested by Transport Scotland. By ticking the right hand side box, applicants acknowledge and accept this requirement. |  |

# **Subsidy Control**

|  |
| --- |
| The favourable terms of the grant may constitute a public subsidy in terms of the law, regulations, rules, and guidance applying in the UK and/or the UK's international obligations in relation to public subsidies ("the Public Subsidies Rules"). The grant is being provided in accordance with the UK subsidy control regime, as set out in, without limitation, the Subsidy Control Act 2022 and any other applicable law, statutory guidance, code of practice, judgment of a relevant court of law and international commitments on subsidy control arising from, amongst others, World Trade Organisation Membership, the UK-EU Trade and Cooperation Agreement, and international treaties and agreements to which the United Kingdom is a party, as amended or modified from time to time. Transport Scotland is the public authority responsible for managing and reporting on the subsidy. Within 3 months of signing the grant offer letter, Transport Scotland will be required to submit information to the public transparency database. Successful applicants by signing the grant offer letter agree to the below information being published on this database. * the legal basis of the subsidy
* the policy objective and purpose of the subsidy
* the name of the beneficiary
* the Companies House number, VAT number or charity number of the beneficiary the size of the beneficiary (small, medium-sized, or large enterprise)
* the amount, date, and form of the subsidy

Applicants should ensure they have completed all sections of the financial and project reporting document as this will provide the necessary reporting for Transport Scotland for subsidy.  |

# **Fair Work First**

Prior to a grant offer letter being signed, applicants need to demonstrate that the principles of Fair Work First are met by the lead organisation.

The potential grant recipient is to produce the appropriate factual evidence that it is meeting the real Living Wage and effective voice conditions and confirmation of its commitment to working towards the remaining five desirable Fair Work First criteria, in order to satisfy the funder of compliance.

It is the responsibility of the lead organisation who is managing the grant funding to ensure that all consortium members who are accessing the grant are compliant with the real Living Wage condition (applies to workers directly engaged in the delivery of the funded activity who are aged 16 and over, including apprentices and based anywhere in the UK).

You can find examples of evidence for each component and further background on Fair Work First in **Annexes A&B of the Guidance for Applicants.**

|  |
| --- |
| **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.1. This organisation is meeting the real Living Wage condition and appropriate evidence provided for this grant to the funder.
2. 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. If grant request is less than £100,000 then the above self-declaration is sufficient. If grant request is over £100,000 then the below evidence is required (dependent on make-up of staffing). * **Directly employed staff -** Living Wage Accreditation OR Anonymised pay bands confirmed by recipient’s Finance Department OR Accountant certificate
* **Apprentices** – As above.
* **16-17 year old workers** – As above.
* **Agency/contract staff** – Copy of anonymised contract or Accountant certificate
 |
| 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. For organisations with less than 21 employees, then it is only required to evidence one individual channel. Individual (select one and provide evidence)

|  |  |
| --- | --- |
| 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 and provide evidence)

|  |  |
| --- | --- |
| 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 of acceptable evidence for each level in [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) pages 36-7.  |
| Signed (employer):Date: | Signed (trade union where one is recognised or other appropriate workers representative):Date: |
| **Desirable Fair Work First criteria** |
| Factual overview of employer’s commitment to the following desirable criteria: – to be completed by employer and confirmed by trade union or other appropriate workers representative.* 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.

I confirm this organisation’s commitment to working towards the 5 non-mandatory Fair Work First criteria, developed in agreement with the workforce, details of which is provided below:[insert brief detail of how organisation commits to improving or working towards the desirable criteria outlined above] |
| Signed (employer):Date: | Signed (trade union where one is recognised or other appropriate workers representative):Date: |
| **NOTE**: The confirmation provided in this template is valid for the duration of the grant funded period. The information provided in the template is to be backed up with appropriate evidence. All required evidence will only be held by Transport Scotland for the duration of the grant. Once grant is completed, all evidence provided as part of Fair Work First will be deleted.  |

# **Declaration**

By signing this section, you confirm that all information provided in this application form is accurate. This section should be signed by the Named Lead Applicant.

|  |
| --- |
|  **Application Authorisation** |
| Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_For and on behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

# **Submitting Your Application**

|  |
| --- |
| **Contact and Timeframe** |
| The completed application form, and additional attachments must be submitted electronically as a word document to FleetsandInfrastructure@transport.gov.scot.Lead applicants must submit evidence on behalf of all members of the consortium. Application can be submitted at any point up until 20th August 2025. **We aim to notify you regarding the outcome of your application within 10 working days of the application window closing (20th August 2025)** **Please note incomplete applications or those missing any necessary information will take longer to process.**If you have any questions regarding your application or would like to discuss any issues before submitting an application, please email FleetsandInfrastructure@transport.gov.scot. |

# **Disclaimer**

Applicants should be aware that, as this grant fund is part of a wider HGV decarbonisation programme, the application process will be reviewed as the programme evolves and therefore may be subject to change. The Scottish Ministers and Transport Scotland reserve 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) is guilty of a material misrepresentation or false statement in relation to its application and/or the application process.

Transport Scotland reserve 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;
* 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 their representatives or advisors will not be liable in any way to any applicant (including any partners) or any other person for any costs, expenses or losses incurred by any applicant (including any partners) or any other person in connection with this application process.