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SCOTLAND**  
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# **Switched on Towns and Cities Challenge Fund**

## **Guidance 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](mailto: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
3. SoT&C Challenge Fund Guidance for Applicants – Round 1 (*this document*)

Notes 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](mailto:sotc@transport.gov.scot).

The deadline for applications is 4pm, Friday 31<sup>st</sup> 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](mailto:switchedontownsandcities@est.org.uk).

Version Control				
Date	Issue	Status	Author	Authorised by
05/07/2018	V2	Published	GC	LK

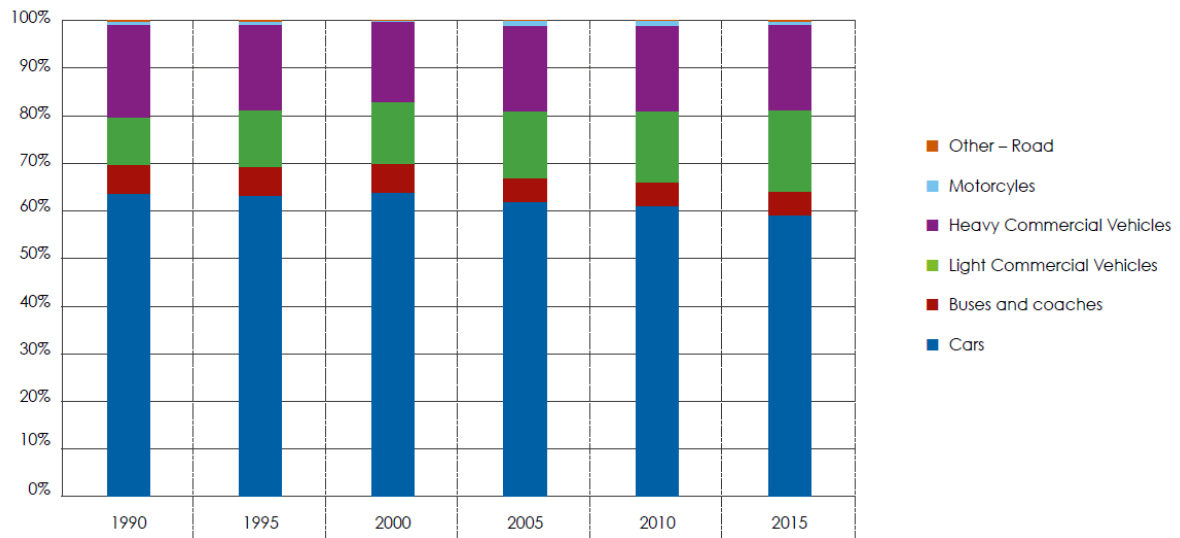
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# 1 Background

## 1.1 Scotland's transport emissions

Transport contributes to over a quarter of Scotland's greenhouse gas emissions with the road sector accounting for the largest proportion of these. In combination, cars, lorries, vans, buses and motor cycles accounted for 9.6 MtCO<sub>2</sub>e of the overall transport emissions in 2015 (73% of total transport emissions). This compares with 9.3 MtCO<sub>2</sub>e and 69% in 1990 (figure 1).



**Figure 1. Road Transport Emissions in Scotland, 1990 - 2015**

As well as greenhouse gases, road transport, particularly diesel vehicles, contribute significantly to air quality issues across Scotland's towns and cities. Tackling road transport emissions is therefore important in order to meet Scotland's climate change targets as well as improving the air quality in our towns and cities. The Climate Change Plan<sup>1</sup>, along with the Scottish Government's Energy<sup>2</sup> and the Cleaner Air for Scotland<sup>3</sup> strategies all highlight the prominent role that uptake of ultra-low emission vehicles (ULEVs) will have in addressing both of these areas.

<sup>1</sup> The Scottish Government's Climate Change Plan' Third Report on Proposals and Policies 2018 - 2032.

<sup>2</sup> Scottish Energy Strategy: The Future of Energy in Scotland.

<sup>3</sup> Cleaner Air for Scotland – The Road to a Healthier Future 2015.

## 1.2 Programme for Government and Scotland's Plug-in Electric Vehicle Action Plan

The Programme for Government<sup>4</sup> published on 5<sup>th</sup> September 2017 set out the Scottish Government's bold and ambitious commitments to take the lead in promoting the use of ULEVs and to phase out the need for new petrol and diesel cars and vans by 2032.

*'Switched on Scotland Phase Two: An Action Plan for Growth'*<sup>5</sup> launched in 2017 sets out a ten point action plan to support the 'growth phase' of electric vehicle (EV) uptake in Scotland. It highlights specific actions and strategies aimed at reducing the cost, enhancing the convenience and changing the culture associated with owning EVs.

Significant progress has already been made, most notably through the development of the ChargePlace Scotland Network, where there are more than 800 publicly available charge points, including over 175 rapid charge points. Through the Switched on Fleets initiative, there is an ever expanding number of EVs in public sector fleets and the popular Low Carbon Transport Loan is helping consumers and businesses to enjoy the benefits of owning an EV.

Action 8 of the Switched on Scotland Action Plan aims to support local authorities in deploying measures and local incentives that meet the needs of local communities to encourage the adoption of plug-in EVs. This is also reflected in the Climate Change Plan, whereby one of the policies to support the 2032 commitment will focus upon providing funding to towns and cities to become 'Switched On'. It highlights that local authorities will get funding to meet local EV transition needs such as supporting charging initiatives for tenements and EV incentives. This sets the context for the Switched on Towns and Cities Challenge Fund which is described below.

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<sup>4</sup> A Nation with Ambition: The Government's Programme for Scotland 2017-18.

<sup>5</sup> Switched on Scotland Phase II: An Action Plan for Growth.

## 2 The Switched on Towns and Cities Challenge Fund

### 2.1 Aims and objectives

The SoT&C Challenge Fund aims to facilitate a step change in the uptake of plug-in EVs in Scotland's towns and cities.

Its objective is to support intensive, high impact capital activity within a town or city in order to incentivise, encourage and promote the use of EVs.

### 2.2 What funding is available?

The SoT&C Challenge Fund is a competitive **capital fund** that is anticipated to have an annual call for bids over a 4 year period (subject to review). Applicants will need to demonstrate an existing commitment to the EV agenda and this will be taken into account in assessment of bids. Transport Scotland expects to make up to 5 awards through the first round of funding with eligible costs per project in the range of £1.5 million to £2.5 million<sup>6</sup>. Up to 100% of eligible costs may be supported, although extra credit will be given to applications that are able to bring match-funding<sup>7</sup>. **All projects must be completed within a maximum of 24 months.**

The greater the amount of match funding brought to support the eligible costs of a project the more favourably the application will score on this criterion. All other Transport Scotland sources of funding, including ChargePlace Scotland and Switched on Fleets grants are ineligible sources of match-funding.

### 2.3 Eligible organisations

The SoT&C Challenge Fund is targeted at local authorities who are well positioned to deliver the infrastructure and local incentives to support EV uptake. Community Planning Partners<sup>8</sup> as well as wider public sector bodies, with local bases, are eligible project partners and it is expected that they will have been consulted as part of the development of bids. Letters evidencing commitment of project partners should be included with the application.

Local authorities will be expected to be the Lead Applicant and take responsibility for managing the funding and reporting to Transport Scotland. In all cases it will be important to describe the roles and contribution that each partner will make to the project as well as providing assurance that the governance and management arrangements are in place to ensure successful delivery.

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<sup>6</sup> Costs below the minimum level will be considered on an exceptional basis.

<sup>7</sup> Match funding must be available to support all (rather than a subset of) eligible costs and must be from other public sector sources.

<sup>8</sup> A Community Planning Partner is defined in [Schedule 1](#) of the Community Empowerment (Scotland) Act 2015

## 2.4 Eligible towns and cities

Each bid will need to focus upon a single town or city. It will be up to the local authority, in collaboration with any project partners, to prioritise which town or city this will be, although projects will need to be targeted at those with large population numbers for the local authority area in question. Factors including local commitment, enthusiasm and existing EV leadership should be considered as part of this. It is acceptable for bids to include limited activity targeted at nearby communities if this adds to, rather than dilutes, the overall impact of the project.

As part of the assessment process, consideration will be given to ensuring Scotland-wide benefit of the SoT&C Challenge Fund. Thus applicants intending to submit more than one bid will be asked to rank each of these in terms of priority for funding.

## 2.5 Eligible activities

Projects will need to focus upon delivering **intensive, balanced and inclusive packages of capital activity**. It will be important that a clear rationale is set out in terms of how the overall package of activities will support the aim of the fund.

A combination of the following activities might be deployed which seek to:

- deepen and significantly expand the provision of publicly available EV charging infrastructure<sup>9</sup> into new as well as existing areas of a town or city
- address EV charging issues associated with tenement buildings or residential properties that lack off-street parking
- focus upon the development of EV-friendly 'districts' within a town or city
- locate infrastructure for destination charging (e.g. close to public amenities, sport centres, public transport hubs)
- replace a significant proportion of public sector fleet cars or light vans with plug-in alternatives<sup>10</sup>
- provide other volume ready plug in vehicle types
- provide infrastructure to enable incentivised car parking/use of restricted road lanes etc

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<sup>9</sup> Proposals should consider opportunities for deployment of slow charging (e.g. 7kW) as well as fast (22kW) and rapid (50kW) charging and possible deployment of higher powered charge points in the future.

<sup>10</sup> It is acceptable for bids to include EV charging infrastructure to support public sector fleet use as long as this is part of a broader package of capital measures to be funded in the project aimed at stimulating EV uptake.



- adopt intelligent management systems to support local EV incentives (e.g. management systems for free parking etc).
- provide infrastructure and solutions for EV taxi ranks and/or facilities for EV car clubs.
- Integrate EV infrastructure into wider energy systems including renewable generation and storage.

The above themes are not intended to be exhaustive and applicants are encouraged to put forward proposals they consider will deliver the greatest impact. Applicants should be aware that extra credit will be given to projects which contain a significant element of activity aimed at implementing practical and convenient solutions to address EV charging for residents living in tenement properties or with no off-street parking<sup>11</sup>. Given the amount of funding on offer projects will need to deliver significant and visible impacts in the target town or city.

**Whilst applications are intended to focus upon the plug-in EV segment (cars and vans), other low-emission fuel types (e.g. hydrogen) may also be considered if they can be justified.**

## 2.6 Fit with other programmes

Any EV charge point infrastructure funded through the SoT&C Challenge Fund needs to be additional, but complementary, to existing and other locally planned EV charge point infrastructure supported through other grant funding mechanisms, including ChargePlace Scotland grants from Transport Scotland. This principle also applies to the funding of EVs supported through Transport Scotland's Switched on Fleets programme.

Applicants should provide a map with their bids to highlight and differentiate the location and type of existing and planned ChargePlace Scotland infrastructure and other measures from those to be supported through the SoT&C Challenge Fund. Further information on this requirement is included in **section 4** of the *Notes for Applicants*.

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<sup>11</sup> This might involve, for example, creative use of car parking space on public-owned land to enable local resident access to EV charging at certain times of the day (e.g. evening and weekends).

## 2.7 Minimum numbers of EVs

For projects seeking to include the purchase or lease of plug-in EVs, Transport Scotland expects that, as a minimum, bids will put forward plans to either introduce 30 plug-in electric cars or 20 plug-in electric vans into local fleets over the duration of the project (or a minimum of 20 plug-in electric cars and 10 plug-in electric vans if a combination approach is to be taken).

One of the incentives of the SoT&C Challenge Fund is that it will offer up to 100% funding towards the net cost<sup>12</sup> of vehicle purchase or their capitalised lease value.

For projects seeking to include the cost of EVs, Transport Scotland will expect them to include telematics to support the evidence based fleet analysis being undertaken by the Energy Saving Trust, which is currently a key feature of the Switched on Fleets programme. Costs associated with the installation of telematics are eligible to be included in bids.

## 2.8 Wider non-capital measures

In addition to setting out the capital measures to be deployed in projects, applicants will also be expected to describe wider non-capital activities they plan or have already implemented within the target town or city to encourage/incentivise EV uptake. Recognising that local authorities across Scotland control a range of local assets and powers, the National Framework of Local Incentives for Electric Vehicles<sup>13</sup> describes a number of measures that can be implemented to encourage the adoption of EVs. Whilst ineligible for funding these may include, for example:

- the adoption of policies impacting taxi and private hire licensing
- requirements on developers to include EV charge points in new property developments
- incentivised car parking/permits (e.g. free car parking for EVs)
- road access (e.g. restricted lane access for EVs)
- inclusion of EV requirements in procurement approaches
- development of local or regional policy/strategy/planning documents to support the adoption of EVs
- promotional activities [noting that EST may be able to assist with these]

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<sup>12</sup> Net of any Office for Low Emission Vehicle Plug-In Vehicle Grant and maintenance costs.

<sup>13</sup> National Framework of Local Incentives for Electric Vehicles 2016.

Transport Scotland will consider evidence of the these types of measures as part of the bid selection process. It is also recognised that some of these non-capital incentives may require, for example, Traffic Regulation Orders, the implementation of which may go beyond the maximum 24 month timescale of projects. This is acceptable and all non-capital incentives, whether existing or planned, regardless of timescales for deployment should be referenced in the application.

### **3 Project deliverability**

Transport Scotland is looking to support rigorously managed projects that have been well-planned and which will be deliverable within a maximum of 24 months. This will be a key aspect of bid assessment. Bids will therefore need to highlight the principal areas of risk and provide information on what steps have already been or will be taken to address these (e.g. whether these relate to procurement, planning, land access, grid connection or the need for Traffic Regulation Orders).

As well as providing a detailed project plan and separate risk register, details will also need to be given on the management and governance arrangements for the project, including any project partner arrangements. As part of the eligible costs, funding of dedicated project management resource is allowable (please refer to section 4.4).

## 4 Eligible costs

### 4.1 Introduction

Applicants should not commit to any expenditure on which grant funding is sought, until after a decision has been made on an application. If a grant offer letter is sent to the applicant, this should be signed and returned before incurring costs. We will not give grant funding to cover costs incurred before an offer letter has been signed.

The SoT&C Challenge Fund is intended to reimburse capital expenditure, although some elements of revenue-type activity are allowed as described below.

Applications will be expected to provide a full breakdown of project costs using the template provided. Before any expenditure is claimed this will need to be incurred and defrayed (i.e. left the bank account) and supported by a fully transparent audit trail.

### 4.2 Procurement requirements

Contracting for the provision of works, materials and/or services is eligible and applicants should pay particular regard to and comply with thresholds for publishing invitations to tender in the Official Journal of the EU and (Scottish) national procurement rules. Contracts must either be competitively tendered or procured in line with the organisation's standing orders and/or procurement policy to ensure value for money.

### 4.3 Types of eligible/ineligible cost

The types of eligible cost include:

- Pre-contract works including design, bills of quantity and tender preparation
- EV charge points (including warranty/maintenance if included in upfront cost<sup>14</sup>)
- Site civil work
- Technical consultancy (e.g. retained technical contractor costs)
- Land purchase
- Installation costs
- Equipment to manage local incentives (e.g. car park management)

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<sup>14</sup> It is recommend that the cost of at least 5 years warranty/maintenance is included.

- Purchase or lease of vehicles net of Plug-in Grant, including telematics costs
- Costs relating to grid connection / upgrade<sup>15</sup>
- Non-recoverable VAT

Ineligible costs include:

- Accounting costs
- Bank charges on accounts or other financial charges
- Costs of guarantees provided by a bank or other financial institution
- Debit interest, charges for financial transactions, foreign exchange commissions
- Loan charges
- Service charges – arising on leases and hire purchase arrangements
- Costs resulting from the deferral of payments to creditors
- Bad debts
- Fines, financial penalties and expenses of litigation
- Legal fees for advice, notary fees and the costs of technical or financial expertise
- Costs associated with statutory requirements
- Vehicle maintenance/service/insurance costs or additional training or procedure amendments
- Recoverable VAT

The above list is not intended to be exhaustive and applicants should consult Transport Scotland to seek clarification on whether a cost is eligible.

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<sup>15</sup> Projects should ideally aim to identify quick win opportunities or innovative approaches to avoid costly and lengthy grid upgrades.

#### **4.4 Project management and outreach costs**

Applications are eligible to include the costs of a project manager(s) if this is a new resource that will be employed 100% on the project. Post(s) can be either part-time or full-time and will be expected to be responsible for overall management of delivery, including the financial probity of projects. Their activities can also extend to supporting project outreach/promotion.

To be eligible these costs will need to be Direct Staff costs to the Lead Applicant organisation. Direct Staff costs are those which will appear on the employers payroll (and should include basic salary, employer NI and pension). For the purpose of the SoT&C Challenge Fund, a flat rate of 15% may be applied to Direct Staff costs to cover indirect costs. The use of a flat rate uplift is intended to simplify the process for claiming indirect staff costs which, usually, are costs that are not or cannot be connected directly and exclusively to an individual activity and would include administrative expenses (e.g. premises costs, management costs, recruitment expenses, staff travel, costs for telephone, water, electricity, cleaning and so on).

## **5 ChargePlace Scotland Network**

It is anticipated that projects will focus on the plug-in electric vehicle market segment. Successful applicants who plan to install EV charge points as part of their project will be required to ensure that they become part of the ChargePlace Scotland (CPS) Network. This will necessitate that they conform to the necessary CPS 'technical specification' that is available on request from Transport Scotland.



## 6 State aid

Transport Scotland is seeking to support projects which **do not** attract state aid. Before the State aid tests can be applied it is necessary to determine whether the following two aspects are present:

- Is the beneficiary an ‘undertaking’? An undertaking is defined as an entity, regardless of its legal status, which is engaged in economic (commercial/competitive) activity and where there is a market in comparable goods or services.
- Is an undertaking engaged in economic activity? This is defined as offering goods and/or services on a given market and which could, at least in principle, be carried out by a private operator for re-numeration in order to make profits.

If these two initial assumptions are correct, the following four tests must then be applied. The answer to at least one of these must be ‘no’ in order not to attract state aid.

- There has been an intervention by the State or through State resources which can take a variety of forms (e.g. grants, tax reliefs, guarantees, government holdings of all or part of a company, or providing goods and services on preferential terms).
- The intervention gives the recipient an advantage on a selective basis, for example to specific companies or industry sectors, or to companies located in specific regions.
- Competition has or may be distorted.
- The intervention is likely to affect trade between member states.

Applicants will, however, need to consider all aspects of their projects and provide an assessment which demonstrates how there will be no state aid associated with the activities and measures that are intended to be implemented.

## 7 Application assessment

### 7.1 Assessment criteria – scoring framework

It is essential applications demonstrate value for money and Transport Scotland will use the scoring framework described below to assess this. Scoring of each area will be on a scale of 1 to 10: 1 or 2 (weak); 3 or 4 (poor); 5 or 6 (satisfactory); 7 or 8 (good); 9 or 10 (excellent).

A weighting factor will also be applied to each of the scored areas. An aggregated score out of a total of 170 will then be calculated.

Criteria	Area(s) to be scored	Weighting factor	Score
1. Project impact / benefit  (Maximum score 60)	a) Intensity and balance of measures to be deployed.	X 3	/30
	b) Extent of solutions to EV charging bottlenecks (e.g. tenement properties/off-street parking challenges).	X 3	/30
2. EV leadership / commitment  (Maximum score 20)	c) Fit with other existing and planned EV capital and non-capital incentives	X 2	/20
3. Project deliverability  (maximum score 50)	d) Evidence of feasibility / scoping activity.	X 1	/10
	e) Credibility of project plan, identification of risks and mitigation strategies.	X 2	/20
	f) Project management / governance arrangements.	X 2	/20
4. Sustaining project outputs/impacts  (maximum score 15)	g) Ability to sustain the outputs and impact of the project beyond the funding period.	X 1	/10
	h) Credibility of outreach/promotion activity during the course of the project.	X 0.5	/5
5. Financial aspects  (maximum score 25)	i) Extent of match funding against eligible project costs and evidence of this being secured at time of application.	X 2	/20
	j) Credibility of project costing	X0.5	/5
<b>Total Score</b>			<b>/170</b>

## **7.2 Application assessment process**

Applications to the SoT&C Challenge Fund will undergo an initial sift to ensure that all requested information has been included; during this time there will be a short designated window when Transport Scotland will seek clarification on any omission from applicants. Following this, it is expected (although subject to final confirmation) that bids will be assessed independently by a team of Transport Scotland officials using the scoring framework in 7.1. A moderation meeting will then be used to ratify final scores and bids will then be ranked based on their overall score.

In addition to the final score being taken into account, where significant deficiencies are identified in one or more of the key areas being assessed, this will also be used to inform recommendations on a bid. Following the assessment process, recommendations will be made to Scottish Ministers.

## **8 Monitoring and evaluation**

Projects that are successful in being awarded funding will be required to monitor and evaluate outputs and outcomes. Monitoring and evaluation plans will be developed in conjunction with Transport Scotland with the expectation that successful applicants will report on an annual basis for a minimum period of three years post-project completion.

## 9 Other supporting information

In addition to completing the application form applicants will need to provide a:

- financial information spread-sheet using the required template
- project plan detailing each of the key delivery elements of the project
- risk register which highlights both the key risks of the project and the actions to address these
- organisational chart/governance structure for the project's management
- map in line with requirements set out in **section 4** of the *Notes for Applicants*
- letters confirming match funding and amount
- letters evidencing commitment of project partners according to section 2.3

## 10 Application timelines

The following diagram provides an indicative timetable for round 1 of the SoT&C Challenge Fund:



Please note: Final dates for the panel meeting and funding awards are indicative subject to volume of applications, panel constraints, and satisfactory results from the completion of due diligence processes.

## 11 How to apply and who to contact

Applications must be completed, on the application form (available upon request to Transport Scotland [sotc@transport.gov.scot](mailto:sotc@transport.gov.scot)). We will not consider applications submitted in any other format.

Please ensure that you follow the guidance at the front of the application form regarding formatting and number of words per section. When doing so, please refer back to this guidance document where necessary, and ensure that you have complied with all the scheme requirements.

The date and location for presentations, (if required) will be communicated to applicants after the deadline for submission of applications.

All completed application forms and required attachments must be submitted electronically to [sotc@transport.gov.scot](mailto:sotc@transport.gov.scot) by 4pm, Friday 31<sup>st</sup> August 2018. Please also post a signed original of your application to the address below, to arrive no later than Friday 7<sup>th</sup> September 2018.

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

## 12 SoT&C Challenge Fund administration requirements

### 12.1 Grant payments

There is a requirement for successful applicants to demonstrate that all eligible project costs for which they seek to claim funding have been incurred and defrayed within the agreed project period. (For purposes of clarity, defray in this context means that costs have not only been incurred within the project period but that the money to pay for those costs has left the applicants' bank account in order to pay for the incurred costs).

Successful applicants will be responsible for:

- Monitoring, reporting and auditing financial information on project related costs to Transport Scotland
- Verifying actual expenditure i.e. Flat rate and Actual Cost models
- Establishing systems for the retention of all appropriate documentation to evidence expenditure, all outcomes and to fulfil compliance obligations

Payments will only be made by Transport Scotland after an Grant Offer Letter has been signed between the applicant and Transport Scotland. Further details on payments and financial requirements will be provided by Transport Scotland as part of any grant agreement. These will include the requirement for detailed statements of expenditure and requests for funds in the format that will be specified by Transport Scotland.

Payments will be made on a quarterly basis upon receipt of a detailed statement and sufficient evidence of eligible expenditure. (This will be on a defrayal basis rather than costs incurred.)

They will also be subject to satisfactory progress against the project's work plan.

You are strongly advised not to commit to any expenditure on which grant aid may be sought, until after a decision has been made on your application. If an offer letter is sent to you, you should sign and return it before incurring costs. We will not give grant funding to cover costs incurred before an offer letter has been signed.

If circumstances outside the control of grantees occur which impact on delivering the expected outputs in the agreed project period, grantees must inform Transport Scotland as soon as possible. Transport Scotland will determine the best course of action; however, applicants should understand that a failure to complete eligible spending activities within this period will mean that the grantee may be unable to claim for those elements of the project completed out with this period. Funds should be claimed against evidence of defrayed expenditure usually in the form of a receipted invoice accompanied by sufficient evidence of work undertaken.



A claim form will be issued with your letter of offer. After each stage of work is completed you will be expected to complete and submit a claim form. Claims and all related evidence to support your claim should be submitted to Transport Scotland for processing. The completed claim form and associated supporting evidence will be reviewed by Transport Scotland who will process eligible claims for payment within 21 days of receipt.

## 12.2 Reporting

If your application is successful and you are awarded funding, you will be required to maintain regular communication with Transport Scotland and provide reports on the project's progress. The reporting requirements will need to be in line with the overall programme reporting framework:

The main components will be as follows:

- A monthly update report. This update should provide brief details on activities undertaken during the month, any emerging/materialising risks, as well as a description of how the project is tracking against the submitted project plan.
- A quarterly narrative on physical progress, financial performance, planned activity for the calendar year, targets, emerging risks and mitigation strategies, publicity and communications, match funding and contracted milestones.
- Final project completion report. The Grantee will be required to submit a report to Transport Scotland summarising the outcomes and performance of the Project. Such a report shall include such statistical, financial and other information relating to the impact of the Project. This report should be submitted within 30 days following completion of the Project.
- Additionally, the Grantee will be required to monitor and evaluate the project to evidence its outputs and outcomes and will be expected to report on this on an annual basis for a 3 year period following the completion of the project.

Transport Scotland will review all reports and will address any issues in these and contact grantees accordingly. They will be the first point of contact for any project reporting.

## 12.3 Communications and publicity

If your application is successful you will be encouraged to increase awareness of the project and plans to support this should be reflected in applications.

Applicants should note that any external references or publicity to their project are expected to give recognition to the provision of the grant by Transport Scotland.

## 12.4 Intellectual property

Transport Scotland reserves the right to share information about projects in reports, case studies and other channels as they reasonably consider appropriate from time to time. Content will enable readers to assess the viability of projects similar to the funded project.

Organisations that are successfully awarded funding through the SoT&C Challenge Fund will need to ensure that Transport Scotland is able to share information without being constrained by intellectual property concerns. Funded organisations will therefore need to grant Transport Scotland a worldwide, non-exclusive, irrevocable and royalty free licence (with a right to grant sub-licences) to use, for such purposes as Transport Scotland thinks fit, any and all copyright, patents and other intellectual property rights (whether registered or otherwise) which are created or acquired by the funded organisation or any of the partners in the project in the course of implementing the project.

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**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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Published by Transport Scotland, June 2018

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