



# Scottish Bus Emissions Abatement Retrofit Programme – Phase 5 (round 2)

## Application Form



## Background

The Scottish Bus Emissions Abatement Retrofit Programme (BEAR) Phases has offered £21M funding to support the costs of retrofitting of over 1100 buses and coaches to Euro VI standard in Scottish Air Quality Management Areas from 2018 to 2022.

For BEAR Phase 5 (round 2), Transport Scotland has committed to providing **£3.26 million** grant funding for bus and coach retrofitting in 2023/24. This funding is to be claimed in the current financial year.

## About this document

This document is the application form for BEAR Phase 5 grant funding and includes guidance to help applicants apply for funding.

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

- BEAR Phase 5 – Assessment Process Guidance.
- BEAR Phase 5 – Calculator and fleet data spreadsheet
- BEAR Phase 5 – Application Form (*this document*).

All three documents can be downloaded from:

<https://www.transport.gov.scot/public-transport/buses/scottish-bus-emission-abatement-retrofit-fund/>

For enquiries relating to the application, please contact: [lowemissionzonesenquiries@gov.scot](mailto:lowemissionzonesenquiries@gov.scot)

**The application window is open immediately and bidders will receive the outcome of their application within 10 working days of submission.**

Bidders are encouraged to bid as early as possible in order to receive confirmation of grant funding at the earliest opportunity.

The latest possible submission for BEAR Phase 5 (round 2) applications is 5pm, Thursday 5 October 2023.

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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 BEAR Phase 5 (round 2) funding and we will therefore not be able to consider your application.

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	We have read the BEAR Phase 5 Application Process Guidance document, downloaded from <a href="https://www.lowemissionzones.scot/">https://www.lowemissionzones.scot/</a>
<input type="checkbox"/>	<input type="checkbox"/>	Our organisation is a licenced bus / coach operator or local government body
<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 vehicles satisfy eligibility criteria (please refer to Process Guidance document (section 3.1))
<input type="checkbox"/>	<input type="checkbox"/>	We understand that BEAR Phase 5 will provide successful applicants with grant funding (maximum £1.14 million per bidder) towards the cost of retrofitting technology which is Euro VI emission standards or better and that applicants are required to identify and provide evidence of costs in their application
<input type="checkbox"/>	<input type="checkbox"/>	We understand and will comply with BEAR Phase 5 (round 2) monitoring and reporting requirements for a minimum 5 year period (section 3.2)
<input type="checkbox"/>	<input type="checkbox"/>	We are the legal owners of the bus or coaches specified and have been for at least the previous 12 months
<input type="checkbox"/>	<input type="checkbox"/>	We will complete retrofitting within 6 months of receipt of Grant Offer Letter depending on scale of project and will commit to signing an agreement with the chosen supplier(s) to retrofit by 1 Dec 2023 at latest
<input type="checkbox"/>	<input type="checkbox"/>	We will continue to operate all vehicles equipped with retrofit technology for at least five years in Scotland following installation in an AQMA and/or LEZ and maintain the installed equipment according to the manufacturer's recommendations
<input type="checkbox"/>	<input type="checkbox"/>	Provided: <ul style="list-style-type: none"> <li>• Completed BEAR Phase 5 (round 2) Application Form</li> <li>• Completed Calculator spreadsheet showing costs and vehicle data</li> <li>• Dated quote(s) from your specified CVRAS approved retrofit technology system supplier(s) identified in the application form</li> <li>• Any supplementary information.</li> </ul>

## 2. Applicant details

2.1 Applicant details	
Registered name	
Legal status (i.e. Limited Company)	
UK company/charity/ public body or other registration no.	
VAT Registration Number (if applicable)	
Establishment date	
Has UK Bank account, published accounts and control over income and expenditure	<input type="checkbox"/> Yes <input type="checkbox"/> No
Address of registered office	
Address line 1	
Address line 2	
Address line 3	
Local authority area of registered office	
Postcode	
Contact details for correspondence with applicant	
Name of contact person	
Address	
Phone/Email	
Alternative contact and email address	
Is your organisation able to reclaim VAT?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Able to reclaim VAT on some project costs
Are there any potential conflicts of interest?	

## 2.2 Delivery partner(s) to this application (if applicable)

Organisation	
Legal status (plc, charity, etc.)	
Please briefly describe your delivery partner's role in the project and list any experience they have that will benefit the project.	
Are there any potential conflicts of interest?	

## 3. Project details

### 3.1 Project summary details

Project title	
Number of vehicles for which grant applied for	
Retrofit technology provider and equipment to be installed	
Local authority area(s) affected	
Bus route(s) benefitted	
Annual miles travelled on bus route(s) per bus	
AQMA area(s) benefitted <sup>1</sup>	
Number of weekly entries to AQMA area(s) per bus	
LEZ area(s) benefitted <sup>1</sup>	
Number of weekly entries LEZ area(s) per bus	

### 3.2 Description of retrofit measures

Please provide detailed description of the retrofit measures you plan to install. This should include details of the specific system supplier(s) you plan to use and the specific measure(s) to be used in the installation..

(Max 300 words)

<sup>1</sup> <http://www.scottishairquality.scot/laqm/aqma>.

## 4. Finance

### How much will the project cost and how will BEAR Phase 5 funding be used?

Before completing this section, please refer to the BEAR Phase 5 Application Process Guidance for more information on applying for Transport Scotland funding and complete the Calculator spreadsheet from the Transport Scotland webpage which, along with your supplier quote should accompany your completed application form.

<https://www.transport.gov.scot/public-transport/buses/>

Please provide dated quote(s) from specified CVRAS approved retrofit system supplier(s) and other additional supporting evidence of costs.

### 4.1 BEAR Phase 5 (round 2) funding request summary

<p>Total of eligible project costs over min 5 year period of commitment e.g:</p> <ul style="list-style-type: none"> <li>Retrofit technology equipment, installation and warranty.</li> </ul>	<p>£</p>
<p>Type of funding applied for (indicate whether the application is for De minimis funding or Revised State aid threshold terms (2020) funding. Tick one box only).</p>	<p><input type="checkbox"/> De minimis funding  <input type="checkbox"/> Revised State aid threshold terms (2020)</p>

Total grant funding amounts requested.	£ OR £	De minimis funding  Revised State aid threshold terms (2020)
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## 5. Project impact criteria

### 5.1 Project rationale and strategic fit

Please describe how your project will fit with the strategic aims of Bear Phase 5 and detail the relationship between your project and reducing NO<sub>x</sub> and PM emissions from buses within Scotland's AQMAs

(Max 300 words)

### 5.2 Deliverability

Please provide a timeline or anticipated dates for retrofitting

Please provide evidence of your organisational capacity to deliver this project including commitment to on-going reporting and effective fleet management and maintenance to ensure the retrofit systems fitted remain effective for a minimum 5 year period.

(Max 300 words)

### 5.3 Monitoring and reporting

Please provide details of how you will provide data covering specific fuel consumption, distances driven, hours operated, daily average NO<sub>x</sub> and PM emissions reductions for each vehicle funded to support the strategic aims of BEAR Phase 5 and the minimum 5 year commitment of your project (please see section 3.2 of guidance document).  
(Max 300 words)

## 6. State aid

### 6.1 State aid assessment

BEAR Phase 5 grant funding constitutes state aid. The Benefit is aligned with the European Commission's De Minimis Regulation<sup>1</sup>. This allows organisations to receive up to €200,000 equivalent of De Minimis State aid over any three year fiscal period.

To confirm that you are eligible to receive this assistance you must declare the full amount of De Minimis aid you have already received in the last two and current fiscal years, and any aid for which you have applications outstanding. Potentially any assistance from a public body might be an aid. This may include grants, loans, guarantees or other forms of assistance from central or local government, an economic development agency, a devolved administration or a Business Link. If you are unsure as to whether any assistance that you have received is De Minimis aid, please contact the body from which the assistance was received for confirmation.

Please set out below the total amount of De Minimis aid received by the organisation (including outstanding applications and De Minimis aid received by other group companies) in the last two and current fiscal years.<sup>2</sup>

<sup>1</sup> Commission Regulation (EU) 1407/2013 of 18 December 2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to De Minimis aid, OJ(L) 352/1.

<sup>2</sup> For each item of De Minimis funding please provide details of the identity of the funder and the value of the assistance received.

Year 1 (2021/22)	Year 2 (2022/23)	Year 3 (2023/24)	Total

Please note: if a state aid declaration is found to be untrue your organisation may be required to repay the value of the Benefit received plus interest. It is therefore important to ensure that state aid declarations are completed accurately.

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	If you have not claimed any funding previously from Government sources and are claiming this grant under 'De Minimis' please tick 'yes' here.

## 7. Data Protection

### 7.1 Data Protection Act 1998 and European General Data Protection Regulation Fair Processing Notice.

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. For additional information about how we use personal data, including your rights, please see Transport Scotland's privacy policy (<https://www.transport.gov.scot/website-privacy-policy/>)

#### How we will use your information:

Transport Scotland is the data controller in respect of any personal data that you provide when you complete BEAR Phase 5 application forms.

#### This information is necessary for the performance of a contract.

We will use the information you provide to assess your application and carry out subsequent monitoring, including site visits, of projects under the BEAR Phase 5 grants. Some information will be shared with other Government Departments, their agencies and appointed agents to enable the detection of fraudulent applications to the low carbon travel and transport 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 Regulations 2004 or the Freedom of Information Act 2000. However, Transport Scotland will not permit any unwarranted breach of confidentiality nor will we act in contravention of our obligations under the Data Protection Act 1998 and the European General Data Protection Regulation (GDPR).

What non-personal information will Scottish Government 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 scheme that the grant-funded projects should act as encouragement for others. Once the applications have been assessed, summary details of the successful projects will be published and disseminated widely, including being published on a dedicated webpage and in press releases. Summary details may include:

- The name of the project.
- The names of the organisations, companies etc. who are members of the project.
- Location of the project.
- Expected benefits.
- Grants allocated to the project under the Bus Emissions Abatement Retrofit Phase 5 (round 2) fund.
- Brief description of the project, including any key technical features (as supplied by applicants).

A final report which describes the benefits and performance of the installed retrofit technology, any difficulties encountered, lessons learned, and associated data may be published in full. Interim reports may also be published.

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	I confirm that I have read and agree with the above data protection statement.

## 8. Disclaimer

Applicants should be aware that the BEAR Phase 5 grants and eligibility criteria 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 publish data on an external website in line with State Aid requirements on aid;

- 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 reclaim funds proportionate to the amount of grant, and commitment period remaining if there is a breach of the terms of grant offer
- to not award any grant funding under the BEAR Phase 5 grants; 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 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.

## 9. Change of plans

Should any operator wish to sell or repurpose the BEAR retrofitted vehicles within the term of the 5 year commitment following fitment of equipment, operators may write to Scottish Ministers at the following address to request a variation in terms: [lowemissionzonesenquiries@gov.scot](mailto:lowemissionzonesenquiries@gov.scot)

Alternatively, as BEAR vehicles replaced within the 5 year commitment term to facilitate the earlier adoption of zero emission buses would also deliver the environmental and air quality objectives of BEAR, operators would therefore not be precluded from applying for other improvement schemes such as ScotZEB provided all remaining buses/coaches in the operators fleet are of an equal or better environmental standard than the BEAR retrofit vehicles. In such cases operators should write to Scottish Ministers at the above address to gain consent in advance of any change taking place.

## 10. Submitting your application

Please email your completed application form and attachments together to:

[lowemissionzonesenquiries@gov.scot](mailto:lowemissionzonesenquiries@gov.scot)

When we receive your application by email, we will send you an acknowledgement email with outcome or further questions within 10 working days. Applications received after 5pm on Thursday 5 October 2023 will not be considered. Alternatively you can also post a signed original of your application to the address below, to arrive no later than Thursday 5 October 2023.

Transport Scotland - Environment Team  
 2<sup>nd</sup> Floor George House  
 36 North Hanover Street  
 Glasgow  
 G1 2AD

### Checklist of documentation to enclose/attach:

	Document	Enclosed
1	BEAR Phase 5 Application Form (signed below)	<input type="checkbox"/>
2	Calculator spreadsheet showing costs and fleet data	<input type="checkbox"/>
3	Dated quote(s) from the specified retrofit system supplier(s) identified in the application form and quotes of other eligible costs	<input type="checkbox"/>
4	Any further supplementary information (optional)	<input type="checkbox"/>

This application can be submitted straight away. We aim to notify you regarding the provisional outcome of your application within 10 working days of receipt followed by issue of formal Grant Offer Letter as soon as possible following this. If you have any questions regarding your application or would like to discuss any issues before submitting an application, please email [lowemissionzonesenquiries@gov.scot](mailto:lowemissionzonesenquiries@gov.scot) Transport Scotland would like to keep you informed of our wider work to support transport cost and emissions reduction by email, if you would like to stay in touch please check here

**Either the Chair or Chief Executive of the applicant organisation should sign the hard copy of this declaration. It must be a different person to the main contact given in Section 1.**

Signed:

Title:	<input style="width: 95%;" type="text"/>	First name:	<input style="width: 95%;" type="text"/>	Surname:	<input style="width: 95%;" type="text"/>
Position in organisation:	<input style="width: 100%; height: 40px;" type="text"/>				

Date:

Version Control				
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