

**Ultra-Low Emission Bus Scheme**

**Application Form**

Guidance on the application process is available on the DfT website[[1]](#footnote-1).

**Applicant Information**

Are you a (Tick which of the following applies):

Local Authority

Bus Operator

**Local authority or bus operator name(s):**

*If it is a joint bid, please enter the names of all bidders and specify who the lead will be. Only one proforma is expected to be completed for a joint bid, however your proforma should make clear who the individual partners are.*

**(For joint bids only) Who is the lead bidder?**

**Bid Manager name and position:**

*Name and position of the official with day to day responsibility for delivering the proposed bid*

**Contact telephone number:**

**Email address:**

**Postal address:**

**Website address for published bid (if applicable):**

*When authorities submit a bid for funding to the Department, as part of the Government’s commitment to greater openness in the public sector under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004, they must also publish a version excluding any commercially sensitive information on their own website within two working days of submitting the final bid to the Department. The Department reserves the right to deem the bid as non-compliant if this is not adhered to. We welcome any bus operator that wishes to do so too.*

**SECTION A - Bid description and funding profile**

**A1. Headline description:**

*Please enter a brief description of the bid in no more than 300 words. You will be able to elaborate on this in the sections below.*

**A2. Geographical area:**

*Please provide details of the area covered by the bid*

**A3. Total DfT funding sought (£m):**

2018/19

2019/20

2020/21

*Although there is no cap on bids, where they exceed £5m, bidders should demonstrate how their plans (and the amount sought) can be scaled down. In this case, bidders should provide the information for the second, scaled-down, bid in section D.*

**A4. Total DfT funding sought for second, scaled down, bid, if applicable (£m):**

2018/19

2019/20

2020/21

**A5. Total cost of your proposal (This should include DfT funding as specified in A3 + any 3rd party contributions) (£m):**

2018/19

2019/20

2020/21

**A6. Total cost of your proposal for second, scaled down, bid, if applicable (This should include DfT funding as specified in section A4 + any 3rd party contributions) (£m):**

2018/19

2019/20

2020/21

**A7. Joint bids:**

*If this is a joint bid, please give further details of how you will work together and your reason for submitting a joint bid.*

**SECTION B – Evidence against the assessment criteria**

**B1. Ambition**

*Use the space below to set out (using a maximum of 1,000 words) how you meet the “Ambition” criteria, as set out in paragraph3.2 of the bidding guidance. It is highly recommended that you refer to this guidance when providing evidence against the assessment criteria, as this will be crucial to the success of your bid. Ambition has a weighting of 30%. Amongst other things, you may wish to consider:*

*1. The proportion of your bus fleet that will be ultra-low emission;*

*2. How innovative is your bid?*

*3. Your vision for the longer term and how this may fit in with wider strategies*

**B2. Deliverability**

*Use the space below to set out (using a maximum of 1,000 words) how you meet the “Deliverability” criteria, as set out in paragraphs 3.3 to 3.6 of the bidding guidance. Deliverability has a weighting of 10%. Amongst other things, you may wish to consider:*

*1. Do you have a delivery strategy?*

*2. Is there any match funding? Bidders can provide more detail in section C below.*

*3. Can you show a reducing reliance on government subsidy?*

*4. Do you have a proven track record of acquiring ultra-low emission buses?*

**B3. Air Quality**

*Use the space below to set out (using a maximum of 1,000 words) how you meet the “Air Quality” criteria, as set out in paragraph 3.7 of the bidding guidance. Air Quality has a weighting of 30%. Amongst other things, you may wish to consider:*

*1. What is the air quality problem as identified by this bid?*

*2. To what extent does your proposal address the local air quality problem?*

*3. Are you able to estimate the improvements in air quality as a result of the grants made available through this fund?*

**B4. Value for Money**

*Use the space below to set out (using a maximum of 1,000 words) how you meet the “Value for Money” criteria, as set out in paragraph 3.8 of the bidding guidance. Bidders should make clear where they are referring to buses and where they are referring to infrastructure. Value for money has a weighting of 30%. Amongst other things, you may wish to consider:*

*1. How competitive is your bid?*

*2. Have you provided evidence to support any infrastructure ask?*

*3. What are the estimated annual carbon savings of your proposal?*

*4. Have you explained the assumptions underlying any quantitative analysis provided?*

*5. A description of the buses you are replacing*

*6. How renewable will the source of fuel be?*

**B5. The bid – supplementary information**

*Please use the space below to provide any further information about the bid not covered elsewhere (max 300 words):*

**SECTION C – Funding**

**C1. The Buses**

|  |  |
| --- | --- |
| In total, how many new ultra-low emission buses are you bidding for? |  |
| In total, how much grant are you seeking? |  |

For each separate bus type, please provide the following. The calculator will give you the “Base grant”, “Top-up grant” and “Total grant eligibility”: If needed, please copy and paste more tables below. All rows are mandatory.

Note – You **must** submit your completed ‘calculator’ alongside this bid.

|  |  |
| --- | --- |
| Manufacturer's name[[2]](#footnote-2) |  |
| Make and model of bus |  |
| Ultra-Low Emission Bus Technology (e.g. plug-in electric etc.) |  |
| Number of buses in bid |  |
| Anticipated date of order | MM/YYYY |
| Anticipated date of entry into service | MM/YYYY |
|  |  |
| Cost per ultra-low emission bus[[3]](#footnote-3) | £ |
| Cost per bus of diesel equivalent | £ |
| Base grant per bus (as per the calculator) | £ |
| Top-up grant per bus (as per the calculator) | £ |
|  |  |
| Total grant eligibility[[4]](#footnote-4) per bus (as per the calculator) | £ |
| Total grant being sought per bus | £ |
| Value for Money (VfM) Score (as per calculator) |  |

Space below for copying more tables if needed:

**C2. The Infrastructure**

*Please give a description of any infrastructure funding being sought over the period of funding (i.e. 2018-2021):*

|  |  |
| --- | --- |
| In total, how much grant are you seeking for infrastructure? |  |

For each type of infrastructure[[5]](#footnote-5), please provide the following. If needed, please copy and paste more tables below. All rows are mandatory.

|  |  |
| --- | --- |
| Manufacturer's name[[6]](#footnote-6) |  |
| Type of infrastructure |  |
| Anticipated date of order | MM/YYYY |
| Anticipated date of installation[[7]](#footnote-7) | MM/YYYY |
|  |  |
| Total cost | £ |
| Total eligible amount[[8]](#footnote-8) | £ |
| Total grant sought | £ |
|  |  |

**C3. Funding Profile**

*Please use the information in sections C1 and C2 to complete the following summary funding table:*

Please complete the following tables. **Figures should be entered in £000s** (i.e. £10,000 = 10).

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **£000s** |  | **2018-19** | **2019-20** | **2020– 21** |  |  | **Total** |
|  |  |  |  |  |  |  |  |
| **Buses** |  |  |  |  |  |  |  |
| Number of buses in bid |  |  |  |  |  |  |  |
| Total grant eligibility (as per your calculator) |  |  |  |  |  |  |  |
| Total grant being sought |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Infrastructure** |  |  |  |  |  |  |  |
| Total cost |  |  |  |  |  |  |  |
| Total eligible amount (i.e. 75%) |  |  |  |  |  |  |  |
| Total grant sought |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **TOTAL grant sought (Bus and infrastructure)** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Match funding (if any)[[9]](#footnote-9) |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

*Please provide more information below on any match funding, notably:*

*1. What it will buy;*

*2. When it will be bought; and*

*3. The source(s)*

**SECTION D – Funding (bid 2 – scaled-down)**

*Although there is no cap on bids, where they exceed £5m, bidders should demonstrate how their plans (and the amount sought) can be scaled down. In doing so, please complete tables D1-D3 below.*

**D1. The Buses (bid 2)**

|  |  |
| --- | --- |
| In total, how many new ultra-low emission buses are you bidding for? |  |
| In total, how much grant are you seeking? |  |

For each separate bus type, please provide the following. The calculator will give you the “Base grant”, “Top-up grant” and “Total grant eligibility”: If needed, please copy and paste more tables below. All rows are mandatory.

Note – You must submit your completed ‘calculator’ alongside this bid.

|  |  |
| --- | --- |
| Manufacturer's name |  |
| Make and model of bus |  |
| Ultra-Low Emission Bus Technology (e.g. plug-in electric, etc.) |  |
| Number of buses in bid |  |
| Anticipated date of order | MM/YYYY |
| Anticipated date of entry into service | MM/YYYY |
|  |  |
| Cost per ultra-low emission bus | £ |
| Cost per bus of diesel equivalent | £ |
| Base grant per bus (as per the calculator) | £ |
| Top-up grant per bus (as per the calculator) | £ |
|  |  |
| Total grant eligibility[[10]](#footnote-10) per bus (as per the calculator) | £ |
| Total grant being sought per bus | £ |
|  |  |

Please give a description of how this scaled down bid still meets the objectives of the fund as set out in the guidance and helps deliver your longer term vision.

**D2. The infrastructure (bid 2)**

*Please give a description of any infrastructure funding being sought over the period of funding (i.e. 2018-2021):*

|  |  |
| --- | --- |
| In total, how much grant are you seeking? |  |

For each type of infrastructure[[11]](#footnote-11), please provide the following. If needed, please copy and paste more tables below.

|  |  |
| --- | --- |
| Manufacturer's name |  |
| Type of infrastructure |  |
| Anticipated date of order | MM/YYYY |
| Anticipated date of installation | MM/YYYY |
|  |  |
| Total cost | £ |
| Total eligible amount (i.e. 75%) | £ |
| Total grant sought | £ |
|  |  |

Please give a description of how this scaled down bid still meets the objectives of the fund as set out in the guidance and helps deliver your longer term vision.

**D3. Funding profile (bid 2)**

*Please use the information in sections D1 and D2 to complete the following summary funding table:*

Please complete the following tables. **Figures should be entered in £000s** (i.e. £10,000 = 10).

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **£000s** |  | **2018-19** | **2019-20** | **2020 –21** |  |  | **Total** |
|  |  |  |  |  |  |  |  |
| **Buses** |  |  |  |  |  |  |  |
| Number of buses in bid |  |  |  |  |  |  |  |
| Total grant eligibility |  |  |  |  |  |  |  |
| Total grant being sought |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Infrastructure** |  |  |  |  |  |  |  |
| Total cost |  |  |  |  |  |  |  |
| Total eligible amount (i.e. 75%) |  |  |  |  |  |  |  |
| Total grant sought |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **TOTAL grant sought (Bus and infrastructure)** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Match funding (if any) [[12]](#footnote-12) |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

*Please provide more information below on any match funding, notably:*

*1. What it will buy;*

*2. When it will be bought; and*

*3. The source(s).*

**SECTION E – Monitoring and evaluation**

**E1. Monitoring and Evaluation (optional)**

*While this section is optional, we encourage bidders to comment on how air quality could be monitored and evaluated as part of this scheme (as per paragraph 3.7 of the guidance). This will not form part of the assessment criteria, however, and will only be used to inform DfT on how best to monitor and evaluate this scheme.*

*Consideration of this could include any existing monitoring arrangements in place on the route(s) set out in the bid. Unless the route is bus-only, there can be difficulties in monitoring specific emission levels. As such, we may monitor and evaluate air quality through other parameters, such as the degree of zero emission running on the route.*

*Please use the space below to do this:*

**SECTION F - Declarations**

|  |  |
| --- | --- |
| **F1. Section 151 Officer Declaration (for local authorities)** | |
| As Section 151 Officer for [*name of authority\**] I declare that the scheme cost estimates quoted in this bid are accurate to the best of my knowledge and that [*name of authority*]:   * has allocated sufficient budget to deliver this scheme on the basis of its proposed funding contribution; * accepts responsibility for meeting any costs over and above the DfT contribution requested, including potential cost overruns and the underwriting of any funding contributions expected from third parties; * accepts responsibility for meeting any ongoing revenue and capital requirements in relation to the scheme; * accepts that no further increase in DfT funding will be considered beyond the maximum contribution requested and that no DfT funding will be provided after 2020/21; * confirms that the authority has the necessary governance / assurance arrangements in place and the authority can provide, if required, evidence of this. | |
| Name: | Signed: |

*\*This is only required from the lead authority in joint bids*

**Submission of Bids**

The deadline for bids is 5pm, **30 June 2018**

An electronic copy should be submitted to [ulebs@dft.gsi.gov.uk](mailto:ulebs@dft.gsi.gov.uk)

Please also include the supporting documentation specified either within the guidance document or in this proforma. This should include, but is not limited to: a PSV licence (operators only) and quotes from the manufacturer(s) for the ultra-low emission bus and its’ diesel equivalent. We also require evidence of the calculation of your base grant, top-up grant and total eligible grant. This will be given by the calculator as specified in the guidance. Bidders are also required to submit a separate GHG and air quality improvements spreadsheet which will be published alongside the guidance. Further information on the data required is located within the spreadsheet. Where match-funding has been secured, evidence of this will strengthen a bid. Please also provide evidence that the ULEB has been certified as such.

If, for any reason, you need to send hard copies of papers to DfT, please provide 3 copies to:

Ultra-Low Emission Bus Scheme

Buses & Taxis Division

Department for Transport

Great Minster House

33 Horseferry Road

London

SW1P 4DR

1. https://www.gov.uk/government/publications/low-emission-bus-scheme [↑](#footnote-ref-1)
2. In exceptional cases where this may be unknown, for example where a local authority is yet to go out to tender, it is sufficient to state the type of technology sought (e.g. hybrid, plug-in electric, gas). [↑](#footnote-ref-2)
3. In the case where local authorities are yet to go out to tender, an average cost can be given [↑](#footnote-ref-3)
4. This is the total maximum grant you are eligible for as set out in your calculator (base grant + top-up grant, subject to any imposed caps) [↑](#footnote-ref-4)
5. Please refer to paragraphs 1.7 and 1.8 in the guidance [↑](#footnote-ref-5)
6. Where a local authority is yet to go out to tender, the name may not be known. The remaining rows should be filled in however. [↑](#footnote-ref-6)
7. This is the date after which buses will be refuelled using the infrastructure [↑](#footnote-ref-7)
8. This will be 75% of the cost of your infrastructure [↑](#footnote-ref-8)
9. This should include any 3rd party contributions that have been secured [↑](#footnote-ref-9)
10. This is the total maximum grant you are eligible for as set out in your calculator (base grant + top-up grant, subject to any imposed caps) [↑](#footnote-ref-10)
11. Examples of the infrastructure most likely to be bid for under this fund are: standard, fast and inductive charging equipment, gas (this includes portable or fixed) and hydrogen re-fuelling systems. [↑](#footnote-ref-11)
12. This should include any 3rd party contributions that have been secured [↑](#footnote-ref-12)