



Alternative Fuels Infrastructure Grants Programme Guidance for Applicants

The Alternative Fuels Infrastructure Grant Programme (AFIGP or IGP for short) provides funding for the installation of re-charging or re-fuelling systems to facilitate the uptake of low emission vehicles in the UK.

The IGP is funded by the Department for Transport and is managed by Cenex – the UK Centre of Excellence for Low Carbon and Fuel Cell Technologies. A total of £1 million has been made available for projects.

The programme will run initially until the 31st March 2011 and applicants can apply for a grant up to 50% of the eligible cost, payable upon completion of the project or following the delivery of key phases of large projects, where overall project completion by the end of 2010 can be guaranteed

All projects will be assessed against 5 key criteria by an independent programme board. Applicants should note that value for money is one of the assessment criteria and they are encouraged to maximise investment into the project before applying for a grant.

The IGP is a window-based application process and funding bids should be submitted by the following deadlines:

- 30th September 2009
- 9th December 2009
- 31st March 2010
- 30th July 2010

For help with filling in the application form contact igp@cenex.co.uk

Table of Contents

1. Introduction	3
2. Application Details.....	4
3. Project Timescales.....	4
4. Gateway Questions.....	5
5. Project Outline	6
6. Implementation Plan.....	6
7. Vehicle Related Outputs.....	7
8. Strategic deliverables	8
9. Value For Money	9
10. Lead Applicant and Partner Details	9
11. Tips on completing the Bid Application Form in MS WORD.....	9
12. Project Breakdown	10
I. Annex A. Project plan	11
II. Annex B. Electric Vehicle Recharging.....	11
III. Annex C. Gas and Hydrogen Vehicle Refuelling.....	11
13. Application dates.....	12

1. Introduction

This guidance has been laid out to follow the format of the application form.

Applications for IGP funding are invited in call windows, each with a specified deadline. At the end of each window, applications that have satisfied gateway criteria (see sections 3 and 4) will be scored by an independent programme board against **5 key assessment criteria**, reflecting the overall programme objectives.

All projects must initially satisfy the following gateway criteria:

- Project site must have planning permission at time of application
- Vehicles must be available to use the facility either upon project completion or be awaiting delivery
- 3rd party access to the facility must be provided

In following the guidance, applicants should consider how best to demonstrate that their project will satisfy the assessment criteria shown in the table below. Details of the evidence asked for is provided in the sections referred to in the table.

Factors	Assessment Criteria	Evidence being sought
Infrastructure	Technology Proposition	See Section 5
	Implementation Plan	See Section 6
Vehicles that will use the Infrastructure	Vehicle Related Outputs	See Section 7
Overall Project Outputs	Strategic Deliverables	See Section 8
	Value-for-Money	See Section 9

The guidance below aims to help the applicant by identifying the types of evidence sought for the assessment process. Whilst encouraging applicants to provide sufficient detail to allow a full and proper evaluation of their funding bid, applicants, in following the guidance, are prompted to address only the relevant issues that will be considered in due course by the programme board, thus maximising opportunity for a successful outcome.

Should applicants require any clarifications they should contact the Cenex Infrastructure Grant Team at igp@cenex.co.uk

2. Application Details

Project title: Give the project a name that reflects what the project sets out to do.

E.G HYDROGEN FUEL CENTRE_LOUGHBOROUGH

After your completed application is received by Cenex, the project will receive a project reference code.

Lead Organisation Name: The applicant for funding

Contact Name: For the lead organisation, the best person for Cenex to contact for information requests related to an application. It is preferable that the contact is the person who has submitted the application form.

Telephone Number: Of the person who is the lead contact for information requests (the person named above).

Email: Contact name

3. Timing

Cenex needs to be informed about the anticipated project start date (breaking ground) and end date (commissioning, such that the fuelling station is operational)

Cenex recognises that applicants to the programme will have different sizes of projects with differing levels of complexity. To aid the assessment process Cenex wishes to differentiate between short duration, low cost projects and more complex projects with longer lead times and higher associated costs.

Expected timetable for the project: If your project duration is **greater than 6 months** then the project will need to be broken down into phases. All phases of the project will need to be completed by the **end of December 2010**

For short duration projects (less than 6 months) it is satisfactory to refer to the delivery phase as a single “implementation phase.”

For longer duration projects (> 6 months), please provide details of anticipated phases of the project (site works, equipment installation, commissioning)

The project must be capable of being delivered within the proposed timescales of the Infrastructure Grant Programme

The maximum grant request for any single project will be **50%** of total project costs.

4. Gateway Questions

What type of infrastructure are you applying for? You will need to select the specific type of infrastructure that you are applying for:

- **Electric** including roadside or off road (work place or public car park)
- **Gas (Methane)** including natural gas, bio-methane or natural gas/bio-methane blend. Infrastructure will be supplying methane in either a compressed or liquefied form. Infrastructure grants can be applied for both temporary and permanent installations
- **Hydrogen** including pure hydrogen and hydrogen/methane blends. Infrastructure grants can be applied for both temporary and permanent installations

Does the site provide 3rd party access? *If the proposed infrastructure site does not provide 3rd party access, the application will be ineligible for grant funding.* In the project abstract please detail whether the site will be open or accessible by appointment only. 3rd party access does not necessarily mean ‘open to the public’ – it can mean by prior appointment or for suppliers/visitors accessing a restricted access facility

Does the proposed site have planning permission? If the project needs planning permission to go ahead, this should already be obtained prior to application, *if planning permission is necessary and has not been obtained prior to submission, your application will not be accepted for further assessment.* If you are still awaiting planning permission, please explain its status. If you believe that you don’t require planning permission, please explain why.

Proposed location(s) for the refuelling station(s) The location(s) of each refuelling/recharging station should be clearly addressed, with postcode and map grid reference required. A site plan of the proposed area(s) may be appended to the application, where it is available.

Owner(s) of the site(s) This will be the owner(s) of the infrastructure site(s)

Infrastructure Operator(s) This will either be the end user or in some cases, it may be specially trained staff operating the infrastructure on behalf of its owner and/or end user (please specify).

Have you applied for funding from another government source? **Please note applicants will not be able to get funding under the IGP for a proposal which has already received funding from another government source.** This may be directly, or having been considered as part of a consortium bid. For example if a utility pledged to install infrastructure as part of a consortium bid to the Technology Strategy Board (TSB), it could not then seek additional funding from the IGP to further reduce costs which has been assumed at the time of the TSB award. (*cont’d*)

This would be the case even if the TSB was not providing the infrastructure itself, as the money was offered on the basis of contributions promised from different consortia members. Some public funds are acceptable, if government funds are being used to match the grant element, the applicant should explain the funding model for the project in the box provided.

If you are applying for funding for a project that has previously received public funding or you are applying for other public funding, you are advised to seek guidance from Cenex and the other relevant funding body as to the potential impact of combining grant funding.

Failure to disclose accurate information related to the public finances supporting your project could result in a grant offer being withdrawn.

5. Abstract

The abstract should provide a thumbnail sketch of the overall project. It should have a technology proposition that outlines:

- Who is delivering the project and if the applicant is part of a consortium, please outline the roles of all partners.
- What the fuel type will be infrastructure be providing.
- What the project aims to do and what will be the end result.
- Who is the technology provider for the refuelling/recharging infrastructure
- When the project will commence and culminate.
- Where the project will be based and the limits (if any) to third party access

6. Implementation Plan

The implementation plan looks for evidence of clear preparation and planning related to the installation and subsequent operation of the infrastructure for which a grant is being sought. The implementation plan should clearly explain how the project is proposed to be carried out and should refer to the **Project Plan (see Annex A)**, which all applicants must provide.

Factors to take into consideration are:

- What planning has been done to date:
 - Planning permission
 - Intended site selection

- Site planning
- Quotes for technology supply from technology providers
- What planning still needs to be undertaken (uncertainties to be resolved) before the project could commence
- The timescales for the project (installation of infrastructure), and when the project is anticipated to be completed
- How the project budget will be allocated to each phase of the project
- The amount of financial commitment being put in (please specify where investments are coming from and if from multiple partners, who is putting in what resource).
- How will the infrastructure be managed once it is installed and operational
- Any other measures that are going to be taken to make this project successful.

The project must show that it is credible with appropriate planning and budget allocation and that it can be delivered within the timescales specified.

7. Vehicle Related Outputs

Once the infrastructure is in place, there will be vehicles that are using the refuelling / recharging infrastructure. The vehicle related output should indicate:

- The prospective types of vehicles that will be using the infrastructure. This includes any “captive fleets” being supported by the infrastructure and/or vehicles expected to use the infrastructure based on 3rd part access.
- Vehicle types being specifically procured to use the infrastructure and their rollout dates
- Proposed timescales for vehicle deployment
- Anticipated growth in numbers of vehicles (on an annual basis, no more than 3 years ahead)
- Types of operation (haulage, refuse collection, city bus, etc) associated with the project

The project must show that when the infrastructure is in place, it will be used and by whom.

8. Strategic deliverables

The introduction of alternative refuelling infrastructure aims to aid the reduction in carbon dioxide (CO₂), other green house gas emissions from road transport, as well as delivering other environmental benefits, particularly the achievement of Air Quality Regulation Targets. The application must show evidence of how the project will deliver environmental benefits. Evidence is also sought as to how the project will deliver against other strategic objectives for the organisations involved in the grant application.

In this section of the application form the lead applicant should seek to provide the following information:

- What positive environmental outputs are being sought from the project and how will they contribute to the project partners' environmental and sustainability implementation plans?

In terms of how the project will deliver against organisation objectives, evidence of the following types would assist the application:

- For local authorities, is the infrastructure supporting vehicle deployment as part of a Local Transport Plan, Local Implementation Plan or a Low Emission Scheme? Will it be located within an Air Quality Management Area or is it part of an Air Quality Action Plan? Will it help towards achieving Local or Multi Area Agreement Targets?
- For private sector applicants, is the project contributing to organisational environmental plans (please provide evidence of plans and/or Corporate Social Responsibility Reporting)? Is the project part of a Low Emission Scheme or Green Transport Plan?
- Is the project contributing toward the achievement of other economic or sustainability objectives [please provide evidence of applicability of the investment to an organisation or (Regional Development Agency) Regional Economic Strategy?

9. Value for Money

An explanation should be provided, highlighting value for money from the project. This should include:

- How the benefits weigh up against the costs
- The cost effectiveness of the new infrastructure

The project must show how funding from the programme will add value. Please note that the IGP was not established to fund projects which would happen anyway. The exception to this is where the funding adds additional value, by enabling a more cost effective deployment (i.e. prices for construction/equipment are reduced due to buying in bulk) or the funding increases the scope of the project that would otherwise be undertaken without funding (e.g. the project is opened to third party access, whereas without IGP funding it would be closed to third parties).

Grant intervention levels are capped at 50% for projects due to be up and running before end of December 2010. The remaining costs for the project need to be met by the project participants. Given the anticipated competition for funding from the programme and given the desire of the DfT and Cenex to maximise the outputs achieved for the level of funding available, applications requiring lower levels of intervention (grant %) will be assessed more favourably than those seeking higher intervention rates.

State aid rules apply. For more rules on match funding and eligibility please email igp@cenex.co.uk

10. Lead Applicant and Partner Details

This section of the form provides space for the applicant to provide details as to the full list of partners involved in the project. Partners' names and addresses should be included with (if applicable) contact email addresses/phone numbers. They should be accurate and up to date.

11. Tips on completing the Application Form in MS WORD

Due to the restrictions on editing the document, **you cannot spell check** the text within the grey areas used for applicant's entries. If you require spell checker, we advise all applicants to prepare their responses on a new MS Word document, spell check and then cut and paste the text into the application form.

Your final submission should be in **MS Word** or **PDF** format only.

If you have any problems with the application form in MS Word or require further help or support please contact Cenex at IGP@cenex.co.uk

12. Project Breakdown

All projects will need to calculate the costs of undertaking the project, taking into account which costs are **eligible for grant support**. The text below gives guidance on what elements are eligible for support and what is excluded.

The cost estimate must include the costs of the total project. Programme funds will be paid out on the basis of audited actual eligible costs incurred. The following headings show the main costs that the Programme is prepared to support.

Eligible costs

- Electrical components
- Civil engineering works
- Labour costs
- Hardware costs
- Compressors
- Fuel storage
- Dispensers
- Fuel management systems

Ineligible Costs

- Input VAT
- Interest charges, bad debts, profits, advertising, entertaining.
- Project management costs
- Advertising and marketing costs/activities
- Profit earned by a subsidiary or by an associate undertaking work subcontracted out under the project.
- Inflation and contingency allowances (as an overall arbitrary percentage) additional to eligible costs – however reasonable inflation rates can be included in labour and material cost estimates.
- New/Additional land required for the proposed infrastructure
- Alternative fuel production facilities. E.g. Anaerobic digesters, wind turbines, electrolyzers, etc.
- Labour at charge out rate (eligible at cost rates only)
- Fuel (e.g. hydrogen, gas from pipeline)
- Software (other than intrinsic to fuelling management systems)
- Reporting

I. Annex A. Project plan

The project plan can be completed in MS Project, excel or any other programme. The preferred presentation format is as a Gantt chart. The project plan should show a detailed breakdown of the operation of the whole project until completion. The plan should include milestones and lead times and dates for vehicle introduction should also be given.

If your project plan has been prepared in Microsoft Project or any other programme, you may cut and paste the plan onto the MS Word application form (if you wish to submit the Project Plan as a separate document, please submit in PDF format only).

If you have any questions or require further support please contact IGP@cenex.co.uk

II. Annex B. Electric Vehicle Recharging

Electric charging infrastructure can be broadly categorised into 2 different types:

- **On road** – The infrastructure is located at the side of a public carriageway
- **Off Road** – The infrastructure is located in a car park or commercial use area

Both types of infrastructure are eligible for grant funding. Costs that will be funded in the case of all recharging infrastructure is:

- Electrical components
- Civil engineering works
- Labour costs

III. Annex C. Gas and Hydrogen Vehicle Refuelling

Gas and hydrogen refuelling infrastructure options are very similar in terms of equipment required. This section requires that all components should be clearly listed in the relevant section. The components that are eligible for funding are:

- Electrical components
- Civil engineering works
- Labour costs
- Hardware costs
 - Compressors
 - Fuel storage
 - Dispensers
 - Fuel management systems

13. Application dates

The IGP is a window based application process. The applications will be considered in 'calls' every 3 months. The bid submission deadlines throughout the programme will be as follows:

- **30th September 2009**
- **9th December 2009**
- **31st March 2010**
- **30th July 2010**

Completed applications should be sent to igp@cenex.co.uk

Or via post to

**Alternative Fuels Infrastructure Grants Programme
Cenex
Holywell Park
Loughborough University
Ashby Road
Loughborough
LE11 3TU**

As we are a committed low carbon organisation please submit your application electronically if at all possible.