



Hydrogen Transport Programme Guidance Notes for Applicants: Stage 2

The Office for Low Emission Vehicles (OLEV) is a cross-Government, industry-endorsed team combining policy and funding streams to simplify policy development and delivery to support the early market for ultra-low emission vehicles (ULEV). OLEV aims to provide almost £1.5b to position the UK at the global forefront of ULEV development, manufacture and use. This will contribute to economic growth and will help reduce greenhouse gas emissions and air pollution on our roads.

Based in the Department for Transport, OLEV is part of the Department for Transport and the Department for Business, Energy & Industrial Strategy. This document is published by The Department for Transport.

Background

Stage 2 of the Hydrogen for Transport Programme (HTP) has been designed to build on the successes of Stage 1 of the same scheme – and an earlier scheme; the HRS Infrastructure Grants Scheme which was launched in 2015. The HRS Infrastructure Grants Scheme provided £5.5 million in capital grant funding over 2 years (2015-17) for infrastructure projects. In 2016, the Fuel Cell Electric Vehicle Fleet Support Scheme provided a £2 million boost for private and public-sector FCEV fleets.

In order to build on the successes of the HRS Infrastructure Capital Grant Scheme, £23 million was allocated to the Hydrogen Transport Programme (HTP), with the aim of expanding the network of hydrogen refuelling stations alongside the deployment of fuel cell vehicles. Stage 1 of the HTP awarded £8.8 million to a project that will bring nearly 200 new hydrogen powered vehicles to the UK alongside additional hydrogen refuelling stations being built as well as upgrades to existing refuelling infrastructure.

Ricardo Energy & Environment (supported by E4tech) have been contracted as the delivery partner to manage the Hydrogen Transport Programme (HTP) on behalf of OLEV.

HTP Stage 2

The Hydrogen Transport Programme will provide funding to support the roll out of hydrogen refuelling stations and fuel cell vehicles in the UK. The programme has two primary objectives:

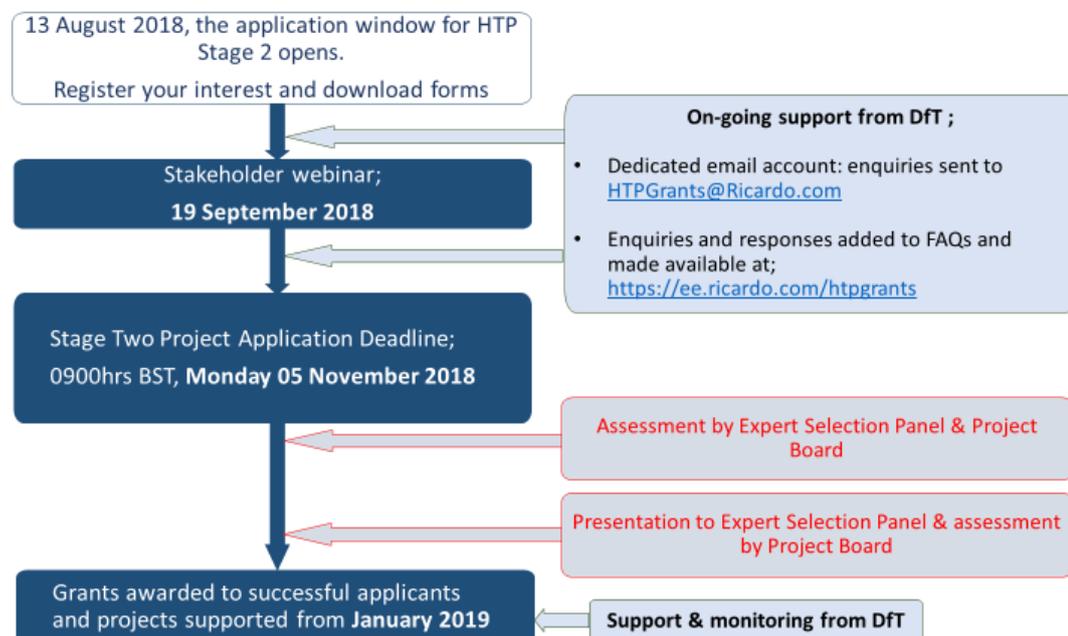
- 1) To increase the number of publicly-accessible hydrogen refuelling stations in the UK, and
- 2) To increase the number of fuel cell-powered electric vehicles on UK roads.

Funding is provided via open competition for both Hydrogen Refuelling Stations (HRS) and hydrogen fuel cell vehicles. This is designed to be met within a framework that offers the best value for money to the Government and hence to the UK taxpayer.

Stage Two of the HTP is open to applications for funding from 13th August to 5th November 2018. Application forms can be downloaded from the HTP website at: <http://www.ee.ricardo.com/HTPGrants>.

The following diagram outlines the steps within HTP Stage 2, from initial applications to final projects.

Figure 1 Flow diagram showing HTP Stage 2 processes



This guide provides information on applying to the Hydrogen Transport Programme and should be read in advance of submitting any application and throughout the HTP funding application process. Applicants should also familiarise themselves with all documentation available on the HTP web page, including but not limited to;

- Stage 2 Application form

- HTP Example Grant Offer Letter Stage 2

If applicants have any questions about these guidelines – or any of the documents available on the website, they should send these to HTPGrants@Ricardo.com.

Those interested in the HTP scheme should register interest by emailing HTPGrants@Ricardo.com to ensure they are kept up to date as the scheme progresses.

The Guide

This guide has three sections:

- **Section 1** provides the context for the HTP
- **Section 2** provides details of the HTP and its objectives
- **Section 3** provides guidance for applications.

SECTION 1: THE COMPETITION BACKGROUND

This section sets out the background to the Hydrogen Transport Programme, and the rationale for this new scheme.

Background

- 1.1. We have begun a period of change in the way we power our motor vehicles; a period which will provide hugely significant opportunities for the UK to grow its economy, improve our environment and deliver people the independence and mobility they want.
- 1.2. The UK Government is committed to seizing this opportunity. Our vision is that by 2040 every new car and van in the UK will be an ultra-low emission vehicle (ULEV), with the UK at the forefront of their design, development and manufacture, making us one of the most attractive locations for ULEV-related inward investment in the world
- 1.3. Hydrogen fuel cell electric vehicles (FCEVs) have the potential to feature significantly in the future automotive low emission vehicle landscape in a portfolio of solutions alongside plug-in and battery electric vehicles. FCEVs fuelled by hydrogen offer an attractive consumer proposition in terms of long driving range and short refuelling times and with zero CO₂ and pollutant emissions at the tailpipe.
- 1.4. As well as providing funding for a number of hydrogen for transport demonstration projects in recent years, the UK Government has been an active participant in UKH₂Mobility, a project which brought together industry participants from across the automotive, industrial gas, hydrogen technology and fuel retail sectors, together with three Government Departments (Ex-DECC, BEIS and DfT) and the Devolved Administrations and the Greater London Assembly. UKH₂Mobility was established to evaluate the benefits of FCEVs to the UK and to develop a roadmap for the introduction of fuel cell vehicles and hydrogen refuelling infrastructure. It identified that an initial network of 65 hydrogen refuelling stations (HRS) would give sufficient national coverage to enable the commercial roll-out of FCEVs across the UK.
- 1.5. The Government's commitment to supporting the transition to ULEVs is well-recognised by the automotive industry. This was demonstrated by the announcement from major automotive manufacturers that the UK would be a launch market for their FCEVs from 2015.
- 1.6. In October 2014, Business Minister Matt Hancock announced the Hydrogen for Transport Advancement programme to support the roll-out of FCEVs, through the provision of funding for refuelling infrastructure and support for public sector fleets to be early users of the vehicles.
- 1.7. In February 2015, the HRS Infrastructure Grants Scheme was launched by the Office for Low Emission Vehicles (OLEV) to support the roll out of hydrogen

infrastructure networks in the UK with the specific aim of encouraging the introduction of Hydrogen Fuel Cell Electric Vehicles (FCEVs). The HRS Infrastructure Grants Scheme has provided £5.5 million in capital grant funding over 2 years (2015-17) for infrastructure projects seeding the development of an initial hydrogen refuelling network in the UK.

- 1.8. As part of this current programme, the HTP will provide up to £23m of Government funding to help increase the number of publicly accessible hydrogen refuelling stations and increase the number of fuel cell-powered electric vehicles on UK roads.

State Aid Implications

- 1.9. At the commencement of programme, hydrogen refuelling infrastructure and FCEVs remain an emerging technology which lacks a market for competition between economic entities. As a result, the award of funds under this grant scheme does not constitute state aid. However, successful bidders must satisfy themselves that their use of the awarded funds does not itself engage state aid or, where it does, ensure that the state aid rules are fully complied with.

Delivering Value for Money (VfM)

- 1.10. Ensuring VfM reflects the obligation on OLEV to ensure it is spending taxpayers' money as effectively and efficiently as possible. For this competition, VfM evaluation must balance the potential of the network of HRS and vehicles that results from this programme to achieve the stated objectives, against the amount of money requested. We have therefore designed the criteria and process for the HTP to allow the VfM of each project to be assessed, and hence ensure the greatest overall VfM for the programme can be assured as far as possible. Because the outcome most likely to minimise risk while maximising opportunity requires a mix of solutions and locations, it is conceivable that some adaptation of proposed projects may be required. OLEV therefore reserves the right to work with the applicants after the evaluation, to optimise a network from a selection of those bids offering the greatest VfM.
- 1.11. A project delivering good value for money is one which can demonstrate that it can deliver high benefits to the UK roll-out of FCEVs at a reasonable cost. There are two aspects to this. Firstly, through the assessment criteria we require evidence on the expected impacts of the project, for example in terms of immediate opportunities for supporting the early fuel cell vehicles, increasing utilisation of stations, strategic geographic coverage, potential for expansion etc. The potential for growth, development of a UK supply chain and opportunities for learning and its exploitation will also be considered favourably.
- 1.12. The second aspect is to determine whether these impacts are truly additional, or whether they would have happened anyway or simply divert resources from other uses. We need to understand what is genuinely new and the scale of the resulting

net benefits. The assessment criteria therefore include additional evidence on a number of factors, for example on sources of capital and capital constraints.

- 1.13. The assessment of the expected net benefits of the project and the justification for the funds requested are used to evaluate the VfM of the project.
- 1.14. The final step is to use the information on VfM of each project to make a final decision on which set of projects provide the greatest overall VfM from a network perspective. This is the combination of projects which maximises total net benefits given the overall £23 million budget. The selection panel will consider all possible combinations of projects, given the total budget, to determine which combination of projects maximises total net benefits. Maximising *total* net benefit not only takes VfM into account, but also the respective risk associated with each project and combination, and hence the overall portfolio risk. Because of this, the final set of projects may not comprise all of those with the highest individual scores, and may even be a combination of projects that have of necessity either been reduced (if insufficient funds are available) or conversely expanded (if the best solution requires additional coverage, within the budget). In this way, the budget will be used to deliver the greatest value possible from the bids available, and thereby provide assurance that OLEV is using the budget to best effect.

SECTION 2: THE Hydrogen Transport Programme

This section provides an outline and summary of the Hydrogen Transport Programme, its objectives and what it plans to do.

Overview

- 2.1. It is anticipated that several projects will receive capital grant awards, to be funded between December 2018 and March 2020.
- 2.2. The **purpose** of the HTP is to further aid in the provision of hydrogen refuelling stations and FCEVs, to support the early deployment of fuel cell vehicles, while maximising value for money for the taxpayer.
- 2.3. The HTP will fund projects via two funding stages:
 - **Stage 1** will commit £9m to 50:50 match fund around seven HRSs to be completed in 2018/19, plus captive fleets
 - **Stage 2** will commit £14m to fund up to ten HRSs plus captive fleets.
- 2.4. The eligible costs shall take the form of investment in tangible and/or in intangible assets, and will not include operating costs.

Objectives

- 2.5. The HTP programme has two primary objectives:
 1. to increase the number of publicly-accessible UK hydrogen refuelling stations and;
 2. to increase the number of fuel cell-powered electric vehicles on UK roads.
- 2.6. Secondary objectives will also be given high priority during the evaluation and the programme;
 - maximising the benefit to the UK hydrogen refuelling network, through increasing ease of access to it and by reinforcing it (some slight redundancy of station locations will ensure that downtime has less impact for the customer); by extending it (enabling vehicles to travel further); and by increasing the density (more stations between nodes will enable more vehicles to travel within an area).
 - Increasing exposure of vehicle fleet users to FCEVs and hydrogen technology
 - Increasing the amount of hydrogen used and hence increasing familiarity, real-world experience and the economics of its delivery.
 - Increasing station throughput, improving the economics of the stations and reducing the likelihood of technical problems linked to idle equipment.

- Enabling future expansion of both network and individual stations, by judicious placement or the potential to add future capacity.
- Ensuring credibility in the eyes of all stakeholders, including government, local authorities, fleet operators, station operators and the general public.
- Enabling, where possible, additional applications that require hydrogen, such as stationary applications or non-fuel cell vehicles, as well as developing the case for expansion of the sector, for example through future links to trains or ferries, or to renewable hydrogen.
- Helping strengthen the supply chain by providing evidence of emerging markets and hence some mitigation against the risk of early participation.
- Increasing knowledge throughout the sector, including expert knowledge on performance and failures, best practice, and understanding of refuelling patterns and how to move forward with network optimisation.

2.7. Applications will also be assessed by the Selection Panel from a portfolio and network perspective, particularly looking at the proposed exploitation pathway and at:

- The resilience of the overall portfolio to identified risks,
- The potential of the portfolio for de-risking future expansion of the early network,
- The best locations (or combination of locations) to balance growth of a hydrogen refuelling network and fleet
- Projects that clearly and compellingly demonstrate a strong relationship between additional fuel capacity to be provided by the project and demand for that fuel from FCEVs. For example;
 - a. FCEV fleet within range of existing publicly available HRS(s) or planned publicly available HRS(s) with capacity to fuel the fleet
 - b. New HRS(s) within range of an existing large FCEV fleet or planned large FCEV fleet

NB: where the project application relies on a planned HRS or FCEV fleet, there must be compelling evidence that the new HRS or FCEV fleet is in the final stages of planning or already under development.

- Maximising the learning potential for the wider industry and future markets,
- Supporting development of the early market

Requirements

2.8. To be funded through the HTP, proposed projects should demonstrate:

- An understanding of the market context (size, readiness, target market, cost levels) with a clear view of where their project would fit.
- A suitably mature technology to maximise the likely availability of the HRS.
- A good balance between hydrogen supply (via the HRS) and demand (from associated fleet vehicles).
- That the applicants have the necessary expertise and experience to deliver the project to its objectives.
- The ability to match fund the project's costs.
- A clear strategy for communicating the successful delivery of the project.
- A commitment to measuring and sharing key data in relation to the HRS.
- A commitment to measuring and sharing key data such as metrics on captive fleets, for each vehicle:
 - how many km will each vehicle travel per annum,
 - what problems might they need to overcome,
 - how much fuel will be used on a weekly basis,
 - how often will the vehicles need to be refuelled and with how much fuel,
 - whether the vehicles will come in singly at random times or will all be refuelled overnight,
 - Any other information that helps to demonstrate the viability of the project and support for programme objectives.
- Evidence that vehicle manufacturers of FCEVs can deliver within the proposed timescales.
- Evidence that refuelling equipment and kit can be sourced within the proposed timescales
- Suitability of the size and capacity of HRS in relation to the vehicle fleet.
- Agreeable to the conditions and contractual obligations as set out in the HTP Example Grant Offer Letter Stage 2 to enable commencement of project delivery phase

Eligibility Criteria

2.9. In order to be eligible to apply to the HRS Infrastructure Grants Scheme, projects must comply with the following minimum requirements:

All stations:

- The HRS must be located in the UK
- The station as a whole must achieve TRL level 7 or above
- The HRS must be accessible to all hydrogen fuel cell light duty vehicles (publicly accessible)
- The station must demonstrate compliance with all relevant safety and security regulations
- The station must demonstrate compliance with appropriate fuelling protocols. These are currently defined as SAE Technical Information Report (TIR) J2601: 2010 *Fuelling protocols for Light Duty Gaseous Hydrogen Surface Vehicles* (until a new ISO or CEN regulation supersedes the SAE protocol)
- Selected use data (for example availability, number of refuelling events, etc) must be collected and shared quarterly under suitable agreements
- All stations are required to dispense fuel at 350 and/or 700 bar pressure, with full justification for the choice
- Stations must have a daily refuelling capacity of no less than 80kg/day, though 200 kg/day is preferred.
- Applications must demonstrate that large captive fleets can be accommodated, by considering the number of vehicles and their anticipated refuelling requirements with the station capacity and throughput.

Vehicles

- The hydrogen vehicles must be fuel cell vehicles operating on UK public roads.
- The FCEVs must comply with all safety regulations governing operation on public roads.
- FCEVs must be market ready and deliverable to UK roads within the timescales of the programme.

Timetable

2.10. The Stage 2 timetable for calls under the HTP is shown in **Table 1**, below

Table 1: HTP Stage 2 application window timetable

Date	Programme Activity
13 August 2018	Competition launched
0900hrs BST, Monday 05 November 2018	Application deadline
January 2019	Announcement of winning projects

Questions and points of clarification

2.11. Questions and points of clarification about the programme should be emailed to HTPGrants@ricardo.com. The questions and responses will be published on an FAQ page available on www.ee.ricardo.com/HTPGrants.

Information webinar – 19 September 2018

- 2.12. OLEV will be hosting an information webinar 19 September 2018 for prospective bidders where there will be an opportunity to find out more about the HTP process and ask any clarification questions. Further details about the event will be made available on www.ee.ricardo.com/HTPGrants in due course.
- 2.13. If you would like to attend, please register your interest via the competition website www.ee.ricardo.com/HTPGrants using the form provided.

SECTION 3: GUIDANCE FOR APPLICATIONS

This section sets out the processes and actions for applicants. Please read this section carefully and contact HTPGrants@ricardo.com if any questions remain unanswered – or any clarification is sought.

All enquiries to HTPGrants@ricardo.com will be added to the Stage 2 FAQs document and made available for all stakeholders and applicants.

Who can apply?

- 3.1. Applications can be made by a single organisation or via a consortium/ partnership with a project lead organisation that receives funds and signs up to the grant conditions.

Eligible costs

- 3.2. The eligible activities under the HTP comprise the tangible and intangible capital investment costs of the project. CAPEX has been identified as the key barrier to market entry, and OLEV is prepared to provide grant funding for a share of the CAPEX costs involved in investing in new HRS infrastructure and fleets. Operating costs are not covered by the funds, as these are typically much lower than the CAPEX and will vary widely depending on the business model selected by the applicant.

- 3.3. Eligible costs include:

- Only costs incurred after the date of the acceptance of the final offer of a grant;
- Cost of all purchased goods and services necessary to build and commission the proposed project. This includes the cost of fossil fuel used in the installation, and labour up to and including certified acceptance of commissioning¹, and the cost of hydrogen fuel used for testing purposes,
- The equipment eligible for grant is any piece of hardware that is intended to be part of the HRS through its expected lifetime, e.g. storage tanks, compression equipment and dispensers,
- Vehicle procurement cost whether via outright purchase, leasing, rental or adoption costs of vehicles comprising the captive FCEV fleet,
- Buildings and building work are not eligible except in the following cases:
 - Steelwork when it is an integral part of the equipment support structure or demonstrably improving the customer experience (e.g. adding a canopy);

¹ Certified acceptance of commissioning is the formal acceptance, following an agreed testing programme, that the installation will have adequate performance and output. This will normally coincide with the owner's take-over of the installation for commercial operation from the construction contractor.

- Excavations for fuel storage;
- Foundations and mounting pads for equipment:
- Work undertaken to comply with safety or other essential regulations.
- Own labour costs, including agreed overheads, but not profit, for construction, commissioning, and project management. These costs must directly relate to the design, construction, commissioning and evaluation of the equipment contained in the project and be auditable as such,
- In this context “own costs” include applicant’s own costs, eligible costs incurred by consortium members, and eligible costs incurred by companies connected to any of these.

Ineligible costs

3.4. The following are not eligible costs:

- R & D,
- Feasibility studies,
- Business start-up or development,
- All costs associated with progressing applications for planning or other consents,
- Purchase cost of any land on which the project is built,
- Input VAT (except where it cannot be reclaimed by grantees),
- Interest charges, bad debts,
- Hire purchase interest and any associated service charges,
- Loan repayments,
- Mark up and profits,
- Notional costs (e.g. opportunity costs),
- Audit fee for certification of claims by an independent accountant,
- Grants that contribute directly to a Company’s distributed profits,
- Endowments,
- Funds to build up a reserve or surplus,
- Retrospective funding,
- Any costs that are already being funded by another grant source, or are to be funded by another grant source in the future,
- Advertising, marketing, sales activities, entertaining,

- All costs associated with the operation of the equipment following commissioning or acceptance by the ultimate owner.
- Tube-trailers used to transport the hydrogen to the HRS if fuel is being generated off-site.

3.5. Please note that neither the list of eligible nor ineligible costs is exhaustive. If you have any questions regarding the eligible costs for your project, please contact our delivery partner Ricardo Energy & Environment: HTPGrants@ricardo.com.

What documentation is required for an application?

3.6. Applications must be completed on the application form at www.ee.ricardo.com/HTPGrants.

We will not consider applications submitted in any other format.

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

3.8. You must also submit the following documentation – please note that Ricardo Energy & Environment templates must be used (where provided) and if any additional appendices are to be submitted, they must also be listed in the appropriate space within the application form.

Appendix 1 Compliance evidence for safety and security regulations

Appendix 2 Compliance evidence for fuelling protocols

Appendix 3 Cash flow (Excel sheet)

Appendix 4 Evidence to support the location of the project

Appendix 5 Technology specifications

Appendix 6 Evidence to support fuel purity methodology

Appendix 7 Work plan

Appendix 8 Detailed risk register

Appendix 9 Detailed Project Budget

Appendix 10 Quotes (where relevant or applicable)

3.9. All completed application forms and required attachments must be submitted electronically to HTPGrants@ricardo.com by 09:00 BST on Monday 5th November

2018. An identical signed original should be submitted to Ricardo Energy & Environment within 5 working days of the deadline to:

Hydrogen Transport Programme

Ricardo Energy & Environment

Gemini Building

Fermi Avenue

Harwell International Business Park

Oxfordshire, OX11 0QR

How should budgets be presented?

- 3.10. Applicants are asked to present project budgets in Microsoft Excel. The budget should be accompanied by a budget narrative. Please note:
- All budgets should be in British pounds sterling,
 - A breakdown of budgets should be provided, using the UK financial year (1st April to 31st March),
 - Applicants should state the forecast cost of actual goods and services delivered, as a proportion of total project costs,
 - Applicants should include any co-financing/cost-sharing arrangements with other donors so that OLEV's contribution can be seen by line,
 - Applicants should outline and disaggregate any intermediary transaction costs where your organisation is sub-contracting to partners. Please also provide a separate budget breakdown for each individual partner.
- 3.11. The inclusion of a budget narrative after the main table makes the decision-making process quicker, as the assessment team is less likely to contact your organisation with additional questions. Include a breakdown of individual budget lines unless they are self-explanatory.
- 3.12. You will also be required to complete a cash flow forecast for three years of operation including a sensitivity analysis of key variables in that period.
- 3.13. In delivery of the work, projects may transfer money between budget lines within any budget sub-headings. Where changes to any line are less than 10% of their previous value you do not need to seek approval. However, if you want to make a transfer which changes the previous value of a line by 10% or more, you must request prior approval from OLEV.
- 3.14. You are strongly advised not to commit yourself 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. OLEV will not give grant funding to cover costs incurred before an offer letter has been signed and returned.

How should project progress and achievements be communicated?

- 3.15. Projects are expected to give appropriate recognition to the provision of the grant by OLEV in any press release or other contact with the media related to the project. All projects will be encouraged to increase awareness of their installation and to promote a UK hydrogen network. This could be by open days, magazine articles, educational links with schools and colleges, training courses etc. If you commit to such activities in your application, it will increase the chances of success in obtaining funding. Structured sharing of learning and best practice with other users will also be important.

Intellectual property rights

- 3.16. IP developed within the project remains the property of the applicant/consortium.
- 3.17. Any intellectual property related to the communication of project progress and achievements created under the HTP must be made freely available as a public good.

How will applications be appraised?

- 3.18. All applications for funding are subject to appraisal and there is no guarantee that any proposals will be funded.
- 3.19. Applications will be logged and a reference number will be issued to the applicant to confirm receipt of your application. This reference number should be used in all communications with Ricardo Energy & Environment about your application. All applications will be checked for eligibility. Only those that are considered to be valid will be fully assessed. For all valid applications, the applicants and each partner in any consortium will be subject to due diligence and must provide all information required in the application form to facilitate this test, plus any additional information requested during the assessment period. Applications from any organisation failing the test (including failure to provide requested information within 1 week of the request) or involving a consortium that includes any organisation failing the test, will be ruled ineligible.
- 3.20. All valid proposals will be appraised in relation to the HTP objectives and specifically against the technical and commercial criteria in Table 2 and

3.22. **Table 3** (overleaf). The Hydrogen Transport Programme is competitive, and there is no guarantee that the full £23m will be allocated.

Table 2: Hydrogen Transport Programme Technical Selection Criteria

Category	Criteria	Weighting /100
Project relevance and impacts (25%)	Clarity of the project objectives and relevance to the competition objectives	10
	Potential and case for benefits to the UK	5
	Potential and case for benefits to the refuelling network and vehicle fleet	10
Technical concept (30%)	Credibility of the technical approach and relevance to the specific challenge	15
	Level of robustness and credibility to reliably deliver H2 and vehicles	10
	Does the Hydrogen production plan meet overall criteria?	5
Supply chain: economic and environmental aspects (20%)	Availability of components and the capacity of supply chains to deliver within project timescales	10
	Demonstrated potential for lowering delivered hydrogen cost	5
	Demonstrated potential for lowering the carbon footprint of the hydrogen	5
Project Implementation (25%)	Confidence in skills and experience of the project team	5
	Appropriateness of the project work plan and status of the project	5
	Understanding of the project risks and their management	5
	Appropriateness and clarity of communications plan	5
	Credibility of project outline costing	5

Table 3: Hydrogen Transport Programme Commercial Selection Criteria

Category	Criteria	Weighting /100
Project relevance and impacts (25%)	Clarity of the project objectives and relevance to the competition objectives	10
	Potential and case for benefits to the UK	5
	Potential and case for benefits to the refuelling network and vehicle fleet	10
Making the commercial case: (50%)	Level of commercial advancement as a result of the project	15
	Strength of case for DfT funding	25
	Level of matched funding, other funding applications, and status of securing funding	10
Project Implementation (25%)	Confidence in skills and experience of the project team	5
	Appropriateness of the project work plan and status of the project	5
	Understanding of the project risks and their management	5
	Appropriateness and clarity of communications plan	5
	Credibility of project outline costing	5

3.23. The assessment of proposals will be based only on the information which is explicitly contained within your application. You must not assume that the assessment team has any prior knowledge of your organisation, its work or the project.

3.24. Please note that the proposal appraisal process may include an assessment interview and due diligence activities.

When will decisions on the award of grants be known?

3.25. All applicants will receive notification of the outcome of the assessment of their full proposals. This is expected to be in January 2019. Please note that all decisions will be final and there is no appeals process.

3.26. Summary details of all successful grants will be published on the competition website.

- 3.27. If your application for funding is successful, you will receive a grant offer from the Department for Transport (DfT). This offer may be subject to conditions that need to be met prior to acceptance. The grant offer letter, including the terms and conditions of grant, form the agreement between your organisation and DfT. You must sign the offer letter and return it to establish the agreement. An example grant offer letter is available on the scheme website.
- 3.28. Where bids are not successful, we will send you a letter informing you that your application has been unsuccessful, and indicating the reasons for this decision. All decisions made by OLEV/DfT on funding are final.

How will payments be made?

- 3.29. Payments will be only made by OLEV/DfT after an agreement has been signed between the applicant and DfT. Further details on payments and financial requirements will be provided by Ricardo Energy & Environment 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 Ricardo Energy & Environment.
- 3.30. Payments will be made on agreed milestones upon receipt of a detailed statement of expenditure. They will be subject to satisfactory progress against the project's work plan.
- 3.31. If delivery of the expected outputs are affected by circumstances outside the control of grantees, grantees must inform Ricardo Energy & Environment as soon as possible. Ricardo Energy & Environment will consult with OLEV to determine the best course of action.
- 3.32. Funds should be claimed against evidence of expenditure usually in the form of a receipted invoice accompanied by evidence or copies 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 should be submitted to Ricardo Energy & Environment for processing and will be processed within 21 working days of any claim being received by Ricardo Energy & Environment. Finance is released against work carried out rather than a lump sum on approval.
- 3.33. Applicants must satisfy the due diligence, financial and organisational checks required prior to receiving public funds.
- 3.34. OLEV/DfT recognises the importance of remaining flexible and pragmatic throughout project implementation and will consider changes to ensure the most effective use of funds. Grant offer letters will contain all conditions and processes linked to requesting adjustments during project implementation. In general, any significant changes to the overall impact and outcome of project, and any changes in project costs must have prior approval from OLEV/DfT.

Reporting

- 3.35. Each grantee must maintain regular communication with their allocated Monitoring Officer at Ricardo Energy & Environment. Project Monitoring Officers will discuss the project progress with the Project Lead on at least a monthly basis.
- 3.36. Grantees will undertake their own project monitoring with the support of Ricardo Energy & Environment and E4tech. They will be expected to provide reports on their project's progress. The narrative reporting will be as follows:
- A monthly narrative of progress, including an update on any identified issues or risks to delivery (due by the 15th of the following month)
 - A quarterly formal progress reports, financial forecast, and update of the project plan and risk register (due by the 15th of the following month at the end of each quarter). A set template for this report will be provided by Ricardo Energy & Environment.
 - A final financial and narrative report within 30 days of the end of the project.
- 3.37. Ricardo Energy & Environment, who manage the Hydrogen Transport Programme on behalf of OLEV, will review all reports and will address any issues in these and contact grantees accordingly. They will be the first point of contact between grantees for any project reporting.

Reporting beyond project completion

- 3.38. It is expected that projects awarded a grant may be subject to future independent evaluation of their project as part of a wider HTP evaluation. This may be carried out by a third party on behalf of OLEV and the grantees will be required to participate.