



A Commissioning Prospectus

An opportunity for groups, organisations and enterprises of all categories to bid for grant funding

Electric Cargo Bikes Grant Programme 2019-2020

PART OF THE ISLE OF WIGHT
VOLUNTARY & COMMUNITY
SECTOR STRATEGY



This Prospectus is part of a grant-making programme supported by the Isle of Wight Council, The IW NHS and Community Action IW. The programme provides fair and transparent access to grant-funding that enables public service delivery on the Isle of Wight by voluntary, community and social organisations and enterprises of all types.

For more information about Prospectus programmes, or to request an accessible version of this document, please contact Ian Lloyd at Isle of Wight Council: Tel 01983 821000 ext. 8964 or email: ian.lloyd@iow.gov.uk

For more information relating to this Electric Cargo Bike Grant Programme prospectus, please contact Kayleigh Richter, Active Travel Officer by telephoning 01983 821000 ext 8743 or email kayleigh.richter@iow.gov.uk

Isle of Wight Council

Electric Cargo Bikes - Grant Programme 2019-2020

Commissioning Prospectus

1. Introduction

This Prospectus is an invitation to groups, organisations and enterprises of all types to bid for grant funding, that they will use to support the introduction of an electric cargo bike operation, or operations, on the Isle of Wight. The funding commissioner is the Isle of Wight Council.

What is a Prospectus?

Public sector partners on the Isle of Wight want to encourage business and civil sectors (voluntary, community and not for profit organisations) to thrive. The Isle of Wight Council must also ensure that the best possible value has been secured from public funding. This has resulted in the Prospectus, the Isle of Wight Council's grant funding process.

This Prospectus is open to new and existing organisations as well as enterprises of any types.

As with all public funding, successful bidders will help us to deliver several outcomes in return for any grants made.

The Prospectus approach recognises the diversity of the many hundreds of possible potential applicant groups, organisations and enterprises. It is designed to be easy to use and geared to the needs of those bidding for funding.

Grants will be awarded through a competitive bidding process intended to encourage innovation, collaboration and building capacity in our communities. It particularly rewards partnership between different organisations and groups. Prospectuses also carry a local public sector commitment to offering funding opportunities that use Local Compact standards for voluntary organisations and small businesses.

Delivering our plans and priorities

Applicants to this prospectus must help the commissioner to deliver a range of local and national outcomes and priorities as set out within:

- The Isle of Wight Council Corporate Plan 2017 – 2020 click [here](#) for document
- The Isle of Wight Council Access Fund for Sustainable Travel application – click [here](#) for document
- The government's approach to innovation in urban transport as set out in the Future of Mobility: Urban Strategy – click [here](#) for document

For more information about the transport and environmental programmes that complement the objectives set out in this prospectus, contact Kayleigh Richter, Active Travel Officer on 01983 821000 ext 8743 or email kayleigh.richter@iow.gov.uk

Why do we want partnership working?

The Isle of Wight Council believes that involving civil organisations and businesses in planning and delivering local services and activities promotes stronger and active communities.

The use of grants can also help the development of partnerships between organisations and enterprises, allowing for innovation and imaginative use of funding and revenue from a range of sources.

As well as being an agent for change, innovative enterprises and a thriving and independent community sector can also be an important voice, helping us to arrange and commission more responsive services that are based on their knowledge and experience.

2. Electric Cargo Bike Grant Programme 2019-2020

Introduction

As part of an ambitious agenda to grow the volume of cycling journeys, the Isle of Wight Council is supporting the introduction of an electric cargo bike operation, or operations, on the Island through an allocation of grant funding.

Proposals are invited from groups, organisations and enterprises of all types and will be selected based on the ability to deliver outcomes. There is no specification for this opportunity and a wide variety of proposals are welcomed. This could range from a single cargo bike operation to support an existing business or service, or a new business or service operating with multiple cargo bikes.

Background

Isle of Wight Council has secured funding from the Department for Transport (DfT) Access Fund for Sustainable Travel (the Access Fund) to deliver a three-year programme of sustainable transport interventions, concluding in March 2020. The funding builds upon previous DfT investment on the Island through the Local Sustainable Transport Fund (2012-2016) and the Sustainable Travel Transition Year (2016-2017) programmes.

The Isle of Wight Council Access Fund programme is delivering a diverse range of projects which seek to influence the travel behaviour of residents and visitors, through interventions which aim to reduce private car trips and replace these with trips using sustainable modes.

The full Access Fund application is available to view [here](#).

Several projects within the Access Fund programme are realising the concept of *cycle service delivery*; the use of conventional and electric cycles as a mode of transport to deliver products and services on the Island. This has commenced with a project which is piloting the use of electric bikes as a transport mode for journeys to provide domiciliary care.

Electric cargo bikes also have a key role to play in delivering for the cycle service delivery initiative, with potential to contribute to reducing congestion, improving air quality, and generating economic growth.

To date, the majority of electric cargo bike operations take place within urban areas, where they are proving to be an effective replacement for car and van trips e.g. for deliveries, providing a cleaner, sometimes quicker and cheaper alternative. The Isle of Wight is not an urban area, but it does display characteristics which may be favourable to successful electric cargo bike operations, which include:

- A resident population of approx.140,000, with higher than average activity levels;
- 2.4m annual visitors, of which circa 2.2m arrive by cross Solent ferry;
- An existing network of traffic free trails connecting ferry ports and some settlements on the Island. Many of these trails follow disused railway lines, thus offering a relatively flat terrain;

- Comparatively short journey distances;
- An ambitious sustainable transport and regeneration agenda;

Supporting Information

In 2018, the council commissioned transport consultants People Powered CIC to undertake a feasibility study of the market potential for electric cargo bike operations on the Isle of Wight.

The full feasibility study is available to potential applicants and is in three parts as follows:

Part 1: Market Analysis

A high-level market analysis which is informed by existing electric cargo bike operations. Outputs include:

- A desk-based assessment of existing electric cargo bike operations in the UK and Europe;
- Identification of 10 existing operations, together with a critical appraisal of each, identifying the key ingredients of successful schemes and the learning from schemes which have been less successful;

Part 2: Opportunities for the Isle of Wight

Identification of a range of potential electric cargo bike 'use cases' which are applicable to the Isle of Wight. These include a combination of replicable existing use cases which were identified through Phase 1, and previously unidentified use cases which respond directly to the unique characteristics of the Isle of Wight. Outputs include:

- Identification of 10 electric cargo bike use cases which have the potential to be deliverable on the Isle of Wight;
- For each identified use case:
 - A summary of the strategic, commercial and economic case;
 - A SWOT analysis
- A matrix scoring system which enables the identified use cases to be ranked.
- Identification of a preferred use case for further analysis in Part 3 (without prejudice)

The Report for Parts 1 and 2 is available to download from the Isle of Wight Council website [here](#).

Part 3: Business Case Development

This phase presents an indicative business case for the preferred use case identified in Part 2. The key output of this phase is a business case which sets out a robust justification and expected commercial benefit of the electric cargo bike operation on the Isle of Wight in 19/20.

The Report for Part 3 is available to download from the Isle of Wight Council website [here](#).

Please Note: the business case is indicative, and the use case is selected without prejudice to other use cases presented by applicants to this grant programme.

The outcomes that you can help us to achieve

The aim of this Prospectus is to introduce electric cargo bike operations across the island and encourage greater volume of cycling journeys. In applying for this grant, you are expected to contribute to ambitious targets set out in our original Access Fund for Sustainable Transport Application available [here](#).

Applications are invited for projects that will meet the following outcomes:

Outcome 1: Generate a net increase in cycling trips and/or cycling stages.

Applicants will be expected to demonstrate how they will contribute to a projected increase of 351,223 cycling trips during the Access Fund implementation period to April 2020.

Outcome 2: Economic growth

Applicants will need to demonstrate how their projects generate a contribution to economic growth. Measures could include new and/or supply chain employment opportunities, increased productivity, an expansion of a customer base etc.

Outcome 3: Reduced congestion

The expectation is that projects will contribute to a reduction in localised congestion. Where an application is seeking to operate an electric cargo bike as a replacement for a car/van/lorry, please include an estimate of the volume of trips which will be replaced.

Outcome 4: Continuity of operation beyond the funding period

Applicants will be required to provide confidence that projects supported through this grant fund will continue beyond the funding period (beyond April 2020).

3. Making an Application

Funding and resources that the commissioner can make available

The total grant funding available through this Prospectus is £30,000; there is no minimum application value.

The available funding is defined as revenue funding, typically used to support operational costs such as human resource, marketing, training, leasing etc. Revenue funding cannot exist beyond the end of the financial year in which it is available, as such, successful applicants will need to provide evidence that grant awards are fully defrayed before 31 March 2020.

No capital funding is available, but applicants should be aware that the Department for Transport has made £2 million of funding available for the acquisition of electric cargo

bikes, to support green last mile deliveries. The funding covers up to 20% of the total cost of an electric cargo bike, up to a maximum of £1,000 per bike. This fund is administered by the Energy Savings Trust, with full details available [here](#).

Applicants will be expected to provide a minimum of 50% match funding, that is, every £1 of grant funding awarded needs to unlock a minimum of 50p in match funding from the applicant. Match funding can be revenue and/or capital, cash and/or in kind.

To apply for this council grant, you must use an application form that is only available from the commissioner (details in 'How to Apply' below). Use the form to tell us about your ideas and how you will deliver the commissioning outcomes set out above.

The successful bidder(s) for grant funding will be offered a Funding Agreement with Conditions. The agreement will include arrangements that will be put in place to explain how the outcomes are being delivered. A sample anonymised composite Grant Funding Agreement can be viewed [here](#).

Grants will usually be made in several payments on proof that outcomes are being delivered. However, there is some flexibility; for example, an initial start-up payment can be claimed if needed. A final payment, amounting to 20% of the total, will be made on successful completion of the project and the provision of information required by the commissioner.

Before making an application, please click [here](#) to see the Guide to Making Prospectus Applications.

How will we know that our outcomes are being achieved?

The Isle of Wight Council will need to show what impact the activities it has supported have had on the outcomes that have been set. We will look for a combination of information about how much of something is being done, and how effective it has been. The application process asks you to suggest how you will tell us these things.

We must also supply timely reporting information to the Department for Transport in line with the targets, outputs and outcomes set out in the Access Fund application form. Outcomes arising from the electric cargo bike grant will contribute to the wider Access Fund reporting.

The bid should include your proposals for reporting although there are some basic expectations. Successful applicant(s) will be required to report regularly to the Isle of Wight Council on the progress of the project and meet with the commissioner at regular intervals.

Potential bidders must contact the Isle of Wight Council to discuss their intentions before applying. This provides an opportunity to discuss ideas and the council can advise on what information it would be helpful to build into an application.

When assessing the strength of an application and how well a service is going, the Isle of Wight Council regards the views of service users as an important measure of how well a grant funded organisation is doing and how its services will be welcomed. This can tell us if individuals are able to access the services they need, where and when they want them, and help to identify the need for future change and improvement.

In short, the Isle of Wight Council will need to know how well your proposals are faring and how well outcomes are being delivered.

Requirements

You are asked to complete the application form supplied by the commissioner, and to provide a brief Implementation Plan, alongside evidence that you are a suitable partner for the Isle of Wight Council.

You should show how you intend to market your scheme and to submit evidence to show how the scheme can be self-sustaining once the funding period ends.

If you intend to work closely with any partner organisations, you should explain each organisation's roles and responsibilities.

Successful bidders must be able to show that they have or will have arrangements in place to meet the following responsibilities. You should have:

- Public liability, and where appropriate, employer liability insurance.
- Evidence that you can manage grant funding effectively and efficiently.
- Compliance with relevant legislation including health and safety, risk assessment, equality and diversity, safeguarding vulnerable adults and children, data protection and freedom of information.
- Recognised qualifications and experience.
- Suitable references in support of your bid (see the application form)
- Agree to allow council officers and commissioned external consultants the right to visit operations relating to aspects of the scheme funded by the grant.
- Agreement to the use of the 'Supported by' Isle of Wight Council logo on any promotional materials for funded activities.
- A non-discriminatory service that provides equality of opportunity.

You may be asked for evidence that you qualify for funding: we are only able to fund properly constituted trading enterprises, voluntary and community groups. Any funding that we provide can only be used for the purposes set out in any funding agreement with the Isle of Wight Council, and cannot be used to subsidise other activities.

Successful applicants will be required to:

- Provide records of eligible expenditure on their project amounting to equal or more than the funding provided. Evidence will be in the form of receipts from suppliers along with bank statements showing that the payments have been made.
- Provide monitoring information to evidence key metrics such as the volume of journeys, distance etc. Applicants can describe any additional monitoring information they propose to provide in the application form

Before making an application, please click [here](#) to see the guide to making Prospectus applications.

How to apply

Please contact Commissioning Manager, Kayleigh Richter on 01983 821000 ext 8743 to discuss your idea or email kayleigh.richter@iow.gov.uk. This is the only way to secure an approved application form.

Completed applications are to be sent by email to kayleigh.richter@iow.gov.uk in pdf format. Should you wish to provide your application in any other way of delivery then you will need to contact Kayleigh Richter in the first instance to discuss alternative arrangements.

The deadline for receipt of applications is **1600 on Wednesday 31 July 2019**. Applications received after the closing date cannot be considered.

A panel will meet in August 2019 to consider applications. Successful applications will receive funding via a Funding Agreement.

This is a competitive process and grant funding decisions will be based on the information supplied with the application. Bidders should use the application form to tell the Isle of Wight Council how their bid will deliver the outcomes set out in this Prospectus, how the grant funding will be used, and how the Isle of Wight Council will know how well the service is working.

The Prospectus process allows flexibility, creativity and innovation. Unlike contractual tendering, there will be opportunities to negotiate with successful bidders before a funding agreement is made.

Timeline

This Prospectus will be issued:	01 July 2019
The closing date for applications is:	31 July 2019 (1600)
The Evaluation Panel will meet on or about:	08 August 2019

We anticipate that successful operations should commence in autumn 2019.

Contacts

To discuss your ideas about how you might help the Council deliver the outcomes in this Prospectus, and to start an application, please contact:

Kayleigh Richter Tel: 01983 821000 ext 8743 or email: kayleigh.richter@iow.gov.uk

To find out more about the Prospectus process and how it works, please contact:

Ian Lloyd Tel: 01983 821000 ext. 8964 or email: ian.lloyd@iow.gov.uk

The Small Print and More Information

A short guide with more information about Council grant-making is available. It sets out more information about the Prospectus process and is intended to help all bidders submit

the best possible bid. This Isle of Wight Council document also applies to Isle of Wight NHS Prospectuses; [Click here to see a copy of the latest 'Small Print' guide for applicants.](#)