

## The Electrification of Council Depots Feasibility Funding Competition Guidance Notes

### Introduction

As part of our mission to assist Local authorities in the Midlands deliver on their Net Zero commitments the Midlands Net Zero Hub (MNZH) recently published a [Guide to the Electrification of Council Depots](#). The guide is designed to help local authorities transition from a fossil-fuelled fleet to an equivalent electric fleet. Specifically, the guide outlines the steps that need to be taken to install suitable EV charging infrastructure in a local authority depot to enable the depot to host an all-electric fleet. The guide is designed to assist councils to make informed strategic decisions as they embark on electric-depot projects. The total cost of an electric depot can be much reduced by phasing the installation of charge points in line with the procurement schedule of EVs. However, the electric depot design needs to be established early in the process to ensure investment decisions are futureproofed. For example:

- A suitably sized connection to the electricity distribution grid needs to be secured to meet future need.
- Appropriate cabling and ducting should be installed to meet future needs to enable a 'dig once' approach.
- Load-management and back-office software should be specified which does not restrict choice of technology or supplier in later project phases.

To further develop the knowledge base available to local authorities as they embark on electric-depot projects, the MNZH are running a competition to provide funding for feasibility studies for a range of depot archetypes to develop costed case studies.

### Scope

Local Authorities can bid for funding **up to £25,000** to help cover the cost of developing an investable business case specific to their depots. Minimum match funding of **35%** of the **total value of the project** will be required from the successful bidders in order to attract applications for projects that are most likely to be delivered.

So, for example if the full allocation of £25,000 was applied for, the total project value would be £38,461. The Midlands Net Zero Hub would provide the sum of £25,000 (65%) whilst the Applicant would be required to match fund the remaining 35% of the total value. Please see the Match Funding Calculator Table below for further guidance:

Total Project Value	Grant Value	Match Funding Value
£ 2,500.00	£ 1,625.00	£ 875.00
£ 5,000.00	£ 3,250.00	£ 1,750.00
£ 7,500.00	£ 4,875.00	£ 2,625.00
£ 10,000.00	£ 6,500.00	£ 3,500.00
£ 12,500.00	£ 8,125.00	£ 4,375.00
£ 15,000.00	£ 9,750.00	£ 5,250.00
£ 17,500.00	£11,375.00	£ 6,125.00
£ 20,000.00	£13,000.00	£ 7,000.00
£ 22,500.00	£14,625.00	£ 7,875.00
£ 25,000.00	£16,250.00	£ 8,750.00
£ 27,500.00	£17,875.00	£ 9,625.00
£ 30,000.00	£19,500.00	£ 10,500.00
£ 32,500.00	£21,125.00	£ 11,375.00
£ 35,000.00	£22,750.00	£ 12,250.00
£ 37,500.00	£24,375.00	£ 13,125.00
£ 38,461.54	£25,000.00	£ 13,461.54

The programme aims to fund a number of studies, which will as a minimum, cover each of the three main archetypes identified in The Guide to the Electrification of Council Depots.

The scope and specification of the studies will be defined by applicants, to enable the studies to be tailored to the specific requirements of the authority. The scope may range from techno-economic feasibility study to a full business case but will as a minimum:

- Assess the feasibility of upgrading an existing depot site.
- Provide an outline design of electrical and civil works required (e.g. RIBA Stage 3) including drawings.
- Contain well-developed costings.
- Contain clear estimates of timescales involved.
- Provide a detailed assessment of the risks associated with developing their electric depot site.

### **Exclusions**

It is expected that applicants will have already determined the types and numbers of vehicles to be based at the depot that will be the focus of the study. Fleet reviews will therefore not be funded. However, if required, such studies may be carried out in parallel with the electric depot study.

### **Essential eligibility criteria**

This competition is only open to Local Authorities within the Midlands Net Zero Hub region. If you are unsure as to whether you fall within this criteria, please email [MidlandsNetZeroHub@Nottinghamcity.gov.uk](mailto:MidlandsNetZeroHub@Nottinghamcity.gov.uk)

It will be a requirement of the funding that findings will be put in the public domain (this may be in the form of anonymised final reports with, where necessary, anything of a particularly commercially sensitive nature could be removed). Applicants should therefore ensure any external consultants procured to deliver the works funded by this scheme are aware of this requirement.

### **Application Guidance**

Applicants must complete: The Electrification of Council Depots Feasibility Funding Competition APPLICATION FORM

### **Applicant and Depot details**

**Sections A and B.** This information will be used:

- To confirm that the applicant is an eligible local authority in the Midlands Net Zero Hub Region.
- Determine the 'depot archetype' that will be the focus of the study.

### **About your electric-depot project**

**Sections C and D** aim to give the MNZH a comprehensive understanding of your electric-depot project and provide evidence that any funding awarded will move the electric-depot project forward. In the response, please include details:

- Of prior work, (e.g. fleet reviews, existing fleet electrification projects).
- How the project fits with the applicant council's wider decarbonisation strategy,
- The type of and purpose of the proposed study (e.g. techno-economic feasibility study, outline business case, full business case).
- The medium and longer-term fleet decarbonisation plans of the authority applying.

(Documents may be appended as evidence of prior work)

### **Delivery and Information sharing.**

It is the mission of the MNZH to share knowledge and good practice across the Midlands to assist our partner local authorities deliver decarbonisation projects. Your response to **Sections E and F** will be used to assess the quality of information that will be shared.

### Costs and Funding requirements

Please specify your funding request and details of match funding in **Sections H**. MNZH funding will be limited to £ 25,000 per local authority.

### Timelines

Please see below the application/ project timeline with key actions and outcomes. These timelines are subject to change.

- The competition will be launched **20th November 2023**.
- Applications will need to be received by **Midnight on 21st December 2023**.
- Applicants will be notified as to whether their bid has been successful **on the 01st February 2024**.
- All studies commissioned using funding from this competition will need to be completed by **31st July 2024**.

**Please note:** As part of any successful bid, the Local Authority will be required to identify which sections/parts of the [Electrification of Depots Guide](#) will be utilised as part of the development process.

Post completion, the Local Authority will be required to attend a debrief and/or to a complete survey to confirm how the Electrification of Depots Guide added value to the process.

### Scoring

All proposals will be appraised, by the MNZH, for eligibility, strategic fit, and value for money. Please see below the scoring methodology.

Each question will be given a score of 1 (not satisfactory) to 5 (excellent). Should any proposal score 1, in any of the criteria, they will be excluded from the competition.

The scoring methodology is as outlined below:

Score	Description
1	Not Satisfactory: Proposal contains significant shortcomings and does not meet the required standard
2	Partially Satisfactory: Proposal partially meets the required standard, with one or more moderate weaknesses or gaps
3	Satisfactory: Proposal mostly meets the required standard, with one or more minor weaknesses or gaps.
4	Good: Proposal meets the required standard, with moderate levels of assurance
5	Excellent: Proposal fully meets the required standard with high levels of assurance

NB: Applicants will be informed by the MNZH of the outcome of their submission via email, along with feedback and a total score. Feedback & scores cannot be provided for each individual question - with reflection to the marking percentage allocations (e.g. Section C: 30%; Section D: 20%; Section E: 20%; Section F: 15%; Section H: 15%) - but we will be able to provide general feedback on the strengths and weaknesses of an application.

### If successful, organisations should note:

- Grant agreements will be provided: The Hub will sign a Grant Funding Agreement (GFA) with the successful local authorities. KPIs specific to the project (e.g. milestones, outputs) will form part of the GFA.
- You must not start your project until we have received, checked, and approved the signed Grant offer letter and any other additional documents we may request. Work commenced prior to the signing of the GFA will not be funded.
- Data and Reporting: Personal data will not be collected or used as part of this competition. Therefore, a Data Sharing Agreement (DSA) will not be required between the Hub and the local authority.