

## **Appendix B: EV Charge Point Grant Criteria and Guidelines**

### **What is the grant?**

The Electric Vehicle Charge Point Grant is available to fund installation of electric vehicle charge points (EVCPs) for use by the public, and related works, in the car parks of community buildings and village halls within South Cambridgeshire.

### **Who can apply?**

- Parish councils
- Village hall or community centre/community building Trusts,
- Charitable and not-for-profit organisations directly involved in running village halls, community centres, and community buildings with parking.

### **What can be funded?**

- Capital costs for purchase and installation of Electric Vehicle Charge Points for public use, including associated costs such as electrical works, ground works, bay markings, barriers, and signs.
- The EVCPs must be located in off-street car parks.

### **What cannot be funded?**

- On-going revenue costs (for example, maintenance, software, electricity costs).
- EVCPs at locations which already have an EVCP(s) installed.
- EVCPs that are restricted in use to an individual, business or organisation. Chargers must be for public use.

### **How much can be applied for?**

- The maximum award is £5,000.
- Applicants can apply at any time during the financial year until the funding is fully allocated for that period.

### **What supporting information is needed?**

- A completed application form and any attached documentation that is needed to support responses to the questions in the form.
- The form requires a copy of confirmation of support from your local district councillor by letter or email.
- Confirmation of match funding including the source and amount of match funding.
- A bank statement for the account you wish the funds to be paid into, dated within the last month.

### **How are applications assessed?**

- Applications will need to meet the criteria set out in this guidance document, which will be demonstrated by completing by the application form.
- Applications will then be scored out of 100 based on how well they have addressed the criteria of site suitability, project management and delivery, and ongoing commitments.
- Grant applications are discussed and decided at the [Grants Advisory Committee](#). Grants Advisory Committee usually meets monthly.
- Of particular importance is the need to demonstrate consideration of likely demand for EVCPs at the chosen location, to provide evidence that the chargers in the chosen location have a good prospect of being used.

### **What are the conditions of funding?**

- Funding must only be used for the agreed purpose and spent within 12 months of the award being made (unless otherwise agreed in writing)

- Successful applicants are to notify SCDC on completion of the funded project.
- Usage data from the EVCP must be provided to SCDC quarterly for 3 years from the date of successful commissioning.
- The successful applicant must commit to maintaining the EVCP in good working condition for 3 years from the date of commissioning.
- EVCPs installed as a result of funding shall be registered on an online EV charging directory such as ZapMap or similar.
- Any publicity must acknowledge the award provided.
- Unused grant must be returned to South Cambridgeshire District Council.

### How are successful applicants paid?

- If successful, the applicant will receive the grant payment into the account stated on the application form, once we have received acknowledgement of the grant offer and acceptance of the terms and conditions.

### Where to begin?

When first considering a site for an EVCP, think about what might make it attractive to EV drivers. For instance:

- Are there nearby attractions or facilities for drivers to access, ideally more than one and within walking distance?
- Would the EVCP be publicly visible, making it more likely to be noticed and used?
- Are there nearby homes without private driveways who could benefit from a public charger?
- Does the location feel safe for an EV to be left while charging?

Here are some other factors to consider:

- Signs and/or bay markings can be used to denote parking spaces for EV use only, to discourage parking by petrol and diesel cars
- Minimising the distance between EVCPs and the electricity supply can reduce installation costs
- Ensure there is pedestrian accessibility to the charger and parking space
- Barriers or wheel stops in front of an EVCP can reduce damage from collisions
- EVCPs capable of taking contactless payments are easier to use for drivers

If you think your site might be suitable then EVCP installers can provide site surveys free of charge.

### Application Scoring Methodology

- Each application is assessed on the below criteria, derived from the application form and conditions set out in the application guidance.
- Each criterion is given a weighting of 33%, and applications are scored out of 10 for each one.
- The scores are then added together, and the application given a total score out of 100.

Criteria	Weighting
<b>Site suitability:</b> The applicant has shown that the site is suitable for the proposed installation, has demonstrated likely demand (such as nearby amenities, and lack of residential off-street parking), has conducted resident surveys and ensured there is sufficient electricity capacity.	33%
<b>Project management and delivery:</b>	33%

The applicant has shown their ability to manage project timelines and funding by providing project timescales, evidenced costings, quotes, and other sources of funding.	
<b>Ongoing commitments:</b> The applicant has agreed to meet the ongoing commitments to SCDC to provide charger usage data for 3 years, maintain the EVCP(s) in a working condition, and register the EVCP(s) on a national charge point map.	33%