

Round 2 Funding – Guidance (Draft)

Introduction

These notes set out the information needed to complete your application form to apply for Clean Air Thames funding. Please read these notes carefully and use them to complete your application accurately and fully. If you complete the form in full and include all supporting documents, it will help us decide on your application as quickly as possible.

If you have read these notes and are unsure how to complete the form, please contact us. For our contact details visit the Clean Air Thames web page at:

<https://crossriverpartnership.org/projects/clean-air-thames/>.

Before you start your application

Make sure that:

- You and, the vessel you are applying for, commercially operate within London on the Tidal Thames
- You have downloaded the Clean Air Thames Application Form from:
<https://crossriverpartnership.org/projects/clean-air-thames/>
- You complete the form in Adobe Acrobat (*not your web browser*)
- You have all the necessary supporting documents required for your application.

If you are satisfied that you have all the information and supporting documentation required, use the following guidance to complete your application.

Step 1 – Complete Section 1: Applicant details

1.1 – 1.5	<p>Fill in with details for the applicant for the proposed agreement. The Company name in 1.3 should be the name (beneficiary) that owns the vessel you are applying for.</p> <p>We will continue to use these details to contact you about your agreement if your application is successful. You should contact us immediately with any changes to your contact information.</p>
1.6 – 1.10	<p>If the applicant named in 1.3 is not the main contact, please complete 1.6 to 1.10 with the details of the person who should be contacted about this application.</p>
1.11	<p>Confirm if you are VAT registered.</p>
1.11.1	<p>If you are VAT registered, provide your VAT number.</p>
1.12	<p>Confirm that you have management control, including financial authority, over the proposed retrofit and participation in Clean Air Thames, and that you have the support of the company board (if applicable), so that you can meet the Declaration in Section 7, for the entire length of the proposed agreement (through March 31, 2022)</p>
1.13	<p>Confirm that you will make your vessel available for emissions monitoring six weeks before your vessel's retrofit and six weeks after your vessel's retrofit (twelve weeks in total).</p>
1.14	<p>If you are an agent (or a partnership representative acting as an agent) on behalf of the applicant(s) tick 'Yes' and proceed to 1.15, otherwise tick 'No' and proceed to Section 2.</p>
1.15	<p>Confirm that you have permission to act on the applicant's behalf. You must have their permission to act on their behalf before you submit this application. We may ask you to provide us with evidence of this permission if your application is successful.</p>

Step 2 – Complete Section 2: Operation details

2.1	<p>Select your company type. If not listed, select other and describe briefly</p>
2.2	<p>Describe briefly what your organisation does, e.g., "Transports construction waste."</p>
2.3	<p>Fill in the name of the vessel you would like to retrofit</p>
2.4	<p>Fill in the registration number of the vessel named in 2.3</p>
2.5	<p>Select the most relevant description of the vessel named above. This reflects the London and Thames Inventory categories so that the vessel can be considered</p>

	for its group contribution. Vessels with larger contributions will be considered more favourably
2.6	Select all locations where your vessel operates
2.7	Select which activity your vessel is used for

Step 3 – Complete Section 3: Emissions

3.1	Fill in the engine power (in kW) for each of your vessel's engines
3.2	Select the type of each of your vessel's engines
3.3	Select your vessel's hull type
3.4	Fill in the average quantity of fuel consumed by your vessel each week
3.5.1	Fill in the average number of hours your vessel runs per week
3.5.2	Fill in the range of hours your vessel runs per week, i.e. the minimum number of hours in any week to the maximum number of hours in any week
3.6	If you are considering retrofitting a new engine with a post exhaust treatment, fill in the power of the engine in kW. Enter '0' if not relevant
3.7	If you are considering retrofitting a new engine with a post exhaust treatment, select the new engine type
3.8	Fill in the average amount of fuel that you expect to save per week in tonnes
3.9.1 – 3.9.5	Fill in the expected reduction in your emissions as a percentage. This should be split into carbon dioxide (CO ₂), sulphur oxides (SO _x), nitrogen oxides (NO _x), particulate matter (PM) and volatile organic compounds (VOC).
3.10	Select the source of your information used to determine the reduction in emissions. For instance, did you complete a study or did your manufacturer inform you that you will reduce your emissions?
3.10.1	If your source named in 10.1 is available online, please fill the web link to the source
3.10.2	If you do not have a web link, submit a supporting document with your application.

Step 4 – Complete Section 4: Finances

4.1.1	Fill in the purchase cost of the retrofit equipment including installation fees
4.1.2	Fill in the yearly cost of your project, e.g. ongoing maintenance costs
4.1.3	Fill in the cost of any additional infrastructure
4.1.4	Fill in the cost of required training for staff

4.1.5	Fill in any additional costs related to your project
4.2	Fill in the percentage of the total cost you expect to be covered by Clean Air Thames. This cannot exceed more than half (50%) of the capital cost
4.3	If you have other funding for your project, fill in the percentage of the total cost you expect it to cover.
4.4	Fill in the amount of match funding (in GBP) you will provide for this project. If you can only provide match funding in-kind (see 4.5), please enter "0"
4.5	If relevant, fill in the value of goods or services you can contribute towards this project
4.5.1	If relevant, fill in a brief description any technology and/or services you will contribute to this project

Step 5 – Complete Section 5: Proposed retrofit

5.1	Confirm that your proposal describing your proposed retrofit is attached.
5.2.1 – 5.2.9	Fill in your schedule for the each of the activities listed. The project must be completed by 31 December 2021.
5.3.1	Confirm that your project risk assessment is attached.

Step 6 – Complete Section 6: Engagement

6.	Confirm that your project communication strategy is attached.
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Step 7 – Complete Section 7: Declaration

7	<p>Complete Section 7 to confirm that you have read and understood the requirements of the Clean Air Thames fund and the undertakings that you are making in submitting your application.</p> <ul style="list-style-type: none"> - Read the declaration, undertakings and warning carefully. - If you are applying for a Clean Air Thames grant, sign Section 7 and enter your name in capital letters, your capacity (e.g. sole trader, company director, agent etc.) and the date of your signature. <p>The party/parties that sign Section 7 must have full authority and capacity to represent and bind the applicant.</p>
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	If the applicant is a partnership and the partners have not appointed an Application Submission Agent, all partners must sign.
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Step 8 – Complete the Checklist

Use the checklist below to ensure that you are submitting all the documents required for your application:

- Supporting documentation for emissions saving estimates [optional, see 3.10.2] []
- Retrofit proposal including retrofit cost quotes [required, see 5.1] []
- Risk assessment document [required, see 5.3.1] []
- Communication strategy attached [required, see 6.] []