



Department
for Transport

Zero Emission Bus Regional Areas (ZEBRA) 2 Application Form

Applications to the Fund will be assessed against the criteria set out here and in the guidance document.

**Proposals must be received no later than
4pm on 15 December 2023.**

You will receive confirmation that we have received your proposal within 5 working days.

An electronic copy only of the bid including any supporting material should be submitted to BUSES@dft.gov.uk

Enquiries about the Fund may be directed to BUSES@dft.gov.uk
Please include “**ZEBRA 2**” in the subject line for the email.

**You must
also complete
and return a
Greener Bus Tool
(separate document)**

Section 1

Applicant information

This section is not scored.

Bidding authority

Bid Manager

Name and position of the official with overall responsibility for delivering the proposed bid.

First name

Last name

Position

Contact telephone number

Email address

Postal address

Postcode

Website address for published application

Section 2 – Key requirements

LTA's will need to meet a number of key requirements to be able to receive funding. **This section is not scored.**

The Department reserves the right to reject any application which does not meet all these key requirements.

Please select Yes or No.

2.1 Can you confirm you have an Enhanced Partnership in place or are following the statutory process to decide whether to implement a franchising scheme?

Yes No

2.2 Can you confirm that all vehicles will meet the enhanced accessibility standards set out in the scheme guidance?

Yes No

Please name the annex(es) which provide quotes from zero emission bus manufacturer(s).

2.3 Can you confirm that you have letters of support from the bus operator(s) as per the below?

- LTA's must provide letters of support from the bus operator(s) who will be operating the zero emission buses, with signatures from the national CEO and local area MD, committing to investing in the buses and operating them in the area for a minimum of 5 years. The national CEO or equivalent should be empowered to commit the bus operator to operating the buses and providing any required funding for the proposed scheme. LTA's do not need to provide letters of support for all operators in the area, only the operators who will be operating the zero emission buses.
- If LTA's intend to award a contract to operate the bus service where the zero emission buses will be used, they must provide evidence that bus operators will submit bids to operate the bus service. This should take the form of letters from bus operators expressing their interest in seeking to bid to operate the bus service.

Yes No

2.4 Please name the annex(es) which provide letters of support from the bus operator(s).

2.5 Can you confirm that all ZEB Funding monies administered will take account of subsidy control obligations, this applies to any onward award of ZEBRA monies to third party organisations. Can you confirm that you have received legal advice?

Yes No

Please name the annex containing legal advice that has been obtained.

2.6 In the case of proposals seeking funding for their battery electric proposals, can you confirm the proposal achieves a minimum low value for money using the Department's updated Greener Bus Tool?

If this has not been met the Department reserves the right to not assess the rest of the application.

Yes No

2.7 In the case of proposal for hydrogen fuel cell buses should provide evidence of costs of hydrogen fuel. In line with other funding for hydrogen transport, proposals for hydrogen fuel cell buses will need to demonstrate that by March 2025 the buses will use hydrogen sourced with either Renewable Transport Fuels Obligation (RTFO) support or hydrogen that meets the UK's draft Low Carbon Hydrogen Standard (LCHS).

Yes No

Please name the annex containing a provisional offtake contract, budget estimate, letter or email from a hydrogen fuel supplier.

Section 3 – Rural eligibility

3.1 If you are seeking to apply for the funding that has been initially earmarked for ZEBs in rural areas you will need to demonstrate how you meet the rural definition of ZEBRA 2. Introduce ZEBs in a rural area explain in **no more than 300 words** how the area meets the definition of rural area set out in the guidance.

LTA's not seeking to apply for this funding do not need to complete this section.

This section is not scored and will be pass/fail.

Section 4 – Bid description

- 4.1** Please complete the following fields with key information about your bid. This information should match the information that is included in the Greener Bus Tool. We suggest that section 6 is completed at the end of completing your application to ensure numbers reflect the final figures.

This section is not scored.

Total grant amount

Local transport authority funding

Other public sector funding

Bus operator funding

Other private funding

Vehicle grant amount

Infrastructure grant amount

Total number of buses

Total capital cost

Vehicle capital cost

Infrastructure capital cost

- 4.2** In **no more than 750 words** applicants should provide information on the project area. This should include a list of the bus routes where the ZEBs will operate and set out the location of the bus depot and/or other locations where supporting infrastructure will be located.

This section is not scored.

Section 5 – Assessment Criterion 1 – Strategic Case

5.1 Applicants should set out in **no more than 1,000 words** how they meet the case for change part of the strategic case as set out in the guidance.

5.2 Applicants should set out in **no more than 500 words** how the proposal meets the community benefit with regard to employment and training criteria set out in the guidance.

5.3 Applicants should set out in **no more than 500 words** how the proposal meets the community benefit with regard to the supply chain criteria set out in the guidance.

5.4 Applicants should set out in **no more than 500 words** how the proposal meets the wider decarbonisation benefits criteria set out in the guidance.

continued overleaf

5.5 LTAs must comply with the public sector equality duty (PSED – Section 149 Equality Act 2010). PSED consideration helps to ensure that people who share characteristics defined as “protected” by the Act will benefit from the scheme. The PSED also requires authorities to identify any likely negative impacts and to actively seek to remove or reduce these as far as possible.

We expect LTAs to consult with relevant stakeholders who represent people from the protected characteristic groups. Guidance on the PSED is available from the Local Government Association.

LTAs should set out in **no more than 1,000 words** how their proposal will meet the expectations of the Equality Act.

5.6 LTAs seeking funding for a hydrogen fuel cell bus proposal that is poor VfM will need to demonstrate their proposal is innovative to receive funding. LTAs should set out in **no more than 1,000 words** how their proposals for hydrogen fuel cell buses will provide learning to the Department and wider government that will not be obtained from existing hydrogen fuel cell bus projects.

Proposals for hydrogen fuel cell buses that are a minimum of low VfM do not need to complete this section.

Section 6 –

Assessment Criterion 2 – Value for Money

Section 6 of the application form and Greener Bus Tool will be used to assess Value for Money. This represents the ‘Economic case’ of the Five Case Model.

6.1 Please state the proposed VfM category of the proposal e.g ‘low’ and the central BCR informing this e.g. ‘1.25’. The proposed value for money category for the investment proposal should reflect the central BCR, non-monetised impacts and risks and uncertainties. If the proposed VfM category has been uplifted from that implied by the central BCR, provide robust justification for this in **no more than 150 words. This should be a summary of the information provided in 6.3 and 6.4.**

The completed version of the Greener Bus Tool with the central BCR output should be provided alongside the submission along with evidence of key assumptions e.g. annual vehicle distance, estimated risk contingency amount.

6.2 Please outline in **no more than 500 words** evidence informing assumptions related to:

- the estimated annual vehicle distance,
- the fuel/electricity consumption scenario chosen,
- annual infrastructure maintenance costs (if an annual maintenance cost is stated in the tool),
- electricity/hydrogen costs if local evidence is used
- battery replacement costs (if the suggested values in the GBT guidance are not used) and
- a quantified risk assessment (if conducted).

If the evidence is not in a suitable format, please summarise it here and signpost where supplementary evidence has been provided i.e. in a spreadsheet or e-mail as an annex. Further detail is available in the GBT guidance on the level of detail required for input assumptions.

6.3 Discussion of any significant impacts of the scheme which have not been estimated by the tool (non-monetised impacts) should be outlined in **no more than 500 words**. If any significant non-monetised benefits have been identified, the scale of the change needed to reach a higher VfM category should be determined, by calculating the required % increase and absolute increase in present value benefits (PVB).

6.4 Discussion of any significant risks and uncertainties that might influence a scheme's VfM, with appropriate sensitivity tests to show the impact risks/uncertainties would have on the scheme BCR should be outlined in **no more than 500 words**. Completed GBTs with sensitivity tests should also be provided, with the file name clearly indicating which sensitivity test has been conducted. Refer to the GBT guidance for a suggested list of sensitivities.

Section 7 –

Assessment Criterion 3 – Grant funding per bus

The grant funding per bus criterion will form part of the financial case of the Five Case Model. LTAs must complete the grant funding per bus calculator spreadsheet which will be used to calculate a grant funding per bus score.

[Download Grant Funding Per Bus Calculator Spreadsheet](#)

Section 8 –

Assessment Criterion 4 – Deliverability

The Deliverability criterion draws together relevant aspects of the Finance, Commercial and Management Cases in the Five Case Model.

8.1 Finance Case

Together with grant funding per bus section 8.1 of deliverability will form the finance case of the Five Case Model.

- 8.1.1 LTAs should set out clearly in **no more than 1,000 words** all the sources of funding for their proposal, which should match the information included in the Greener Bus Tool. For all funding sources, except grant funding from the Government, LTAs should set out a short summary detailing the source of the funding and what approvals (e.g. investment or credit committees) are required to access the funding.

8.1.2 LTAs seeking to use finance other than from a bus operator(s) (e.g. private, UKIB, other) should set out in **no more than 1,000 words** the finance, what further steps would be needed to secure that finance on confirmation of any grant award from the scheme, and what other alternative sources would it seek to utilise if the external finance was subsequently not available.

8.1.3 Subsidy control

LTAs should set out in **no more than 1,000 words** a summary of the legal advice that they have received on how they will comply with subsidy control rules. LTAs must attach the full legal advice as a labelled annex.

8.2 Commercial Case

Section 8.2 of the deliverability criterion will form the Commercial Case of the Five Case Model.

8.2.1 LTAs should set out in **no more than 1,000 words** how they will comply with the requirements on procurement set out in the guidance.

8.2.2 Evidence of costs

LTAs should provide evidence that they, or one of their partners, has engaged with the supply chain to demonstrate reliability of costs. The Department reserves the right to reject any application which has not provided all the required quotes.

8.2.2.1 LTAs **must provide quotes from two manufacturers** for the cost of zero emission buses. LTA must also provide quotes from the manufacturers for the cost of an equivalent diesel bus. Please attach quotes in the form of a letter or email from suppliers as a separate annex(es). The annex(es) should be clearly labelled. LTAs must input the key information on these vehicles into the below table.

	Quote from preferred manufacturer		Quote from second manufacturer	
Manufacturers name				
Make and Model of bus				
Number of buses in bid				
Vehicle technology (eg. Battery electric or hydrogen fuel cell)				
Cost per bus (£)				
Cost of diesel equivalent (£)				
Has evidence for the cost of this bus model been provided alongside the application form?	Yes	No	Yes	No
Link to ZEMO ZEB certificate*				
Battery manufacturer				
Battery Installed Capacity (kWh)				
Battery Usable Capacity (kWh)				
Maximum zero emission range for type of route				
Battery chemistry				
Plug type				
Rated charging power (kW)				
Charger compatibility (eg. AC, DC or both)				
Fuel cell manufacturer				
(For hydrogen proposals) Hybridised battery size				

continued overleaf

	Quote from preferred manufacturer	Quote from second manufacturer
(For hydrogen proposals) Fuel cell power rating (kW)		
Total system power rating		
Hydrogen Storage Capacity (kg)		
On board hydrogen Storage Pressure (bar)		
Vehicle length		
Passenger capacity (seated)		
Number of PSVAR compliant wheelchair spaces		
Number of additional flexible spaces		
Total passenger capacity		

* The Zemo Partnership (formerly Low Carbon Vehicle Partnership) have developed the Zero Emission Bus definition and test process, and a certification of compliance is provided as each bus type is tested. Bidders can find these certificates on Zemo Partnership's website: www.zemo.org.uk/work-with-us/buses-coaches/low-emission-buses/certificates-hub

8.2.2.2 For proposals to introduce battery electric buses LTAs **must provide quotes from two suppliers** of charging infrastructure. Please attach quotes in the form of a letter or email from suppliers as a separate annex(es). The annex(es) should be clearly labelled. LTAs must input key information on charging infrastructure in the below table.

Electric	Quote from preferred manufacturer	Quote from second manufacturer
Manufacturers name		
Make and model name		
Number of charging units (charging unit with dual plug counts as one unit)		
Cost per charging unit		
Has evidence for the cost of this model been provided alongside the application form?	Yes No	Yes No
Max Charging rate (kW)		
AC or DC charger		
Chargepoint protocol utilised		

8.2.2.3 For proposals to introduce hydrogen fuel cell buses LTAs **must provide quotes from two suppliers** of refuelling infrastructure Please attach quotes in the form of a letter or email from suppliers as a separate annex(es). The annex(es) should be clearly labelled. LTAs must input key information on charging infrastructure in the below table.

Hydrogen	Quote from preferred manufacturer		Quote from second manufacturer	
Hydrogen refuelling station (HRS) operator				
Technology provider				
Number of HRS				
Cost per HRS				
Hydrogen storage (kg)				
Dispensing pressure (bar)				
Fuelling capacity (kg/day)				
Production on-site or off-site?	On-site	Off-site	On-site	Off-site
(If on-site) Size of electrolyser stack				
(If off-site) Source of hydrogen: supplier and location of hydrogen supply				
Hydrogen supplier				

8.2.2.4 In **no more than 750 words** LTAs should explain how the quotes they have obtained for vehicles and infrastructure have been informed by the vehicle and infrastructure specifications they intend to introduce.

8.2.2.5 Please provide evidence of the cost of the grid connection. This should take the form of a connection offer, budget estimate, letter or email from the Distribution Network Operator or Independent Connection Provider. If a grid connection is not needed, please explain in **no more than 750 words** why.

8.2.2.6 Proposals for battery electric buses that are not using the GBT costs for electricity should explain why and provide evidence of the cost of the electricity. Evidence should take the form of a letter or email from suppliers as a separate annex(es). This annex(es) should be clearly labelled.

8.2.2.7 Proposals for hydrogen fuel cell buses should provide evidence of costs of hydrogen fuel. Proposals for hydrogen fuel cell buses must either be sourced with Renewable Transport Fuels Obligation (RTFO) support or hydrogen that meets the UK's draft low carbon hydrogen standard. Proposals for hydrogen fuel cell buses, must provide evidence of costs of hydrogen fuel. This evidence should take the form of a provisional offtake contract, budget estimate, letter, or email from a hydrogen fuel supplier. Please attach this as a separate annex(es). This annex(es) should be clearly labelled.

8.2.2.8 LTAs that are proposing to use private finance to support their proposal they will need to provide a letter of support from the private financier. Please attach quotes in the form of a letter or email from suppliers as a separate annex(es). This annex(es) should be clearly labelled. LTAs will also need to set out in **no more than 1,000 words** what further steps would be needed to secure that finance on confirmation of any grant award scheme, and what other alternative sources would it seek to utilise if the external finance was subsequently not available.

8.3 Management Case

8.3.1 Governance

In **no more than 1,000 words** please provide reassurance that they and their partners have the capacity to deliver the project as set out in the guidance.

8.3.2 Allocating grant funding

LTAs should set out in **no more than 500 words** how they will allocate grant funding to their bus operator(s) partners. LTAs can attach draft funding agreements with bus operators as an annex.

8.3.3 Project plan

LTAs should provide a project plan. This should be set out in **no more than 1,500 words**. A project plan in formats like gantt charts and tables, can also be provided as a separate annex(es). These must be provided in an excel format.

8.3.4 Risk Management

LTAs should set out in **no more than 1,000 words** your top five risks and the actions they will take to mitigate these risks.

8.3.5 Programme level Monitoring & Evaluation

LTAs should confirm that they will conduct the following as part of the programme-level M&E:

Participate in programme-level M&E activities as required, for example taking part in interviews or group discussion sessions:	Yes	No
Share relevant monitoring data in an electronic format (e.g. Microsoft Excel):	Yes	No
Share relevant monitoring data on a quarterly basis	Yes	No
Ensure relevant monitoring data is collected automatically via telematics	Yes	No

8.3.6 Scheme level Monitoring & Evaluation

LTAs should set out in **no more than 1,000 words** their plans for scheme-level M&E, including a logic map which sets out expected causal links between scheme inputs, outputs, outcomes and impacts:

An electronic copy only of the bid including any supporting material should be submitted to BUSES@dft.gov.uk

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