



Office for
Low Emission
Vehicles

Fuel Cell Electric Vehicle Fleet Support Scheme Guidance Note for Applicants

Moving Britain Ahead



May 2016

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Contents

Executive summary	4
1. Competition Background	5
2. FCEV Fleet Support Scheme	6
Objectives	6
Timetable	6
Delivering Value for Money	7
Questions and Clarifications	7
Information Seminar (27th May 2016)	8
3. Guidance for Applicants	9
Bid Documentation	9
Eligibility Criteria	9
Project Description	10
Data Gathering	11
Project Management	11
Cost Breakdown	11
Evaluation, Final Reporting and Dissemination	13
Annexes	14
4. Post Tender Process	15
How Will Applications Be Assessed	15
How Will Payments Be Made	15
Project Management	16
Annex A - De Minimis	17

Executive summary

- 1 The Government's Hydrogen for Transport Advancement Programme is funding the development of 12 hydrogen refuelling stations, a significant first step towards an initial national network of 65 stations. The first of the 12 stations are already complete and fully operational, the remainder will be operational before the end of 2016. Now that the stations are coming on-line the Government is launching a £2m Fuel Cell Electric Vehicle Fleet Support Scheme competition.
- 2 The competition is open to public sector fleets and to individual private enterprise fleets (up to a ceiling of €200,000 support). It will provide support for vehicles deployed up until 30th April 2017 and for the cost of operating them for up to 3 years. Support will be available for the costs of: purchasing, leasing or renting vehicles; insurance; hydrogen fuel; fleet management; vehicle servicing; driver familiarisation; reporting and dissemination of experience.
- 3 The deadline for bids for funding is 4th July 2016 and the Office for Low Emission Vehicles (OLEV) will be holding a workshop for potential applicants on 27th May. The aim is to announce successful bidders at the beginning of August 2016.
- 4 This document provides guidance for organisations applying for funding under this competition.

1. Competition Background

- 1.1 We have entered a period of change in the way we power our motor vehicles; a period which provides significant opportunities for the UK to grow its economy, improve our environment and deliver people the independence and mobility they want.
- 1.2 The Government is committed to seizing this opportunity. Our vision is that by 2050 almost every car and van in the UK will be zero emission at the tailpipe, with the UK at the forefront of their design, development and manufacture, making us one of the most attractive locations for ultra low emission vehicle (ULEV) related inward investment in the world. This will require almost all new cars and vans to be zero tailpipe emissions from 2040.
- 1.3 Hydrogen fuel cell electric vehicles (FCEVs) have the potential to feature significantly in the future automotive low emission vehicle landscape in a portfolio of solutions alongside battery electric vehicles. FCEVs offer an attractive consumer proposition in terms of long driving range and short refuelling times and with zero CO₂ and pollutant emissions at the tailpipe.
- 1.4 The specific objective of this competition is to support the early development of the market for FCEVs as a technology that has a strategic role in helping deliver the Government's ambition that almost all new cars and vans will be zero tailpipe emission vehicles by 2040. The competition does not extend to supporting hydrogen internal combustion engine vehicles as this is not a zero tailpipe emission technology and so does not contribute to delivering the Government's 2040 ambition. OLEV recognises that these vehicles, could however, play a role in providing additional demand for the early Hydrogen Refuelling Stations (HRSs).
- 1.5 In October 2014, the previous Government announced the £11m Hydrogen for Transport Advancement programme (HyTAP) to support the roll-out of FCEVs, through the provision of funding for refuelling infrastructure and support for fleets to be early users of the vehicles.
- 1.6 Funding was awarded to refuelling infrastructure projects in March 2015, a significant first step towards establishing a national network of refuelling stations. The 12 hydrogen refuelling stations funded are coming online during the course of 2016.
- 1.7 In response to the Government's commitment to supporting the development of hydrogen for transport Hyundai and Toyota announced the UK launch of their fuel cell passenger cars in 2015.
- 1.8 The Government is, for the reasons set out above, now launching a competition for funding to support the deployment of hydrogen FCEVs in public and private sector fleets.

2. FCEV Fleet Support Scheme

Overview

- 2.1 The FCEV Fleet Support scheme is implemented under powers in Section 5(1)(b) of the Science and Technology Act 1965. It will provide up to £2m funding via two separate streams, each of which will fund up to 75% of costs.

Stream 1 (Public Sector Fleets): This will provide support to public sector bodies for deployment of FCEVs in public sector fleets that are not in competition with commercial activity. It will fund up to 75% of the total cost of procuring FCEVs, insurance, fleet management, vehicle servicing, user training, fuel, project reporting and dissemination.

Stream 2 (private enterprise): This will provide support to private enterprises, up to a maximum of €200,000 per enterprise, for up to 75% of the total cost of procuring FCEVs, insurance, fleet management, vehicle servicing, user training, fuel, project reporting and dissemination.

- 2.2 We will aim to award funding to several projects in each stream, subject to availability of satisfactory bids and budgetary constraints.

Objectives

- 2.3 The objectives of the FCEV Fleet Support scheme are to;
- Increase public and private sector fleet uptake of FCEVs,
 - Raise awareness of FCEV technology,
 - Evaluate fleet and user experience, and disseminate lessons learned,
 - Support utilisation of hydrogen refuelling stations,
 - Establish a precedent for FCEV third party leasing and rental.

Timetable

- 2.4 The timetable for the FCEV Fleet Support scheme is as follows;

8th May	Launch of competition
27th May	Workshop for potential bidders
4th July	Deadline for submission of bids
Beginning of August	Announcement of winning bids
30th April 2017	Completion of FCEV deployment
30th April 2020	End of Support for FCEV operation and conclusion of projects

2.5 Completed bid documents and supporting material must be submitted electronically to olev.enquiries@Olev.gsi.gov.uk by 16.00 on 4th July 2016. An identical signed hardcopy original of the bid document should be submitted to OLEV within 5 working days of the deadline to:

Hydrogen and Supply Chain Team
Office for Low Emission Vehicles
Great Minster House
33 Horseferry Road
London
SW1P 4DR

Delivering Value for Money

- 2.6 The competition assessment criteria are designed to ensure value for money by favouring bids with;
- low cost per vehicle,
 - low cost hydrogen supply,
 - high vehicle utilisation,
 - widest exposure of fleet drivers and the wider public to FCEV technology,
 - displacement of conventional fleet vehicles in areas of air quality exceedence.

Questions and Clarifications

2.7 Questions and requests for clarification should be submitted to olev.enquiries@Olev.gsi.gov.uk no later than 20th June 2016. Email titles should commence "FCEV Support Scheme Query -.....". Responses to all enquiries will be shared with interested parties as Frequently Asked Questions. Those wishing to receive FAQ updates should email olev.enquiries@Olev.gsi.gov.uk entitling their email "FCEV Support Scheme - Request for FAQ Updates".

Information Seminar (27th May 2016)

- 2.8 OLEV will hold an information seminar for potential bidders on 27th May. If you would like to attend the seminar/webinar please email olev.enquiries@Olev.gsi.gov.uk, titling your email "FCEV Support Scheme Seminar Registration". Places will be limited and allocated on a first come first served basis. OLEV reserves the right to limit attendance to one representative per organisation. Clarifications provided at the seminar will be circulated to interested parties as Frequently Asked Questions.

3. Guidance for Applicants

Bid Documentation

- 3.1 Each bid should be a single document of no more than 30 pages and 9,000 words in length, excluding Annexes. Any content beyond these limits will be ignored for the purposes of assessing the bids. Supplementary supporting material is permissible as background e.g. to provide evidence of past experience, however the content of supplementary material will not be considered in scoring bids. Applicants may wish to structure their documents to mirror the subsections of section 3 of this Guidance.

Eligibility Criteria

- 3.2 Stream 1 is open to UK public sector bodies interested in deploying FCEVs in their own fleets, provided that these fleets are not in competition with commercial services. Public sector bodies include local authorities (as defined in section 33 of the Local Government Act 2003¹), blue light services and NHS Trusts. Joint bids from several public sector bodies are permissible. In this case the bid should identify a lead partner who will manage the project, including submitting grant claims and receiving payments, and who will be OLEV's primary point of contact.
- 3.3 Stream 2 is open to any organisation interested in deploying FCEVs in UK-based fleets with the exception of freight transport businesses. Organisations must not have received in excess of €200,000 of support in the 2014/15 to 2016/17 financial years, inclusive of the value of their bid (in present value terms i.e. discounted to the date of grant award at a discount rate of 2.04%). The €200,000 limit is the maximum permissible "de minimis" aid granted to a "single undertaking" and applicants should refer to the definition of single undertaking in Article 2(2) of the De Minimis aid Regulation². The exchange rate used for determining the value of the bid in € will be the daily exchange rate published by the European Commission³ on the date of grant offer. Recital 5 of the Regulation provides clarification that the exclusion of support for vehicles for freight transport does not include vehicles used for postal or courier services.
- 3.4 Bid documents must include a clear statement of whether they are applying under Stream 1 or Stream 2.
- 3.5 In the case of both Streams;
- Vehicles deployed must be hydrogen FCEVs in EU type approval categories M₁ (passenger cars) or N₁ (goods vehicles up to 3.5 tonnes gross vehicle weight) with an approval to Regulation EC No.79/2009 (hydrogen fuel system safety).

¹ <http://www.legislation.gov.uk/ukpga/2003/26/section/33>

² http://ec.europa.eu/competition/state_aid/legislation/de_minimis_regulation_en.pdf

³ http://ec.europa.eu/unitedkingdom/work_with_eu/rates/index_en.htm

- FCEVs must be deployed in UK-based fleets.
- All FCEVs should be delivered to fleet users by 30th April 2017.

Project Description

3.6 Bid documents should provide a description of the proposed project including the following information.

- The bidding organisation and (in the case of Stream 1 bids) any partner public sector fleets also seeking funding as part of the bid.
- The number and type of vehicles to be procured. Agreement in principle from a vehicle provider (which may be a manufacturer, leasing company or car club) to supply a specific number and type of vehicles for the project should be included as an Annex.
- Proposed fleets in which vehicles will be deployed, including evidence of the average annual and daily mileage of vehicles in these fleets. The bid should present a clear plan for deploying the vehicles and managing their use to ensure that utilisation is high (a proportion of funding will be conditional on achieving projected utilisation, see paragraph 4.7). This may include flexible arrangements for redeploying vehicles, e.g. including short duration leases, redeploying vehicles into other fleets outside of those included in the initial bid etc. In the case of Stream 1 projects any redeployment of vehicles must also be within public sector fleets that are not competing with commercial services and no charge may be levied for providing vehicles to these fleets. In the case of Stream 2 bids, if vehicle users are not known e.g. because the bidder is a leasing company or car club, the bid should include a description of the organisation's existing customer base and an explanation of how the vehicles will be marketed to potential users.
- A description of the operation of vehicles within the target fleets, including the purpose for which the vehicles will be used and (if appropriate) evidence of the proportion of mileage within areas where air quality limits are currently exceeded. This is not required in the case of Stream 2 bids from vehicle leasing companies or car clubs.
- A description of the counterfactual situation if the project were not supported. Documentary evidence of this should be provided as an Annex (this is not required in the case of bids from SMEs).
- The number of individual drivers who will be exposed to FCEVs during the course of the project, and evidence in support of how this will be achieved e.g. size of driver pool, plans for vehicle rotation etc.
- Hydrogen refuelling arrangements, including the refuelling stations or refuellers that will be used. Confirmation from the station/refueller operator that they are willing to provide the required refuelling services to the project should be included as an Annex. This confirmation should indicate the number of vehicles, fleet operator, refuelling frequency, mass of hydrogen and geographic location(s) which the station/refueller operator is expecting to support and confirm compatibility of the refueller with the proposed vehicles e.g. in terms of refuelling pressures and protocols. If necessary this confirmation can be conditional on the success of other bids e.g. *"x confirms that it will provide refuelling services for 20 cars in y's fleet. This confirmation is subject to the outcome of other bids for*

support under OLEV's FCEV Fleet Support Scheme not resulting in more than 40 cars and vans using the Newtown hydrogen refuelling station."

- Arrangements for familiarising/educating drivers in FCEVs, refuelling procedures, FCEV capabilities and limitations.
- Vehicle servicing and maintenance.

Data Gathering

3.7 The bid document must include a description of data gathering and analysis plans and methodologies. The bid should set out what data will be gathered, by what means and with what frequency e.g. will fuel usage data be gathered based solely on invoices for total fuel supplied or for individual journeys using on-vehicle data. Bids should also describe what analysis will be conducted and reported. It is anticipated that the vehicles' standard telematics will be used as far as possible for data and that minimum data gathered will include;

- Mileage accumulated on hydrogen,
- Number and frequency of refuelling events,
- Fuel consumption (kg/100km) broken down by month.

More detailed disaggregation e.g. hydrogen mileage and fuel consumption by road type/ average speed should be reported if available, but intensive analysis of real-time telemetry data is not expected.

Project Management

3.8 The arrangements for managing the project should be described and the following information must be provided;

- A detailed project plan,
- A detailed risk assessment, including mitigating actions,

3.9 A set of Key Performance Indicators and other metrics against which the bidder will monitor and report their project progress. It is expected that this might include the following;

- Number of FCEVs deployed,
- Hydrogen kilometres or hours of operation accumulated,
- Refuellings (number, duration and mass of hydrogen dispensed),
- Number of drivers exposed to FCEV technology,
- Vehicle utilisation.

Cost Breakdown

3.10 Each bid shall contain a detailed breakdown of total project costs, using the Excel template published alongside this guidance (different tabs are provided for use by Stream 1 and Stream 2 bids). The breakdown must provide total gross costs, i.e. inclusive of tax (except where the organisation can reclaim this), for all items for

which funding is being claimed and a clear indication of the gross funding being sought for each of these items. For both Streams the proportion of these costs being requested in grant funding is calculated automatically by the template and may not exceed 75%. For Stream 2 bids the total funding requested (plus any other de minimis support received in the 2014/15 to 2016/17 financial years) must also not exceed €200k in present value. The Plug-in Car or Van Grant may not be claimed for vehicles supported under the FCEV Fleet Support scheme.

3.11 The following costs and activities will be eligible for funding. Applicants may choose to apply for funding for some or all of these costs;

- Vehicle procurement cost whether via outright purchase, leasing or rental,
- FCEV fleet management costs,
- FCEV servicing costs,
- FCEV insurance costs,
- Driver familiarisation and education,
- Hydrogen fuel costs,
- Project evaluation, reporting and dissemination activity.

3.12 Eligible costs may only include costs incurred after the date of the acceptance of the final offer of a grant and prior to the end date of the project (which may be no later than 30th April 2020). Where hydrogen fuel costs are included in the bid, evidence must be provided in support of the projected mass of hydrogen that will be consumed over the course of the project e.g. evidence of the annual mileage of current fleet vehicles, the hydrogen fuel economy of the fuel cell vehicles and a calculation of total fuel consumption.

3.13 The following costs will not be eligible for funding.

- R & D,
- Feasibility studies,
- Business start-up or development,
- Purchase cost of any land,
- Input VAT (except where it cannot be reclaimed by grantees),
- Interest charges, bad debts,
- Hire purchase interest and any associated service charges,
- Loan repayments,
- Mark up and profits,
- Notional costs (e.g. opportunity costs),
- Audit fee for certification of claims by an independent accountant,
- Grants that contribute directly to a Company's distributed profits,
- Funds to build up a reserve or surplus,
- Retrospective funding,
- Any costs that are already being funded by another grant source, or are to be funded by another grant source in the future,

- Entertaining e.g. of potential FCEV fleet customers,
 - Hydrogen refuelling infrastructure costs.
- 3.14 Please note that neither the list of eligible nor ineligible costs is exhaustive. If you have any questions regarding the eligible costs for your project please contact olev.enquiries@Olev.gsi.gov.uk no later than 20th June 2016. Email titles should commence "FCEV Support Scheme Query -.....". Responses to all enquiries will be shared with interested parties as Frequently Asked Questions.
- 3.15 OLEV reserves the right to remove specific costs from bids when calculating the value of any support offer where it judges these costs to be ineligible or to represent poor value for money.
- 3.16 Bid documents must include an explanation of the source of funding for the balance of project costs. A projected profile for invoicing of project costs to OLEV must also be included.
- 3.17 In addition to their primary bid, applicants are encouraged to provide scaled down bids i.e. lower budget and potentially more limited scope. A separate cost template should be completed for a scaled down bid and the bid documents should include commentary explaining how the scope of the scaled down bid differs from that of the primary bid.

Evaluation, Final Reporting & Dissemination

- 3.18 Each project will be required to conduct an evaluation of its success, produce a final report for publication and disseminate its findings. OLEV reserves the right to commission supplementary evaluation of projects. Grant recipients will be expected to co-operate with OLEV or their contractors in any such evaluation. Optionally projects may also choose to use vehicles deployed to promote public awareness of hydrogen / of FCEVs during the project. Bids should set out plans for evaluation of the projects, disseminating the findings and any optional promotional activity planned during the project.
- 3.19 Bids should clearly define the measures for success against which the project will be evaluated. It is expected that this might include the following metrics;
- Number of FCEVs deployed,
 - Hydrogen kilometres or hours of operation accumulated,
 - Refuellings (number, duration and mass of hydrogen dispensed),
- 3.20 The bid should describe the proposed content of the final report and the surveys and data gathering that will be conducted in support of this. The final report should document the evaluation of the project against its measures for success. It should also report on experience with the FCEVs during the course of the project. It is anticipated that this might cover the following areas;
- Vehicle availability,
 - Vehicle fuel consumption and how this varied during the project e.g. seasonal variation, or in different types of operation,
 - Driver experience of FCEVs e.g. based on driver surveys before and after they have experienced the FCEVs, examining their expectations of, and experience with, the vehicles,

- Experience of FCEV fleet management,
- Issues encountered including unscheduled vehicle maintenance interventions and any issues with refuelling,
- Vehicle residual value (if sold at end of project).

3.21 Bids should include the planned approach for disseminating findings e.g. any proposed publications, presentations at events, project specific events etc.

Annexes

3.22 Annexes should be included providing evidence of the following (see paragraph 3.6 except where otherwise stated);

- Confirmation of vehicle offer,
- Average annual and daily mileage of vehicles in target fleets,
- Proportion of mileage in areas of air quality exceedance (not required for leasing or car hire companies),
- Counterfactual in the absence of funding (not required for SMEs),
- Number of drivers who will be exposed to FCEVs,
- Confirmation of refuelling offer,
- Projected mass of hydrogen consumed during project (if fuel costs are being claimed, see paragraph 3.12).

3.23 All bids must also include an Annex providing letters, signed by a Director or senior member of the organisation's leadership team, including the following information;

- Name of organisation,
- Number of employees,
- Turnover,
- Balance sheet total,
- Organisation type (public sector body, large enterprise, SME, micro business),
- (in the case of Stream 1 bids) Confirmation that the applicant's fleet is not in competition with commercial services.

3.24 In the case of Stream 1 bids involving multiple public sector bodies a letter should be provided from each organisation.

3.25 Stream 2 applicants should read and absorb the De minimis aid letter at Annex A of this guidance and complete the "Statement of De minimis aid received" and "Declaration" sections. The completed letter should be attached as an Annex to their bid document.

4. Post Tender Processes

How Will Applications be Assessed

4.1 Bids will be assessed against the following criteria.

Category	Criteria
Pass / Fail Criteria	Does the bid comply with the eligibility criteria?
	Has the required evidence been provided of offer of vehicles, servicing and access to refuelling
Value for Money	Per vehicle grant cost ⁴
	Hydrogen cost claimed/kg fuel
Utilisation	Annual hydrogen km per vehicle
	Flexibility arrangements to manage utilisation
Air quality impact	Displaced conventional vehicle mileage in areas of air quality exceedence
Deliverability	Credibility of the project plan
	Credibility of the project arrangements for vehicle supply, refuelling , servicing and driver familiarisation
	Credibility of the risk assessment and mitigation plans
Awareness Raising	Number of drivers and customers exposed to FCEVs
	Dissemination and hydrogen FCEV awareness raising activity plan
	Profile of fleet users
Evaluation	Credibility of the project's evaluation plans
Assessor Recommendation	Is the project recommended for funding and why/why not?

4.2 Assessment scoring will be based on the information provided in the bid documentation. Bidders should assume that the assessors do not have any prior knowledge of the bidding organisations and their work.

How Will Payments Be Made

4.3 Payments will only be made by OLEV/DfT after an agreement has been signed between the applicant and DfT. Further details on payments and financial requirements will be provided by OLEV as part of any grant agreement. These will

⁴ This will be based on costs excluding fuel

include the requirement for detailed statements of expenditure and requests for funds in the format that will be specified by OLEV.

- 4.4 If circumstances outside the control of grant recipients occur which impact on delivering the expected outputs, grantees must inform OLEV as soon as possible.
- 4.5 Funds should be claimed quarterly against evidence of expenditure, usually in the form of a receipted invoice. A claim form will be issued with your letter of offer. You will be expected to complete and submit a claim form with each request for payment. Quarterly claims should be submitted to OLEV for processing and will be processed within 21 working days of any claim being received. Finance is released against expenditure incurred rather than a lump sum on approval of the project.
- 4.6 In order to encourage utilisation of the FCEVs deployed in line with the project's target utilisation OLEV will retain 25% of grant payments for vehicle procurement, leasing or rental, for payment on achievement of vehicle utilisation targets. Evidence in support of payment of this 25% may include vehicle telemetry data or fuel sales invoices.
- 4.7 Applicants must satisfy the due diligence, financial and organisational checks required prior to receiving public funds.
- 4.8 OLEV/DfT recognises the importance of remaining flexible and pragmatic throughout project implementation and will consider changes to ensure the most effective use of funds. Grant offer letters will contain all conditions and processes linked to requesting adjustments during project implementation. Any significant changes to the overall impact and outcome of project, and any changes in project costs must have prior approval from OLEV/DfT.

Project Management

- 4.9 Each grantee will be responsible for managing progress of their project and must specify a project manager in their bid who will be the primary point of contact for OLEV. They will be expected to provide short reports on their project's progress with each request for payment. The reporting will be as follows:
 - A short (3 page max) narrative of progress, including reporting against the project's KPIs and monitoring metrics,
 - Any changes to the risk assessment and mitigation plans e.g. arising from issues encountered,
 - An updated invoice profile for the project.

Annex A: De Minimis

Dear Applicant,

FCEV FLEET SUPPORT SCHEME - STATE AID: DE MINIMIS AID

In order to minimise distortion of competition the European Commission sets limits on how much assistance can be given, without its prior approval, to organisations operating in a competitive market. This letter sets out what is needed to ensure compliance with those limits. You should note carefully the requirements and the obligations. If you have any queries please discuss them with the aid administrator. Under EC Regulation 1407/2013 (De Minimis Aid Regulation) as published in the Official Journal of the European Union 24 December 2013⁵, the support provided is a De minimis aid. There is a ceiling of €200,000 for all De minimis aid provided to any one organisation over a three fiscal year period (i.e. your current fiscal year and the previous two fiscal years). Any De minimis aid provided to you under this scheme will be relevant if you wish to apply, or have applied, for any other De minimis aid. You will need to declare the amount of this aid to any other aid awarding body who requests information from you on how much De minimis aid you have received. For the purposes of the De minimis regulation, you must retain this letter for 10 years from the date on which the aid is granted and produce it on any request by the UK public authorities or the European Commission. You may need to keep this letter longer than 10years.

Please advise us as part of your FCEV Support Scheme application of any other De minimis aid which your enterprise and any enterprises linked to it may have received during your current and previous two fiscal years, as we need to check that our support added to that previously received, will not exceed the threshold of €200,000 over the last 3 fiscal years. De minimis aid includes not only grants, but also assistance such as free or subsidised consultancy services, marketing advice etc. If you are in any doubt about whether previous assistance received classes as De minimis assistance please include it. Please sign the attached statement confirming your eligibility for support.

Statement of De minimis aid received

I confirm that I have received the following De minimis aid during the previous 3 fiscal years (i.e. current fiscal year and the previous two fiscal years):

Body providing the assistance/aid	Value of assistance (calculating the Gross Grant Equivalent)	Date of assistance

⁵ Commission Regulation (EU) No 1407/2013 of 18 December 2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to de minimis aid, OJ L 352 24.12.13, p1.

DECLARATION:

Company	
Name	
Job Title	
Signature	
Date	

I acknowledge that if I fail to meet the Eligibility Requirements, I/we shall become liable to pay the full price that would otherwise be payable in respect of the services received.