



APPLICATION GUIDELINES: GRANT FOR THE IMPLEMENTATION OF GREEN TRAVEL PLANS INCLUDING SUSTAINABLE AND ALTERNATIVE MOBILITY MEASURES BY PRIVATE ENTERPRISES

Introduction

The benefits of Green Travel Plans are many and on various levels. For the business owners and the employee, there are significant cost savings. The community benefits from less congestion, time saving and improved air quality.

Data has shown that the majority of trips are for commuting purposes and the majority of trips are done by drivers in their private car with no accompanying passengers. This shows that there is ample room for ameliorating the transport system and driving it towards greater efficiency and sustainability.

Through this initiative, private enterprises will be encouraged to develop a Green Travel Plan and implement measures proposed in these plans. Enterprises will need to present a two (2) year action plan with considerations for a minimum of two (2) different alternative modes of mobility in the first year and subsequently add an additional alternative mode of mobility for the following year.

In order to apply and benefit from the fund, companies will need to provide an overview of where they stand at present (including information on office/s locations, employee modal split and existing facilities), what they would like to achieve and how they intend to meet their objectives. In addition, they will be required to partner up with Service Providers and produce an attractive offer for employees to use the services which they choose to include in their Green Travel Plan. Applicants are also invited to consider alternatives such as teleworking, flexible or hybrid working hours and the use of technology to decrease the necessity for daily commuting by employees.

Eligibility

This call is open for all private enterprises in Malta and Gozo. Each enterprise can submit only one proposal under this call.

All submitted applications will be assessed against, and will be required to comply with, ALL the below criteria:

1. Enterprises are to submit a full application using the relevant application form by not later than 15th October 2022.
2. Enterprises are to commit themselves to complete the implementation phase of the awarded measure/s within two (2) years from the signing of contractual agreement.
3. Enterprises are to propose measures related to the reduction of the use of the private car for travelling to and from their site as a place of employment and/or retail or service facility.
4. Together with the application, enterprises are to also provide the prepared Green Travel Plan which includes the measure/s for which funding is being applied for. Detailed costings for the implementation of the measures being proposed is also to be included. Such costings are to be realistic and supported with the required quotations and documents where applicable.
5. By submitting their proposals, applicants shall be deemed to have accepted all the time-lines, terms and conditions set out in the documentation issued or that shall be issued by the Authority for Transport in Malta (in this and related documents also referred to as the “Authority” or “Transport Malta”). No variations or deviations from the said time-lines, terms and conditions shall be permitted. Variations or deviations shall constitute a breach of the applicant’s obligations which may lead to disqualification from participation and/or revocation of the grant and/or any pre-financing amount, as the Authority in its sole discretion shall deem fit.
6. Private companies can join their efforts and submit a joint application, in which case obligations shall be assumed by the applicants jointly and severally.

Budget and Funding Rules

The grant scheme will be in the form of a reimbursed contribution to the employer where the expenses incurred by the company in implementing measures from the developed Green Travel Plan will be matched, up to a maximum of:

- €24,000 for large enterprises
- €15,000 for medium enterprises and
- €10,000 for small and micro enterprises

Three grants for each category will be made available from a total allocated budget of €150,000.

The grant will be capped as per above, depending on the scale of the enterprise, irrespective of whether the total budget for the measure or measures exceeds that amount. The funds will be administered by Transport Malta. However, the implementation of the proposed measures will be the responsibility of the enterprises who are awarded the grant.

The first instalment will be provided following the allocation of the Grant against the presentation of an invoice. Should the company not implement the measure this amount will need to be reimbursed to the Authority. The second instalment will be paid against the presentation of an invoice at the beginning of the subsequent year and after receipt of the first quarterly report. The third instalment will be paid upon completion of the two-year rolling plan subject to receipt of the last four quarterly reports.

The quarterly report should include a detailed update on the uptake and implementation of each measure in the Green Travel Plan.

Without prejudice to other terms and conditions set out in this document or other related documentation, should the enterprise fail to implement the measure/s within the agreed timeframe, the Authority may:

- deduct up to ten per cent (10%) of funding otherwise made available to the applicant; and/or;
- disqualify the applicant and claim back the prefinancing amount with interests.

In cases where a proposed measure exceeds the grant budget, the applicant may seek or propose other sources of funding. If this is the case, the application form is to include details regarding this additional funding, including the source of these funds. In such cases, the chosen applicants are expected to secure such funding and implement the measure. Failing to do so may lead to the revocation of any awarded grant.

In view of this, in submitting their proposals, companies accept and agree that if during the implementation stage the available budget is overrun, it is the responsibility of the company to make up for the overruns, keeping in mind that if the project is not implemented as proposed and accepted

by the Authority, the entire grant may be revoked by the Authority as in its sole discretion it shall deem fit. If the company is not able to finalise the measure in time and/or is not successful in the implementation for any reason, the authority shall have the right to ask the applicant by way of written notice to reimburse to the Authority all funds made available by it. Interest at the highest rate permissible at law shall run from date of sending of written notice to this effect.

Evaluation Rules and Procedures and Selection Criteria

The evaluation of submissions for the Grant for the Implementation of Sustainable Mobility Measures by Private Enterprises will be carried out by the Evaluation Committee in accordance with the following rules and procedures and against the outlined selection criteria.

In order to be considered for evaluation, the submission must satisfy all the Eligibility Criteria as indicated above.

Selection Criteria

All eligible applications will be assessed against the Selection Criteria outlined below where each submission is to satisfy the criteria being presented.

Submissions which do not qualify to the evaluation stage will be informed accordingly.

A. Quality and ambition of the Project:

The evaluation will focus on the nature of the project and the quality and ambition of the measure/s.

The Evaluation Committee will consider whether:

- There is a clear rationale for the project
- The technical and operational specifications of the project are clear
- There are clearly defined targets for the project
- The measurable impacts of the project are robust
- There is a clear implementation plan for the project
- There is an effective publicity plan for the project

B. Relevance of the Project in promoting the sustainable mobility measures priorities:

The evaluation will seek to confirm that the measure/s being proposed promote/s sustainable mobility and prioritise/s a reduced reliance on conventionally fuelled vehicles and encourage/s alternative, green transport modes. The evaluation will consider whether:

- The project promotes active modes of transport, public transport and shared transport.
- The project does not promote or facilitate the use of conventionally fuelled vehicles for example through the provision of additional parking for cars.
- The project is not intended to be used for the purchase of hybrid or electric vehicles.

C. Relevance of the Project in maximising the benefits for the target audience:

The evaluation should be able to clearly identify how the project maximises the target audiences who will benefit from the implementation of the measure/s. Thus, the submission should highlight that:

- The measure/s targets the employees and/or customers
- The measure/s targets the local community and the wider general public

D. Sustainability of the Project:

The evaluation will look at the sustainability of the project. Thus, the submission should identify:

- The potential for longevity of the measure/s
- The potential for development and expansion of the measure/s

E. Feasibility of the Project:

The submission is to clearly demonstrate the capacity to implement the measure/s with the available budget and within the set time frame, the readiness of the enterprise to implement the measure/s, and the risks to the implementation. Thus, the submission is to include:

- The expenditure and disbursement for the project
- The time frame for implementation of the project together with an Implementation Plan
- The readiness for implementation of the project

- How the implementation will be monitored and recorded
- How the risks to measure/s implementation have been identified and how they will be mitigated

Reporting the Evaluation:

An Evaluation Committee will be set-up to go through each submission.

Clarifications

Following the deadline for submission, the evaluation committee will review all applications and may request clarifications from the respective enterprises. In such cases, enterprises are to submit the required details by the established deadline as failure to comply will result in the application not being considered further.

Contact

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