



Department
for Transport



Transport-Technology

RESEARCH INNOVATION GRANTS

Department for Transport

Department for Transport
Zone 2/23
Great Minster House
33 Horseferry Road
London SW1P 4DR
www.gov.uk/dft

<Date>

<Address>

<Address>

Dear <Contact Name>,

T-TRIG (Transport-Technology Research and Innovation Grant) September 2020

I am pleased to inform you that you have been successful in the T-TRIG competition launched in September 2020. On behalf of the Secretary of State for Transport, I would like to offer <Company Name> a grant on the terms of the enclosed funding agreement. The Power under which the grant is to be paid: Section 5 (1) of the Science and Technology Act 1965.

If you wish to accept this offer of a grant, please digitally sign this document and email a signed copy to T-TRIG@dft.gov.uk, by the **6 January 2021**. Signed hardcopies can be posted in if you prefer, but please email T-TRIG to confirm you are taking this course of action.

A number of other actions are required to ensure smooth payment of your grant:

- Please complete and return the attached F001 Vendor Creation form (Annex E)
- Please provide your company bank account details on company headed paper.
- If you already have a DfT grant vendor number, please also kindly provide this.
- Please complete a Grant Options form (select De-Minimis or Non-Economic grant)

We will then process 40% of the total grant as an upfront payment. A further 60% will be payable on the successful achievement of an agreed milestone in March 2021. Final payments will be subject to an approved final report and receipt of both a well presented one-page project summary and evidence of grant usage.

Please note that any delays in returning the documents could result in a delay to the grant payment.

Yours sincerely,

James Tichler, Science and Innovation Strategy Lead
DfT Office for Science

This Funding Agreement is made between

(1) **The Department for Transport** (the “**Department**” or the “**Secretary of State**”), and <Address>. (the “**Grant Recipient**”).

1. Definitions

1.1 In this funding agreement, except where the context otherwise requires:

“the Bid” means the bid by the successful Grant Recipient for financial assistance which was prepared in accordance with the bidding guidance documents provided by the Department on 14 September 2020 under the heading “T-TRIG 2020 Grant Specification”, “T-TRIG 2020 Application Form” and “T-TRIG 2020 Application Guidance” which has been approved by the Department and amended as detailed in Annex B. The approved Bid is dated <App Date> and attached at Annex B;

“the Connected Places Catapult” or **“CPC”** is a not-for-profit, privately owned company, which has been created by Innovate UK, to help new innovations enabling smarter living and travelling to reach the market.

“Eligible Expenditure” consists of payments by the Grant Recipient during the Funding Period for the purposes of the Project. See clause 5.

“Funding Agreement” means this agreement, Schedule and Annexes;

“Funding Period” means the period ending 31st July 2021;

“Grant” means the grant payable pursuant to this Funding Agreement up to the Maximum Sum as set out in clause 3;

“Key Milestones” means the milestones attached at Annex C;

“Project” means the project described in the Bid;

“Project’s Targets” means the objectives, activities or targets described in the Bid;

“Start Date” means on or before 1 January 2021;

“Project Duration” means the time from the Start Date of the project and the acceptance of the final report by the Department”;

“Terms and Conditions” means the terms and conditions of grant, as set out in this Funding Agreement;

1.2 References in this Funding Agreement to an Annex, Schedule, clause or sub-clause mean an Annex, Schedule, clause or sub-clause of this Funding Agreement.

2. Grant

2.1 This grant is subject to:

- a) the Grant Recipient making, in the Department's opinion, satisfactory progress with the Project, and in particular, the Project's Targets and the Key Milestones;
- b) the Grant Recipient using grant paid under this offer letter solely in relation to Eligible Expenditure; and
- c) the Grant Recipient complying with the Terms and Conditions;
- d) the Secretary of State agrees to pay the Grant to the Grant Recipient as a contribution towards Eligible Expenditure on the Project.

2.2 Details of the programme, powers under which the Grant is paid, amount of grant and Treasury consent are listed in the Schedule.

2.3 The Grant must be spent within the Funding Period.

2.4 Where the Grant Recipient intends to apply to a third party for other funding for the Project, it will notify the Department in advance of its intention to do so and, where such funding is obtained, it will provide the Department with details of the amount and purpose of that funding. The Grant Recipient agrees and accepts that it shall not apply for duplicate funding in respect of any part of the Project or any related administration costs that the Department is funding in full under this Agreement.

3. Amount of grant

The maximum amount of grant is £30,000.

4. Payment arrangements

4.1 Details of payment arrangements are listed in the Schedule. The Grant will be paid upon receipt of an invoice from the Grant Recipient providing clear details of Eligible Expenditure incurred and or planned in the delivery of the project. Grant claims will be certified by the Department for Transport's Office for Science (DO Science), once they are satisfied that plans submitted and progresses evidenced are acceptable. The Grant Recipient is eligible to receive an early payment of up to 40% of the total Grant at the beginning of the Period. The remaining 60% of the Grant will be paid in two tranches. 30% will be payable in April 2021 on completion of an agreed milestone and delivery of a major project update in March 2021. The final 30% will be payable in June 2021, at the end of the funding period on acceptance of a final project report, one-page summary, and full and evidenced Statement of Grant Usage. Failure to deliver these documents at the end of the funding period can constitute a Breach as described in Clause 17.

4.2 The Grant Recipient will be paid 20 days after the Department has confirmed that they are satisfied with the final report submission.

5. Meaning of Eligible Expenditure

5.1 Eligible Expenditure consists of costs incurred by the Grant Recipient during the Funding Period for the purposes of the Project.

5.2 The following costs are NOT Eligible Expenditure:

- (a) Payments for activities of a political or exclusively religious nature;
- (b) Payments for works or activities that any person has a statutory duty to undertake;
- (c) Payments reimbursed or to be reimbursed by other public or private sector grants;
- (d) Contributions in kind (a contribution in goods or services as opposed to money);
- (e) depreciation, amortisation or impairment of fixed assets owned by the Grant Recipient;
- (f) input VAT reclaimable by the Grant Recipient from H. M. Revenue & Customs;
- (g) interest payments (including service charge payments for finance leases);
- (h) gifts to individuals;
- (i) entertaining (entertaining for this purpose means anything that would be a taxable benefit to the person being entertained, according to current UK tax regulations);
- (j) payments by the Grant Recipient in advance of need;
- (k) statutory fines, criminal fines or penalties.

6. Statement of Grant Usage

6.1 The Grant Recipient must complete and submit to the Department a Statement of Grant Usage, giving details of Eligible Expenditure during the Funding Period. This must be certified by a person with financial responsibility for the organisation. Manuscript alterations to the statement of Grant Usage must be initialled by the original signatory as well as by the person with financial responsibility. If negative figures are used in any of the documents to which this note refers, the figures must be written thus: "minus £x". Figures in brackets or in red will not be recognised as negative (See Template of Statement of Grant Usage in Annex A).

6.2 After receiving the Statement of Grant Usage the Department will pay the Grant due for the Funding Period. Alternatively, if the Statement of Grant Usage identifies any overpayment of grant, the Grant Recipient must repay this amount within 30 days of being asked by the Department to repay it.

7. Progress reporting

7.1 The Grant Recipient must be in regular communication with the Department regarding progress of the Project as set out in the Schedule. Recipients should use T-TRIG@dft.gov.uk for all communications.

8. Changes to the Project

8.1 If the Grant Recipient becomes aware that the actual cost of the Project is likely to be different from that forecast in the Bid by more than ten per cent, the Grant Recipient must inform the Department as soon as possible and provide an explanation.

8.2 The Grant Recipient must agree in advance with the Department any significant changes to the Project before those changes are implemented.

9. Monitoring and records

9.1 The Grant Recipient must maintain and operate effective monitoring and financial management systems for the Project in order to control expenditure and to ensure that the costs of achieving the objectives, activities and milestones set out in the Bid can be clearly identified.

9.2 The Grant Recipient must keep a record of Eligible Expenditure funded partly or wholly by the Grant and all income generated by the Project, and retain all accounting records relating to that expenditure and income for a period of at least six years after the end of grant funding. [Note: accounting records include original invoices, receipts, accounts and deeds, whether in writing or electronic form.] Such records must also be kept for any income generated with the help of the Grant. The Grant Recipient must make these available at any reasonable time for inspection by officials from the Department or their representatives or by the Comptroller and Auditor General or his representatives.

9.3 The Grant Recipient must keep a copy of this document (the grant offer letter) for a minimum of 10 years.

10. Value for money and procurement requirements

10.1 If applicable, the Grant Recipient must take all reasonable steps to comply with the requirements of the European Commission procurement directives in relation to the element of their expenditure that is grant-aided. In relation to the supply of goods and services, these requirements are implemented by the Public Supply Contracts Regulations 1995 (S.I.1995/201), the Public Services Contracts Regulations 1993 (S.I.1993/3228) and the Public Contracts Regulations 2006 (S.I. 2006/5) and are subject to thresholds specified by reference to the value of the transaction. Although the regulations apply primarily to public sector bodies, they may also apply to the procurement of goods and services by the

private sector where more than 50 per cent of the consideration is contributed by a public sector body

11. State aid

11.1 The Grant constitutes State Aid as defined under articles 107 and 108 of the Treaty on the Functioning of the European Union. EU State aid rules will continue to apply until the end of the EU Exit Transition Period (31 December 2020). Plans are being developed for a UK the domestic subsidy control regime which will replace the EU State Aid rules and would apply from 1 January 2021. At the time of writing these are yet to be agreed. It is likely that any new regime will be similar to the current rules and so we ask all T-TRIG recipients to maintain compliance with the current regime after 31 December 2020, until we notify them in writing that this is no longer necessary and advise of any new steps which need to be taken.

11.2 Where support is being provided *de-minimis*, under EC regulation 1407/2013 (De Minimis Aid Regulation) as published in the Official Journal of the European Union 24 December 2103, there is a ceiling of €200,000 [€100,000 for undertakings in the road freight transport sector) fo all de minimis aid provided to any one organisation over a three year fiscal period (i.e. this financial year and the previous two financial years). **You must declare this amount if asked in the future, to any aid awarding body.** For the purposes of de minimis regulation, you must retain this letter from the date on which the aid is granted and produce it on request by the UK public authorities or the European Commission. You may need to keep this letter longer than 10 years.

11.3 The Grant Recipient will obtain and retain all declarations and information as may be required to enable both the Grant Recipient and the Department to comply with EU State Aid rules, particularly the de minimis regulation and the general block exemption regulation (GBER) and to provide copies to the Department when required to do so.

11.4 The Grant Recipient accepts that a finding of State Aid non-compliance in respect of the Project by the European Commission or a Court of competent jurisdiction may lead to the Grant Recipient being ordered to repay the Grant with interest in accordance with the European Commission's reference rates.

11.5 Plans are being developed for a UK the domestic subsidy control regime which will replace the EU State Aid rules from 1 January 2021. At the time of writing these are yet to be agreed. It is likely that any new regime will be similar to the current rules. All Grant Recipients should maintain compliance with the current regime after 31 December 2020, until notified in writing that this is no longer necessary and when they will be advised of any new steps which need to be taken.

12. Income and other receipts

12.1 In determining the maximum amount of grant he is prepared to pay towards the Project, the Secretary of State has taken account of the estimates of income to be generated from the Project and contributions (or grants) towards the Project given in the Bid. If the Project generates any income, or there are any contributions in excess of these amounts, the Grant Recipient must notify the Department as soon as possible and state the amounts received or to be received.

12.2 The Department may allow the Grant Recipient to retain the amount notified, if it is satisfied that the Grant Recipient will use it for the purposes of the Project. Otherwise, the Grant Recipient must pay the amount notified (or such part of it as is necessary for the repayment of all grant received under the Funding Agreement) to the Department. If the entire Grant is repaid under these circumstances, the Funding Agreement will be discharged upon repayment.

13. Fixed assets

13.1 The Grant Recipient must keep a register of fixed assets, including freehold (but not leasehold) land and buildings, acquired or improved, at a cost exceeding £5,000, wholly or partly using financial assistance provided under this Funding Agreement.

For each fixed asset in the register the following particulars must be shown where appropriate:

- a. date of acquisition or improvement;
- b. description of asset;
- c. cost, net of recoverable VAT;
- d. location of the asset;
- e. serial or identification numbers;
- f. location of the title deeds (where appropriate);
- g. date of any disposal;
- h. proceeds of any disposal net of VAT; and
- i. the identity of any person to whom the fixed asset has been transferred or sold.

If fixed assets are sold or their ownership transferred while they have any economic value, the Grant Recipient must notify the Department as soon as possible. The Department may require the Grant Recipient to repay the proceeds or an appropriate part of them, in which case the Grant Recipient must repay the amount to DfT within 30 days of being asked to do so.

13.2 The Grant Recipient must not allow a third party to take a charge on any fixed asset funded wholly or partly by funds provided under this Grant.

14. VAT

14.1 Grant payments fall outside the scope of VAT as this is deemed as income from non-business activities and the grant recipient does not return anything for this funding therefore, VAT should not be added to any invoices for grant payments.

14.2 If the grant recipient expects to pay VAT during the delivery of the research, (e.g. for consultancy/sub-contracting charges, material costs and other expenses), and that they are unable to recover from HMRC, they must ensure that the cost of these VAT payments is included in question 5 of their Grant Application Form.

15. Conflicts of interest and financial or other irregularities

15.1 Officers, members and employees of the Grant Recipient must be careful to avoid conflicts of interest. The Grant Recipient must set up formal procedures to require all such persons to declare any personal or financial interest in any matter concerning the Project and to be excluded from any discussion or decision-making relating to the matter

concerned. If the Grant Recipient has any grounds for suspecting financial irregularity in the use of any grant paid under this funding agreement, they must notify the Department immediately, explain what steps are being taken to investigate the suspicion, and keep the Department informed about the progress of the investigation. For these purposes "financial irregularity" includes fraud or other impropriety, mismanagement, and the use of grant for purposes other than the purposes of the Project.

16. Other grant conditions

16.1 The Grant Recipient must:

- a) ensure that they have all necessary permission and authority (whether required by legislation or otherwise) to undertake the works and activities detailed in the Bid; and
- b) take all reasonable steps to ensure that they and anyone acting on their behalf under the Project complies with the law for the time being in force in the United Kingdom, including, in particular (so far as binding on the Grant Recipient), the requirements of the Health and Safety at Work Act 1974, Data Protection Act 1998, the Human Rights Act 1998, the Equality Act 2010. [Note: The Commission for Racial Equality and the Equal Opportunities Commission have issued Codes of Practice giving guidance on the law relating to equal opportunities and on good practices in employment].

16.2 The applicant acknowledges that the Department is subject to the requirements of the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 and shall assist and co-operate with the Department to enable the Department to comply with these information disclosure requirements. Further information can be obtained from the Information Commissioner at www.informationcommissioner.gov.uk.

17. Breach of conditions and recovery of grant

17.1 The Department's intention is that the Grant will be paid to the Grant Recipient in full. However, the Department may reduce, suspend, or withhold grant payments, or require all or any part of the Grant to be repaid if the Grant Recipient fails to comply with any of the Terms and Conditions, or if any of the events mentioned in sub-clause 17.2 occur. This will not relate to any expenditures properly accrued up to the point of the breach. The Grant Recipient must repay any amount required to be repaid under this condition within 30 days of receiving the demand for repayment.

17.2 The events referred to in sub-clause 17.1 are as follows:

- a) the Grant Recipient fails, in the Department's sole opinion, to make satisfactory progress with the Project; and in particular with meeting the Project's targets;
- b) the Grant Recipient owes any sum to the Department under an offer of grant for any other project or activities under any scheme or Project administered by the Department;

- c) the Grant Recipient purports to transfer or assign any rights, interests or obligations arising under this Funding Agreement without the agreement in advance of the Department;
- d) there is a change in control or ownership of the Grant Recipient or of the Project, or the Grant Recipient ceases to operate or changes the nature of its operations to an extent which the Department considers to be significant or prejudicial to the satisfactory continuance of the Project;
- e) the Grant Recipient is the subject of a proposal for a voluntary arrangement; or has a petition for an administration order or a winding up order brought against it; or passes a resolution to wind up; or makes any composition, arrangement, conveyance or assignment for the benefit of its creditors, or purports to do so; or is subject to the appointment of a receiver, administrator or liquidator; or is struck from the register at the Charity Commission, or, being a company, is struck from the register at Companies House;
- f) any information provided in the Bid or in a claim for payment or in subsequent or supporting correspondence is found to be incorrect or incomplete to an extent which the Department considers to be significant;
- g) the Grant Recipient takes inadequate measures to investigate and resolve any reported irregularity;
- h) it appears to the Department that the Grant Recipient no longer requires grant assistance in order to carry out the Project;
- i) it appears to the Department that other circumstances have arisen or events have occurred which are likely significantly to affect the Grant Recipient's ability to complete or continue the Project in a satisfactory manner;
- j) a report on the Statement of Grant Usage is unsatisfactory because it contains an adverse opinion, a qualified opinion or a disclaimer of opinion;
- k) a charge is secured against a fixed asset acquired or improved wholly or partly using financial assistance provided under this Funding Agreement.

17.3 Where the Department requires the Grant Recipient to repay any amount, the Department may recover that amount by withholding or deducting the amount from any sum due to the Grant Recipient from the Department under an offer of grant for any other projects or activities under any scheme or Project administered by the Department.

17.4 In the event that it becomes necessary to take steps to enforce the Terms and Conditions, the Department will write to the chief executive (or equivalent) of the Grant Recipient giving particulars of its concern about the Project or of any of the Terms and Conditions.

17.5 The Grant Recipient must act within 30 days (or earlier, depending on the severity of the problem) to address the Department's concerns or rectify the breach, and may consult the Department or agree with it an action plan for resolving the problem. If the Department is not satisfied with steps taken by the Grant Recipient to address its concerns or rectify the breach, it may take steps to withhold or suspend the further payment of grant, or to recover grant already paid.

18. Publicity

18.1 The Grant Recipient must give appropriate publicity to the Project by drawing attention to the benefits and opportunities it affords. The Grant Recipient, its sub-contractors or its suppliers must first seek the Department's permission to publicise the Project. In acknowledging the Department's contribution, the Grant Recipient must comply with any guidance on publicity provided by the Department, and must, in particular, acknowledge that the Project has received grant from the Department. All publicity material must include the logo of the Department.

18.2 The Department reserves the right to publish and hold on its publicly accessible project database the Project information provided in the application to comply with Government practice on openness and transparency of public-funded activities for projects in receipt of grant. This information includes but is not limited to: Project title; the abstract (a brief public-facing description of the Project); the total Project cost and Grant; the contact details of the Project Manager; the duration of the Project and start and end dates; the final report and the name and geographical location of the Project. Within the limits set by Government, the Department may, in certain circumstances and with good reason, respect the wishes of the Grant Recipient if it does not want some of the information about the Project to be disclosed.

18.3 The Grant Recipient will also be required to produce a one-page summary of the Project for use and publication by the Department in addition to the information provided elsewhere as part of the Grant application and under this Agreement. A template will be provided to aid consistent construction. Examples of published summaries can be found here:

<https://webarchive.nationalarchives.gov.uk/20190507102104/http://www.dft.gov.uk/innovation-grants/files/2019/01/190131-Transport-Technology-Innovation-Summaries.pdf>

18.4 The Department may develop project case studies or 'success stories' (which are distinct from examples of projects used in press releases) in order to highlight the successes of the organisations we work with and publicise our activities and the benefits of our programmes. All material for case studies will be agreed with the Participants before it is disclosed.

19. Intellectual Property Rights and Copyright

19.1 The Department and the Grant Recipient agree that all rights, title and interest relating to any information, data, reports, documents, procedures, forecasts, technology,

Know-How and any other Intellectual Property Rights whatsoever owned by either the Department or the Grant Recipient before the Start Date or developed by either party during the Grant Duration, shall remain the property of that party.

19.2 Subject to clause 21 (Freedom of Information), each party shall during the term of the Funding Agreement and thereafter keep secret and confidential all intellectual property rights or Know-How or other business, technical or commercial information disclosed to it as a result of the Funding Agreement and shall not disclose the same to any person save to the extent necessary to perform its obligations in accordance with the terms of this Funding Agreement save as expressly authorised in writing by the other party.

19.3 The Grant Recipient grants a licence to the Department under section 91(3) of the Copyright Designs and Patent Act 1988 in relation to the future copyright in works funded in whole or in part by grant paid under this Grant Offer. This includes written progress reports and the final report detailing activities undertaken under this Grant Offer and excludes all software or computer code. This licence is non-exclusive and is granted without provision for the payment of royalties for the full period protected by copyright in the works in order to allow the Department to copy, issue or adapt any such works for his own purposes.

20. Confidentiality

20.1 Subject to clause 21 (Statutory Framework), the Grant Recipient shall during the term of the Funding Agreement and for a period of 5 years thereafter keep confidential all information disclosed to it by the Department in connection with the Funding Agreement.

20.2 The CPC are supporting the delivery of this T-TRIG funding call, but are not part of government. The CPC regularly hold sensitive information on behalf of Government and private organisations who they support. Should you require a non-disclosure agreement to be signed with the CPC, this should be concluded prior to Start Date.

21. Statutory Framework

21.1 The Grant Recipient acknowledges that the Department is subject to the requirements of the Freedom of Information Act 2000 (FOIA) and the Environmental Information Regulations 2004 (EIRs).

21.2 The Grant Recipient and any sub-contractor of the Grant Recipient shall:

- (a) provide all necessary assistance and cooperation as reasonably requested by the Department to enable Department to comply with its obligations under the FOI and EIRs;
- (b) transfer to the Department all requests for information relating to this Funding Agreement that it receives as soon as practicable and in any event within 2 working days of receipt;
- (c) provide the Department with a copy of all information belonging to the Department requested in the request for information which is in its possession or control in the form that the Department requires within 5 working days (or such other period as the Funder may reasonably specify) of the Department's request for such information; and
- (d) not respond directly to a request for information unless authorised in writing to do so by the Department.

21.3 The Grant Recipient acknowledges that the Department may be required under the FOIA and EIRs to disclose information without consulting or obtaining consent from the Recipient. The Department shall take reasonable steps to notify the Recipient of a request for information (in accordance with the Secretary of State's section 45 Code of Practice on the Discharge of the Functions of Public Authorities under Part 1 of the FOIA) to the extent that it is permissible and reasonably practical for it to do so but (notwithstanding any other provision in this Funding Agreement) the Department shall be responsible for determining in its absolute discretion whether any information is exempt from disclosure in accordance with the FOIA and/or the EIRs.

21.4 The Department agrees to comply and have adequate measures in place to comply fully and at all times with the provisions and obligations contained in the Data Protection Act 2018, as amended from time to time.

21.5 Nothing in this clause acts to prevent or inhibit the Grant Recipient complying with its legal obligations in relation to any requests for information that do not relate to the Funding Agreement.

22. Dispute Resolution

22.1 In the event that a dispute arises between the Department and the Grant Recipient, the affected parties shall attempt to resolve such dispute in the first instance by referring the matter to their Chief Executive Officers, or nominated equivalent, who will meet to try and negotiate a settlement in good faith. In the event that these Officers are unable to resolve the matter to the satisfaction of all parties, the parties hereby agree to submit to arbitration by the London Court of International Arbitration (“LCIA”), the decision of which shall be binding on all of them.

23. General

23.1 In the event that the Department’s ability to deliver grant funding is significantly affected by Force Majeure or circumstances beyond its control, including but not limited to changes in laws, UK Government or devolved administration policy and/or European Union policy or regulations, it may, in its absolute discretion, terminate the Grant and discontinue payments to the Grant Recipient by giving the Grant Recipient, with due regard to the circumstances, such reasonable notice as possible, and in writing, of its decision to terminate the Award. In such circumstances, and unless illegal or unethical factors have contributed to the decision to terminate the award, the Department will meet any eligible Project costs reasonably incurred by the Grant Recipient prior to the date of termination.

23.2 This Agreement shall not create any partnership or joint venture, nor any relationship of principal and agent, between the parties, nor authorise any party to make or enter into any commitments for or on behalf of the other party.

23.3 This agreement and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the law of England.

23.4 No grant funded activity should be used to further party political considerations, or for party political purposes, or for lobbying for political parties, nor should personal political views influence project activity in relation to the Grant. Should this term be breached it may lead to the suspension, withdrawal or clawback of the Grant by the Department.

23.5 The Grant Recipient’s liability for direct or indirect losses under this Funding Agreement is limited to the amount of the Grant.

24. Reviewing the Funding Agreement

24.1 The Department may at any time, with the agreement of the Grant Recipient, revise, revoke or add to the Terms and Conditions of this Funding Agreement.

The Department to complete:

Signature:

.....
Name: <NAME>

.....
(Authorised to sign on behalf of the Department)

Date:

T-TRIG Coordinator:

Name:

.....

Position:

Grant Recipient to complete:

..... accepts the offer of grant contained in this Funding Agreement and agrees to comply with the Terms and Conditions of grant on which the offer is made.

Signed by a person authorised to sign on behalf of the Grant Recipient:

Signature:

.....
Name: (BLOCK CAPITALS)

.....

Position:

Date:

Attachments:

Schedule

- Annex A The Bid (Successful Grant Application Form)**
- Annex B Template of Statement of Grant Usage**
- Annex C Key Milestones**
- Annex D F001 Vendor Creation/Amendment Form**



Department
for Transport



Transport-Technology

RESEARCH INNOVATION GRANTS

Department for Transport

SCHEDULE

Name of programme: Transport-Technology Research Innovation Grant (T-TRIG)
September 2020

Power under which grant is to be paid: Section 5 (1) of the Science and
Technology Act 1965

Grant Recipient's principal contact:

Project: <Project Title>

Funding period: <Insert Dates>

Grant funding option: <Grant Option>

T-TRIG Competition: <Insert Call Name>

Maximum amount of grant: £<Amount>

Payment arrangements: The Grant Recipient should submit the grant claim along with all necessary receipts. The applicant will receive the funding once the final report has been agreed with the Department.

Project's targets: This is as described in the Bid.

Progress reporting: The Grant Recipient will provide an update on progress to the Department periodically as noted in Key Milestones.

Annex A
The Bid (Successful Grant Application
Form and agreed amendments, if
applicable)

Insert agreed bid here

Annex B

Template of Statement of Grant Usage



Statement of Grant
Usage Form templat

Annex C

Key Milestones

To be amended as needed

Date	Milestone
6 January 2021	Acceptance of grant (returned signed Grant Offer Letter)
January 2021	Projects Start
31 January 2021	Progress Report 1 A brief paragraph outlining your progress to date and next steps, emailed to T-TRIG@dft.gov.uk . Any challenges or setbacks should be highlighted and how these will be overcome.
15 May 2021	Progress Report 2 A brief paragraph outlining your progress to date and next steps, emailed to T-TRIG@dft.gov.uk . Any challenges or setbacks should be highlighted and how these will be overcome.
15 March 2021	Major Update Should be submitted to T-TRIG@dft.gov.uk along with evidence of achieving a major milestone, to release the final payment.
30 April 2021	Progress Report 3 A brief paragraph outlining your progress to date and next steps, emailed to T-TRIG@dft.gov.uk . Any challenges or setbacks should be highlighted and how these will be overcome.
31 May 2021	Progress Report 4 A brief paragraph outlining your progress to date and next steps, emailed to T-TRIG@dft.gov.uk . Any challenges or setbacks should be highlighted and how these will be overcome.
14 June 2021	Preliminary report and draft one-page summary First draft of final report should be submitted containing outline results, and complete textual and graphical content. One-page summary (for public release) will contain key achievements.
30 June 2021	Final report and final one-page summary Agreed final report incorporating comments and suggestions.
30 June 2021	Statement of Grant Usage to be submitted to DfT.

Annex D

F001 Vendor Creation/Amendment Form



F001 vendor creation
amendment (2).pdf

This form allows new vendors to be set up on the DfT finance system.

Please ensure that you do not change the Account Group field – it should read ZGGRT – DFTc Grants Vendor.

Please save the file as F001 <Organisation Name>