

## Partnership Agreement e-bike Grant Scheme 2019

In the [Proposed Government Plan 2020-2023](#) published on 23<sup>rd</sup> July 2019, the Government of Jersey committed to implementing “*schemes that encourage changes in how we travel, increasing cycling, walking and the use of sustainable transport, that deliver a sustainable reduction in carbon emissions, and that increase the level of protection afforded to our environment*”.

The first electric bike grant scheme, named “car2cycle” was launched by the Government of Jersey in 2016 to deliver an electric bike fund to the public by discounting the price of an electric assisted pedal cycle, or e-bike, as described in the [Pedal Cycles \(Jersey\) Order 1998](#).

A new scheme is now being launched in 2019 and the purpose of this **Partnership Agreement** is to inform Jersey cycle retailers and Jersey resident individuals of the following terms and conditions:

1. Conditions of funding.....	2
2. Process for cycle retailers to register for the scheme .....	5
3. Process for individuals to apply for a grant .....	6
4. Process for applicants to purchase an e-bike from a cycle retailer .....	6
5. Process for cycle retailers to verify applicant identity and address .....	7
6. Process for cycle retailers to complete point of sale online form .....	7
7. Payment of cycle retailer invoices .....	8
8. Service for e-bike after 3 months and after sales survey .....	8
9. Auditing.....	9
10. Process for removal or rejection from the scheme. ....	9
Cycle retailers.....	9
Individual applicants .....	10
Appendix A: How does the e-bike grant scheme 2019 work? .....	11
Appendix B: Example Grant Assurance Statement.....	12

## 1. Conditions of funding

A total of £50,000 (fifty thousand pounds) will be allocated by the Government of Jersey to the e-bike grant scheme 2019 (“the scheme”) commencing 12 August 2019.

A grant of £150 per e-bike will be apportioned, equating to 333 grants. Once the funding has been used the scheme will come to an end.

Participating Jersey based e-bike retailers and Jersey resident individual applicants who have completed the relevant online form are required to meet the following conditions of funding in order to benefit from the £150 grant:

1. The scheme is available to Jersey based cycle retailers only, conditional upon completion of the **cycle retailers registration online form**, available on gov.je
2. The scheme is available to Jersey residents only, aged 14 and above, although applications for under 18s should be completed by a parent or guardian
3. Cycle retailers should only allow the £150 grant to be used against an e-bike for individuals who have completed their online application form and have received an e-mail from the Government of Jersey confirming their unique grant voucher code, name and residential address
4. Cycle retailers should only allow the £150 grant to be used against an e-bike for individuals who have provided photo identification (passport, identity card, driving licence) and a copy of a utility bill not older than 3 months confirming the same name and Jersey residential address as the e-mail containing their unique grant voucher code
5. Cycle retailers should ensure the individuals benefit from a £150 grant discount from the bike at point of sale when the individual purchases an e-bike
6. Cycle retailers should not charge individuals any additional cost unless they are made fully aware of all charges for additional goods and services
7. Cycle retailers should apply any other discounts they are offering all customers from time to time to the e-bike sold under the scheme in the same way as any other e-bike sales
8. Cycle retailers must provide a free service check within 3 months of the e-bike sale
9. Cycle retailers must complete the cycle retailers point of sale online form at the same time as the bike is sold

10. Cycle retailers must ensure that each invoice for a refund of the grant is sent to the Government of Jersey as soon as possible following the e-bike sale so that repayment can be made within 28 calendar days of receipt
11. The maximum number of e-bikes individuals can purchase is ONE e-bike under the scheme subject to availability. It is not permissible for individuals to purchase more than one e-bike for profit under the scheme
12. Cycle retailers must immediately inform the Government of Jersey if an individual has returned their e- bike. Funding arrangement should then be made for repayment of the grant in the event of non-performance or non-compliance.
13. In order to meet the requirements for accountability and monitoring of public money, cycle retailers will be required to have auditing and accounting practices in place that show funding paid in respect of the grant is administered appropriately and for the purposes intended. This includes a requirement to:
  - Demonstrate that its governance arrangements are robust
  - Make copies of accounts and all supporting information available to the Finance section of Growth, Housing and Environment (GHE) or the Comptroller and Auditor General
  - Keeping clear records of the number of e-bikes sold under the scheme
  - Retain all documentation related to the grant for the current year plus the three subsequent years for audit purposes
14. In order to ensure quality levels are met, the cycle retailer is required to work with the Government of Jersey to deliver the scheme and have a mechanism in place to consult with individuals about the experience of the scheme.
15. The Government of Jersey may reduce, suspend or withhold a grant or require all part of the grant to be repaid If:
  - a. The cycle retailer fails to comply with any terms or conditions in the scheme in any material respect
  - b. Any attempt is made to transfer or assign any rights, interests or obligations created under the scheme without the prior consent of the Government of Jersey

- c. Any information provided in the application for funding or in a claim for payment or in subsequent or supporting correspondence is found to be incorrect or incomplete to an extension which the Government of Jersey considers to be material
- d. There is a failure by the cycle retailer to keep and maintain the records required by the Government of Jersey
- e. There is a failure by the cycle retailer to submit records on time as required by the terms and conditions
- f. The e-bike scheme 2019 grant has not been used for the purpose for which it was given
- g. The cycle retailer commits a Prohibited Act or there is a financial irregularity with the cycle retailer which is not rectified within the timescale provided by the Government of Jersey
- h. There has been an over or underpayment of the grant
- i. There is a change in the cycle retailers' activities which are inconsistent with the e-bike grant scheme 2019
- j. The Government of Jersey believe that all necessary approvals to lawfully deliver the scheme have not been obtained or relevant legislation has not been complied with
- k. Any other circumstances or events that in the reasonable opinion of the Government of Jersey are likely to adversely affect the retailer's ability to deliver the scheme in accordance with the terms of this Partnership Agreement or result in a risk that the scheme as approved will not be completed

**The Minister for Infrastructure reserves the right to amend any or all of the conditions contained within this Partnership Agreement at any time.**

## 2. Process for cycle retailers to register for the scheme

Cycle retailers must meet the following requirements to ensure the shop is considered for participation in the scheme:

- i. Complete the **cycle retailer registration online form**, available on gov.je which includes the following declarations:
  - My shop will support the e-bike grant scheme 2019 when it is launched
  - My shop will verify the photo identification and proof of Jersey address against the applicant voucher
  - My shop will provide details of the bike sale to the Government of Jersey after each transaction
  - My shop will follow quality and pricing guidelines relating to fairness and transparency for the sale of e-bikes
  - My shop will adhere to the highest maintenance and safety standards for e-bikes and provide a free service check within 3 months of purchase
- ii. Confirm that they have read this **Partnership Agreement** by ticking the box at the end of the cycle retailers registration online form

Upon successful completion of the **cycle retailer registration online form**, the cycle retailer details will be included on the list of participating shops on gov.je from 19 August 2019

### 3. Process for individuals to apply for a grant

Individuals wishing to apply for an e-bike grant in 2019 must complete the **applicant online form** available on gov.je from 19 August 2019, which includes the following declarations:

- I am 14 years old or above (NB: Applicants younger than 18 should have their parent or guardian apply on their behalf)
- I will provide photo ID and proof of my Jersey address to the bike retailer
- I am eligible to purchase only ONE e-bike under the scheme
- I will have the e-bike service checked within 3 months of purchase
- I will advise Government of Jersey if my details change or if I no longer require an e-bike
- I agree that the information I supply will be held electronically by the Government of Jersey and consent to its use for statistical purposes

### 4. Process for applicants to purchase an e-bike from a cycle retailer

Applicants should bring a printed or digital copy of the e-mail containing their unique grant code received from the Government of Jersey to the cycle retailer, together with:

- Photo identification (passport, national identity card or driving licence)
- A printed or digital copy of a utility bill issued within the last 3 months confirming their residential address in Jersey

Only cycle retailers registered to participate in the scheme can offer a grant. A list of participating cycle retailers will be available on gov.je

Applicants can purchase only one e-bike under the scheme within three months of the date of their unique grant code, and subject to availability at participating cycle retailers.

## 5. Process for cycle retailers to verify applicant identity and address

The Government of Jersey and the cycle retailer will work in partnership to successfully implement the scheme.

The cycle retailer must verify the identity and residential address of the individual applicant by comparing a printed or digital copy of the e-mail they received from the Government of Jersey containing the unique grant code with the following:

- Photo identification (passport, national identity card or driving licence)
- A printed or digital copy of a utility bill issued within the last 3 months confirming their residential address in Jersey

Cycle retailers should not sell an e-bike under the scheme unless the individual can present a printed or digital copy of the e-mail they received from the Government of Jersey containing the unique grant code, together with photo identification and proof of their residential address in Jersey at the time of purchase.

## 6. Process for cycle retailers to complete point of sale online form

For each bike sold under the scheme, cycle retailers should complete the **cycle retailer e-bike point of sale online form** whilst the sale is being made, which provides the following information:

- Shop name
- Applicant surname
- Applicant unique grant code
- e-bike brand
- e-bike retail price before grant is deducted (GST should be charged on the full retail price)
- e-bike serial number
- Date of sale
- Date of 3 month service

Completion of this information online whilst making the sale will ensure the correct details are presented by the applicant while they are still in the shop, and that the Government of Jersey will be able to reconcile the information presented in monthly invoices received from participating cycle retailers, and therefore facilitate payment of grant refunds.

## 7. Payment of cycle retailer invoices

Cycle retailers must ensure that all fees and billing procedures are presented clearly to the Government of Jersey on the first working day of each month, using the following table as part of their invoice to provide details of each e-bike sold, and the total sum of grants claimed for the previous month:

Date of Sale	e-bike grant applicant name	e-bike serial number	TOTAL
xx-xx-2019		xxxxxx	£
			£
			£
			£

Upon receipt of the monthly invoice, the Government of Jersey will reconcile the amounts claimed against the completed **cycle retailers e-bike point of sale online form**.

Payment will be made to the retailer within 28 calendar days of receipt of the invoice. No payment will be made by the Government of Jersey until each grant claimed on the invoice can be reconciled against a completed **cycle retailers e-bike point of sale online form**.

The Government of Jersey will ensure that a segregation of duties exist whereby an officer processing the application will not be the same officer approving payments and making the actual grant payment. Requirements for purchasing goods and services must be complied with according to financial direction 5.1

## 8. Service for e-bike after 3 months and after sales survey

Individuals purchasing an e-bike under the scheme should ensure that they take advantage of the complimentary e-bike service check offered by the chosen retailer within three months of purchase of the e-bike.

The Government of Jersey will send a three-month follow-up reminder to the applicant which will include a survey for research purposes to understand the impact of the scheme and provide the

opportunity for individuals who have purchased an e-bike under the scheme to share their feedback with the Government of Jersey.

## 9. Auditing

The Government of Jersey has a responsibility to ensure that the scheme is administered properly and to demonstrate as part of its external audit that the public funding provided for the scheme demonstrates value.

Cycle retailers have a responsibility put in place robust procedures and keep suitable records in relation to the scheme which can be requested or viewed on site by Government of Jersey or in order to satisfy them as part of their audit procedures

All cycle retailers in receipt of a grants totalling £5,000 or more must provide a “Grant Assurance Statement” (see Appendix b) by the 31st of March of the year following payment of the grants.

If grants totalling £25,000 or more are received by a cycle retailer, they must also provide an audited and signed Income and Expenditure statement within 6 months of their financial year end. The government of Jersey will not be required to give the cycle retailer notice before undertaking an audit.

## 10. Process for removal or rejection from the scheme.

### Cycle retailers

If there is evidence that a cycle retailer is persistently failing to meet the conditions of funding or any other aspect of this Partnership Agreement action will be taken to remove them from the list of participating cycle retailers on the scheme. This will occur in two stages:

#### **Stage One - Consideration by the Head of GHE**

A letter will be sent to the cycle retailer which outlines the concerns of GHE indicating that the cycle retailer may be removed from the list of participating cycle retailers on the scheme if failure to meet the conditions of funding are not met.

## **Stage Two- Review by an Appeal Panel**

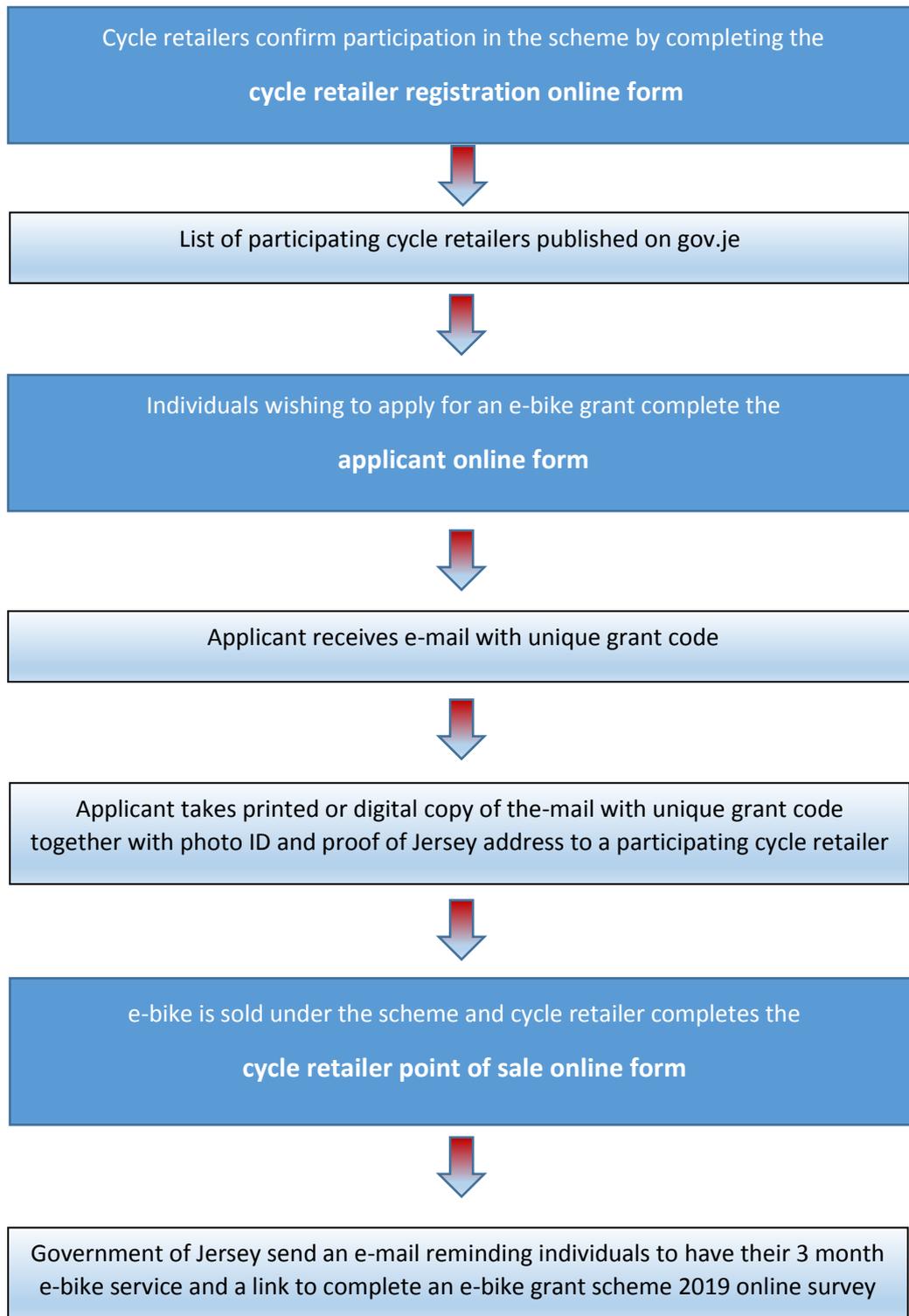
If a retailer wishes to appeal against the decision made by GHE to remove them from the scheme the appeal will be heard by a panel comprising the Minister for infrastructure, an officer and an independent panel member. The panel will be scheduled to meet within 30 days of receiving the cycle retailer's letter stating they wish to proceed with an appeal. The decision of the panel will be final, and details of this will be sent to the cycle retailer within five working days of the panel meeting.

## Individual applicants

Individual applicants will be refused a grant if they are unable to meet the requirements of the online application and declaration form, and if they cannot provide the following to the cycle retailer on the day of purchase:

- Printed or digital copy of the e-mail they received from the Government of Jersey containing the unique grant code
- Photo identification (passport, national identity card or driving licence)
- A printed or digital copy of a utility bill issued within the last 3 months confirming their residential address in Jersey

## Appendix A: How does the e-bike grant scheme 2019 work?



## Appendix B: Example Grant Assurance Statement

To: Government of Jersey

I hereby confirm that *name of cycle retailer* has adhered to the terms and conditions of the grant in the sum of £ X which was awarded by the Government of Jersey in 201X for use during the year ended *insert the cycle retailer financial year end date*

**Or**

I hereby confirm that *name of cycle retailer* has adhered to the terms and conditions of the grant in the sum of £ X which was awarded by the Government of Jersey in 201X for use during the year ended *insert the cycle retailer financial year end date*, with the exception of *(please explain below)*:

There are appropriate controls in place within *name of cycle retailer* to ensure that funds are being spent appropriately and that value for money is being achieved and the grant awarded by the Government of Jersey in 201X was used for the purpose(s) intended as set out below:

**Or**

There are appropriate controls in place within *name of cycle retailer* to ensure that funds are being spent appropriately and that value for money is being achieved and the grant awarded by the Government of Jersey in 201X was used for the purpose(s) intended as set out below, with the exception of *(please explain below)*:

I confirm that the total grant awarded of £ X was used during the year ended *insert the cycle retailer financial year end date*

**Or**

I confirm that of the total grant awarded of £ X the sum of £ X was used during the year ended *insert the cycle retailer financial year end date*. The surplus grant of £ X will be repaid in accordance with the Partnership Agreement

Signed.....

Date.....