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| Application Form |  |



**Scotland Can Do Innovation Challenges - R&D Feasibility Funding Call**

**Offshore Wind Innovation Feasibility Challenge Fund**

**How to complete this form**

This application form has 12 sections and includes guidance notes which provide valuable information on how to answer each of these. You must fill in all sections of this application form. Please ensure your submission is complete and includes all required documents for the R&D Feasibility Funding call.

Before submitting your application, please ensure you confirm compliance with the declaration in section 12 by checking the relevant box.

Please note that this form can be used for a single application only. If you wish to submit multiple proposals, these require separate applications.

The text entry areas within this form have fixed sizes and cannot be changed. The typeface, font size and color for the text boxes are predetermined and cannot be changed. Multiline text is enabled where appropriate. Any additional appendices sent in, as allowed, to support section 5 and section 9 should be submitted in pdf format and have a font size no smaller than 10 (Arial).

The document must be saved as a Microsoft Word document. Please do not submit your application in any other format and ensure editing restrictions remain enabled.

Email your completed application form along with **Fair Work Conditionality form** to **enquiries@scotent.co.uk** using the challenge title as the email subject line.

[Find the latest information on the challenge closing date](https://scotent-live-sec-cms.azurewebsites.net/support-for-businesses/funding-and-grants/business-grants-and-funding-calls/can-do-offshore-wind-innovation-feasibility-call) on The Scottish Enterprise website.

In order to comply with UK government [sanctions legislation](https://www.legislation.gov.uk/ukpga/2018/13/contents/enacted) and Scottish Government [guidance in relation to trading with Russia and Belarus](https://www.gov.scot/news/stop-trading-with-russia/), as part of our appraisal of this application Scottish Enterprise will carry out sanctions checks on your company, shareholders and in some cases directors and may ask you about the nature of your trading and/or investment links with Russia and Belarus. Depending on the outcome of these checks Scottish Enterprise may decide not to support you or your company.

**Low Carbon Statement**

Does your business have a credible plan in place to reduce operational greenhouse gas emissions to net zero by 2045?

Please select from drop down

Choose an item.

**Section 1 –Details of Lead Organisation**

Organisation Name:



Registered Address:

|  |  |  |  |
| --- | --- | --- | --- |
| Town/City: | Postcode: | | Country: |
|  |  | |  |
| Company Registration: | | VAT Registration No: | |
|  | |  | |
| Type of Organisation: Select one. | SME: Select one. | | Status: Select one. |

You are required as part of this application to declare any amounts of funding of the types described below which have been received by you from any UK public sources from 1 April 2020.

* Please provide details in the table below of all of the following types of subsidy:

1. any type of de minimis aid given under the EU State aid regulations before 31 December 2020 (or after this date if by virtue of the Northern Ireland Protocol or EU funded);
2. subsidies given as small amounts of financial assistance (SAFA) under the UK-EU Trade and Cooperation Agreement after 31 December 2020;
3. Minimal Financial Assistance (MFA) given under the Subsidy Control Act 2022 on or after 4 January 2023; and
4. Services of Public Economic Interest (SPEI) assistance given under the Subsidy Control Act 2022 on or after 4 January 2023.

* You should include details of support received by you or any other entity forming part of your enterprise. Your enterprise includes all entities under common ownership or control.
* If you have received public sector support in the past, you should have been notified in writing of any de minimis, SAFA, MFA or SPEI assistance element when the funding was awarded.

Further information on Minimal Financial Assistance is available here: [Minimal Financial Assistance guidance for companies - Scottish Enterprise (scottish-enterprise.com)](https://www.scottish-enterprise.com/support-for-businesses/funding-and-grants/business-grants-and-funding-calls/minimal-financial-assistance-guidance)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date (MM/YY) | Public Authority Source and Project Title | Grant, Loan or Other Subsidy Instrument? | Amount of Aid (£) | Type of Subsidy |
|  |  | Select one. |  | Select one. |
|  |  | Select one. |  | Select one. |
|  |  | Select one. |  | Select one. |
|  |  | Select one. |  | Select one. |
|  |  | Select one. |  | Select one. |
|  |  | Select one. |  | Select one. |
|  |  | Select one. |  | Select one. |

**Section 2 – Contact Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Title: | Name: | | Position: |
| Select one. |  | |  |
| Correspondence Address: | | | |
|  | | | |
| Town/City: | | Postcode: | Country: |
|  | |  |  |
| Phone/Mobile: | | Email: | |
|  | |  | |

**Section 3 – Project Details**

Project Title (100 characters limit):



Brief Abstract for Publication (1500 characters limit):

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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Where in Scotland is the main work to be done? | | |  |  |
|  | | |  |  |
| Project duration (in months): | | Total project spend (£): | Total grant requested (£): |  |
|  | |  |  |  |
|  | ► Are you in reception of any other public-sector funds towards the same project, or any other costs associated to the project? Select one.  ► Has the project started or are there any contractual obligations in place which mean you are already committed to carrying out this project? Select one. | | | | |

**Section 4 - Project Impact**

Please confirm your current annual turnover and number of Scottish employees, and the projected growth in your business without and with the grant.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Current | +3 years without grant | +3 years with grant |
| Annual Turnover (£) |  |  |  |
| Number Scottish Employees (FTE) |  |  |  |

**Section 5 – Project Proposal**

Please explain your idea and how it responds to the Challenge brief as clearly and concisely as you can. Clearly explain the specific challenge you are addressing, how your proposed solution will solve it, and the current state of development (or readiness) of the idea. Please describe the key technical challenges associated with this project and the research and development activities involved in solving these challenges.

Please provide any additional drawings and images that help to explain your proposal but limit these to a single A4 page in PDF format. If your project involves trade in goods and/or electricity in Northern Ireland, please provide further information.

(5,000 characters limit)

(7,000 characters limit).

This question is related to “XX” and “YY” on the scorecard.

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**Section 6 –Innovation****

Please explain the key technical innovations in your proposed project. Describe how your proposed approach will improve on current solutions in the marketplace. Describe this project’s background IP and your freedom to operate. Please also describe what foreground IP will be generated as a result of this project and your plans to protect and exploit this.

(5,000 characters limit).

**Section 7 – Commercial Potential**

Please describe the commercial opportunities you will exploit with your proposed innovation, considering wider markets and export potential. Provide details of your proposed routes to market and describe who are your target customers. Explain your solution’s unique selling point/value proposition and describe your competitive advantage.

(5,000 characters limit).

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**Section 8 – Business, Team and Resources**

Please provide a brief description of your business, and biographies of the technical team, with a focus on experience and skills relevant to this application. Specify the time that each team member will allocate to the project. Comment on commercial and business expertise available within your team and organization and how these may support the successful commercialization of the outcomes of this project. Identify any other resources required to successfully implement the proposal and if there are gaps, please briefly describe the plan to address these. Please also identify subcontractors or consultants (inc. academic partners) working in the project and describe their contribution.

(5,000 characters limit).

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**Section 9 – Project Plan**

Please provide a separate single sheet (A4) Gantt chart in PDF format to illustrate the proposed project plan. This should clearly show key milestones and deliverables, along with a breakdown of work-packages. Activity owners should be identified, along with any subcontractors, consultants, and, in general, any third parties working in the project by adding their names next to relevant activities. The space below can be used to provide further details that support the project Gantt chart.

Detail your approach to project management and describe the main technical, commercial and broader risks associated to the proposed project and explain your proposed mitigation strategies. An additional risk analysis matrix can also be provided as a separate single sheet (A4-size, PDF format).

(5,000 characters limit).

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**Section 10 –Need for Support**

You must demonstrate that you need a grant to proceed with the project. Explain why you need financial help and how it would affect the project. For example, you may otherwise not carry out the project at all, or it may be at a reduced scale, or over a longer period.

(5,000 characters limit).

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**Section 11 – Feasibility Project Costs**

Please describe the project finances and provide a detailed breakdown of costs in the following table. All costs should be before VAT unless your business is not registered for VAT. You must give additional details to fully justify your project costs. Please refer to the Eligible Costs Guidance for this competition, which you can find on The Scottish Enterprise website.

(5,000 characters limit).

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**Project Costs Breakdown:**

Edit/delete as appropriate

|  |  |
| --- | --- |
|  | **Total Cost (£)** |
| **Salary Costs (please specify)** |  |
| **Materials Costs (please specify)** |  |
| **Sub-contract Charges (please specify)** |  |
| **Consultancy Fees (please specify)** |  |
| **Fees for Trials and Testing (please specify)** |  |
| **Overheads (if claiming overheads, this should be a flat rate of 20% of salary costs)** |  |
| **Travel & Subsistence Costs (please specify)** |  |
| **Accountancy Fees (costs for the final audit only)** |  |
| **Capital Equipment Costs (please specify)** |  |
| **Other Costs (please specify)** |  |
| **Total Costs (exc. VAT)** |  |

**Section 12 – Declaration**

**Please read this carefully before submitting**

By submitting this application, you acknowledge:

* the information provided in this application may comprise company information and personal data (as defined in the UK GDPR and the Data Protection Act 2018 (“Data Protection Laws”)).
* and confirm you are, or the company which you represent is, the controller of personal data contained in this application, together with any personal data you provide to Scottish Enterprise should the application proceed, and that this personal data can be processed by Scottish Enterprise and/or the Agencies (as set out below) for the purposes outlined below.
* Any personal data provided in the application will be processed by Scottish Enterprise in accordance with Data Protection Laws and held in accordance with the privacy notice which can be found at https://www.scottish-enterprise.com/help/privacy-notice. Individuals can find information on their rights in respect of the personal data we hold by also visiting our [*privacy notice*](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.scottish-enterprise.com%2Fhelp%2Fprivacy-notice&data=05%7C01%7CMarianne.Charrier%40scotent.co.uk%7C6948994c1f84465369bf08dad11d8519%7C50374495fdde4d04bc5c574982680e19%7C0%7C0%7C638052221952940144%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=alPB5R79GiFM5xFj5PDgYLmJGbc4ynp7IY7eotLtZC4%3D&reserved=0).
* The information provided in this application form will be kept confidential, except as set out in the application or where any law or regulation that applies states that we need to release it (for example, under the Freedom of Information (Scotland) Act 2002 or any code relating to providing access to information held by public bodies).
* The information, including personal information, provided in this application may be shared and used by Scottish Enterprise, The Scottish Government (which includes departments of the Scottish Government), Highlands and Islands Enterprise, South of Scotland Enterprise and other associated bodies such as local delivery organisations, consultants and agents (collectively referred to as ‘the Agencies’), and used by them to assess its suitability for support. Personal data shared with the Agencies will be processed by them in accordance with their privacy notices, further information on which can be obtained from them directly.
* If the application is successful:
  + the Agencies will use the information provided in this application form for administration and management purposes, including carrying out appropriate checks, audits and marketing (including contacting you with surveys about your experience); and
  + we will publish information from sections 1 and 3 of this application, both in hard copy and on the internet, to make potential applicants, investors, the general public and other interested parties aware of the types of projects and businesses receiving R&D Feasibility grants.
  + If the application is unsuccessful, for R&D Feasibility grant funding, it may be passed to other departments within Scottish Enterprise and the Agencies, to enable consideration of any suitable alternatives to R&D Feasibility funding, or whether support can be provided in any other way.
* Information may also be used for the purposes of detecting and/or preventing fraud. To detect or prevent fraud, information may be given to:
* subcontractors employed by Scottish Enterprise for the purpose of preventing and detecting fraud;
* departments of other Agencies in the UK, responsible for providing grant support in other parts of the UK, and their subcontractors;
* Highlands and Islands Enterprise and its subcontractors,
* local authorities and their subcontractors;
* The Department for Work and Pensions;
* HM Revenue and Customs; and Law enforcement agencies.
* If you give information which you know is untrue or misleading, you may be committing an offence which could lead to you being prosecuted.

**NB** All applicants must complete and submit the **Fair Work** Conditionality application in order to be considered for evaluation.

By submitting your application, you confirm:

* that your company does not currently or intend to: trade; act on behalf of; provide services to; have investment links with; or otherwise have any presence in Russia and/or Belarus.

I hereby confirm that I fully comply with the declaration as stated above (please check the box).

|  |  |  |
| --- | --- | --- |
| Title: | Name: | Position: |
| Select one. |  |  |

Please note this must be someone authorised to sign on behalf of the company.