



Llywodraeth Cymru  
Welsh Government

The Ford Low-Carbon Vehicle Transformation Fund will co-invest to encourage businesses to move beyond manufacturing internal combustion engines to producing low carbon vehicle technologies.

## Ford Low Carbon Vehicle Transformation Fund Application Guidance Notes

We are the Welsh Ministers; our data protection officer can be contacted at [DataProtectionOfficer@gov.wales](mailto:DataProtectionOfficer@gov.wales).

Before we provide financing to you, we undertake checks for the purposes of preventing fraud and money laundering, and to verify your identity. These checks require us to process personal data about you. During the appraisal of your application we will carry out due diligence checks using various systems (e.g Creditsafe) For more information see Appendix A of these guidance notes

This is a competitive call. These Guidance Notes will help you to understand the information we need to appraise your project. We are not able to seek clarification from you on any aspect of your application so please check that you have fully answered each question before you submit.

We will assess your application against the following criteria:

1. Economic benefit to Wales
2. Innovative, technical projects aligned to Automotive Council Roadmaps
3. Collaboration leading to the creation of new supply chains
4. Stepping Stone for Your Future Low-Carbon Vehicle Ambitions
5. Value for Money against Realistic Ambitions
6. Quality, Credibility and Coherence
7. Alignment with Welsh Government policies

Please note that a collaborative project is considered to be an 'effective collaboration' where independent parties pursue a common objective based on the division of labour. The partners will jointly define its scope, participate in its design, contribute to its implementation and share its financial, technological, scientific and other risks, as well as its results. The terms and conditions of a collaboration project, including costs, sharing of risks and results, dissemination of results, access to and rules for allocation of Intellectual Property must be concluded prior to the start of the project.

### **SUBMITTING YOUR APPLICATION**

All applications must be received by **noon on Monday 1<sup>st</sup> November 2021**. The form must be signed and submitted as a scanned PDF (or equivalent) to the [Ford.Transformation.Fund@gov.wales](mailto:Ford.Transformation.Fund@gov.wales) mailbox, along with the supporting documents.

### **FURTHER HELP, SUPPORT AND GUIDANCE**

We strongly advise you to discuss your application with a Welsh Government Innovation Specialist or Research Development Manager. Please email us at [Ford.Transformation.Fund@gov.wales](mailto:Ford.Transformation.Fund@gov.wales) with queries or for their contact details:

<b>1. PROJECT SUMMARY</b>	
	<b>Guidance</b>
Project Title	Please provide a title for your project, that summarises the key features and what you are setting out to achieve.
	<b>Guidance</b>
Project Phase	<p>Please indicate which of the phases of development you are applying for support with;</p> <p><b>F (Feasibility)</b> - To investigate and assess the viability of transforming your innovative ideas into new products, processes or services.</p> <p><b>IR (Industrial Research)</b> - To support practical research to acquire new knowledge and develop a basic working model of a new product or process.</p> <p><b>ED (Experimental Development)</b> - To implement the results of industrial research, including the creation of a pre-production prototype for demonstration purposes, which cannot be used commercially.</p> <p><b>IR+ED (Industrial Research and Experimental Development)</b>—To support the delivery of the Industrial Research and Experimental Development of a project.</p> <p><b>C (Capital Equipment)</b> - To support the delivery of the Industrial Research and Experimental Development of a project.</p> <p><b>Ex (Expertise)</b> - To support the delivery of the Industrial Research and Experimental Development of a project.</p>
	<b>Guidance</b>
Duration of Phase being applied for:	Please provide details of the length of time you expect this phase of your project to take.
	<b>Guidance</b>
Total Project Cost	Please indicate the total cost of the project you are undertaking, inclusive of any grant element you are looking to access.
	<b>Guidance</b>
Funding amount applied for	Please indicate the amount of support you require in order to be able to carry out the project. Intervention rates will depend on the size of company and the phase of development, in line with current UK Subsidy Control rules (see Appendix B)
	<b>Guidance</b>
Public Domain Abstract	Please provide a brief (around 250 words) explanation of the project in simple terms. This will be used to assist in publicising the support offered. In order to do this effectively it is important that we are able to present the details of the project in a concise way that is easy to understand.

<b>2: APPLICANT DETAILS</b>	
	<b>Guidance</b>
	<p>In this section, Each participating business will need to provide details of where the business is registered, and how they can be contacted.</p> <p>Please provide details for a contact within each business who will be able to assist in resolving any queries around the application.</p> <p>You will need to give business registration details, such as VAT number and Company Registration number. You will also need to provide a description of the nature of your business using the Standard Industrial Classification list at:  <a href="http://resources.companieshouse.gov.uk/sic/">http://resources.companieshouse.gov.uk/sic/</a></p> <p>Each participating business will need to provide details of current headcount, turnover and Balance Sheet information.</p>

	<b>Guidance</b>
Current Business Activity	This section looks at the background of each participating business to establish where you are today in relation to your contribution to the project. This gives a context to the planned innovation and allows us to assess the rationale behind the innovation and the reasons why the collaborating partners are suitable.

<b>3. THE PROJECT AND ITS EXPLOITATION</b>	
	<b>Guidance</b>
3.1 Project Location	Please confirm where the project activity takes place, and any elements that need to be carried out elsewhere
	<b>Guidance</b>
3.2 Overall Project Description	This gives you the opportunity to set out the underlying rationale, and the need for the product or process. Explain why your proposed product or process is innovative and unique, and the benefits of the innovation. You should also look to provide details of the risks related to the project and how these will be mitigated.
	<b>Guidance</b>
3.3 Route to Exploitation inc Current Market Information and Predicted Future Trends	We need to know that there is a market for your proposed product or need for the process and that you have properly considered how you will be able to enter the market. This is an opportunity to demonstrate how the market works, your place in it and the competition you face.
	<b>Guidance</b>
3.4 Intellectual Property	You need to confirm the current IP position of all participating businesses. Please provide any evidence that you are entitled to use any of the IP involved in your project. If you have applied for a patent, please supply a copy of the application. We may ask the UK Intellectual Property Office to conduct a search for similar products or processes. For new IP generated, you will need to set out how that will be owned across the participating businesses involved in the project.
	<b>Guidance</b>
3.5 Project Phase Plan	You will need to produce a GANTT Chart for this section (please see the example at Appendix C). This will help in bringing out the milestones and clearly define the responsibilities, resources and associated risks. The linking of tasks to individuals within the participating businesses is key to ensuring the successful management of the project and illustrates that the project is deliverable.  You are also required to provide details of the resources used to carry out the project. This assists in measuring the capability to deliver the project and also to cover that any external resources required are planned for.
	<b>Guidance</b>
3.6 Project management	This section asks you to set out how the participating businesses will come together to manage the tools and resources that are necessary for the successful delivery of the project. Each partner should evidence to what extent they were involved in defining the scope of the project. Describe how the governance structure is appropriate in steering the strategic direction for the collaboration, including assessing progress and evaluating any subsequent significant project variation.
	<b>Guidance</b>
3.7 Team and Resources	This section asks you to provide a rationale behind the resources that are being used to deliver the project. The link between the resources being used across the participating business should link to the milestones and planned outcomes that the project is looking to deliver.

<b>4. BENEFITS TO THE PARTICIPATING PARTNERS AND WALES</b>	
	<b>Guidance</b>
	This section provides the opportunity to show how the project will impact on each of the participating businesses. This impact may be in terms of job creation, productivity, sales or increased capability. Each participating business should quantify the benefits that they will derive from being involved in the project, the time it might take and other actions outside the scope of this project which will be necessary to realise these benefits.
	<b>Guidance</b>
4.1 Benefits to the Welsh Economy and how it will deliver economic renewal in Wales	In terms of tangible benefits to Wales, give consideration to the wider impact of the product or process developed and how it's application could benefit Wales. Benefits could include the creation of employment and development of a product or process that enhances the wellbeing of society by contributing to the Health & Wellbeing of the people of Wales, improvements to environmental processes, technological advancement that connect communities or building new supply chains inside and outside Wales
	<b>Guidance</b>
4.2 Fit with the Automotive Council Roadmaps	How will your project contribute to the delivery of the <b><u>Automotive Council Roadmaps</u></b> : <ul style="list-style-type: none"> <li>• Electrical Energy Storage</li> <li>• Electric Machines</li> <li>• Power Electronics</li> <li>• Fuel Cell</li> <li>• Lightweight Vehicle &amp; Powertrain Structure</li> </ul>
	<b>Guidance</b>
4.3 Fit with Programme for Government and Wellbeing of Future Generations Act	Explain how your project will enable Welsh Government to address the challenges outlined in <ul style="list-style-type: none"> <li>• <b><u>Programme for Government</u></b></li> <li>• <b><u>Economic Action Plan</u></b></li> <li>• <b><u>Wellbeing of Future Generations</u></b></li> </ul>
	<b>Guidance</b>
4.4 Delivering the future ambitions of all partners	What are the future ambitions of all partners with regard to this project and how will they be realised? How does this project assist you in securing competitively-won follow-on funding? What else need to happen to create supply chains to commercialise and exploit your project?

<b>5 PROJECT COSTS</b>	
<b>6.1 Proposed Project Phase Expenditure</b>	
	<b>Guidance</b>
5.1 Proposed Phase Expenditure	This section asks you to provide a breakdown of the anticipated cost incurred by each participating business in order to deliver the project. The breakdown will categorise the expenditure and will show how the burden of the expenditure is spread across the participating businesses.
	<b>Guidance</b>
5.2 Breakdown and Justification of the Project Phase costs	This section asks you to provide detail on each of the specific types of cost you will incur. Please provide brief explanations as to how the project budget figures for each category, and within each business, have been reached. It is your opportunity to illustrate that the requirements of the project have been fully considered and are realistic.

	<b>Guidance</b>
Staff expenses	Travelling & subsistence related to the activity of the project is eligible for support. Travelling at a rate of 45p per mile or standard class public transport costs can be included. Any foreign travel related to the project would require prior approval.
	<b>Guidance</b>
Simplified Costs	This category can be used to cover indirect costs such as rent, electricity and water rates incurred by the business during the time you are involved in project activity. A simple calculation can be used to arrive at an eligible figure for simplified costs. This is a flat rate of 15% of the eligible direct staff time costs identified for the project.
	<b>Guidance</b>
Administration (Consumables)	You can receive support for the cost of consumables. These items will have no residual value at the end of the project.
	<b>Guidance</b>
T&S / Accommodation	This can be used to cover costs incurred in the delivery of the project e.g. rental cost of venues for events and meetings.
	<b>Guidance</b>
ICT equipment	You can receive support for the cost of ICT equipment that is necessary for the delivery of the project. ICT equipment that is of a basic standard relevant to the day to day work of the business should not be included as the addition of the equipment should represent an advance in your processes.
	<b>Guidance</b>
Marketing & Promotion	<p>Different types of marketing activity will be eligible under different phases of a project;</p> <p>Market surveys will take a general view of your market, determine its boundaries and its population in terms of value, unit sales etc. These costs can be included in a Technical &amp; Commercial Feasibility application.</p> <p>Market Research usually relies on an in-depth enquiry into a particular subject to uncover new facts. This activity may need to be carried out in a specific market or sector to see if there is further information available and as such can form part of a Technical &amp; Commercial Feasibility study, or an Industrial Research project, or in the Experimental Development phase.</p> <p>Costs associated with a project specific market assessment are eligible for all phases. This activity would consist of work during the lifetime of the project to identify possible future markets for the end product when completed. This would usually take the form of some kind of market interrogation, when something saleable is emerging from the project.</p>
	<b>Guidance</b>
Legal & Professional	Costs for confidentiality & collaboration agreements, copyright or any other protection directly associated with the project including IPR are eligible. The cost associated with taking out a patent to protect Intellectual Property Rights arising out of the project are eligible. The costs associated with Patent maintenance (renewal fees etc.) are not normally eligible. However, there may be cases where failure to maintain these would adversely affect the project (if you owned a patent for the core technology and would need to retain this as further patents relating to the project were achieved) this can be considered. Other Legal & Professional costs incurred would need to be related to the delivery of the project and not the day to day running of the business in order to be eligible. Intellectual Property costs are eligible at a rate of 50%.

	<b>Guidance</b>
Depreciation	The depreciation of capital equipment used in the project can be claimed. The depreciation rates used should be reflected by your depreciation policy. A typical useful life for mechanical equipment would be 4 years, and 2 years for computer hardware. You can also include the cost of hire purchase or leasing of items directly associated with the project, but not any related interest charges.
	<b>Guidance</b>
Capital Equipment	Funding is available for capital equipment at a rate of up to 50% of the project cost to a maximum of £50k. On a case-by-case basis we will consider increasing this limit for exceptional projects. You will need to demonstrate how the equipment advances your product or process for example, by comparing with the technologies or solutions that are currently in use.
	<b>Guidance</b>
Secondment / Expertise	Your project can include secondment or short term contracts for external experts to work on your project. You will need to demonstrate how any work commissioned from experts contributes to the advancement of your product or process. Please note that contract research and provision of research services are not considered forms of collaboration

<b>6. PROJECT FUNDING</b>	
	<b>Guidance</b>
6. Please detail how the business will pay for the total cost of the project.	As the funding is provided retrospectively it is necessary to demonstrate how the full cost of the project phase is being met by the participating businesses. To demonstrate that the project is viable, you would need to list the funding sources that will be used. This may include copies of loan agreements or bank overdraft facilities.
	<b>Guidance</b>
6.1 Why is financial support from the Ford Fund needed for this project phase to go ahead, and what would happen without our support	The funding available through this Fund is designed to encourage a greater amount of R&D activity in Wales. Please provide a brief explanation of how the support will enable the project to proceed. Include details of how the project could be diminished, delayed, or not take place without the support.
	<b>Guidance</b>
6.2 Please provide detail of any other public sector funding the businesses have investigated in relation to this project prior to coming to Welsh Government	You will need to declare any public sector support the participating businesses have looked at accessing prior to applying for support from the Welsh Government.

<b>7. OTHER PUBLIC SECTOR FUNDING (Last 5 Years and This Project)</b>	
	<b>Guidance</b>
7. Last 5 Years	Please provide detail of any public sector funding that the participating businesses have received for this, or other projects in the last 5 years. This will allow us to confirm your eligibility for support and also helps to build a picture of the wider support being accessed by Welsh businesses.
	<b>Guidance</b>
7(a). This Project	<p>Please give details of any other funding that has been provided to support this particular project.</p> <p>UK Subsidy Controls have replaced State Aid measures. Some elements of support from the Ford Low-Carbon Vehicle Transition Fund will be offered as “Small Amounts of Financial Assistance (SAFA). This was previously known as de minimis aid. We need to know how much de minimis or SAFA you have received recently.</p>

<b>8. ADDITIONAL INFORMATION &amp; SUPPORTING DOCUMENTS</b>	
	<b>Guidance</b>
	<p>This section covers the key documents that should be included with your application</p> <p>The first section of the checklist covers the paperwork that is required to be submitted by the participating businesses to support the application. Please check that you have included all of those that are relevant to your project.– (The blue text on the form indicates whether you need to include these, and your Innovation Specialist can provide guidance)</p> <p>The second section of the checklist relates to policies that your business may have in place. These are good practice documents and are not used to assess the application itself. If you already have these in place then we would like them to be included. If you are looking to develop these policies for your business we can assist you in accessing support to do so.</p>

<b>9. DECLARATION (Lead Business)</b>	
	<b>Guidance</b>
	<p>This section confirms that the application is being completed by an appropriate person.</p> <p>The application can be submitted electronically by the person completing the declaration.</p> <p>The form must be signed and submitted as a scanned PDF (or equivalent) to the <a href="mailto:Ford.Transformation.Fund@gov.wales">Ford.Transformation.Fund@gov.wales</a> mailbox, along with the supporting documents.</p>

## APPENDIX A – PRIVACY NOTICE

The Welsh Government provides a wide range of grant schemes to help deliver our policies and create a fairer, more prosperous Wales.

The Welsh Government will be data controller for any personal data you provide in relation to your grant application or request for grant funding. The information will be processed as part of our public task (i.e. exercising our official authority to undertake the core role and functions of the Welsh Government) and will help us assess your eligibility for funding.

Before we provide grant funding to you, we undertake checks for the purposes of preventing fraud and money laundering, and to verify your identity. These checks require us to process personal data about you to third party fraud prevention agencies.

If we, or a fraud prevention agency, determine that you pose a fraud or money laundering risk, we may refuse to provide the grant funding you applied for, or we may stop providing existing grant funding to you.

A record of any fraud or money laundering risk will be retained by the fraud prevention agencies, and may result in others refusing to provide services, financing or employment to you.

We will keep personal information contained in files in line with our retention policy. If successful in your application then your personal data will be kept for 7 years after the date when you, as a grant recipient, are free from all conditions relating to the grant awarded and all payments have been made. However, if the funding is awarded under General Block Exemption or De Minimis, your personal data will be kept for 10 years from the conclusion of any aid award. If you are successful your details will be kept for one year after the date you provided them.

Under the data protection legislation, you have the right:

- to access the personal data the Welsh Government holds on you
- require us to rectify inaccuracies in that data
- to (in certain circumstances) your data to be erased
- to lodge a complaint with the Information Commissioner's Office (ICO) who is the independent regulator for data protection

For further details about the information the Welsh Government holds and its use, or if you want to exercise your rights under the GDPR, please see contact details below:

Data Protection Officer  
Welsh Government  
Cathays Park  
CARDIFF CF10 3NQ

Email Address: [DataProtectionOfficer@gov.wales](mailto:DataProtectionOfficer@gov.wales)

The contact details for the Information Commissioner's Office are:

Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF  
Telephone: 01625 545 745 or 0303 123 1113  
Website: <https://ico.org.uk/>

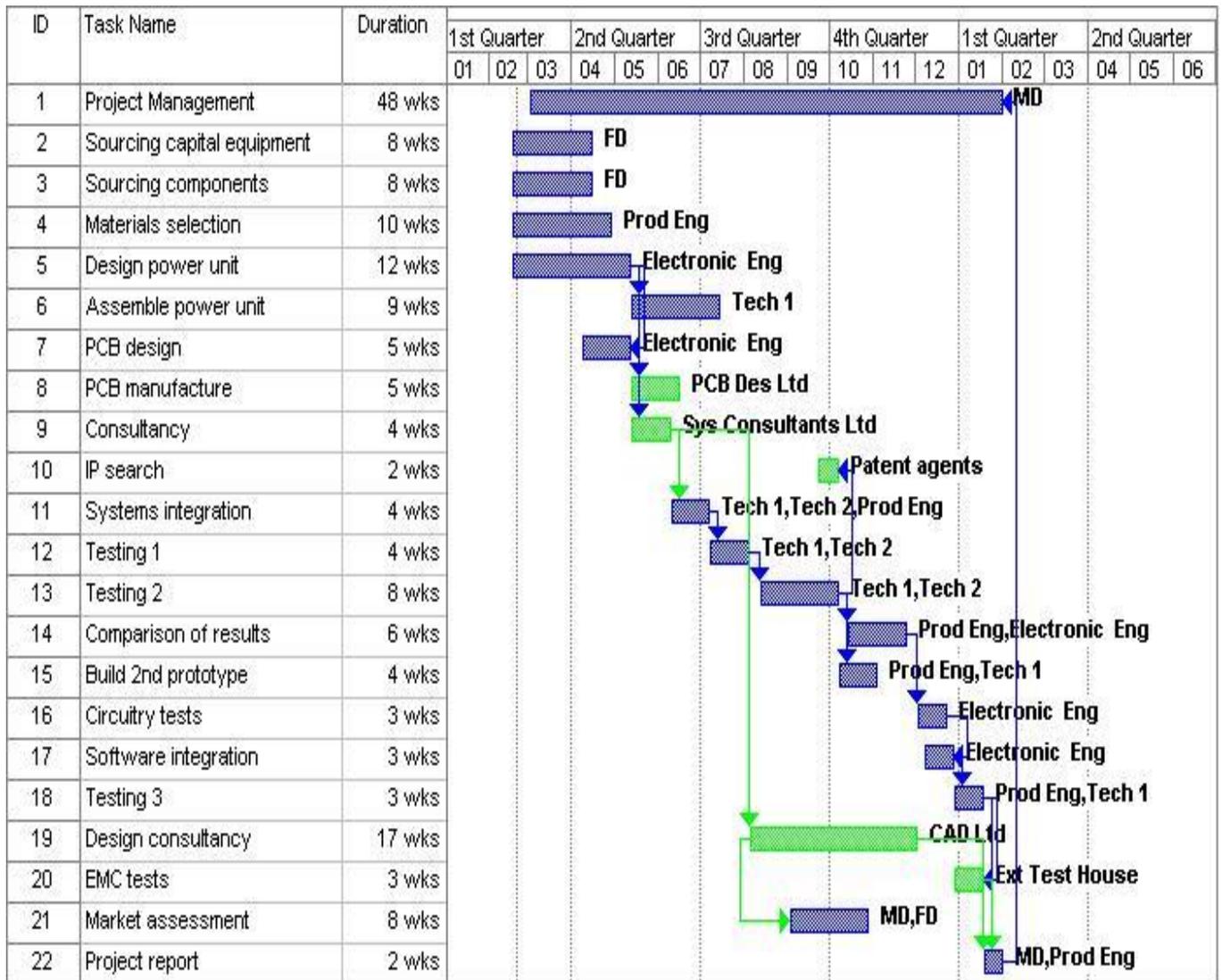
## APPENDIX B - HOW MUCH FINANCIAL SUPPORT IS AVAILABLE?

UK Subsidy Controls have replaced State Aid measures. Current intervention rates will depend on the size of company and the phase of development, in line with current UK Subsidy Control rules but can change. Support from the Ford Low-Carbon Vehicle Transition Fund is discretionary. Completing an application form does not guarantee that you will be offered the amount of support requested or that we will necessarily offer any support towards your project. Welsh Government reserves the right to vary the intervention rate

The table indicates typical grants for different activities. We anticipate that most grant requests will be less than £500k in total however, on a case-by-case basis we will consider grants up to a maximum of £1m for exceptional projects

Description <sup>α</sup>	Feasibility <sup>¶</sup> (F) <sup>α</sup>	Industrial-Research <sup>¶</sup> (IR) <sup>α</sup>	Experimental-Development (ED) <sup>α</sup>	Capital-Equipment <sup>α</sup>	Secondment/-External-Experts <sup>α</sup>
<b>Purpose-of-support<sup>α</sup></b>	To support your business to investigate the viability of transforming your innovative ideas into new products, processes or services. <sup>α</sup>	To help you undertake practical research that will allow the development of your idea into a proof-of-concept model. <sup>α</sup>	To help you further develop the results of industrial research to demonstrate and validate them in real-world operating conditions. <sup>α</sup>	To bring in equipment to develop, implement or exploit new or improved products or processes. <sup>α</sup>	To bring in external expertise to develop, implement or exploit new or improved products or processes. <sup>α</sup>
<b>Deliverable<sup>α</sup></b>	Development of a Feasibility study. <sup>α</sup>	Development of a proof-of-concept model that demonstrates a technological advance and potential commercial viability. <sup>α</sup>	Development of an advanced prototype or new product or process that demonstrates a significant technological advance and confirms viability. <sup>α</sup>	The development and/or introduction of an innovative product or process. <sup>α</sup>	To develop or upgrade a process for a recently developed product, or First-Industrial-Deployment of a new process. <sup>α</sup>
<b>Eligibility<sup>α</sup></b>	<b>Small<sup>¶</sup></b> < than 50 employees <sup>¶</sup> ≤€10m turnover &/or balance sheet <sup>¶</sup> <b>Medium<sup>¶</sup></b> < than 250 employees <sup>¶</sup> ≤€50m turnover <sup>¶</sup> ≤€43m balance sheet <sup>¶</sup> <b>Large<sup>α</sup></b>			There are no restrictions on the size of business. <sup>α</sup>	
<b>Project-Criteria<sup>¶</sup></b> Maximum % of eligible cost by company size: <sup>¶</sup>	Up to 70% for Small <sup>¶</sup> Up to 60% for Medium <sup>¶</sup> Up to 50% for Large <sup>¶</sup>	Up to 70% for Small <sup>¶</sup> Up to 60% for Medium <sup>¶</sup> Up to 50% for Large <sup>¶</sup>	Up to 45% for Small <sup>¶</sup> Up to 35% for Medium <sup>¶</sup> Up to 25% for Large <sup>¶</sup>	Up to 50% <sup>¶</sup> (SAFA / de minimis) <sup>¶</sup>	Up to 50% <sup>¶</sup> Up to 50% for Large <sup>¶</sup> (SAFA / de minimis) <sup>¶</sup>
<b>Typical-Grant<sup>¶</sup></b> <sup>α</sup>	Up to £30,000 <sup>¶</sup> <sup>α</sup>	Up to £100,000 <sup>¶</sup> <sup>α</sup>	Up to £200,000 <sup>¶</sup> <sup>α</sup>	Up to £50,000 <sup>¶</sup> Must be in Wales <sup>α</sup>	Up to £100,000 <sup>¶</sup> <sup>α</sup>
<b>Typical-Phase-Duration<sup>α</sup></b>	3 to 6 months <sup>α</sup>	3 to 12 months <sup>α</sup>	6 to 12 months <sup>α</sup>	<sup>α</sup>	3 to 18 months <sup>α</sup>

## APPENDIX C - EXAMPLE OF A GANTT CHART



### Gantt Key

Internal resources

<b>MD</b>	Managing Director
<b>FD</b>	Financial Director
<b>Prod Eng</b>	Production Engineer
<b>Electronic Eng</b>	Electronics Engineer
<b>Tech 1, Tech 2</b>	Craft Technicians

Internal tasks and resources shown as:

[Prod Eng]

External tasks and resources shown as:

[Ext Test House]