



Guidance to SMART Partnerships Application Form Rolling Call

The purpose of this document is to provide guidance to applicants completing the Application to SMART Partnerships Financial Support for a Collaborative Project. The guidance provides the information the Appraisal Officer is looking for within the application.

Please note all sections apply to all partners.

SECTION 1: THE APPLICATION

	Guidance
Project Summary	Please provide a title for your project, name of research organisation and business, the amount of funding applied for and total project value along with the project duration (up to 12 months).
1a	Guidance
Project Summary	This section provides an introduction to your project for the benefit of Welsh Government staff including the assessors. It will not be used for any public dissemination and it should cover, in brief: <ul style="list-style-type: none">• The common objective/s• The identifiable problem. What is the business need and/or technological challenge• The solution. How will you address the problem and how will this improve upon the current position.• The opportunity. What is the market opportunity and what does the collaboration itself offer.• The benefits. The difference the project will make to all of the partners and expected outcomes to be achieved.
1b	Guidance
Public description of project	To comply with best government practice on openness and transparency Welsh Government has a duty to publish information relating to funded projects. Please provide a short description of your project in a way that is comprehensible to the general public and does not disclose any confidential information. Welsh Government may wish to redraft this description for consistency in terminology but only in consultation with the lead partner prior to publication. (Use no more than 250 words).

1c	Guidance
Project history and background	Briefly describe any previous work (technical, commercial, IPR) that has led up to this project. Has any of that work been previously funded, if so please list the amount(s) and source(s) of funding that you have received. Explain the current relationship between the partners and how you have arrived at this project?

SECTION 2: PARTNERSHIP DETAILS

2a	Guidance
Lead partner	Please provide all relevant contact details for the research organisation. The person named will be the primary point of contact for any queries relating to the application.
2b	Guidance
Business Details	Please provide contact details for the business partner with an appointed main contact.
2c	Guidance
Business supervisor	Please provide contact details for the business supervisor. The person named will act as the supervisor for the project.
2d	Guidance
Business supervisor details	Please provide details of expertise and experience that demonstrate they are the right person to supervise the Associate.
2e	Guidance
Associate arrangements	Associate supervision is critical to the success of the project. The expectation is that the majority of the project time should take place at the company premises. The associate should receive on average a minimum of 0.5 days per week supervision (excluding travelling time) by the Academic supervisor (named in section 2g). Where periods of the associates time is spent at the Research Organisation, a similar commitment must be made by the business supervisor. (named in section 2c)
2f	Guidance
Associate base	Please state if the associate will based at the business address.
2g	Guidance
Academic supervisor	Please provide contact details for the academic supervisor.
2h	Guidance
Academic supervisor details	Please provide details of expertise and experience that demonstrate they are the right person to supervise the Associate.

SECTION 3: THE BUSINESS PROPOSAL

3a	Guidance
The need and / or challenge (the identifiable problem)	Explain the business need and / or technological challenge driving this project. Describe the research challenges and key technical problems to be overcome. What is the current state of the art regarding the technology and research and its limitations. Describe what other options you have explored and why these haven't been taken forward. Describe the motivation for the project and explain how this aligns with each partners' aims.
3b	Guidance
How will you address the project need or challenge	Please explain how you will address the need or challenge and how the partners complement one another in addressing the need. Explain how this will improve upon the current position and where the novelty lies. Are there any IPR challenges, if so how will they be managed? Explain how the research challenges identified are pushing the boundaries.
3c	Guidance
Commercial opportunities for the project	Please summarise the market opportunity for the project. Include details of the market size and structure. Who are the current suppliers to the market and what are their strengths and weaknesses? Please explain the commercial and or innovation opportunities for each partner including any IPR opportunities.
3d	Guidance
Benefits to partners and longer term impacts	Please explain the main benefits for each partner and their anticipated longer term impacts. Explain how you will disseminate and communicate the results of this project to all interested parties and the wider community.

SECTION 4: THE PROJECT AND RESOURCES

4a	Guidance
Project governance	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.
4b	Guidance
Project management	<p>Explain the project management structure that will manage reporting lines, project progress, change management and communication between the governance structure, project board and relevant stakeholders.</p> <p>Describe the project management processes and tools, that will be used ensuring they are appropriate and include:</p> <ul style="list-style-type: none"> • reporting and monitoring project progress, • managing quality of outputs, • decision making and change management, • risk management, • learning and issues, • managing IPR and • Communication between the project board, governance structure and stakeholders including dissemination of results to the broader community. <p>Explain the arrangements for managing State Aid, budgets and reporting to the Welsh Government.</p>
4c	Guidance
Project delivery plan	<p>Explain what each partner needs to deliver and why it is important. If relevant describe the following:</p> <ul style="list-style-type: none"> • what the plans covers • prerequisites that must be in place • any dependencies • key assumptions • quality plan <p>Please provide an Appendix in PDF up to 2 pages of A4 identifying key milestones and work packages. For each work package state the total cost and assign an owner, provide descriptions of milestones, deliverables, work packages and resources.</p>
4d	Guidance
Project risks	Explain the key risks and challenges for this project, including those related to the technical and commercial areas and also for the collaboration itself. If Intellectual Property is likely to be

	<p>generated, explain who will own it, how will it be protected and exploited. Explain where relevant the background IPR each partner will bring to the project.</p> <p>Explain how each partner understands the risks associated with their work.</p> <p>It is a requirement that the partners put an IP agreement in place that allows mutual exploitation.</p>
4e	Guidance
Additionality	Please explain why SMART Partnership financial support is needed for this project to go ahead and what would happen without it? If you are you also seeking any other public sector support, please provide details such as the amount of funding applied for, which organisation you have applied to, expected timelines and what the support will cover.

SECTION 5: WIDER IMPACTS

5a	Guidance
Project delivers for Wales	<p>The Well being Future Generation’s (Wales) Act 2015 is about improving the social, economic, environmental and cultural well-being of Wales. The Act puts in place seven well-being goals, the following four are the most relevant:</p> <p>7 Well-being Goals</p> <ul style="list-style-type: none"> • A prosperous Wales • A resilient wales • A healthier Wales • A more equal Wales • A Wales of cohesive communities • A Wales of vibrant culture • A globally responsible Wales <p>For more information visit: http://gov.wales/topics/people-and-communities/people/future-generations-act/?lang=en</p> <p>Describe the short, medium and longer term impacts of the project for Wales with anticipated timescales. Areas to consider are:</p> <p>Growth of R&D capability and/or capacity in research organisations resulting in further competitive or private sector RD&I funding.</p> <p>Economic impacts in Wales through the development of high value job opportunities and increased productivity or</p>

	<p>competitiveness within or outside the collaboration in Wales.</p> <p>Impact on social, environmental, cultural and / or wider challenges, including increased skills within or outside the collaboration in Wales.</p> <p>Explain how these impacts will these be measured.</p>
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SECTION 6: PROJECT ENDORESMENT AND CHECKLIST

Section 6a	Guidance
Endorsement by the main applicant	This section should be signed by an authorised signatory and main applicant.
Section 6b	Guidance
Undertaking by commercial partners	This section should be signed by all of the commercial partners.
Section 6c	Guidance
Application Checklist	This section must be ticked in accordance, showing that the relevant information required has been included and adhered to.
	Guidance
State Aid	<p>The SMART Partnership programme is determined as “not notifiable” under State Aid.</p> <p>There is no direct financial aid to the business partner in SMART Partnerships and in fact businesses contribute 50% of the project costs typically in addition to their own costs of project participation and costs of exploiting the project outcomes. Additionally, the SMART Partnerships project partners are expected to publicise their participation in the programme and if appropriate, provide a case study on the projects and benefits that result for all the partners.</p>
Section 6d	Guidance
Submitting your application	<p>Please email your completed application form and all appendices natalie.crawley@gov.wales</p> <p>You must also send a signed hard copy of your application to:</p> <p>Natalie Crawley SMART Partnerships Welsh Government QED Centre Main Avenue Treforest Industrial Estate Treforest CF37 5YR</p>

SECTION 7: FINANCIAL APPENDICES

Annexe 1	Guidance
Financial Appendices	<p>An appropriate financial plan provides confidence the partners will meet their financial and compliance obligations.</p> <p>This section must be completed to show the detail and breakdown of the costs required for the project, including quarterly spend and eligible costs and match funding.</p> <p>Ensure all resources are optimal to achieve the intended outcomes; costs are minimal for the resources required and are appropriate for the level of investment.</p>