**Application for the SMART Partnerships**

**Financial Support for a Collaborative Project**

**Rolling Call**

Please read and use the accompanying **Guidance to SMART Partnerships Application Form** when completing this form.

All sections are applicable to all partners.

**This is a rolling call. Please submit this completed form and appendices to** [Natalie.crawley@gov.wales](mailto:Natalie.crawley@gov.wales)

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| **PROJECT SUMMARY** | | | |
| Project Title |  | | |
| Research Organisation |  | | |
| Business Name |  | | |
| Project Reference Number  (*Internal Use Only)* |  | | |
| Funding amount applied for(£) |  | Total Project Value (£) |  |
| Planned duration (Months) |  | | |

**SECTION 1: THE APPLICATION**

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| **1a. Project Summary**  This section provides an introduction to your application for the benefit of Welsh Government staff and assessors only. It will not be used for any public dissemination. It should cover, in brief:   * The common objective/s * The identifiable problem. * The solution. |
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| **1b. Public description of project**  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. Please see Guidance to SMART Partnerships for further information.  **Use no more than 250 words in this section.** |
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| **1c. Project history and its background**  Briefly describe any previous work that had led up to this project. Please see Guidance to SMART Partnerships for further information. |
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**SECTION 2. PARTNERSHIP DETAILS**

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| **2a. Applicant details**  Lead Partner. The name provided here will be the primary point of contact for any queries relating to this application. | |
| Research Organisation |  |
| Address |  |
| Contact Name and Position |  |
| Telephone Number |  |
| Department |  |
| Email Address |  |

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| **2b. Business details** | |
| Name of Business (as registered) including companies house number |  |
| Name and position of contact involved in project |  |
| Address (trading location, including postcode) |  |
| Structure of company (does it have a parent company etc) |  |
| Email address |  |

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| **2c. Business supervisor** | |
| Title |  |
| First name |  |
| Last name |  |
| Job title |  |
| Email |  |
| Phone |  |

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| **2d. Business supervisor details**  Provide details of their role, management responsibilities and experience relevant to this project. Please see Guidance to SMART Partnerships for further information. |
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| **2e. Associate arrangements**  What are the supervisory arrangements for the Associate? Please see Guidance to SMART Partnerships for further information. |
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| **2f. Will the associate be based at the business address above** |  |

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| **2g. Academic supervisor** | |
| Title |  |
| First name |  |
| Last name |  |
| Job title |  |
| Email |  |
| Phone |  |

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| **2h. Academic supervisor details**  Provide details of research interests and experience relevant to this project. Please see Guidance to SMART Partnerships for further information. |
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**SECTION 3. THE BUSINESS PROPOSAL**

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| **3a. The need and/ or challenge (the identifiable problem)**  What is the business need or technological challenge driving this project? Please see Guidance to SMART Partnerships for further information. |
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| **3b. How will you address the project need or challenge?**  Please explain how you will address the need or challenge and the main research challenges to be solved. Please see Guidance to SMART Partnerships for further information |
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| **3c. The commercial opportunities for the project**  Please summarise the market opportunity for the project. Please see Guidance to SMART Partnerships for further information**.** |
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| **3d. Benefits to partners and longer term impacts**  Please outline the main benefits for each partner and their anticipated longer term impacts. Please see Guidance to SMART Partnerships for further information. |
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**SECTION 4. THE PROJECT AND RESOURCES**

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| **4a. Project governance**  Please explain how the governance structure for the project will work and interact with the project board / project manager. Please see Guidance to SMART Partnerships for further information. |
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| **4b Project management**  Please explain how you will manage the project effectively, identifying any key tools and processes that will be used to ensure successful project delivery. Please see Guidance to SMART Partnerships for further information. |
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| **4c. Project delivery plan**  Please provide up to 2 pages of A4identifying key milestones and work packages (these will be used to monitor progress during the project). Please see Guidance to SMART Partnerships for further information. |
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| **4d. Project Risks**  What are the main risks for this project? Is Intellectual Property likely to be generated, who will own it? What background IP will each party bring to the project? Please explain how these risks will be mitigated by providing a risk register. Please see Guidance to SMART Partnerships for further information. |
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| **4e. Additionality**  Please explain why SMART Partnerships financial support is needed for this project to go ahead, what would happen without it? Are you seeking any other public sector support? Please see Guidance to SMART Partnerships for further information. |
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**SECTION 5: WIDER IMPACTS**

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| **5a. Project delivers for Wales**  Describe the short, medium and long term impacts of the project including anticipated timescales. How will these be measured? Please see Guidance to SMART Partnerships for further information. |
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**SECTION 6. PROJECT ENDORSEMENT & CHECKLIST**

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| **6a. Endorsement & Undertaking by the Main Applicant (Research Organisation)** | | | | |
| As an authorised signatory of [**INSERT MAIN APPLICANT ORGANISATION NAME**], I confirm that I have read the application for the project entitled [INSERT] in its entirety. [**INSERT NAME OF MAIN APPLICANT**] is employed full-time as [**ROLE**] in the Faculty/Department of [**INSERT**] and that s/he and other members of the proposed team will be allocated appropriate time in their work schedule(s) to complete the project satisfactorily.  I further confirm that, on behalf of the Research Organisation, I have read the project eligibility criteria as set out in the Guidance to SMART Partnerships and undertake that the project will be run in accordance with the State Aid requirements that are explained in the same document.  I acknowledge that the award of funding is subject to formal appointment of an associate evidenced in the form of a copy of the employment contract being submitted to the Welsh Government within three months of us being notified of the success of our application. | | | | |
| Signed on behalf of | | [INSERT MAIN APPLICANT ORGANISATION NAME] | | |
| By | |  | | |
|  | | [TYPE NAME of SIGNATORY] | | |
| Position | | [INSERT POSITION] | | |
| On | | [INSERT DATE] | | |
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| **6b. Undertaking by the Commercial Partners** | | | | |
| On behalf of our relative organisations, we confirm that we endorse this application for funding and undertake that our organisations will provide the staff time, material and other resources as set out in the application. We also confirm our intention to make the best commercial use of the project outputs.  We acknowledge that the award of funding is subject to a formal collaboration agreement being signed by all parties, a copy of which will be submitted to the Welsh Government within three months of us being notified of the success of this application. | | | | |
|  | **Signed by (& position)** | | **On behalf of** | **Date** |
| Business |  | |  |  |

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| **6c. Application Checklist** | | |
| **1** | This application form |  |
| **2** | Project delivery plan (Work package) refer to section 4c |  |
| **3** | Organisational chart and project management structure |  |
| **4** | Total eligible costs and profile spend have been completed refer to section 7 |  |
| **5** | Gantt Chart |  |
| **6** | Financial Accounts: At least one year trading accounts |  |
| **7** | Business plan |  |
| **8** | Associates Job description |  |
| **9** | Application has been endorsed and signed by all parties |  |
| **6d. Submitting your application** | | |
| In the first instance, please submit your application by midday on Friday 30th  March 2018 by email to: [Natalie.Crawley@gov.wales](mailto:Natalie.Crawley@gov.wales)  In addition, please send a signed hard copy of the completed application and supporting documents to:  Natalie Crawley  SMART Partnerships,  Welsh Government,  QED Centre,  Main Avenue  Treforest Industrial Estate,  Treforest  CF37 5YR | | |

**SECTION 7: PROJECT FINANCES**

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| **7. Financial Appendices**  Please complete the spreadsheet in this section to show the breakdown of costs and each partner’s contributions. Please see Guidance to SMART Partnerships for further information. |
| [SMART Partnerships Application Financial Detail.xlsx](https://businesswales.gov.wales/expertisewales/smart-partnerships-application-financial-detail) |

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| For office use only | |
| Project Ref |  |
| Welsh Government contact |  |
| Date received |  |
| Acknowledgement sent |  |
| Accept/Decline |  |
| Notification sent |  |
| Match to policy sector area | |  |  |  |  | | --- | --- | --- | --- | | Life Science |  | FPS |  | | Low Carbon, E&E |  | **Construction** |  | | AMM |  | **Tourism** |  | | ICT |  | **Food & Farming** |  | | Creative Industries |  |  |  | |