



**Bwyd a Diod Cymru
Rhwydwaith Clwstwr**
**Food & Drink Wales
Cluster Network**



**Llywodraeth Cymru
Welsh Government**

INNOVATION PARTNERSHIP IN ACTION PROGRAMME

APPLICATION FORM

Doc IP_WG_003

July 2018



**Bwyd a Diod Cymru
Food & Drink Wales**

IMPORTANT

Before completing this form, please ensure you read the accompanying Application Form Guidance Notes (IP_WG_004).

THIS FORM MUST BE SUBMITTED BY NOON ON 28TH SEPTEMBER 2018 TO FoodBIS@wales.gsi.gov.uk

1. PROJECT DETAILS	
Project title (max 20 words):	
Project duration:	Total Project cost:
Grant requested (Max £75,000 inc VAT):	Match funding amount:
Match funding source:	
Lead Applicant Business:	
Collaborative partners (minimum of one partner required - academic, public sector or industry partner):	

2. DETAILS OF LEAD APPLICANT	
Lead business name:	
Registered address:	
Company registration number:	Vat registration number:
Contact name:	Position:
Email:	Telephone number:
Who made you aware of this competition?	

3. LEAD APPLICANT BUSINESS STATUS	
Status	
Is the lead applicant a New Start-Up?	
Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, please give details below regarding start-up date of the company:	
Is the lead applicant business a micro enterprise, small enterprise or medium enterprise: (European definition available here)	
Micro Enterprise	<input type="checkbox"/> Yes <input type="checkbox"/> No
Small Enterprise	<input type="checkbox"/> Yes <input type="checkbox"/> No
Medium Enterprise	<input type="checkbox"/> Yes <input type="checkbox"/> No
Main activity/business sector:	
Food and Drink	<input type="checkbox"/> Yes <input type="checkbox"/> No
Member of which Food and Drink Cluster?	

4. PARTNER DETAILS			
Partner 1	Partner 2	Partner 3	Partner 4
Organisation name:	Organisation name:	Organisation name:	Organisation name:
Type of organisation:	Type of organisation:	Type of organisation:	Type of organisation:
Private Sector <input type="checkbox"/>	Private Sector <input type="checkbox"/>	Private Sector <input type="checkbox"/>	Private Sector <input type="checkbox"/>
Public Sector <input type="checkbox"/>	Public Sector <input type="checkbox"/>	Public Sector <input type="checkbox"/>	Public Sector <input type="checkbox"/>
Research Institution <input type="checkbox"/>	Research Institution <input type="checkbox"/>	Research Institution <input type="checkbox"/>	Research Institution <input type="checkbox"/>
Registered address:	Registered address:	Registered address:	Registered address:
Main activity/sector:	Main activity/sector:	Main activity/sector:	Main activity/sector:

5. TITLE AND ABSTRACT FOR PUBLICATION

Provide a public facing description of the project. This information may be made public if your project is successful. Projects should not include commercially sensitive information (Max 200 words).

6. CHALLENGE AND NEED

Describe the challenge/issue which your project addresses. These can be societal or public sector challenges or common issues facing small groups of businesses within the food and drink industry. You should state the need for the innovation, the challenge, and the market opportunity (Max 400 words).

7. THE APPROACH AND INNOVATION

Describe what you are proposing to do in the project and detail the approach to the challenge or need identified. State what is innovative about your new product, service or process and explain how it will improve on current solutions (Max 400 words).

8. DETAILS OF THE COLLABORATION, TEAM AND ROLES

Please provide details of the collaboration and the main function of the partners. In addition, include details about the team and roles and the expertise of each member in the team relevant to this project (max 400 words). You may wish to attach an appendix to support your answer up to 2 pages long.

9. ROUTE TO MARKET AND GROWTH

Describe the market opportunities and the route to market and detail how the project will accelerate growth. How will you and/or others profit from the innovation (max 400 words).

10. IMPACT AND FOLLOW ON ACTIVITIES

Please provide details of the proposed impacts of the project and the follow-on activities predicted (Max 400 words).

11. PROJECT MANAGEMENT

Please provide details of how you will manage the project to ensure the key milestones in the project are achieved, including the key risks in the project and mitigating actions (Max 400 words). You may wish to attach a project plan and risk register up to 2 pages long each.

12. POLICY

Please provide details of how your project will address areas of the Well-being of Future Generations (Wales) Act 2015. This answer will not be evaluated and scored as part of the application process. However, details of how your project will address the Act will be required as part of a compliant bid. Details about the Act can be found [here](#) (max 250 words)

13. PROJECT FINANCES

Please provide a summary of the finances for the project, including any subcontractor costs in the table below. In addition, please provide a justification of the costs of the project.

Summary of costs:

	Unit cost	Quantity	Total Costs (£)
Labour Costs			
Materials Costs			
Capital Equipment Costs			
Sub Contract costs			
Travel & Subsistence Costs			
Indirect Costs (specify)			
Other Costs (specify)			
TOTAL COSTS (Including VAT)			

COST JUSTIFICATION (max 200 words):

Empty box for cost justification text.

DECLARATION BY APPLICANT

- I declare that the information contained in this application is true to the best of my knowledge and belief.
- I confirm that I have read and understood the Programme Guidance Notes and any other guidance that has been issued and that I am authorised to sign / submit this application.
- I undertake to notify the Welsh Government of any other application for grant aid for this project.
- I confirm that no work on this project has started.
- I acknowledge that neither the Welsh Government nor any adviser appointed by the Welsh Government shall be responsible for any advice given, including without limit any advice given in relation to this application and business plan, and that I am solely responsible for all business decisions undertaken.

ELECTRONIC SIGNATURE: By submitting this form to the Welsh Government for consideration for funding from the Innovation Partnership in Action Programme you are making the declaration above.

Date:

Name:

Company/Organisation:

Position: