INNOVATION PARTNERSHIP IN ACTION PROGRAMME

APPLICATION FORM GUIDANCE NOTES

Doc IP_WG_004

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INTRODUCTION

These Application Form Guidance Notes explain how to complete the Application Form and detail the scoring methodology and assessment criteria. All applications will be treated in confidence.

Please read these notes carefully. You will also need to refer to:

- Programme Brief (IP_WG_001)
- Guidance Notes (IP_WG_002)
- Application Form (IP_WG_003)

TIMESCALES

The application process closes at **12:00 noon on 28th September 2018.**

HOW TO APPLY

- For full details of how to apply please refer to the Guidance Notes document (IP_WG_002)

- Applications must be completed using the Application Form (IP_WG_003).

- Applicants should complete the application form electronically. Sections can be expanded as required. Please note that all the information must be provided within the application form with the exceptions of question 8 and 11 where attachments are permitted in addition to the text entered in the application form. Additional documents or supporting information will not be accepted.

- Completed applications should be emailed and clearly marked as **INNOVATION PARTNERSHIP IN ACTION SUBMISSION** to FoodBIS@wales.gsi.gov.uk

- Applications should be submitted from the applicant email address or a scanned signed copy via an agent.

- Applicants must complete the declaration prior to submission of the Application Form.

- The application form has a max word count for the answer to each question; if you enter text that exceeds this amount, or submit appendices that exceed the set maximum length, it will not be read or assessed.

- The application form should be completed using a font size no smaller than 10 (Arial). Keep the use of acronyms to a minimum. Only use acronyms where a term is mentioned frequently throughout the proposal. If you do choose to use an acronym, do not assume that the reader knows what it means, and be sure to define it.

- In order for your application to be accepted you must submit all the required information. This includes all mandatory fields from the application form and failure to complete these fields will result in your application being rejected on the grounds that it is incomplete.

- No application will be accepted after the stated closing date.

- PLEASE <u>DO NOT</u> SEND COMPLETED APPLICATIONS BY POST OR BY ANY OTHER MEANS THAN AS DIRECTED.

<u>SCORING METHODOLOGY AND CRITERIA</u>

Projects will be scored using the following scoring system. The selection criteria is further detailed for each question within these guidance notes. Only relevant information contained within the application can be considered.

	Criteria	Weighting	Scoring
	Stage 1 Initial assessment		**100%**
1	Project details	Not scored	
2	Details of lead applicant	Not scored	
3	Lead applicant business status	Not scored	
4	Partner details	Not scored	
5	Title and abstract for publication	Not scored	
6	Challenge and need	3	
7	The approach and innovation	3	
8	Route to market and growth	3	
9	Details of the collaboration, team and roles	3	
10	Impact and follow on activities	3	
11	Project management	2	
12	Policy	Not scored	
13	Project finances	2	
	Stage 2 Interview		**Scores verified**

Guidance and the selection criteria for the individual sections of the application form is provided below:

1. Project Details (Not scored)

Project Title (Mandatory)
Please provide the title for the project. This should be both clearly descriptive and concise. It should contain keywords relevant to the project.

Project Duration (Mandatory)
Feasibility studies must run for a duration of 4 months.

Total Project Cost (£s) (Mandatory)
Projects should state the proposed total cost **(inc VAT)** of the project. This should total the grant contribution from the programme and the cash contribution from the applicant.

Grant requested (£s) (Mandatory)
Please provide the grant request for the feasibility project. The maximum grant contribution per project is £75,000 **(inc. VAT).**

Match funding amount (£s) (Mandatory)
Please provide the match funding amount **(inc. VAT).** Projects must secure 25% of total eligible project costs. Match funding must be provided in the form of cash contributions from the public, private or third sectors.

Lead applicant business (Mandatory)
Please state the lead applicant business name. Lead applicants must be members of the Food and Drink Cluster Network and be a SME registered in Wales.

Collaborative partners (Mandatory)
State the collaborative partners in the project. Projects must be business led and consist of at least one other partner, which may include businesses, research institutions and public sector organisations.

2. Details of lead applicant (Mandatory - not scored)
Please state the lead business name, and other details as requested on the Application Form.

3. Lead applicant business status (Mandatory - not scored)
Please submit details of the lead applicant business status, and other details as requested on the Application Form.

4. Partner details (Mandatory - not scored)
Please state the name of each of the partners within the project, and indicate the type of organisation, registered address and main activity or sector.

5. Title and Abstract for Publication (Mandatory - not scored)
Please provide a brief, "public facing" description of the project. Should your project be successful, this information may be made public once the award is confirmed. Do not include any commercially confidential information in this section. We reserve the right to amend the description before publication if necessary, but will consult you about any changes (Max 200 words).

6. Challenge and need (Mandatory - scored)
Projects which can clearly demonstrate the greatest impact of the societal or public sector challenges or common issues facing small groups of businesses will be given priority. The challenges and needs which address the thematic objectives of the challenge will score the highest (Max 400 words).

Score 4 A clear explanation is given, including clear evidence, of the impact of the challenge or issue and the identified challenge and need addresses the thematic objectives of the programme.

Score 3 An explanation is given, including partial evidence, of the impact of the challenge or issue and the identified challenge and need addresses the thematic objectives of the programme.

Score 2 A limited explanation is given, including partial evidence, of the impact of the challenge or issue and the identified challenge and need addresses some of the thematic objectives of the programme.

Score 1 Little explanation is given, and there is a lack of evidence, of the impact of the challenge or issue. The identified challenge and need addresses few of the thematic objectives of the programme.

Score 0 No explanation is given, and there is no evidence of the impact of the challenge or issue. The identified challenge and need does not address the thematic objectives of the programme.

7. The approach and innovation (Mandatory - scored)

Projects need to clearly define the approach to the challenge or issue defined. Innovation is defined as the process of translating a new idea or invention into a product or market. It can also refer to the design of a new process. Projects which demonstrate the most innovative concepts will be given priority (Max 400 words).

Score 4 A clear explanation is given about the approach to the challenge or issue defined. The solution proposed is a highly innovative concept and clearly offers a solution to the challenge/issue identified.

Score 3 An explanation is given about the approach to the challenge or issue defined. The solution proposed is an innovative concept and offers a solution to the challenge/issue identified.

Score 2 A limited explanation is given about the approach to the challenge or issue defined. The solution proposed provides some innovative concepts and offers a partial solution to the challenge/issue identified.

Score 1 Little explanation is given about the approach to the challenge or issue defined. The solution proposed lacks innovative concepts and offers a limited solution to the challenge/issue identified.

Score 0 No explanation is given about the approach to the challenge or issue defined. The solution proposed has no innovative concepts and does not provide a solution to the challenge/issue identified.

8. Details of the collaboration, team and roles (Mandatory - scored)

Collaborations between industry, academia and government face more opportunities and promote innovation. Projects which contain a larger number of collaborative partners across industry, academia and the public sector will score the highest. A skilled workforce is a prerequisite in the industry to increase productivity and efficiency, and to fuel innovation and growth. Projects need to demonstrate the team have the relevant expertise to develop the innovation proposed (Max 400 words).

Score 4   A clear explanation is given about the roles of the partners within the project. The project contains more than 4 partners across industry, academia or the public sector. There is evidence of the roles of the project team and the team clearly possess the required skills to develop the innovation proposed.

Score 3   An explanation is given about the roles of the partners within the project. The project contains more than 3 partners across industry, academia or the public sector. There is evidence of the roles of the project team and the team possess the required skills to develop the innovation proposed.

Score 2   A limited explanation is given about the roles of the partners within the project. The project contains more than 2 partners across industry, academia or the public sector. There is some evidence of the roles of the project team and the team possess most of the required skills to develop the innovation proposed.

Score 1   Little explanation is given about the roles of the partners within the project. The project contains more than 2 partners across industry, academia or the public sector. There is limited evidence of the roles of the project team and the team lack the required skills to develop the innovation proposed.

Score 0   No explanation is given about the roles of the partners within the project or the project contains just the lead applicant business. There is no evidence of the roles of the project team and the team do not have the required skills to develop the innovation proposed.

You may wish to attach an appendix to support this answer up to 2 pages long. Attachments should be saved in PDF format.

9. Route to market and growth (Mandatory - scored)
Projects need to clearly describe the route to market and plans to accelerate growth. A clear plan will allow projects to demonstrate how to exploit UK Trade or Export opportunities. Projects which can demonstrate a clear route to market and increased growth through the innovation proposed will be given priority (Max 400 words).

Score 4   A clear explanation is given about the route to market and plans to accelerate growth, including evidence of how anticipated increased turnover projections of over 50% will be achieved within three years of completion of the project.

Score 3   An explanation is given about the route to market and plans to accelerate growth, including evidence of how anticipated increased turnover projections of between 25% and 50% will be achieved within three years of completion of the project.

Score 2   A limited explanation is given about the route to market and plans to accelerate growth, including evidence of how anticipated increased turnover projections of between 15% and 25% will be achieved within three years of completion of the project.

Score 1   Little explanation is given about the route to market and plans to accelerate growth, including evidence of how anticipated increased turnover projections of up to 15% will be achieved within three years of completion of the project.

Score 0   No explanation is given about the route to market and plans to accelerate growth, no increase in turnover is anticipated or evidence is insufficient to support proposed increase.

10. Impact and follow on activities (Mandatory - scored)

Projects need to clearly describe the expected impact and potential follow on activities predicted from the project. Applicants need to state what will be prepared as part of the project; whether it is a report, presentation, demonstration/mock up. Projects which can show how the grant award will lead to the most progress will score the highest (Max 400 words).

Score 4   A clear explanation is given about the expected impact and potential follow on activities predicted from the project. The output from the project will be a demonstration or mock-up of the proposed solution.

Score 3   An explanation is given about the expected impact and potential follow on activities predicted from the project. The output from the project will be a feasibility report and presentation for the proposed solution.

Score 2   A limited explanation is given about the expected impact and potential follow on activities predicted from the project. The output from the project will be a feasibility report for the proposed solution.

Score 1   Little explanation is given about the expected impact and potential follow on activities predicted from the project. The output from the project will be a presentation for the proposed solution.

Score 0   No explanation is given about the expected impact and potential follow on activities predicted from the project. The output from the project is not clear.

11. Project Management (Mandatory - scored)

A robust project plan is essential to the delivery and the success of projects. Projects need to demonstrate the main work packages of the project and detail the approach to project management, including any tools and processes that will be used for a successful and innovative project outcome. Projects also need to highlight the main risks and mitigating actions of the project. Projects demonstrating a clear and effective project plan and risk strategy will score the highest (Max 400 words).

Score 4   A clear explanation is given about the approach to project management, including evidence of the tools and processes that will be used. The project plan clearly describes the main work packages and relevant risks have been highlighted, including effective mitigating actions for the risks identified.

Score 3   An explanation is given about the approach to project management, including partial evidence of the tools and processes that will be used. The project plan describes the main work packages and most risks have been highlighted, including effective mitigating actions for the risks identified.

Score 2 A limited explanation is given about the approach to project management, including partial evidence of the tools and processes that will be used. The project plan describes some of the work packages required and some risks have been highlighted, including mitigating actions for the risks identified.

Score 1 Little explanation is given about the approach to project management, and there is a lack of evidence about the tools and processes that will be used. The project plan is limited and does not clearly describe the main work packages. Few risks have been highlighted and the mitigating actions are ineffective.

Score 0 Evidence has not been provided about the approach to project management, and there is no evidence about the tools and processes that will be used. There is no project plan and no risks have been identified.

You may wish to attach a project plan and risk register up 2 pages long each.

12. Policy (Mandatory - not scored)

Applicants should provide details of how their 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 (Mandatory - scored)

Projects need to clearly describe the finances for the project and fully justify the costs of the project. Projects should demonstrate why the costs are critical to the project. Applicants which demonstrate fair market value and clearly describe the justification for the costs to the project will score the highest (Max 200 words).

Score 4 A clear description of the project finances has been given and there is clear evidence of why the costs are critical to the project. The project costs represent fair market value and the costs of the project are fully justified.

Score 3 A description of the project finances has been given and there is evidence of why the costs are critical to the project. The project costs represent fair market value and the costs of the project are justified.

Score 2 A limited description of the project finances has been given and there is partial evidence of why the costs are critical to the project. The project costs represent fair market value and the costs of the project are not fully justified.

Score 1 Little description of the project finances has been given and there is a lack of evidence of why the costs are critical to the project. The project costs may represent fair market value in some areas and the costs of the project are not fully justified.

Score 0 No description of the project finances has been given and there is no evidence of why the costs are critical to the project. The project costs do not represent fair market value and the costs of the project are not justified.

Declaration by applicant (Mandatory)

Lead applicants are expected before submitting applications, to have discussed their proposals with their own company or any other body whose co-operation will be required in the conduct of the project. By submitting the application you are confirming that the information given, in this application, is complete and that you are actively engaged in this project and responsible for its overall management and agree to administer the award if made.