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**Innovation Voucher Application**

Project Title: (\*Please note that this will be shared publicly on our website)

**Section A.1: Company Details – to be completed by the company**

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| **A.1.1. COMPANY CONTACT DETAILS** | |
| **First & Surname** | The person making the application should be able to make decisions on behalf of the business. |
| **Job Title** | We would expect the applicant to be a senior member of the business to take responsibility for accepting the terms and conditions of the award. |
| **Tel No.** | Please provide the phone number where you can best be contacted during working hours. |
| **Email** | You will be contacted via email to let you know of progress and updates throughout the project. Please check the email address is correct. |
| **A.1.2. COMPANY DETAILS** | |
| **Company Name** | Type the name of your business as it appears i.e. on [Companies House](https://www.gov.uk/get-information-about-a-company) register. |
| **Address** | Please give your registered office address and trading address if different. |
| **Post code** | Please provide your organisation’s post code. |
| **Local Authority** | Please enter the local authority of where your organisation is based |
| **Company Registration No.**  **(or Unique Taxpayers Reference if a Sole Trader)** | If you are a registered company please provide the registration number as it appears on [Companies House](https://www.gov.uk/get-information-about-a-company) If you do not have one, please ask your lead partner to check eligibility before completing the rest of the application form. |
| **Website** | If you have a website, please insert the URL Link. |
| **Turnover (as of last financial year)** |  |
| **Number of Employees** |  |
| **Balance Sheet Total (as of last financial year)** |  |
| **Net Zero** - Are you committed to reducing your business’ carbon emissions?  Practical tools, resources and advice on how take steps to become net zero is available on the UK Climate Hub website. | Please provide details - for assistance check:  [Business Climate Hub](https://businessclimatehub.org/tools/) |
| **Fair Work** - Are you committed to becoming a fair work employer? (For Scotland based businesses only) | Please provide details - for assistance check –  [Fair Work Convention](https://www.fairworkconvention.scot/the-fair-work-framework/) |
| **Company Profile** | This should be a brief summary of your organisation’s profile. Please keep the summary **under 150 words.** |
| **Company Sector within the Dairy Sector** | Producer, processor, supply chain? |
| **Discipline of expertise required** | The discipline of expertise you need help |
| **A1.3. COMPANY DECLARATIONS** | |
| **Which category best describes your business?** | * Sole Trader/Self-employed * Partnership * Micro business * Small business * Medium business * Charity/Social enterprise   (please reference the document “What Size Company am I”) |
| **Is your business classified as a Large business?** | Yes / No  (please reference the document “What Size Company am I”) |
| **Is your business linked to another business?** | Yes / No  If your business is linked to other businesses, this might mean you exceed the business size requirements and the funding limits. The most common circumstances under which businesses are considered to be linked include:  • one business holds a majority of the shareholders’ or members’ voting rights in another business  • one business is entitled to appoint or remove a majority of the administrative, management or supervisory body of another  • a contract between the business, or a provision in the memorandum or articles of association of one of the businesses, enables one to exercise a dominant influence over the other  • one business is able, by agreement, to exercise sole control over a majority of shareholders’ or members’ voting rights in another |
| **Has your business previously received Subsidy or State Aid, including but not limited to covid business support, in your current financial year or previous two financial years?** | Yes / No  The Innovation Voucher support being offered by Digital Dairy Chain is considered a subsidy (formerly known as State Aid) and must be provided in line with the UK’s obligations and commitments to Subsidy Control.  To be eligible for support from Digital Dairy Chain we require that you declare the amounts of public funding and Subsidy/ State Aid previously received. This includes small amounts of financial assistance provided in response to the Covid outbreak.  If you have answered ‘Yes’ or ‘Unsure’ to this question, we request that you complete the attached tables. If you are unsure about whether any previous funding you received is affected, then please include it. |
| **I certify that the business is not in financial difficulty, is solvent, and no distress or execution has been levied against it.** | Yes / No  Please advise whether, in the last 12 months, the business has:  • Seen a reduction of more than 50% of the business capital/subscribed share capital as a result of accumulated losses?  • Been subject to insolvency proceedings?  • Received rescue aid and has not yet reimbursed the loan or terminated the guarantee?  • Received restructuring aid and is still subject to a restructuring plan?  • Been subject to creditors taking control of any goods or property? |
| **I certify that the business will use the funding only for activities eligible under this scheme.** | Yes / No |
| **I certify that I understand and will comply with the terms and conditions of the legal agreement (contract)** | Yes / No |
| **A1.4. PUBLICITY STATEMENT** | |
| **Case Study & other evaluation activity** | Please **confirm if you are willing to consent to a Case Study** of theProject and to participate in future activities that evaluate the impact of this programme (regardless of whether the application is successful or not.) Please highlight any limitations in the circulation of the case study. |
| **Project Synopsis** | Please provide a short paragraph which can be shared on the DDC website and other DDC materials |
| **A.1.5. PREVIOUS RELATIONSHIPS (to be completed jointly by Company and Lead Partner)** | |
| **Have the company/partner previously worked collaboratively on a funded project before** | Please provide a brief background to any previous funded collaborative projects |
| **A1.6 Equality, Diversity and Inclusion (EDI)** | All applicants must fill in the EDI survey using the following link:  <https://app.onlinesurveys.jisc.ac.uk/s/sruc/ddc-wp2-innovation-v2-copy> |

**Section A.2: Project Summary Details – to be completed jointly by the Lead Partner (university) and Company**

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| **A.2.1. LEAD PARTNER DETAILS (University)** | |
| **Institution Name** | This is the name of the university. |
| **Department** | The name of the department the academic leading the project |
| **Academic Name** | The (Title) first and last name of the academic leading the project |
| **Academic Email** | You will be contacted via email to let you know the outcome of the application. Please check the email address is correct. |
| **Academic Tel No.** | Please provide a telephone number where you can be contacted during working hours. |
| **Provide details for collaborating partner(s).** | If this is a joint application involving multiple institutions, please provide their contact details. |

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| **A.2.2. SUMMARY OF FUNDING** | |
| **Project Title** | It is recommended that a suitable project title is recorded at this stage. |
| **Value of Grant Requested** | This must be more than £1000 but cannot exceed £10,000. |
| **In-kind/cash contribution** | The total of the business in-kind/cash contribution must either equal or be greater than the value of the grant requested (it cannot be less). |
| **Expected start date** | The expected start date should be within 4 weeks of the application being approved, but not before approval date. |
| **Expected end date** | The expected end date should be approximately 3 months from the start date. However, if you anticipate the project to take longer, please be realistic, providing a reason for this within the application content. |

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| **A.2.3. INTELLECTUAL PROPERTY AGREEMENT** | | |
| **Intellectual Property Agreement**  It is important that all contractual agreements are in place prior to a project commencing. This includes non-disclosure/confidentiality agreements and Legal Agreements.  Please select one of three following conditions which applies to this project, dependent on the background IP ownership brought to the project. | | |
| **Background IP ownership** | **Foreground IP ownership** | **Select Yes next to one item, select No next to two items** |
| **University only** | Foreground IP shall be owned by the University.  The University hereby grants to the Company a perpetual, irrevocable, worldwide non-exclusive royalty-free licence to use and exploit the Foreground IP for its own purposes, commercial or otherwise. | Yes/No |
| **Company only** | Foreground IP shall be owned by the Company.    The company hereby grants the University a perpetual, irrevocable, worldwide non-exclusive royalty free license to use the Foreground IP for the purposes of the academic research, teaching and collaboration, including any collaboration with third parties provided that such third parties are not granted any rights to exploit the foreground IP. | Yes/No |
| **Both – University and Company** | Foreground IP shall be owned by the Company.    The company hereby grants the University a perpetual, irrevocable, worldwide non-exclusive royalty free license to use the Foreground IP. | Yes/No |
| **Background IP Description**  Describe the background IP the company and lead partner will bring to the project | | |
| **Company:** | | |
|  | | |
| **Lead Partner:** | | |
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| **A.2.4 COLLABORATION** | |
| **Please tell us how the partnership arose?** | In order to improve the PR for this programme it is important to understand how the partnerships have formed. This may be via word of mouth, from a friend or colleague, attending an event or introduced by the Innovation Broker. |
| **Does this Collaboration involve the use of specialist facilities in the University?** | If the answer is yes - please detail all specialist facilities. |

**Section A.3: Project Details - to be completed jointly by the Company and Lead Partner (university)**

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| **Project Summary**  Provide a summary of the project explaining your idea, including some background context, the aims/objectives and scope (e.g. this is phase 1 of a bigger project). Briefly describe how this project will lead to a new or significantly enhanced innovative product, service, process, workforce innovation etc. and the impact (such as growth/efficiencies/job creation) to the business, lead partner and the regional economy. **(up to 200 words)** | | |
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| **Please outline the new product, process or service to be developed as a result of this project** What are the unique selling points of the new / enhanced product, process, service? **(up to 150 words)** | | |
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| **Innovation**  Projects must be **innovative** (a novel/pioneering idea) and lead to **new or significantly enhanced** **products, services, processes, or workforce innovation** that will **benefit** the company, the academic institution, **and** the regional economy**.** Highlight clearly and in simple language what is unique about your innovation. (**up to 150 words)** | | |
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| **Project Outcomes**  What outcomes does the company expect to be delivered as a result of the project?  What indirect outcomes are you hoping to gain from this engagement with the University?  These must be realistic, achievable, and commensurate with the award applicable to the project e.g. Where a prototype is expected this may actually be an early concept of a demonstrator model. | | |
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| **Project Risks**  Outline any potential risks you think may occur during this project. It can at times be difficult for a company to explain what they want from a project and more so for an academic to discuss what is realistic within this budget. It is therefore important to ensure that the expected outcomes are discussed honestly and openly from the start. If any potential risks are envisaged it is important to identify and discuss these early to help manage expectations. Example; novel/new early stage concepts may not be proven; the project could be delayed/not proven due to insufficient samples available; during the initial stages of the project an unforeseen result may be identified causing a halt to the project; materials for the project cannot be sourced as expected; projects reliant on external factors such as environment / weather cannot progress. | | |
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| **Company Expertise**  What skills and expertise will the company bring to this project?  Provide some brief background information on the Company Applicant **(up to 150 words per collaborator)** | | |
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| **Academic Expertise**  Explain why the expertise of a university is required for this project and why it cannot be obtained commercially.  Explain the technical expertise the academic will provide. What do they know/what will they do differently that a commercial organisation cannot achieve?  Please note the following activities are not eligible:   * Consultancy work such as evaluations of current systems and practices * Business and strategic planning, * Solely Data gathering or literature reviews * Marketing activities including the development of mobile apps * Training, including skills and development, continuous professional development * Activities which would promote/subsidise the cost of exports   **(up to 150 words)** | | |
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| **Benefits**  Provide information on the prospective benefits the project expects to bring to the **company, region, and the dairy sector economy**. What will change for the better? e.g. increased knowledge, environmental sustainability, job creation. Benefits to the **University** – Teaching/Course modules/Case Studies (as relevant). | | |
| Benefits to company  Benefits to University | | |
| **Economic, Environmental and Societal Impacts**  Pleasedetail any expected impacts, during the course of the project – **providing a brief explanation**, as required. Focus on what could happen if the project is successful. | | |
| **Type of impact** | **Yes / No** | **Brief explanation (Values - if relevant)** |
| New product/process/service/workforce practice or expertise |  |  |
| Improved product/process/service/workforce practice or expertise |  |  |
| New markets entered |  |  |
| Additional profits |  |  |
| Increased Competitiveness |  |  |
| Increased resource (time, money) spent on R&D |  |  |
| Additional Sales/Turnover |  |  |
| Number of Jobs Created (**provide numbers if applicable)** |  |  |
| Number of Jobs Safeguarded (**provide numbers if applicable**) |  |  |
| Increased exports |  |  |
| Increased productivity |  |  |
| Improvements in supply chain |  |  |
| None of the above or other |  |  |
| Outline the **environmental impacts** arising from this project (e.g. **Government Climate Change Priorities -** clean energy, sustainability, climate action, biodiversity, contribution to net zero targets etc) |  |  |
| Outline outcomes from this project that will promote **equality and diversity (**e.g. equal opportunities, fair work etc) |  |  |
| Outline outcomes from this project that will support **social inclusion (**e.g. safe and resilient communities, health & wellbeing,) |  |  |
| **After the Project**  Once the project is complete, describe what the company intends to do next to commercialise the new/enhanced product, process, or service. Alternatively, please explain how the new workforce practice/expertise will enhance/develop your business going forward. Also detail your intended continued relationship with the University. (**up to 200 words)** | | |
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**Section A.4 to be completed jointly by the Company and Lead Partner (university or college)**

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| **A.4.1 PROJECT COSTS & PLAN** | |
| **Project Costs - How will the grant be spent**  Please provide a brief summary of the project plan including tasks/activities, rough timescales, and staff costs i.e. the project will be split into 4 main activities; exploring, developing, evaluating and demonstrating. Also highlight any additional costs such as consumables or travel telling us why these are necessary to deliver the project. Both academic and company individual activities should be listed in the table (A.4.2). | |
| Eligible costs are as follows:   * Travel and subsistence * Consumables * Researcher salary * Engaging sector specialists * Prototype development * Workshop and events * Academic time | Ineligible costs are as follows:   * Laptops, tablets, etc. * Equipment |
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| **A.4.2. ACTIVITY COSTS** | | | | | | |
| Please list in detail the key activities required to deliver the project in the table below.   * Both Academic and Company individual activities should be listed in the table below. The cost for each task should be clearly outlined. * To be completed firstly by the Academic to establish the grant level and then by the Company. * The total cost to the Lead Partner should equal the grant being claimed. * Please check that the totals in the columns compute. Ensure only rounded to 2 Decimal Places - failure to do so will result in the application being rejected by the Panel. | | | | | | |
| **Person responsible** | **Description of activity/resource/consumables** | **Description of outcome/milestones/deliverables** | | **Time (days)** | **Cost to the Company**  **£** | **Cost to the lead partner (award claimed)**  **£** |
| Name the person responsible for each activity you list. This may be the name of the lead academic in line 1, the company project manager in line 2, an academic technician in line 3 etc. | Describe briefly what the activity is at each stage i.e. initial meeting, widget development, widget testing, interim meeting, widget evaluation, close out meeting. | Describe what is expected to be achieved as a result of the activity e.g. at initial meeting – Agree and prepare a project plan. Widget development – a demonstrator will be developed from special material. | | This is the amount of time required for each activity. A day is 7 hours Monday to Friday only. i.e. 0.5 would be equal to 3.5 hours. | Please indicate what costs the company will contribute either in cash or in kind. e.g. attending a meeting may take 0.5 days for a director earning £400 per day so the cost in kind is £200. Also itemise any materials or equipment necessary for the project that the company may pay for. | Please provide the costs incurred by the lead partner in order to deliver the project. This may be staff costs (and can include overheads/FEC), travel costs if applicable or expenses related to the project. You may be audited therefore it is important to keep all related invoices for any expenses incurred according to your own internal audit procedures. |
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|  |  | **Totals**  **\*Total cost to the lead partner should detail both VAT inclusive and VAT exclusive amounts\*** | |  |  |  |
| **Totals** | | | Input the total time in days allotted to the project.  Ensure the costs to the company add up correctly and are either the same as the grant award being requested or greater (it cannot be less). Check the costs to the lead partner **add up correctly** **(ensure only 2 decimal places**). The total cost to the lead partner will be the value of the award being claimed. **This figure should be input to Section A.2.2 – Value of Grant Requested** and should be not be less than £1,000 or more than £10,000.  (This is exclusive of VAT)  **‘Please note that companies are responsible for reclaiming VAT from any funds received.’** | | | |
| **Have I completed the application?** | | | **Please check:**   * All the relevant fields are complete * The contact details (email/telephone numbers are correct) * **Summary of Funding A.2.2 matches the totals in A.4.2** * The company’s contribution is equal to or greater than the grant request. * Start date and end dates are correct * Only **one IP option** has been selected **as ‘yes’** * Costs in the Activity Cost Table add up correctly   Send the whole form electronically to  [**ddc-innovations@strath.ac.uk**](mailto:ddc-innovations@strath.ac.uk) | | | |
| **What happens next?** | | | **The Project Manager should inform the client of the decision.** | | | |

Declaration

I confirm that the information included in this application is correct.

Industrial Partner’s Name (Print): ………………………………………..

Company Name : …………………………………………

Date : ……/………/…….

Academic Partner’s Name (Print): ………………………………………..

Institution Name : …………………………………………

Date : ……/……../………