

The Growing Kent & Medway (GKM) Business Innovation Voucher (BIV) scheme gives you subsidised access to the expertise and facilities at GKM research organisations.

The BIV scheme can be used to help overcome business led challenges and realise opportunities through innovation and could include (but not limited to):

- Product validation and prototyping
- Progressing products and services up the technology readiness levels (TRLs) scale
- New product or service development
- Developing a new process, practice or technology
- Produce data which will help support future work
- Technical consultancy from the RO
- Proof of concept work.

The Business Innovation Vouchers are a great way for businesses to work with GKM research organisations for the first time and provide a gateway to further collaborations in the future.

The Application form should be jointly completed by the business and by the GKM academic partner. The online form will allow you to view all the sections but only those relevant to you will be editable. In this 'Guidelines to Applicants' document, the sections are colour coded as follows to indicate whether business or GKM academic partner are required to complete the section:

- Green sections (sections A-D plus business financial contribution in section G) to be completed by the business
- Purple section (section E) to be completed by the business and the GKM academic partner
- Blue sections (section F and G) to be completed by the GKM academic partner

SECTION A: COMPANY CONTACT DETAILS	
Contact Name	The person completing this application should be able to make decisions on behalf of the business.
Job Role	We would expect the applicant to be a senior member of the business with the authority 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 address	This will be the main method of contact through the application process and

	subsequently post award. This email address will be used to inform you of application status and any actions required. Please ensure email is correct.
SECTION B: COMPANY DETAILS	
Registered Company Name	The name of your company as it appears on Companies House register (or equivalent)
Address	The registered office address (also include a trading address if different)
Postcode	The company postcode
Company Reference Number (CRN) <i>If not applicable, VAT Registration Number, Self Assessment/Partnership Number, National Insurance Number, Unique Taxpayer Reference, Registered Charity Number will also be acceptable.</i>	If you are a registered company provide your Company Reference Number (CRN). If you do not have a CRN then please provide your VAT Registration Number, Self-Assessment/Partnership Number, National Insurance Number, Unique Taxpayer Reference or Registered Charity Number.
Website Address <i>If not applicable, link to social media account</i>	If you have a company website please insert the URL link if not applicable link to your main social media account
Company profile (max 200 words)	Provide a brief summary of your organisation's profile.
Which category best describes your business?	<ul style="list-style-type: none"> • Sole Trader/Self-employed • Partnership • Micro business • Small business • Medium business • Charity/Social enterprise
SECTION C: COMPANY DECLARATION	
Follow up may be necessary depending on how you answer these questions. If you are unsure about any of the answers please get in touch with growingkentandmedway@niab.com before progressing further with the application form.	
Is your business classified as a Large business?	
Is your business linked to another business?	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:

	<ul style="list-style-type: none"> • 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
<p>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?</p>	<p>The Business Innovation Voucher support being offered by Growing Kent & Medway 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 Growing Kent & Medway 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.</p> <p>If you have answered ‘Yes’ or ‘Unsure’ to this question, we request that you supply further information (as prompted on the form). If you are unsure about whether any previous funding you received is affected, then please include it. Please find guidance on subsidy and state aid here.</p>
<p>I certify that the business is not in financial difficulty, is solvent, and no distress or execution has been levied against it.</p>	<p>Please advise whether, in the last 12 months, the business has:</p> <ul style="list-style-type: none"> • 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 has the matched funds in place to contribute to the project.	
I certify that the business will use the funding only for activities eligible under this scheme.	
I certify that I understand and will comply with the terms and conditions of the legal agreement (contract)	A template legal agreement (draft) has been prepared and is available for review here
SECTION D: COMPANY COMMITMENT	
If my proposal is successful, GKM will produce a case study using non-confidential information to promote this project. Please deselect the tick-box if you do not accept this condition of the grant.	Case studies are important and help promote the success of the project using non-confidential information. The case studies can also serve to raise your companies exposure. Please deselect the tick-box if you do not accept this condition of the grant.
If my proposal is successful, I will commit to the social value aspirations of GKM. Provide a brief outline of some ideas of how you would like to deliver social value if successful. A link to the social value guidelines are here .	<p>Delivering social value is a condition of this funding, as a guide we suggest a minimum of 1 day per £7,500 grant claimed. In this section please briefly outline (in no more than 300 words) some ideas of how you would like to deliver social value covering the following:</p> <ul style="list-style-type: none"> How much time will you commit to delivering social value? What are your plans for delivering social value? Are you already delivering social value which could be targeted though GKM routes? <p>Please see our guidelines which define what we mean by social value and provide some ideas of what social value activities you could do. If successful, the GKM team will work with you to determine the best way you could deliver social value through GKM routes.</p>
GKM will undertake monitoring and evaluation activity, whether the application is successful or not, in support of the GKM project.	Please confirm your willingness to participate in monitoring and evaluation activity. This is a condition of application for our own monitoring and evaluation purposes.
COMPANY STATEMENT	
I certify that the information given on this form regarding my company is accurate to the best of my knowledge. I understand that if it is later established that my company does not qualify for this programme then the company may be required to repay some or all of any funding received.	Please certify that the information given on this form regarding your company is accurate to the best of your knowledge.

Name of Authorised Officer (responsible for the company):	The person completing this section should be authorised to make these declarations and commitments on behalf of the business.
Date:	
SECTION E: PROJECT DETAILS	
Project Title	Enter a project title
Project Objectives (no more than 100 words)	Enter your main project objectives
Project Outline (no more than 400 words)	Provide a summary of the project (no more than 400 words) covering the following: <ul style="list-style-type: none"> Outline your challenge or opportunity you want to address/realise Brief plan of how you will achieve your project objectives What is innovative about your proposed project? How does the project fit within the scope of this GKM competition
Target Market Information (no more than 400 words)	Provide information on your Target Market (no more than 400 words) covering the following where known: <ul style="list-style-type: none"> What is the size of your market? How do you intend accessing the market (your main route)? Do you have a current main competitor – if so – who? How much of the market is accessible to you (i.e. % and size/potential revenue)? Do you have any early adopters?
Proposed Start Date	Enter your proposed start date – Projects can start from the awarding of the grant offer letter (expected November 2022) or the project start date can be deferred for up to 6 months e.g. to allow for seasonality.
Proposed End Date	Enter your proposed end date. Projects can be up to 12 months long.
Identify any risks to successfully completing the project and how these would be mitigated (no more than 200 words)	Briefly describe (no more than 200 words) any risks to the completion of the project and how the project delivery team will mitigate these risks.
Company Expertise (no more than 200 words)	Briefly describe (in no more than 200 words) what skills and expertise the company bring to this project
Academic Expertise and Facilities (no more than 200 words)	Justify why the expertise and facilities of the GKM research organisation(s) are required for this project and why this work cannot be obtained commercially

Is this a new or existing collaboration between company and academic?	Specify here if this is a new or existing collaboration.
Project Impacts (no more than 200 words)	<p>What do you think the impact of this project will be within the next 3, 5 and 10 years considering some of the following:</p> <ul style="list-style-type: none"> • New or improved product/process/service/workforce practice or expertise • New markets entered • Increased Competitiveness • Types of New Jobs Created • Environmental impacts (e.g. clean energy, sustainability, climate action, biodiversity, contribution to net zero targets etc) • Equality and diversity (e.g. equal opportunities, fair work etc) • Social inclusion (e.g. safe and resilient communities, health & wellbeing,) <p>What plans will be in place to realise this impact?</p>
SECTION F: LEAD ACADEMIC DETAILS	
Institution Name	The name of the GKM Research Organisation you work for
Department	The name of the department you will principally work in for the purposes of this project
First and Surname	Your first and last name
Are you an Early Stage Researcher?	That is, have you been awarded your PhD within the past 8 years ?
Email	Your academic email address
Tel No.	Please provide a telephone number where you can be contacted during working hours.
SECTION G: PROJECT COSTS	
Value of Grant requested	This value can be up to 75% of the total project cost up to the value of £20,000. The maximum grant amount is £15,000. The academic cost should be quoted here at 80% Full Economic Cost . There is a field below where you will quote 100% full economic cost
Company in kind contribution	Please indicate what costs the company will contribute in kind . Company contributions (in-kind and/or cash) should make up at least 25% of the total project cost
Company Cash Contribution	Please indicate what costs the company will contribute in cash . Company contributions (in cash and/or kind) should make up at least 25% of the total project

	cost
TOTAL PROJECT COSTS (Grant, Cash, In-kind)	This is the total value of the project taking into account the grant (costed at 80% Full Economic Cost), and cash and/or in kind contributions from the company. It is the sum of the three values above
The following costs should be provided at 100% Full Economic Cost (fEC)	
Total academic costs at 100% Full Economic Cost (fEC)	The cost of the work being done by the academic partner at 100% Full Economic Cost inclusive of appropriate VAT. This value can be up to £18,750 and should be the sum of the values below:
Staff	Amount at 100% fEC
Equipment	Amount at 100% fEC
Consumables	Amount at 100% fEC
Travel	Amount at 100% fEC
Subcontractors	Amount at 100% fEC
Other (provide details)	Heading of cost category and amount at 100% fEC
Provide a brief justification for each funding category above (no more than 200 words)	For each category above provide a brief outline of what is included under each cost category and what it will be used for in the project.
Outline what and how the company contributions will be used (no more than 200 words)	Briefly outline what the company contributions are and how they will be used in the project.
Has the Authorised officer (finance officer or head of department) approved the submission of this application?	Yes/No
Name of Authorised Officer (finance officer or head of department):	

By providing your details you will be sending us your Personal Data. To read how we handle your data please follow this link to read our Privacy Notice: [GKM Privacy Notice](#).