

These guidelines are to help you with your application for a Business Innovation Voucher. If you have any questions about the form or scheme, please contact your Innovation Growth Manager or email contact@growingkentandmedway.com.

The Growing Kent & Medway Business Innovation Voucher scheme gives you subsidised access to the expertise and facilities at three research organisations. The Voucher scheme can be used to help overcome business led challenges and realise opportunities through innovation and could include (but not limited to):

- Progressing products and services up the technology readiness levels (TRLs) scale
- New product or service development
- Developing a new process, practice or technology
- Product validation and small-scale prototyping
- Produce scientific or technical data for product or service development
- Technical and Scientific consultancy from the research organisation
- Proof of concept work.

Please ensure you have consulted with your academic partner on your application form before submitting it. You will need to ensure you tick the box at the end of the form on page 7 to confirm this is your final submission before the deadline on 21st February 2024.

SECTION 1: 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 your email address is correct.

SECTION 2: 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 <p>Guidance on which size business you are can be found on our website. Large businesses are not eligible to apply for this grant.</p>

SECTION 3: 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 contact@growingkentandmedway.com before progressing further with the application form.

<p>Is your business linked to another business? Please provide details.</p>	<p>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:</p> <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>

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	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 on our website .
I certify that the business is not in financial difficulty, is solvent, and no distress or execution has been levied against it.	<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 on our website
SECTION 4: COMPANY COMMITMENT	
If my proposal is successful, Growing Kent & Medway 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 company's 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 Growing Kent & Medway. 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 on our website .	Delivering social value is a condition of this funding, as a guide we suggests a commitment of two days from participating businesses: In this section please briefly outline (in no more than 300 words) some

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	<p>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 through Growing Kent & Medway 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, our team will work with you to determine the best way you could deliver social value.</p>
<p>Growing Kent & Medway will undertake monitoring and evaluation activity, whether the application is successful or not.</p>	<p>Please confirm your willingness to participate in monitoring and evaluation activity. This is a condition of application for our own monitoring and evaluation purposes.</p>
<p>COMPANY STATEMENT</p>	
<p>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.</p>	<p>Please certify that the information given on this form regarding your company is accurate to the best of your knowledge.</p>
<p>Name of Authorised Officer (responsible for the company):</p>	<p>The person completing this section should be authorised to make these declarations and commitments on behalf of the business.</p>
<p>Date:</p>	
<p>SECTION 5: PROJECT DETAILS</p>	
<p>Project Title</p>	<p>Enter a project title</p>
<p>Project Objectives (no more than 100 words)</p>	<p>Enter your main project objectives</p>
<p>Project Outline (no more than 400 words)</p>	<p>Provide a summary of the project (no more than 400 words) covering the following:</p> <ul style="list-style-type: none"> • Outline the challenge or opportunity you want to address/realise • Brief plan of how you will achieve your project objectives

	<ul style="list-style-type: none"> • What is innovative about your proposed project? • How does the project fit within the scope of this competition
Public description of project (no more than 200 words)	This information will be visible on the Growing Kent & Medway website once the successful projects are announced. It may be that you just repeat the project outline (above). This gives you the opportunity to remove any commercially sensitive information.
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 April 2024) 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 and must end by July 2025.
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 brings to this project
Academic Expertise and Facilities (no more than 200 words)	Justify why the expertise and facilities of the Growing Kent & Medway 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 the 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 6: LEAD ACADEMIC DETAILS	
Institution Name	The name of the Growing Kent & Medway research organisation you will be working with
Department	The name of the department your academic partner will principally work in for the purposes of this project
First and Surname of Lead Academic	The first and last name of the lead researcher you will be working with
Are they an Early Stage Researcher?	Has the lead researcher been awarded a PhD within the past 8 years? This is for our information only and does not impact the project score.
Email of lead academic	Their academic email address
Tel No. of Lead Academic	Please provide a telephone number where the lead researcher can be contacted during working hours.
SECTION 7: PROJECT COSTS	
<p>Before you complete this section, you will need to download and complete our Eligible Costs Calculator from our website. Please enter the lead business costs and the research partner costs in the relevant tabs (navigate through the tabs at the bottom of the excel document) The total eligible project cost and the grant amount will then be automatically calculated and displayed in the 'Summary Costs' tab. These two figures should be transferred to the cells below and you should then upload your completed Eligible Costs calculator spreadsheet.</p>	

Lead Business Costs	Take the figure from cell B4 on 'Guidance and Summary Costs' tab on the Eligible Costs Calculator
Research Partner Costs at 70% Full Economic Costs	Take the figure from cell B5 on 'Guidance and Summary Costs' tab on the Eligible Costs Calculator
Total Project Costs	Take the figure from cell B6 on 'Guidance and Summary Costs' tab on the Eligible Costs Calculator
Grant amount being requested	Take the figure from cell B8 on 'Guidance and Summary Costs' tab on the Eligible Costs Calculator
Please upload your completed Eligible Costs Calculator spreadsheet	This will need to be in an Excel format. Please ensure the file name includes your business name
Please complete our demographic questions. These questions have no impact on whether the application is funded or not. This is for our monitoring and evaluation purposes only	<p>Please tick all that apply</p> <ul style="list-style-type: none"> I identify as a female I am a young parent (up to 25 with a child under 18) I am a young person (aged 18 – 34) I am a resident of, or do business, in the following: <ul style="list-style-type: none"> - Folkestone & Hythe - Medway - Swale - Thanet - Prefer not to say - None
Please tick to confirm that this grant has not been submitted for any other funding	
Please tick here to confirm this is your final submission	If this box remains unticked, you can return to your form to edit up until the deadline. Once this box is ticked, you are confirming this is your final application and it will be sent to our assessment panel for review.

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](#).