**BIG South London Hot-House Project Application Form**

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| PROJECT SUMMARY | | | |
| *Project Title* |  | | |
| *Project Overview* |  | | |
| *Project Total Cost* |  | | |
| *Project Start Date* | Click or tap to enter a date. | *Project End Date* | Click or tap to enter a date. |

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| LEAD ACADEMIC PARTNER DETAILS[[1]](#footnote-1) | |
| *Institution Name* |  |
| *Project Lead* |  |
| *Email* |  |
| *Telephone No.* |  |

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| LEAD BUSINESS/ORGANISATION PARTNER[[2]](#footnote-2) | |
| *Organisation Name* |  |
| *Business Lead* |  |
| *Registered Address/Postcode* |  |
| *Overview of Activities of Business/Organisation* |  |
| *Email* |  |
| *Telephone No.* |  |

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| SUMMARY OF PROJECT COSTS | |
| *Project Total Cost* |  |
| *Total Hot-House Funding Request* |  |
| *Business/Organisation Partner Match (direct)* |  |
| *Business/Organisation Partner Match (indirect)* |  |
| *Academic Partner Match (direct)* |  |
| *Academic Partner Match (indirect)* |  |

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| **LEAD BUSINESS/ORGANISATION PARTNER DECLARATIONS** | |
| ***Organisation status:*** *the company has fewer than 250 employees and a turnover of less than €50 million.* | Choose an item. |
| ***State Aid:*** *the company confirms that the amount of funding BIG Innovation Voucher Scheme will not result in a breach of De Minimis Aid regulations.* | Choose an item. |
| ***Evaluation:*** *if successful I agree to participate in and complete follow up survey to determine the impacts of the project and the Hot-House funding.* | Choose an item. |
| ***Publicity:*** *If successful I agree to assist with a case study using non-confidential information to promote this project.* | Choose an item. |
| ***Legal:*** *please confirm your organisation will comply with the terms and conditions of the* [*legal contract*](http://www.interface-online.org.uk/how-we-can-help/funding/innovation-vouchers) *which will be a condition of this award.* | Choose an item. |

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| **PROJECT RATIONALE** |

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| Why is the Partnership Required? |
| What Strategic Need will be Addressed? |
| What Are the Predicted Benefits to All Collaborating Parties? |
| What Will Be the Project’s Impact?   * *how will the successful completion of the project will bring a step-change to the company’s capacity, leading to increased profits, efficiencies, productivity, access to new markets and/or market share?* |
| What is the Nature/Extent of the Project’s Innovation?   * *how will it enable participant businesses to identify opportunities for developing new scientific and technical knowledge resulting in innovative products, processes, and services (i.e., new to market innovation)?* * *how will it challenge the products, practices, and services of the business/organisation partner and/or the customer base or market(s) it operates within (i.e., new to company innovation).* |
| How Will it Challenge the Academic Partner(s)?   * *the extent to which it will enable the academic team to lever or translate research or knowledge into commercial capability or opportunity, enrich its research base/profile (including publication) and/or inform its teaching?* * *how will it be intellectually challenging and rewarding for the Hot-House Associate to provide them with a clear career opportunity or development pathway?* |
| How Cohesive and Realistic is the Project?   * *does it involve a South London business or organisation with a strategic ambition to grow but is unable to achieve this due to internal lack of knowledge or expertise?* * *does it set out a realistic project plan that demonstrates how the knowledge will be transferred and thought given to embed ongoing capability/capacity once the project ceases?* |

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| **ACADEMIC PARTNER PROJECT TEAM DETAILS** | | |
| **Name** | **Position/Faculty/Department** | **Project Role** |
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| Academic Partner Expertise/Resources   * *what academic expertise is being used in the delivery of the project and how is it being applied?* * *what other university resources contributing to the project i.e., facilities, data, and equipment?* |

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| **BUSINESS/ORGANISATION PARTNER PROJECT TEAM DETAILS** | | |
| **Name** | **Position/Department** | **Project Role** |
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| Business/Organisation Expertise/Resources   * *what skills/expertise is being deployed in the delivery of the project and how is it being applied?* * *what other resources are being contributed to the project i.e., facilities, data, and equipment?* |

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| **HIGH LEVEL PROJECT MILESTONES** |

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| Expected Project Start Date | Enter date |
| *Deliverable a* | **Enter date** |
| *Deliverable b* | **Enter date** |
| *Deliverable c* | **Enter date** |
| *Deliverable d* | **Enter date** |
| *Deliverable e* | **Enter date** |
| Expected Project End Date | **Enter date** |

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| **HIGH LEVEL PROJECT RISK ANALYSIS[[3]](#footnote-3)** |

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| **Risk** | **Likelihood** | **Impact** | **Severity** |
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| **FORECASTED PROJECT OUTPUTS[[4]](#footnote-4)** | | |
| **Type of Output** | **Yes / No** | **Forecasted Quantity** |
| *Business(es) Supported (6 Hours+ Support)* | Choose an item. |  |
| *Business(es)/HEI(s) Collaborations* | Choose an item. |  |
| *New Product/Process/Service* | Choose an item. |  |
| *Improved Product/Process/Service* | Choose an item. |  |
| *New Jobs Created* | Choose an item. |  |
| *Existing Jobs Protected* | Choose an item. |  |

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| **FORECASTED PROJECT OUTCOMES & IMPACTS[[5]](#footnote-5)** | | |
| **Type of Outcome & Impact** | **Yes / No** | **Forecasted Quantity** |
| *New Markets Entered* | Choose an item. |  |
| *Additional Turnover/Profits* | Choose an item. |  |
| *Additional Productivity Gains* | Choose an item. |  |
| *Improvement in Operational Efficiency* | Choose an item. |  |
| *Improvement in Supply Chain* | Choose an item. |  |
| *Improvement in Export Capacity* | Choose an item. |  |
| *Reduced Energy/Resource Consumption* | Choose an item. |  |

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| **INTELLECTUAL PROPERTY ARRANGEMENTS** |

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| * *describe the background IP the participant(s) and academic partner(s) will bring to the project* | |
| Business/Organisation Partner(s) | |
| Academic Partner(s) | |
| *Please confirm any foreground intellectual property issues and have been discussed between partners and appropriate agreed arrangements are in place[[6]](#footnote-6)* | Choose an item. |

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| **PROJECT COSTS** |

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| *Briefly outline (narrative) how the grant will be spent including details of staff resource and additional expenses such as travel, consumables etc.* |
| Project Costs |

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| **PROJECT COST BREAKDOWN** |

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| Business/Organisation Partner – Staffing Costs | | | | |
| ***Project Team Member*** | ***Position*** | ***Description of Contribution*** | ***No. of Days*** | ***Total Cost*** |
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| Academic Partner – Staffing Costs | | | | |
| ***Project Team Member*** | ***Position*** | ***Description of Contribution*** | ***No. of Days*** | ***Total Cost*** |
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| Business/Organisation Partner – Non-staffing Costs | | | |
| ***Non-Staffing Item*** | ***Description of Non-Staffing Item*** | ***Rationale for Expenditure*** | ***Total Cost*** |
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| Academic Partner – Non-staffing Costs | | | |
| ***Non-Staffing Item*** | ***Description of Non-Staffing Item*** | ***Rationale for Expenditure*** | ***Total Cost*** |
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| ***OVERALL PROJECT TOTAL*** | | |  |

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| **JOINT DECLARATION** | | |
| *We certify that the information given on this form regarding participating organisations is accurate to the best of our knowledge.* | | |
| **Academic Partner Authorised Signature:** | **Name/Position** | **Date** |
| **Business/Organisation Partner Authorised Signature:** | **Name/Position** | **Date** |

**THANK YOU FOR COMPLETING YOUR HOT-HOUSE PROGRAMME APPLICATION**

**PLEASE ENSURE TO SEND THE COMPLETED FORM ELECTRONICALLY TO STEVE SKINNER, SENIOR PROGRAMME MANAGER, BIG SOUTH LONDON by 5pm on 8TH APRIL 2022 TO** [**Steve.Skinner@richmondandwandsworth.gov.uk**](mailto:Steve.Skinner@richmondandwandsworth.gov.uk)

1. for multi-academic partner projects please include details of all collaborating parties. [↑](#footnote-ref-1)
2. for multi-business/organisation partner projects please include details of all collaborating parties. [↑](#footnote-ref-2)
3. a simple HIGH/MEDIUM/LOW or RAG assessment of project risk is all that is required at this stage. [↑](#footnote-ref-3)
4. outputs that can reasonably be expected to be achieved, evidenced, & reported by 30/09/2023. [↑](#footnote-ref-4)
5. outcomes/impacts that can reasonably be expected to be achieved, evidenced, & reported by 30/09/2023. [↑](#footnote-ref-5)
6. BIG South London reserves the right to request information relating to IP agreements between participants. [↑](#footnote-ref-6)