|  |  |
| --- | --- |
| MSIP Ref No. |  |

Please submit this completed form to Info@MSIPDundee.com and include “Innovation Challenge 1” in the subject line of your Email.

**Part 1 Business Support Case**

**1 – ABOUT THE COMPANY**

|  |  |
| --- | --- |
| **Company Name** |  |
| **SME?** ***(Note 1)*** | Yes/No |
| **Company Reg Number** |  |
| **Contact Name** |  |
| **Position** |  |
| **Trading Address** |  |
| **Registered Address (if different)** |  |
| **Telephone** |  |
| **Email** |  |
| **Web address** |  |
| **Turnover in last financial year** |  |
| **Number of Employees** |  |
| **Company SIC No** |  |
| **Is company known to Business Gateway or Scottish Enterprise/Highlands & Islands Account Management?** | Yes/No(If yes, give details) |

**2 – COMPANY ACTIVITIES AND IMPACTS**

**1. What are the core activities of the company? (150 words max)**

**2. How would the company benefit from MSIP Challenge project funding support for this innovation project? i.e. What is the business opportunity and the expected impact on the company?** *(Notes 2 & 3)* **(300 words max**)

**3. What will the impact of this project be on the Scottish economy?** *(Note 3)* **(300 words max)**

**4. Who are the proposed end-users? (150 words max)**

**3 – PROJECT SUMMARY**

**1. Project Title:**

**2. Project Objectives: (150 words max)**

**3. Project’s Innovative Aspects: (150 words max)**

**4. Please indicate any intellectual property that could result from this or subsequent projects (150 words max)**

**5. Specific external expertise required, if any: (150 words max)**

**6. How will you proceed if your funding application is not successful? (150 words max)**

**7. Which other funding sources are you considering (C) or planning (P) to access to support the longer-term innovation activities following this Opportunity/Feasibility study? (Please specify and list in the table below. Add rows if needed)**

|  |  |
| --- | --- |
| UK Funding Sources: | C/P |
| Interface Vouchers (Standard or Advanced Innovation) | C/P |
| SE/HIE funding (e.g. SMART, R&D Grant) | C/P |
| InnovateUK Funding (e.g. KTP, Energy Catalyst & Smart Grants) | C/P |
| EU & Other Funding Sources:(e.g. H2020, Eurostars, INTERREG, ERA-NET, etc.) | C/P |
| Other | C/P |

**Part 2 Full Project Details**

**a) - Project Plan**

**1. Estimated Project Duration**

Start Date

 End Date

**2. How does the project address the Challenge topic (150 words max)**

**3. Full Project Description: (500 words max)**

Note: Either complete Questions 3 & 4 below and/or submit a project Gantt Chart

**4. Project Workscope and Tasks Summary (add additional rows as required):**

**Please indicate where these tasks will be delivered by the lead applicant (L) or a collaborative partner (C).**

|  |  |  |
| --- | --- | --- |
| **Workscope Tasks** | **Sub-Tasks** | **L/C** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**5. Deliverables and Deadlines: (Include an End-of-Project Report)**

|  |  |  |
| --- | --- | --- |
| # | **Deliverables (list all key deliverables)** | **Deadline** |
| 1. | Project Inception/Kick-off |  |
| 2. |  |  |
| 3. |  |  |
| 4. | End-of-Project Report |  |
| 5 | End-of-Project Form |  |

(add additional tasks as required)

**b) – Business Impacts**

**1. Following the completion of this opportunity/feasibility study, what are the next steps that the company will take to progress the development of the new product, process or service: (300 words max)**

**2. Impact Projections (Provide estimates in table below):**

|  |  |  |
| --- | --- | --- |
| **Types of Impact** *(Note 3)* | **Value by** **31st March 2022** | **Value by** **31st March 2025** |
| **New or improved services and/or products/Intellectual property (#)** | *Please give number* | *Please give number* |
| **Are these new Products/Services:** Please (√) | [ ]  New to Company [ ]  New to Market [ ]  Both  | [ ]  New to Company [ ]  New to Market [ ]  Both  |
| **Will the planned new jobs pay the real living wage?** *(delete as required)*Defined as paying £9.30 per hour and above (Real living Wage [2020 level](https://www.livingwage.org.uk/what-real-living-wage)), equivalent to an annual salary of £18,135 and above based on a 37.5 hr week (approx. [average number of hours worked](https://www.ons.gov.uk/employmentandlabourmarket/peopleinwork/earningsandworkinghours/timeseries/ybuy/lms) for full time jobs in the UK) | *Yes/No* | *Yes/No* |
| **Potential new jobs created (#)** | *Please give number* | *Please give number* |
| **How many jobs could be safeguarded (#)** | *Please give number* | *Please give number* |
| **Have the jobs been safeguarded as a result of the support from MSIP?** Defined as the jobs that would have been under threat without MSIP intervention. | *Yes/No* | *Yes/No* |
| **Are the planned new (or safeguarded) jobs** **High Value Add (HVA) jobs?** *(delete as required)**Defined as jobs paying a basic salary of 20% or more above the current enterprise area’s average salary (where the jobs are most likely to be located).**The levels for 20/21 are:**Scottish Enterprise area: £43,500 and above**Highlands & Islands area: £40,000 and above**South of Scotland area: £35,500 and above* | *Yes/No* | *Yes/No* |
| **What do you estimate the potential increase** **in company turnover could be?***Please indicate the potential turnover increase if the final product/process/ service is success?* | *Please give number* | *Please give number* |
| **What do you estimate the CO2e reduction impact to be? (# Estimated tonnes/yr:)** | *Please give number* | *Please give number* |

**c) – Funding Summary**

|  |  |  |
| --- | --- | --- |
| **Estimated cost of project (£)** | £ | *Insert total* |
| **Funding sought from MSIP (£)** | £ | *Insert %* |
| **Company Contribution (£)**  | £ | *Insert %* |
| **Funding from other sources (if applicable) (£)****Name the sources.** | £ |  |
| **If you have already applied for public funding, please detail from which funding sources?** |  |  |

**d) - Cost Breakdown**

How will the award be spent? Make sure to capture the whole of the company contribution. *(Notes 4 & 5)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item or activity** | **Lead Applicant (£)** | **Collaborator (£)** | **Other (£)** | **Total (£)** |
| Direct Staff Costs |  |  |  |  |
| Travel and Accommodation |  |  |  |  |
| Consumables |  |  |  |  |
| Others |  |  |  |  |
| **Total (£)** |  |  |  |  |
| **Amount requested from MSIP (£) – should not be more than 80% of the total** |  |

The intervention rate for this fund is 80% maximum: the company is expected to contribute at a minimum of 20% to the cost of the project, this contribution can be in-kind (e.g. staff time).

**e) – De Minimis Aid**

List all offers of de minimis public sector support from a United Kingdom source received by the applicant business and any enterprise linked to the applicant business during the previous 2 company fiscal years and the current company fiscal year *(Note 5)*.

|  |  |  |
| --- | --- | --- |
| **Fiscal Year** | **Public Sector Source; and, Title of Project/ Scheme** | **Amount that is de minimis aid** |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total** |  |

(Note if response is “NIL” please enter this in the table above)

**Part 3 Data Protection & Declaration**

I/we understand that Michelin Scotland Innovation Parc and its partners (Scottish Enterprise and other associated bodies such as local delivery organisations, consultants and agents collectively referred to as “the Agencies”), will use the information that I/we provide on this application form to assess my/our suitability for support. I/we understand if my/our application is successful, Michelin Scotland Innovation Parc and its partners will use the information provided in this application form for administration and management purposes, including carrying out appropriate checks, audits and marketing.

Michelin Scotland Innovation Parc may provide aggregated information regarding your company and the grant claimed to auditors or its agents for administrative purposes.

By accepting any subsequent funding award you authorise Michelin Scotland Innovation Parc to process your personal data for the following purposes:

1. Sharing information about future funding calls
2. Sharing information about future MSIP events and activities
3. Publishing photos on Social Media (LinkedIn, Twitter, Facebook and Instagram)
4. Publishing Videos on Social Media and YouTube
5. Publishing photos on msipdundee.com
6. Publishing photos in printed marketing materials (e.g. brochures, posters, flyers, banners)

You have the right to ask for a copy of the information that we hold on you and that is subject to the Data Protection Act 2018 to correct any inaccuracies in your information held by us.

If at any time you wish your details to be removed from our database please contacting Michelin Scotland Innovation Parc, Baldovie Road, Dundee, DD4 8UQ, Scotland, UK or email Info@MSIPDundee.com.

I am an authorised officer of the business.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Date: |  |
| Name (print) |  | *Position:* |  |

**Guidance Notes**

**NOTE 1 – SME DEFINITION**

The European Commission considers a company to be an SME where they:
• have fewer than 250 employees; **and**,
• have an annual turnover not exceeding EUR 50 million or annual balance sheet total not exceeding EUR 43 million; **and**,
• are independent\*.
*\*Independent enterprise: No more than 25% of the capital or voting rights are owned by one or more enterprises which fall outside the SME definition. This threshold may be exceeded when an enterprise is held by a public investment corporation, venture capital company or other institutional investors, provided they exercise no control.*

**NOTE 2 - MARKET**

Detail the size and scope of the market, and the business model to penetrate this market.

**NOTE 3 - IMPACT**

Expected impact on the company and the Scottish economy by **31st March 2022 and 31st March 2025**.

The impact should be clearly defined in qualitative and quantitative terms e.g. revenues, employment, market size, IP, sales, Return on Investment, profits, company growth, job creation.

Also describe how the project will have an impact on the wider Scottish economy. This includes: environment; carbon footprint; security of supply; cost of energy; social impact; energy efficiency.

**NOTE 4 – ELIGIBLE COSTS**

MSIP will pay eligible costs for the project. There are 4 types of eligible costs:
**1. Direct Staff Costs**: MSIP will reimburse the direct costs (salary + NI + pension) of any staff employed by the project team who work on the project, **up to a maximum** of £500/day.
**2. Travel and accommodation** – receipts must be presented. MSIP expects these expenses to be minimal due to current travel restrictions and new ways of working.
**3. Consumables**: must be consumables expended only on the project.

**4. Others:** Commissioned primary research is considered an eligible project cost.

Company contributions must also be captured.
1. The value of consumables contributed to the project.
2. The value of staff time spent on the project.

The intervention rate for this fund is 80%: the company is expected to contribute a minimum of 20% to the cost of the project, this contribution can be in-kind (e.g. staff time). Projects where companies contribute a greater % will be viewed positively.

**NOTE 5 – INELIGIBLE COSTS**
Ineligible costs include VAT and Capital Expenditure

1. VAT is not an eligible cost. Please make sure all costs are ex-VAT.
2. MSIP does not expect projects to require significant capital expenditure.

**NOTE 6 – PAYMENT TERMS**

MSIP will pay 25% of eligible costs on contract signing with the remaining 75% reimbursed on receipt of the End of Project form, the Final Project Report, and any supporting paperwork.