Department for
Business, Energy
& Industrial Strategy

The Energy Entrepreneurs Fund

Phase 9 Guidance Document

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March 2022

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entrepreneur@beis.gov.uk

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Part 1: BEIS Energy Entrepreneurs Fund

1 About the Energy Entrepreneurs Fund

1.1 Overview

The objective of the Energy Entrepreneurs Fund (EEF) is to support, through capital grants, the development and demonstration of innovative technologies and/or processes in the areas of energy efficiency, power generation, heat generation, energy storage, reducing greenhouse gas emissions and security of supply.

The EEF has already launched eight phases – EEF 8 was launched February 2021. Between Phases 1 to 8, EEF has supported 214 projects to develop innovative, low carbon products across a wide range of technologies. These were awarded grants to a value of c. £100m.

The scheme seeks the best ideas, irrespective of source, in these areas from the public and private sector. However, the scheme particularly aims to assist small and medium sized enterprises, including start-ups. Those companies that are selected will receive Acceleration Support alongside their grant to help aid their progress towards commercialisation.

1.2 Energy Entrepreneurs Fund Phase 9

We are now launching Phase 9 of the EEF with 10m in grant funding available. Of this £10m funding, £1m has been preferentially allocated to projects based in Cornwall; this allocation is to reflect the important part that Cornwall played in hosting the G7 meeting in 2021 and will aim to help create a positive legacy from it. Please see Section 4.1 for the specific eligibility requirements for this allocation.

Only one proposal per lead company may be submitted. Companies can apply for up to £1m grant per proposal, depending on the subsidy requirements outlined in Section 6.

During the application process, applicants will be expected to demonstrate a robust evidence-based case for funding, which will include but not be limited to:

- the potential impact of the innovation on 2050 Net Zero targets or security of energy supply
- the technical viability of their innovation and a coherent development plan that will commercially progress the innovation
- value for money, including cost reduction potential
- the size and nature of the business opportunity

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1.3 Project types

Applicants will be expected to demonstrate that their project proposals meet the definition of either Industrial Research, Experimental Development, or a Feasibility Study. Funding levels will vary for each project type according to conditions as set out in Section 6.

Industrial Research

Industrial research is defined as 'the planned research or critical investigation aimed at the acquisition of new knowledge and skills for developing new products, processes or services or for bringing about a significant improvement in existing products, processes or services.'

Activities may include:

- the creation of component parts of complex systems
- the construction of prototypes in a laboratory environment or in an environment with simulated interfaces to existing systems
- pilot lines, when necessary for the industrial research and notably for generic technology validation.

Experimental development

Experimental development is defined as: 'acquiring, combining, shaping, and using existing scientific, technological, business, and other relevant knowledge and skills with the aim of developing new or improved products, processes, or services. This may also include, for example, activities aiming at the conceptual definition, planning and documentation of new products, processes or services'.

Activities undertaken may include prototyping, demonstrating, piloting, testing and validation of new or improved products, processes, or services in environments representative of real-life operating conditions where the primary objective is to make further technical improvements on products, processes or services that are not substantially set. This may include the development of a commercially usable prototype or pilot which is necessarily the final commercial product and which is too expensive to produce for it to be used only for demonstration and validation purposes.

Experimental development does not include routine or periodic changes made to existing products, production lines, manufacturing processes, services, and other operations in progress, even if those changes may represent improvements.

Feasibility study

A Feasibility Study is defined as 'the evaluation and analysis of the potential of a project, which aims at supporting the process of decision-making by objectively and rationally uncovering its strengths and weaknesses, opportunities and threats, as well as identifying the resources required to carry it through and ultimately its prospects for success.'

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2 Eligibility

2.1 Eligibility criteria

To be eligible for funding, proposed projects must meet all of the following criteria.

Innovation and technology readiness level

The scheme will only fund innovations that are Technology Readiness Level (TRL) 3 up to TRL 8. TRLs provide an indication of the level of maturity of a particular technology and BEISs descriptions of the TRLs is provided in the Appendix. As part of the application form applicants will be asked to provide the TRL of their innovation and provide details of the work that has been undertaken to demonstrate that the innovation is that stage.

Projects must be at TRL 3 – 8 to be eligible for the fund, but no weighting is given at assessment stage to any particular TRL level. Therefore, no preference is given to projects that are higher up the TRL scale and closer to commercialisation.

Projects must fall within the definitions of industrial research, feasibility study or experimental development (as described above in Section 1) and be eligible under the subsidy requirements described in Section 6 of this guidance.

Grant amount

The total requested grant under any subsidy category cannot exceed £1m. The maximum total project value must not exceed £2.5m.

Match funding

Successful applicants will need to have private funding in place to cover the balance of the eligible costs. Such funding may come from a company's own resources or external private sector investors but may not include funding attributable to any public authority. The match funding must be at least 10% of the total project costs and is determined by the subsidy category you have applied under (see Section 6 for more information). Before the Grant Offer Letter is issued, the applicant will need to show a credible plan to raise the match funding required for the whole lifetime of the project. Evidence for the plan can be given by showing relevant bank statements or letters from investors. In-kind contributions cannot be used in place of your match funding or to offset it.

Project location

Over 50% of the project's activities must be conducted in the UK. The fraction of the project activities that take place in the UK is measured as the proportion of the total eligible project costs that are spent in the UK, as opposed to spent outside the UK. See Section 7.4 for more information about eligible costs.

This includes England, Scotland, Wales, and Northern Ireland. This does not include the Isle of Man, the Channel Islands or British Overseas Territories like Gibraltar.

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Please refer to Section 4 for project location requirements if your project is taking place in Cornwall and you wish to be considered for the preferential funding allocation.

Project duration

All projects will end no later than 31st March 2025. All work carried out under the grant must be completed by this date. BEIS will be not meet claims for any work carried out on or after 31st March 2025.

Technology scope

To be eligible for the fund your project must relate to one or more of the following categories:

- energy efficiency
- power generation
- heat generation
- energy storage
- greenhouse gas emissions reduction
- security of UK energy supply

These areas will be considered in their broadest context and support could be given to proposals that whilst helping achieve the 2050 Net Zero targets, might also demonstrate any of the following:

- Improved performance characteristics over existing technologies or products
- Novel component technologies that can be implemented in existing systems to deliver improved performance or reduced costs of the system
- Products, processes, or technologies that can reduce the cost of installation or maintenance of existing systems

We do not exclude any technology provided that the applicant can show that the one or more of the categories above are satisfied. Your technology does not have to be protected under a patent to be eligible for the fund.

Types of technology supported may include, but are not limited to, those listed in the Table directly below.

Types of energy efficiency and building technologies	**Types of power generation and energy storage technologies**
Insulation, glazing and ventilation technologies	Fuel cell technology
Building control systems	Control systems for micro and distributed generation

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Novel or improved building materials	Novel solar (including third-generation and organic solar cells)
Advanced lighting systems	Energy or fuel from waste or waste heat
Space heating and cooling technologies	Energy storage technologies (including heat and electricity storage, batteries, super-capacitors, and flywheels)
Improved design, surveying, or measurement technology	Ground source, water, and air source heat pumps
Manufacturing systems, installation and integration processes that reduce costs	Sustainable biofuels (including advanced conversion)
Energy efficient motors and/or pumps (beyond EU Eco-design directive requirements)	Wind Technologies (including new component technologies to reduce costs)
Installation and/or technology integration techniques	New marine power devices (including second-generation tidal stream)
Smart energy and smart control approaches	Hydrogen technologies
Low carbon heating	Carbon capture, utilisation, and storage

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2.2 General conditions

Companies of any size are eligible to seek funding. Applications from SMEs, as defined in Section 6, are particularly encouraged. Academic institutions, like universities, are welcome to apply as part of a consortium; however, they cannot be the sole or lead applicant.

Applicants who did not receive funding in the Energy Entrepreneurs Fund Phases 1 to 8 are eligible to re-apply for funding in this phase.

Successful applicants from Phases 1, 2, 3, 4, 5, 6, 7, and 8 may apply for funding for additional activities or new projects under this phase. This work must extend the scope of the previous finished work to new applications or processes. There will be no advantage for existing EEF projects applying for further funding in the application process, as all applications will be

treated on an equal basis in accordance with the competition criteria. You will be asked to declare any previous EEF applications during the application process. Failure to declare previous applications to the Fund will result in failure of the Eligibility Criteria to proceed to assessment.

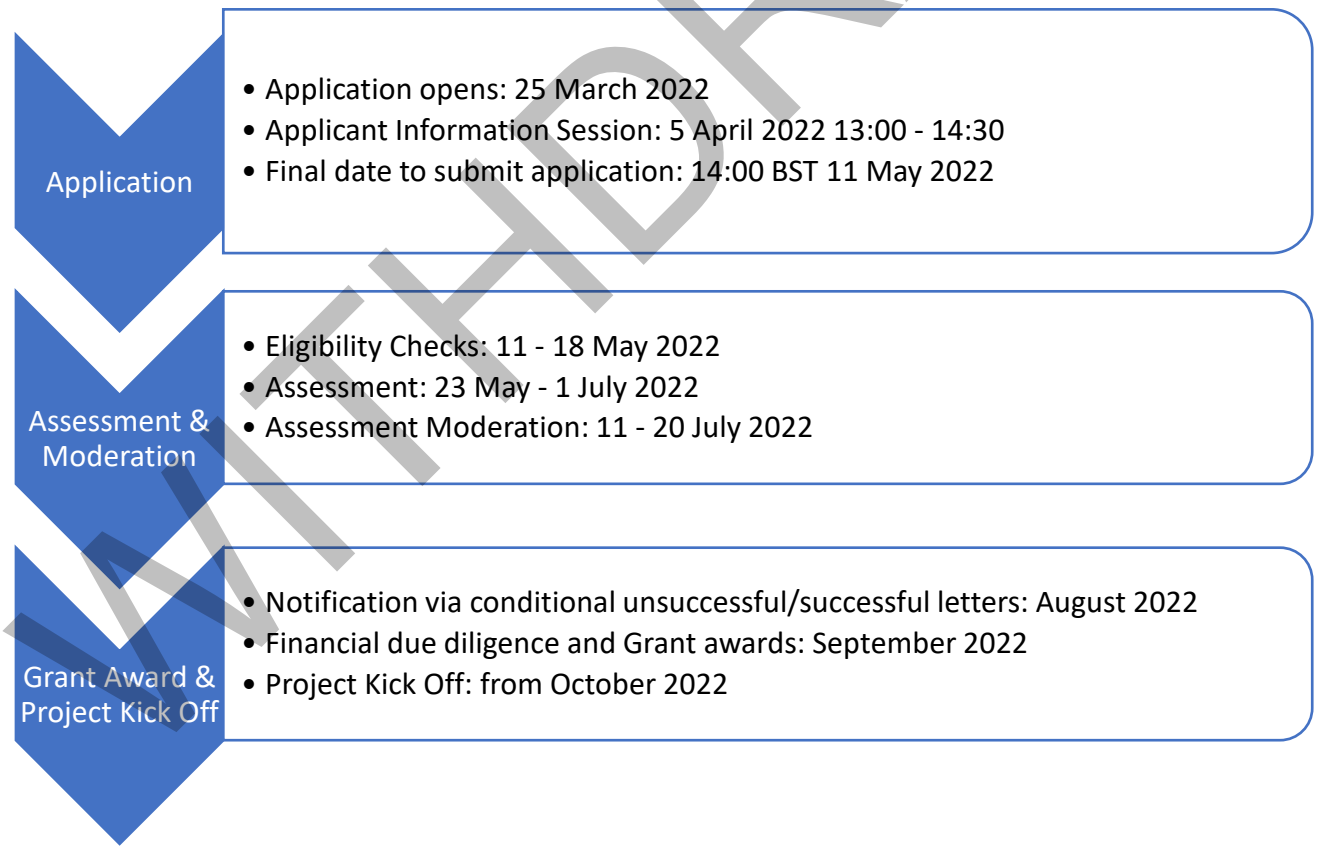
A lead company can only submit one application to a specific funding phase. However, you can be a lead company in one application and a partner in other applications so long as the applications are for different innovations, and you are only the lead company in one application. There is no limit on the number of collaboration partners in a project.

3 Application and assessment process

3.1 Competition timeline

The EEF competition process will be undertaken in three key stages comprising application, assessment, and grant award.

The following dates are applicable to the Phase 9 of the Energy Entrepreneurs Fund, but are subject to change.



3.2 Application process

Bidders are asked to submit their competition application form with supporting information by 14:00 BST, 11 May 2022 at the very latest. The notes below explain the details of the application process.

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Questions about the Competition

If you have any questions on the competition process after reading these guidance notes, please submit them to entrepreneur@beis.gov.uk. Questions can be submitted throughout the application window; however questions submitted on or after 1 May 2022 may not be answered.

We will reply to any queries which, in our judgement, are of material significance through an anonymised Q&A sheet published on our gov.uk website on 8 April 2022, with any additional queries added on the 29 April 2022.

All applicants should take these replies into consideration when preparing their own applications and we will evaluate applications on the assumption that they have done so.

Information Session

The EEF 9 Information Session will be held on 5 April 2022 from 13:00 to 14:30 via Microsoft Teams. If you would like to attend the event to learn more about the application process, please enter your email address via this link to receive an invitation to the event. The session will be recorded and slides can be shared following the session.

Submission of Application

The full application for the competition must be submitted online by the deadline: 14:00 BST, 11 May 2022. The online application form will be closed for submissions after this time.

You must apply using the online form. If you need a version of the application in a more accessible format, please contact entrepreneur@beis.gov.uk.

Applications documents

All application documents must be submitted via the online application form. In the form there are opportunities to upload relevant supporting documents. In some sections we specify the supporting information we would like to see uploaded.

Each online application must include the following documents. More information about how to fill out these documents and how they will be assessed can be found in Part 2 of this guidance.

- Application Form (the online application form can be found here)
- Project Cost Breakdown Form (to be uploaded in the Finance Section of the application form)
- Gantt chart (to be uploaded in the Project Plans section of the application form)
- Risk register (to be uploaded in the Project Success Factors, Risks, and Management section of the application form)
- Cost and performance pathway form (to be uploaded in the Cost and Performance Pathway Section of the application form)

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- Optional: additional letters of support or other supporting information can also be submitted before you submit your online application form. Supporting documents should provide substantive information to the proposal. However, you should not assume that any additional information will be cross-referenced or reviewed as part of the selection process.

You should endeavour to answer all the questions on the application in full, some questions will be required fields in the form and you will not be able to proceed to the next section until these questions are complete. Incomplete applications and any containing incorrect information may be rejected. However, BEIS may, at its discretion, request clarification before making a final decision. Any applications or supporting documentation received after the application deadline will not be considered.

3.3 Assessment process

Eligibility

Applications will initially be assessed against the Eligibility Criteria in Section 2. Applications which fail the Eligibility Criteria will not be assessed further, so it is essential to ensure that your project meets these criteria before you submit your application.

Assessment and Moderation

The eligible projects will be assessed against the assessment criteria (see Part 2) to determine an overall ranking list which will be used to allocate the funding for the competition.

Technical and commercial reviewers will independently assess against the specific criteria summarised below and described in more detail in Part 2:

- Business Proposition
- Level of Innovation
- Impact on energy and climate targets and/or security of supply
- Project finances, Value for money, including any cost reduction potential
- Market viability and potential for commercialisation
- Project plans
- Experience and skills

Projects are typically assessed by three reviewers, for both technical and commercial viability. The reviewers will be both internal and external low carbon technology professionals appointed by BEIS, and the assessments will be quality assured by BEIS.

The reviewers will consider the application against the criteria and will provide feedback and recommendations to BEIS based on these considerations. Those recommendations by the reviewer to BEIS will either be recommendations for funding, recommendations not to fund or the identification of applications where clarification would be needed before funding could be recommended. The role of the commercial review is to advise the technical review as to the

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suitability of the technology for market investment. Where there is a significant difference between individual reviewer's scores, the reviewers will then participate in a moderation process to come to a final assessed score for each project.

Funding allocation

To be eligible to receive funding, a project must be allocated a minimum total score of 60% against the assessment criteria.

Applications which pass this minimum threshold will be placed in a ranked list with the highest scoring project first. The funding will be allocated starting with the highest scoring project. Remaining funding will be allocated to the next highest ranked projects in order, until the funding has been allocated or until no more projects meet the minimum funding criteria.

If the next ranked project is more expensive than the amount of funding left, that project will not be funded. The funding will be allocated to the next highest scoring project which costs within the amount of funding remaining.

If two or more projects score identically overall, the ranking will be decided based on the following criteria, in priority order:

- Project cost (lowest first)
- Time to deliver (shortest duration first)
- Impact on climate change targets and/or UK security of supply (highest assessed score first)
- Project plans (highest assessed score first)

If projects are tied on all of these criteria, the ranking will be decided randomly (e.g. flipping a coin for two projects, drawing out of a hat for a tie between more projects).

For EEF9, £1 million will be preferentially allocated to Cornwall-based projects as part of the G7 legacy. Cornwall-based projects will be ranked in a separate list and this funding allocated first, following the same principles described above. Further details can be found in Section 4.

3.4 Notification and feedback

All applicants will be informed by email whether their application has been successful or unsuccessful. Grant awards for successful applications are subject to compliance with the terms and conditions of the Conditional Offer that will be received.

Feedback

All applicants will receive a short summary of key feedback regarding their applications irrespective of whether they are successful or not. BEIS aims to have provided all feedback to applicants once all applications have been reviewed, assessed, and moderated. Feedback will be given at the same time the successful/unsuccessful letters are sent to the applicants.

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A short summary of key feedback regarding the applications will be provided to all applicants, this feedback will be based on the summary comments of the Assessment Stage. No additional feedback will be provided and there will be no further discussion on the application.

The feedback from the assessors is intended to be constructive. Comments are not a check list of points which must be answered or argued in a resubmitted application as the assessors may be different and it is your decision as to whether you act on the suggestions made.

Right of appeal

There is no right of appeal – the reviewers' scores are final – so it is important that you make any points you wish to make clearly and concisely in the application form.

3.5 Grant award

Due diligence

Following notification of a successful application, the eligible costs of proposals will be checked, and the company's financial viability confirmed (see Section 7 for more detail). Any funding pre-requisites identified will be conditions of the grant. It will be a requirement before issuing the grant to show that a clear credible plan exists to raise the required match funding for the project. Where due diligence checks identify any issues with the project which were not clear from the application documents or which may impact on the successful delivery of the project, BEIS reserves the right not to proceed to the Grant Offer Letter stage.

Successful applicants will be given the opportunity to discuss the Grant Offer Letter with an official from BEIS to explain the conditions of the letter and respond to any queries which the applicant may have at this stage.

Project monitoring officers

Successful applicants will be assigned a Project Monitoring Officer (PMO). The PMO will then become the project's main point of contact. PMOs are ultimately responsible for reviewing and approving evidence at milestones claims so that invoices may be paid by BEIS finance. Therefore, projects will be required to have regular contact with their PMO; the project lead should report progress and raise any issues with project delivery to their PMO.

4 Funding for Cornwall-based projects in EEF 9

Following the Prime Minister's announcement to create a G7 legacy in Cornwall[1], up to £1 million from this round of EEF will be prioritised for projects based in Cornwall. The Cornwall-based projects will be assessed according to the same assessment criteria as all other EEF applications and must meet the same minimum thresholds.

[1] https://www.gov.uk/government/news/pm-announces-new-funding-for-cornwall-to-create-a-g7-legacy-for-the-region

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4.1 Eligibility criteria

To be eligible, at least 75% of project activities must take place in the geographical boundary of the county of Cornwall. Furthermore, at least 50% of all project activities must be undertaken by a commercial lead project partner in Cornwall. The definition of how project activities are counted can be found in Section 2.1. By commercial we mean businesses who aim to make a profit for the benefit of investors in the business based on the sales of goods or the provision of services.

Projects must also meet all the eligibility criteria for EEF, found in Section 2.

4.2 Funding allocation process

To award the preferential funding, Cornwall-based projects will be placed in a ranked list according to their assessed scores. In the event of a tied overall score, the ranked order will be determined in the same way as for other EEF projects, described in Section 3.3.

The £1m will be allocated starting with the highest scoring project which scores over the minimum 60% threshold. Remaining funding will be allocated to the next highest ranked Cornwall-based projects in order, until the £1m has been allocated or until no more projects meet the minimum funding criteria.

Following the process for all EEF projects described in Section 3.3, if the next ranked project costs more than the available funding, then that project will not be funded through the priority funding for Cornwall. The funding will be allocated to the next highest Cornwall-based project which costs less than remaining funding available and meets the minimum funding requirements.

If there is money remaining after allocating to eligible Cornwall-based projects or if no Cornwall-based projects meet the assessment threshold, that funding will be used to fund eligible EEF applications based elsewhere in the UK. Funding will not be rolled over to any future EEF rounds.

If there are additional Cornwall-based projects which are not awarded funding through the £1m preferential allocation for Cornwall, these projects will then be considered alongside other eligible EEF applications for funding in the normal way, described in Section 3.3.

5 Acceleration Support Services

All successful EEF applicants must accept Acceleration Support Services alongside their project, this is a condition of the grant. Grant recipients are required to co-operate with both the Acceleration Planning Session and the Acceleration Manager who will oversee the delivery of the acceleration support. This support will focus on helping the applicant to prepare commercial plans and actions that will increase the chance of successfully bringing the innovation to market or reduce the time to market.

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The Acceleration Support Services will be provided by The Carbon Trust and their partners. BEIS will confirm to the successful applicants when you will be contacted by The Carbon Trust to arrange your Acceleration Planning Session; this introduction usually takes place after the Grant Offer Letter has been signed.

The starting point for acceleration support is to consider the current stage of commercial preparation and identify (with the applicant) critical next steps, business strengths and gaps, benchmarked for the stage of the individual business across all key capabilities namely:

- Market understanding
- Business development and sale
- Strategy and Business Planning
- Technology
- Product
- Supply chain and operations
- Team
- Funding and investment readiness

The Carbon Trust and their partners will support the successful applicants in the development of the appropriate knowledge and skills. This may include but will not be limited to services such as:

- Market research, segmentation, and validation of market requirements
- Assistance to determine route to market and engaging industrial partners
- Intellectual property advice
- Evaluating alternative commercial strategies and support with business planning
- Investment readiness/fund raising support

Any failure or refusal to support this element of the programme will result in termination of the grant. Participants will also be asked to collaborate in monitoring and evaluation activities and to provide feedback on support provided through the programme.

6 Funding levels and subsidy requirements

DISCLAIMER: While BEIS will operate within the UK-EU Trade and Co-operation Agreement (TCA) requirements and World Trade Organisation (WTO) rules, we may decide to offer lower levels of funding than the maximum permitted under the rules; additionally, the funding rules set out in this Guidance Document for the Energy Entrepreneurs Fund Phase 9 are specific to this Competition only.

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6.1 Subsidy control

The EEF 9 will support successful applicants through subsidies awarded in the form of grants towards the eligible costs of the proposal. Since 1 January 2021, public authorities must comply with our international commitments on subsidies in the UK-EU TCA, and other trade agreements, as well as the WTO rules on subsidies[2]. Subsidy rules dictate the types of costs that applicants can claim grant support for, as well as the maximum level of grant funding that they can receive which may differ by organisation type, size, and location.

Rules in Scope for subsidies in Northern Ireland Protocol

The rules set out in this document apply equally to all applicants from England, Wales, Scotland and Northern Ireland that are eligible to receive funding. Grants awarded to applicants and partner organisations from Northern Ireland will also be subject to scrutiny from the European Commission in accordance with Article 10 of the Northern Ireland Protocol in the UK/EU Withdrawal Agreement[3].

If the European Commission considers a business or any undertaking to have been incorrectly in receipt of grant funding, that undertaking is likely to be required to repay any aid received to the value of the gross grant equivalent.

6.2 Subsidy categories

The size and type of funding that the project can receive will depend upon the type of lead company and which aid category they qualify under. This scheme operates under two different categories for aid. The two categories for aid are Aid for start-ups and Aid for research and development. The different subsidy categories and their eligibility criteria are described in this section, while the different levels of funding can be found in Section 6.4.

If you're a sole applicant, you can apply for either:

- Aid for start-ups
- Aid for research and development projects

Consortia must apply for Aid for research and development projects.

Aid for start-ups

You can apply for Aid for start-ups if you meet all the following criteria. Your company

- is a small or micro business (see Section 6.3 for definitions)
- has existed for fewer than 5 years since the date you were registered with Companies House

[2] https://www.gov.uk/government/publications/complying-with-the-uks-international-obligations-on-subsidy-control-guidance-for-public-authorities
[3] https://www.gov.uk/government/publications/complying-with-the-uks-international-obligations-on-subsidy-control-guidance-for-public-authorities/technical-guidance-on-the-uks-international-subsidy-control-commitments#section7

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- has not been listed on any stock exchange
- has not been formed through a merger or takeover, or taken over another business
- has not paid out profits to shareholders through dividends yet
- has spent at least 10% of turnover on research and development in at least 1 of the past 3 years (if you're a start-up with no turnover yet, you must have this validated by an independent party)

Companies that are successful in receiving funding and that have indicated that they are eligible for funding under this subsidy category, may additionally be asked to provide a copy of their business plan prior to the final award letter being issued.

If your company does not meet all of these criteria, then you must apply for Aid for research and development.

Aid for research and development

You should apply for Aid for research and development if your company does not meet the criteria for Aid for start-ups or if you are applying as part of a collaboration.

6.3 Organisation types

Business

A business is defined as an organisation undertaking economic activities. Businesses are categorised as micro, small, medium, or large determined by both their:

- staff headcount
- either turnover or balance sheet total

Company category	Number of full-time employees	Annual turnover	Balance sheet total
Micro	< 10	≤ £2 million	≤ £2 million
Small	< 50	≤ £9 million	≤ £9 million
Medium	< 250	≤ £45 million	≤ £39 million
Large	≥ 250	> £45 million	> £39 million

For EEF9 projects who wish to qualify for the preferential funding for Cornwall-based projects, the lead partner must be a commercial entity. By commercial we mean businesses who aim to make a profit for the benefit of investors in the business based on the sales of goods or provision of services.

Research organisation

When referring to research organisations, BEIS uses the following definition:

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'research and knowledge dissemination organisation' or 'research organisation' means an entity (such as universities or research institutes, technology transfer agencies, innovation intermediaries, research-oriented physical or virtual collaborative entities), irrespective of its legal status (organised under public or private law) or way of financing, whose primary goal is to independently conduct fundamental research, industrial research or experimental development or to widely disseminate the results of such activities by way of teaching, publication or knowledge transfer. Where such entity also pursues economic activities, the financing, the costs, and the revenues of those economic activities must be accounted for separately. Undertakings that can exert a decisive influence upon such an entity, for example in the quality of shareholders or members, may not enjoy a preferential access to the results generated by it.

Within this competition, this means:

- universities (higher education institutions)
- non-profit research and technology organisations (RTOs), including Catapults
- public sector organisations (PSO)
- public sector research establishments (PSRE)
- research council institutes
- research organisations (RO)
- charities

This list is not comprehensive and is subject to change and exceptions.

6.4 Funding levels for Aid for Start-ups

Applicants to the scheme are eligible to receive up to £1m of grant funding for a project under Aid for start-ups if they meet the criteria described in Section 6.2. Applicants within this subsidy category requesting grant funding of up to and including £500,000, will be required to demonstrate 10% of their total eligible project costs for their match funding. Applicants within this subsidy category requesting grant funding of over £500,000 will be required to demonstrate 20% of their total eligible project costs for their match funding. The maximum amount of aid they can apply for and the minimum company contribution that can be provided for a project is summarised in the table below.

Aid for start-ups for all applications

Grant funds requested	Minimum company match funding	Maximum aid toward eligible project costs
≤ £500,000	10% of the total eligible project costs	90% of eligible project costs
> £500,000	20% of the total eligible project costs	80% of eligible project costs

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For example, a small innovative start up could apply under this category for a project with a total eligible project cost of £300,000. The maximum amount of aid they could apply for is 90% of those total project costs, so the largest grant value they could request for this project is £270,000. The minimum company match funding that they would be required to contribute is 10% of the eligible project costs, which is £30,000 in this example.

6.5 Funding levels for Aid for research and development

In the Aid for research and development category, the amount of grant funding available and minimum company match funding requirements depend on the type of project, the size of the organisation, and whether you are applying as a sole applicant or part of a consortium. The tables below summarise the different funding levels available under each category for sole applicants and for consortia. The types of projects are described in Section 1.

Note that universities cannot claim more than 80% of their full economic costs calculated using the Transparent Approach to Costing (TRAC) methodology.

Aid for research and development for sole applicants

Project type	Organisation size	Minimum company match funding	Maximum aid towards eligible project costs
Industrial research	Micro/small	30%	70%
	Medium	40%	60%
	Large	50%	50%
Experimental development	Micro/small	55%	45%
	Medium	65%	35%
	Large	75%	25%
Feasibility study	Micro/small	30%	70%
	Medium	40%	60%
	Large	50%	50%

For example, a small company that does not qualify for Aid for start-ups could apply under Aid for research and development for an industrial research project with a total eligible project cost of £1,200,000. The maximum amount of aid they could apply for is 70% of those total project costs, so the largest grant value they could request for this project is £840,000. The minimum company match funding that they would be required to contribute is 30% of the eligible project costs, which is £360,000 in this example.

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Aid for research and development for consortia

Project type	Size of largest organisation	Minimum company match funding	Maximum aid towards eligible project costs
Industrial research	Micro/small	20%	80%
	Medium	25%	75%
	Large	35%	65%
Experimental development	Micro/small	40%	60%
	Medium	50%	50%
	Large	60%	40%
Feasibility study	Micro/small	30%	70%
	Medium	40%	60%
	Large	50%	50%

For example, a consortium made up of two micro enterprises and one medium sized enterprise could apply for an experimental development project with a total eligible project cost of £250,000. The largest organisation is the medium sized enterprise, so the maximum amount of aid they could apply for is 50% of those total project costs and the largest grant value they could request for this project is £125,000. The minimum company match funding that the consortium would be required to contribute is 50% of the eligible project costs, which is £125,000 in this example.

6.6 Public funding considerations

When considering levels of aid intensity (described above), public funding includes the grant and all other funding from, or which is attributable to, other government departments, UK public bodies, other Governments or Government organisations. Such funding includes grants or other subsidies made available by those bodies or their agents or intermediaries (such as grant funded bodies).

In applying to this call you must state if you are applying for, or expect to receive, any funding for your project from public authorities (in the UK or elsewhere). Any other public funding will be cumulated with BEIS funding to ensure that the public funding limit and the aid intensity levels are not exceeded for the project.

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Whilst BEIS will check the information provided to try and ensure that applicants meet the requirements of the subsidy categories, applicants should establish that they fall within the aid rules before submitting applications. BEIS requires applicants to notify them of any change to situation or circumstance during the project.

If there is a breach of aid requirements, for whatever reason, BEIS will require repayment of any grant received, including interest, above that which was due. In this situation, applicants will be required to repay all funding received. It is essential to ensure that the total grant funding for the project from public sources does not exceed the permitted percentages stated for the relevant subsidy category.

As part of the assessment process, the added value and additionality of public funding will be assessed and applicants will need to demonstrate why public funding is required to deliver this project.

7 Project plans, finances, and viability

7.1 Project timeline

All projects must be financially complete by 31st March 2025. All projects must submit a detailed Gantt chart (template provided) as part of their application, which details the project timeline, work packages, and the project milestones.

7.2 Project lead organisation

BEIS specifies that there should only be one lead company assigned to each project proposal. Grant Offer Letters for successful applicants will be made out to the delegated lead company and as such BEIS is only responsible for making claim payments to the delegated project lead. Payments to collaboration partners or sub-contracts are the responsibility of the lead company.

BEIS require that all partners in a collaborative application have signed a Collaboration Agreement (CA) prior to a Grant Offer Letter being awarded. The CA should as a minimum specify the work division, intellectual property arrangements, and a dispute rectification process. BEIS will, in event of a dispute between partners, look for that dispute to be resolved within the terms of the CA.

7.3 Project costs

All applicants must complete the Energy Entrepreneurs Fund Project Cost Breakdown Form (template provided) detailing their expected quarterly expenditure and spending profile for the project. Further details about this form can be found in Part 2 of this document. You should complete a single form covering your entire project and including all of your partners, clearly identifying which costs relate to which partner.

WITHDRAWN

During the assessment of applications, the project costs and plans that are submitted as part of the application process will be assessed along with the answers to the questions on the application form to ensure they are what might be reasonably expected.

The eligibility of all costs under subsidy rules and the financial viability of your organisation will be checked following the decision to pre-select an applicant but before a formal offer is made. Being contacted for this information does not indicate either success or failure in the assessment process.

While BEIS understands that project costs are subject to change prior to agreeing a Grant Offer Letter and throughout the course of the project, we do expect the final version of the Project Cost Breakdown Form to be our guide to project expenditure through delivery, and costs should not vary significantly from this without prior agreement from BEIS.

7.4 Eligible costs

Eligible Costs

Eligible costs are defined as the following:

- Personnel costs: researchers, technicians and other supporting staff to the extent employed on the project;
- Costs of instruments and equipment to the extent and for the period used for the project. Where such instruments and equipment are not used for their full life for the project, only the depreciation costs corresponding to the life of the project, as calculated on the basis of generally accepted accounting principles are considered as eligible;
- Costs for of buildings and land, to the extent and for the duration period used for the project. With regard to buildings, only the depreciation costs corresponding to the life of the project, as calculated on the basis of generally accepted accounting principles are considered as eligible. For land, costs of commercial transfer or actually incurred capital costs are eligible;
- Costs of contractual research, knowledge and patents bought or licensed from outside sources at arm's length conditions, as well as costs of consultancy and equivalent services used exclusively for the project;
- Additional overheads and other operating expenses, including costs of materials, supplies and similar products, incurred directly as a result of the project.

Ineligible costs

Under no circumstances can the grant be claimed or used:

- For activities of a political or exclusively religious nature;
- In respect of costs reimbursed or to be reimbursed by funding from other public authorities or from the private sector;
- In connection with the receipt of contributions in kind (a contribution in goods or services as opposed to money);

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- To cover interest payments (including service charge payments for finance leases);
- For the giving of gifts to individuals, other than promotional items with a value no more than £10 a year to any individual;
- For entertaining (entertaining for this purpose means anything that would be a taxable benefit to the person being entertained, according to current UK tax regulations);To pay statutory fines, criminal fines or penalties; or
- In respect of VAT that you are able to reclaim from HM Revenue and Customs.
- You cannot claim any costs for the project prior to the signing of the Grant Offer Letter, this includes any costs or expenses incurred in preparing your bid. BEIS is unable to fund retrospective work on projects.

Sub-contract use

You will be expected to state and justify in your project application the amount of sub-contract funding (if any) within the expected spend of the project. You will be expected to explain the necessity for this spend as opposed to the addition of collaboration partners within the project proposal.

BEIS would not normally expect to see contractors in key posts, e.g. CEO, FD, etc. included in applications. Exceptionally, where BEIS is willing to provide a grant which covers the cost of staff in key posts, the day rate attributed to each member of key staff within the project must be agreed with BEIS at the outset and cannot be varied without written agreement.

Overhead rates

Overheads (indirect costs) are defined as all those eligible costs that cannot be identified and calculated by the grant recipient as being directly attributed to people working on their Energy Entrepreneurs Fund project.

BEIS normally calculate overheads as a fixed percentage of all direct labour costs at 20%, but in exceptional circumstances, that must be fully detailed in the application, BEIS may pay overhead rates between 10% and 40%. It is up to the applicant to justify why the standard overhead rate is not applicable to their project based on the nature off the work and we will look at the strength of these arguments in assessing the application.

The overhead rate is agreed with BEIS before the Grant Offer Letter is issued and cannot be changed during the work.

Costs incurred by university partners

We welcome university partners when they can add value, but as with other Government funding bodies funding higher education institutions, BEIS will not pay more than 80% of the Full Economic Costs (FEC) calculated using the Transparent Approach to Costing (TRAC) methodology. Any applications requesting items that would ordinarily be found in a department, for example non-specialist computers, should include justification.

WITHDRAWN

Non-university Government-funded RTOs e.g., catapults, can claim up to 100% of project costs so long as they do not claim any central funding from government for research. As part of the value for money criteria, applications will be assessed as whether having a RTO as part of the consortium offers value for taxpayers.

7.5 Financial viability checks

BEIS will undertake financial viability checks on all successful applicants. Where appropriate, these will include looking at the latest independently audited accounts filed on the Companies House database.

Where an organisation is not required to file accounts with Companies House, other financial information may be requested to enable an appropriate financial viability review to be undertaken. We will be looking for evidence of your ability to resource the project appropriately, so the information we request will be focused on understanding how your organisation operates in this respect.

Before your project starts, BEIS will ask for credible evidence that you have the funding mechanisms in place to manage your cash flow across the life of your project. This could include letters of credit, letters of intent to invest from individuals or organisations or other such mechanisms. We do not expect you to have cash deposits to cover the entirety of your project at the start. If you do not complete your project due to cash flow problems that you could have anticipated and managed, we may request repayment of any grant already issued to you.

BEIS will not make payments in advance of need. BEIS understands, however, the difficulties which small businesses may face when financing this type of project. BEIS will explore cash flow issues with the applicant as part of developing the financial and milestone profile within the Grant Offer Letter. BEIS will offer flexibility in terms of profiles and payments, within the confines of the requirements for good use of public money within which it operates.

7.6 Grant use

Companies should note that the grant may not be used to subsidise commercial activities and that where BEIS awards a grant for the purpose of the development of commercially usable prototypes or pilot projects, any revenue generated from such commercial use will be deducted from the grant (and, where the grant has already been paid, will be required to be returned to BEIS).

8 Confidentiality and Freedom of Information

Where any request is made to BEIS under the Freedom of Information Act 2000 (“FOIA”) for the release of information relating to any project or applicant, which would otherwise be reasonably regarded as confidential information, then BEIS will notify you of the request as soon as we become aware of it. An applicant must acknowledge that any lists or schedules provided by it outlining information it deems confidential or commercially sensitive are of

WITHDRAWN

indicative value only and that BEIS may nevertheless be obliged to disclose information which the applicant considers confidential.

As part of the application process all applicants are asked to submit a public description of the project. This should be a public facing form of words that adequately describes the project but that does not disclose any information that may impact on Intellectual Property (IP), is confidential or commercially sensitive. The titles of successful projects, names of organisations, amounts awarded, and the description of the project may be published once the award is confirmed as final.

All assessors used during the assessment of applications will be subject to a confidentiality agreement.

Media engagement

BEIS may wish to publicise the results of the scheme which would include engagement with the media. At the end of the application and assessment process, BEIS may issue a press release or publish a notice on its website. These may, for example, outline the overall results of competitions and describe some of the projects to be funded.

Some organisations may want their activities to remain confidential and you will be given a chance to opt out of any involvement in media relations activity and further case study coverage of projects, should you see this as being necessary. However, the public description of the project you provide in your application will be made available in the public domain if your application is successful, and you are not able to opt out of the project description being published.

Any organisation that wishes to publicise its project, at any stage, must contact the Programme Lead of the Energy Entrepreneurs Fund at BEIS before doing so.

WITHDRAWN

Part 2: Completion of the Application

9 Application form and assessment criteria

All applications will be considered against the assessment areas and ranked against each other. The online application form and guidance notes are designed to inform you about the types of information you should provide to BEIS for your proposal to be assessed.

We will select projects that offer the best value for money overall based on their assessment against the criteria outlined in this section. The projects will be scored using assessment rubric set out in the table below. Projects must score a minimum of 60% (based on total score) to be eligible for funding.

Score	Description
1	Not Satisfactory: There is no evidence to very little evidence that the question has been satisfactorily answered and major omissions are evident.
2	Partially Satisfactory: There is little evidence that the question has been satisfactorily answered and some omissions are evident. Much more clarification is needed.
3	Satisfactory: There is reasonable evidence that the question has been satisfactorily addressed but some omissions are still evident and further clarification is needed.
4	Good: The question has been well addressed with a good evidence base, with only minor omissions or lack of clarity
5	Excellent: There is clear evidence that the question has been completely addressed in all aspects, with question answered clearly, concisely with a strong evidence base.

For the avoidance of doubt, the individual questions listed under the headings below do not constitute assessment sub-criteria but are an indication of the kinds of factors that will be considered in assessing each aspect of a proposal.

We will select projects that offer the best value for money taking account of the following areas.

WITHDRAWN

1. Business Proposition: Market and Competitive Landscape (7.5%)

Question

What are the business opportunities/market problems that this innovation and project address?

- Describe the first target market for your innovation, including the size of the market. Describe the specific market sub-sectors that will be the initial target markets for your innovation in the first three years of commercialisation.
- Describe the problem that your innovation overcomes for the target market(s) and the consumer value proposition.
- Describe the Unique Selling Point of your innovation that enables you to differentiate it from the competition and gives you a market edge over existing completing solutions or technologies.
- Describe what independent justification or market research you have to substantiate all of the above information.

Scoring Guide

You should give a pitch for your innovation in this section.

Strong answers will

- Highlight what makes it better than existing technology, possible uses, and its business potential.
- Describe competing products, services, and processes and how your innovation improves on these
- Describe who you might sell your product to, including the main industries which could use your innovation and if they are located locally, regionally, nationally, or internationally
- Estimate the sales you could reasonably expect from your target market, supported by describing existing or potential customers and estimated value of your target marketplace
- List the organisations which offer products or services similar to your innovation, which you know of

Factors our assessors will consider include but are not limited to

- Does your innovation solve a clear problem and have a unique selling point?
- Are the market need and overall business opportunity realistic and compelling?
- How large is the addressable market and what is the ease of market penetration?

WITHDRAWN

2. Business Proposition: Business Model and Route to Market (7.5%)

Question

How will the outcomes of the project be commercially exploited?

- Describe the business model that your company will use to generate value from the innovation (i.e. how will you generate revenue?)
- Describe the likely route to market for your innovation
- Describe and quantify the potential sales pipeline for your business based on the target markets described in Question 1

Scoring guide

You should outline how you intend to make money from your innovation. This includes how you'll sell it to customers and your business model.

Strong answers will

- Provide details about products, services, or applications you will sell, including the pricing and how you will grow your market share
- Describe how you will see your innovation to customers, for example through direct sales, sales through third parties, subscription models, one-off sales, contracts, etc.
- Describe how the project could change your business if it is successful, for example through increased turnover or profits, needing to take on more staff or subcontractors, moving to a new site or opening additional sites

Factors our assessors will consider include but are not limited to

- Have you identified your business model and route to market?
- Does your proposed business model fit with your current development stage?
- Is your business model realistic, and does it make sense?
- Can you make money from the project's outcomes?
- Do you understand your marketplace's potential?
- Have you predicted a realistic number of sales?
- Does the route to market and business model make sense?

WITHDRAWN

3. Innovation, development of technology and performance (15%)
Question What is the current status of your technology and what has been completed or proven to date? • State the current technology readiness level (TRL) of your innovation, and state what TRL you expect to reach by the end of the project (Please see the Appendix for further information on TRLs) • Describe how the technology that you are proposing to develop is innovative compared to those already commercially available. If appropriate, please include a photograph and/or schematic as a separate attachment • Describe your plan for overcoming the technical challenges of the innovation
Scoring guide You should describe your project's current stage of development. Give as much detail as possible and use evidence to prove your claims when you can. Strong answers will • Justify the estimates for the current TRL and expected level by the end of the project • Explain the technical innovations and differences compared to existing products • Outline any obstacles and how you plan to overcome the technical challenges • Describe or provide evidence to justify claims You can find more information about Technology Readiness Level in the Appendix. Factors our assessors will consider include but are not limited to: • Does your innovation's TRL reflect your work and costs to date? • Does your innovation improve on existing or competing products or services? • How likely is it that the technical challenges and obstacles will occur and will you be able to overcome the technical challenges? • How significant is the potential advantage which this innovation offers over existing solutions or alternative technologies that can meet current market needs?

4. Cost and performance pathway (10%)
Questions 4.1 Select the area of benefit from the list which best fits your technology

WITHDRAWN

4.2 Complete and upload the cost and performance pathway spreadsheet. Provide supporting information to the figures you have provided in the spreadsheet.

- Justify the current cost and performance of your technology; the expected cost and performance of your technology at the end of the project; and target costs and performance for your technology at scale
- Include a comparison of your technology costs and performance (now, end of project, future targets) versus incumbent technologies in the market.
- Describe the assumptions made to support your sales and gross profit margin figures, including how your gross margin is sufficient to cover overheads.

4.3 Describe any infrastructure your innovation may require, including information on how these may change over time or with scale, for example

- Site location and description
- System integration, inputs, or conditions

4.4 Describe any negative environmental impact directly or indirectly resulting from your innovation and include how these may vary over time or with scale, for example

- Emissions
- Noise or vibration
- Visual intrusion

4.5 Describe any regulatory requirements critical to the success of commercialising innovation, including how these may vary over time or with scale, for example

- Planning consents
- Environmental permits
- Safety policies and procedures
- data storage and security
- Other industry specific requirements

Scoring guide

You should outline how your innovation performs, including how it compares to technology which is currently available, and the future path for your innovation.

Strong answers will

- Support the claims and figures in the Cost and Performance Pathway Spreadsheet in the text
- Compare how the innovation performs with currently available technology
- Demonstrate the potential commercial viability of the innovation

WITHDRAWN

- Describe the facilities you need for your project and how they may change
- Describe any potential negative environmental impacts, including potential mitigations
- Describe any regulations, standards, or requirements that are critical during the project and for future commercialisation plans and describe efforts to comply with these

Factors our assessors will consider include but are not limited to:

- How innovative is the project and is it a simply improvement on an existing product?
- Does your project show potential for commercially viable costs?
- Will your project help reduce the innovation's cost and/or improve on the performance?
- Do the facilities and infrastructure needs appear reasonable for the innovation?
- Are the potential negative environmental impacts as expected for the innovation, are any negative impacts not considered?
- Are the relevant regulatory requirements well understood for the innovation and are the appropriate actions in place?

5. Impact on Climate Change Targets and/or Security of Supply (15%)

Question

How will the innovation have an impact on carbon targets and/or security of supply and over what timescale?

- Detail general benefits of your innovation in relation to climate change or UK energy supply
- Detail the innovations potential impact on 2050 Net Zero targets
- For a single unit of your product or service, estimate the tonnes of carbon saved and compare this against the estimated unit costs (given in Question 4) to give a price/tonne of carbon saved (state all assumptions).
- Please state the carbon/greenhouse gas emissions savings that your product/service could enable once it is established in the marketplace. Please state the market penetration, sales volume, and timeframe assumptions you have used.

WITHDRAWN

Scoring guide

You should describe your project's potential impact on climate change or the UK's security of energy supply. Give as much detail as possible and use evidence to prove your claims when you can.

Strong answers will

- Describe the benefits of the innovation, particularly the
- Explain how the innovation could help achieve the 2050 Net Zero targets in the UK
- Calculate a price per tonne of carbon saved using your innovation
- Estimate the greenhouse gas emissions savings when the product is established at scale, basing the prediction on carbon savings per unit, potential market size, and expected sales
- State and justify all assumptions

Factors our assessors will consider include but are not limited to:

- To what extent does the proposed project offer a potential impact or contribution toward the UK's 2050 Net Zero targets?
- To what extent does the proposed project offer a potential impact on UK security of energy supply?
- How strong is the case for reducing the costs of meeting the UK's emissions targets?
- Are the relative carbon savings comparable, or a step change against existing processes and technologies?

6. Project Plans (10%)

Question

Describe the scope of the work, key work packages, and milestones for the project.

- Describe and justify the technical approach which is being taken to develop and demonstrate the technology
- Describe the work packages and key deliverables that will be achieved in the project and when you expect to achieve them
- Submit a detailed Gantt chart with your application to complete this section

WITHDRAWN

Scoring guide

You should describe your project plan, including practical steps and actions you will take to develop your innovation. Complete the Gantt chart template with your project plan and upload it in this section. Give as much detail as possible and use evidence to prove your claims when you can.

Strong answers will

- Justify why the technical approach taken is suitable and how this approach will be achieved through the planned work packages
- Explain important deliverables and milestones, including when you expect to reach them and what you need to do to reach them. These could include producing a working prototype, proving a theory, running a test in a real-world environment, obtaining a patent, points for go/no-go decisions, or many other critical stages for your project.
- Explain how important milestones or work packages depend on other factors in the project

Factors our assessors will consider include but are not limited to:

- Is the technical and methodological approach appropriate to the needs of the project and are the innovative steps achievable through the proposed approach?
- Is the project plan sufficiently detailed in comparison to the complexity of the project?
- Is the timing of key milestones realistic?

7. Project success factors, risks, and management (7.5%)

Question

Describe the project success factors, risks, and risk management strategy.

- Describe the top three critical success factors for this project and how these success factors will be measured
- Describe the top three challenges to delivering this project
- Please provide a risk register covering key commercial, technical, regulatory, operational, environmental risks, including how these will be monitored and managed
- Summarise how these key risks will be monitored and managed

WITHDRAWN

Scoring guide

You should describe how you will judge your project's success and manage the project risks. Complete the risk register template and upload with your application. Give as much detail as possible and use evidence to prove your claims when you can.

Strong answers will

- Explain the critical success factors, how they relate to the innovation and/or the project, how they will be measured
- Explain the highest priority challenges to project delivery, including a plan for managing or overcoming these challenges
- Explain the key risks to the project success, how likely they are, and how you plan to monitor, manage, and mitigate them

Factors our assessors will consider include but are not limited to:

- How important are the critical success factors to the project?
- Have the challenges been sufficiently described and can these challenges be realistically addressed during the project?
- Have the risks been assessed realistically and is the risk management strategy appropriate?

8. Project funding (10%)

Question

You must complete and upload the Project Cost Breakdown Form for EEF. Please use this section to explain the information you have given in the form.

- Provide detail of the source(s) of your match funding. Match funding is the minimum amount you must pay toward your eligible project costs. More information can be found in the guidance Part 1 Section 6.
- Justify why you are using subcontractors instead of an additional project partner, if relevant
- Justify your overhead costs if they are higher than 20%

WITHDRAWN

Scoring guide

You should complete the Project Cost Breakdown Form and explain the figures in the text. Give as much detail as possible and use evidence to prove your claims when you can.

More information about how to fill out the Project Cost Breakdown Form can be found in the next section.

- Strong answers will
- Explain the sources of match funding, how certain these are, and when you expect to receive them if you do not have it already.
- Justify subcontract use and overhead costs if necessary
- Explain important underlying assumptions

Factors our assessors will consider include but are not limited to:

- Is the budget realistic for the scale and complexity of the project?
- Is the budget breakdown realistic?
- Do the work packages align with the predicted spend profile shown on the project cost breakdown form?

9. Value for Money (10%)

Question

BEIS aims to fund projects which offer good value for money for the UK taxpayer. In this section, you should demonstrate value for money showing

- The total invested in the innovation to date, given by category, for example grant funding, own cash invested, external funding received/invested, non-cash investment (personnel, resource, etc.). For each investment, please give a high level breakdown of what has been achieved to date.
- All grant funding currently being applied for, including funding body, project/activity funded, amount, and date.
- Explain what would happen to the project without EEF funding, outlining the extent to which any of this project would still occur and why.

WITHDRAWN

Scoring guide

Strong answers will

- Explain why your project offers good value for the government's investment
- Describe all previous investments in the innovation and how they have helped achieve progress to date
- List the other sources of funding you are currently applying for
- Explain why your project would not be able to go ahead without public support and what would happen the project and the match funding contribution if it does not
- Outline the barriers currently stopping the project from going ahead and how EEF funding can overcome these barriers

Factors our assessors will consider include but are not limited to:

- Does this project offer good value for UK taxpayer money?
- Have previous investments in this innovation resulted in good progress?
- How strong is the case for added value of public funding?

10. Experience and Skills (7.5%)

Question

Please describe the relevant skills and experience that will enable successful project delivery

- Detail the main people involved in the project, including both lead and partner organisation personnel if relevant. Please upload relevant CVs for these individuals.
- Detail your approach to filling any skills or expertise gaps in your lead or partner organisation that will be required to successfully deliver the project.
- Highlight any relevant industry contacts, supply chain relationships, or subcontractors that will allow you to complete your project.

WITHDRAWN

Scoring guide

Strong answers will

- Include relevant experience, sector expertise, and/or academic background for all people who are critical to delivering the project
- Identify any gaps in the project team and explain the plan to address these gaps
- List relevant important contacts and relationships that will aid in project delivery, for example current suppliers, suppliers you have approached, contacts you have worked with before, professional or industry groups you belong to, etc.

Factors our assessors will consider include but are not limited to:

- Does the business have the right available mix of skills and experience to deliver the project successfully?
- Do you have the right contacts and relationships to deliver the project?
- Is the use of subcontractors appropriate? Where they are being used, does the management team have experience managing external contractors?

10 Supplementary Forms to Upload

10.1 Cost and performance pathway

This form should be uploaded as part of Question 4.

Field	**Guidance**
Unit size of innovation	You should specify the unit size of the innovation at each stage. This can be any unit of measurement that best suits your innovation and technology area.
Performance of the innovation per unit	You should specify the estimated performance of the innovation at this size, using industry standard metrics where possible.
Cost per unit	Estimate the cost in GBP of production of each unit of the innovation at the unit size of innovation
Price per unit	Estimate the price in GBP that you could sell each unit of your innovation for.
Anticipated sales	Estimate the number of units of the innovation you anticipate you will sell at each time point, if applicable

WITHDRAWN

Estimated gross profit margin	Do not enter anything in this column. There is already a formula which will automatically calculate based on the other values you enter

10.2 Gantt Chart

This form should be uploaded as part of Question 6.

Field	**Guidance**
Task name	Enter the type of activity that you need to do in this column. For instance, research, analysis, development, testing, administration. We expect this will correspond to your project work packages.
Sub-task name	Enter a more detailed description of the activity related to the task or work item. You can also include key deliverables and milestones as sub-tasks.
Dates	Update the column headers to reflect your project dates. This template Gantt chart is split into quarter years. You can use months, weeks or days instead if that is more appropriate for your project. Then fill in the cell(s) corresponding to the date range of each task or subtask. Add additional rows and columns as necessary.

10.3 Risk Register

This form should be uploaded as part of Question 7.

You should consider risks and issues of the following types: Operational, Commercial, Technical, Personnel, Health and Safety, Regulatory, Financial, etc.

BEIS recognises that projects of this type are inherently risky. However, it seeks assurance that the projects it funds have adequate arrangements for managing this risk.

WITHDRAWN

Field	Guidance
Risk description	Enter the details of the potential risk to your project. Many factors could present a risk to your project. Every project will have different risks.
Likelihood (low, medium, high)	Select the how likely this risk is to occur. • Low: < 30% • Medium: 30% – 70% • High: > 70%
Description of impact	Describe the potential impact of the risk occurring. Impacts could include: • delays to reaching important milestones • going over your budget • needing to find other suppliers • having to replace equipment • stopping the project altogether
Level of impact (low, medium, high)	Select the level of impact this would have on the project if it occurs. • Low: minimal impact on timing and quality of project delivery • Medium: project achieves some but not all objectives and deliverables • High: project may not be completed successfully or would only be completed with delays lasting months or more
Mitigation	Describe what measures you'll take to prevent this risk from happening, or minimise its impact if it does occur Common examples of risk mitigation include: • work processes and procedures • insurance policies • legal agreements between you and partners, suppliers, or contractors • contingency plans
Mitigation risk assessment (red, amber, or green)	Select a risk factor appropriate to the information you've given in the previous columns. The examples are below are for guidance. You should use your own judgement to classify a risk.

WITHDRAWN

	• Red: impact and likelihood are high, or a combination of high and medium • Amber: impact and likelihood are medium, or a combination of high and low • Green: likelihood and impact are low, or a combination of low and medium You could also classify risks as amber-green or amber-red if needed.

10.4 Project Cost Breakdown Form

This form should be uploaded as part of Question 8.

Your project cost breakdown form should combine the costs of all your project partners, if you have any. You need to show clearly how funds will be split between partners. Submit only one project cost breakdown form for the project.

Additionally, please note:

- You can navigate between sections using the bar at the bottom of the worksheet.
- The grey cells in the spreadsheet automatically make calculations based on data you input elsewhere on the sheet – you should not enter anything in these cells
- The blue cells are manual entry boxes or drop-down options
- There are examples of what to enter throughout the sheet

You only need to complete sections if you have costs in the respective categories. For example, if you do not have any planned capital equipment or subcontract use, leave these sections blank.

Summary

Enter the amount of match funding you will contribute to the project.

See Section 6 for more information about the minimum match funding requirements and maximum grant amounts. For example, if you found your project is eligible for a grant of up to 65% of total eligible project costs, you cannot ask for more than this percentage, but you could request less.

Check the values on this sheet after you complete the other sections. The sheet will calculate the total value in GBP of the BEIS grant you are applying for and the total company match funding. Together, the BEIS grant and the match funding should add up to the total eligible project costs.

WITHDRAWN

Partner Breakdown

You should enter the different project partner organisations and the share of the total project costs to be spent by each organisation. The spreadsheet will use these to automatically calculate the total costs in GBP for each organisation.

If you are applying as a sole applicant, the % total cost will be 100%.

Labour & Overhead Costs

List the labour and overhead costs you expect during the project on the table below.

If in a consortium, this should include all partners involved in the project and reflect the amount each of you is allowed to claim, based on the subsidy category guidance.

If your consortium includes a Higher Education Institution, e.g. a University, you should use sheets K and L to give labour and overhead details, rather than this sheet.

Capital Equipment

Provide information about any capital equipment you will use for your project.

Field	Guidance
Capital equipment description and use	List the items your project needs and their purposes
New purchase or Existing item	Enter the most applicable option: New purchase if you need to buy the item Existing item if you already own it
Net price value of item at project start or purchase price	Enter the price of the item when you bought it, or at the start of project. For new equipment, enter the price of the item minus VAT. For items you already own, enter the item's approximate Net Present Value (NPV). This is the value of the item now. Check the price of similar used items to get an idea of how the value of equipment you own.
Residual value at project end	Enter the estimated value of the item at the end of the project
Utilisation of equipment on project	Estimate the proportion of time that the equipment was used on the project.

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	A 50% use would mean 50% of the depreciation becoming net cost
Net cost to project	You should not enter anything in this cell. It will be automatically calculated based on your other entries.

Material costs

Enter the materials you think you will need for the project, including how many units of each and the cost per unit in GBP.

Subcontractor costs

Field	Guidance
Name of subcontractor	Give the name of the company that you will use for subcontract work.
Location of activity	State which country the work will be carried out in. If the work is carried out abroad, you should show how using this subcontractor will have a net benefit to the UK in the main application form text box. If you are applying for Cornwall-based funding, state the county in which the work will be undertaken.
Project role / type of work	Briefly describe the type of work the subcontractor will do for the project.
Reason for sub-contractor	Briefly explain why you need to use a subcontractor. You can elaborate on this more in the main application form text box.
Cost	Enter an estimate or a quote for the total cost for the subcontractor.

Travel & subsistence

If relevant, enter your estimated travel costs on this sheet.

Include brief details about each trip, the reason for it, how much each trip would cost, and how many times a project team member would make this trip over the course of the project.

Other costs

If applicable, you can enter other cost details here. Include a description of the item or service and a brief reason for the other expense in addition to the cost in GBP.

Please see Part 1 Section 2 for more information about eligible and ineligible costs.

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Project location

Enter the location information about each project site for every project partner. This includes details about the address, a description of the activities taking place at the site, and specifying what share of the total eligible project costs will occur at each location.

The spreadsheet will automatically calculate the value in GBP of total eligible project costs and value of the BEIS grant requested which will be spent in each location.

Quarterly breakdown

Enter the quarterly cost breakdown by cost category for every quarter from now until March 2025.

These costs should align with the project costs you entered on the other sheets.

HEI Labour costs

Use this sheet if one of your project partners is a higher education institution like a university.

Field	Guidance
Position, name, grade, or role within the project	Name the person and list their role, title, or grade level
% of time allocated to project	Specify the share of working time that the person will have allocated to this project
Total days of project time	Specify the duration over which this person will be involved in the project
Total days worked on project	You should not enter anything in this cell. It will calculate the number of days from the project time duration and percentage of time on this project.
Total project labour costs/staff costs	Specify the amount of money this person would cost for the project.
Day rate	You should not enter anything in this cell. It will calculate the day rate (GBP/day) based on the other information given.

HEI Overhead costs

Use this sheet if one of your project partners is a higher education institution like a university.

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Specify the total amount of money you will spend in each category. You can explain or elaborate on in the text box of the application.

Admin support costs should be counted as indirect costs. Directly allocated other costs could include shared costs for example use of facilities.

10.5 Consortium information

This form should be used if you are applying as a consortium with more project partners than fit in the online application.

For each organisation in the collaboration, you will need to enter information about the organisation and a contact person. If the partner organisation has a parent company, please complete the information about the parent company on the second sheet.

If your partner organisation is less than 1 year old, then you do not need to fill in the Turnover date.

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Appendix: Technology Readiness Levels

Technology Readiness Levels are an indication of the maturity stage of development of particular technology on its way to being developed for a particular application or product. Below are some broad definitions of the TRLs.

Research	
TRL 1 – Basic Research	Scientific research begins to be translated into applied research and development.
TRL 2 – Applied Research	Basic physical principles are observed, practical applications of those characteristics can be 'invented' or identified. At this level, the application is still speculative: there is not experimental proof or detailed analysis to support the conjecture.
Industrial Research (guideline)	
TRL 3 – Proof of technical concept	Experimental proof of critical technical functions and validation of feasibility for application. Active research and development is initiated. This includes analytical studies and laboratory studies to physically validate analytical predictions of separate elements of the technology. Examples include showing the performance of critical technical features or components are feasible (even if not yet integrated or representative of real-life environment). This stage is beyond “discovery science” (TRL1) and applied research (TRL2) and investigates a novel technological or scientific advance with some category of application in mind. The scientific principles of the novel or innovative aspect are already characterised with hard experimental data points that enable prediction of performance, but the science is not necessarily in the final engineered format. In this stage, analytical and experimental studies measure parameters of interest, characterise properties and performance, and validate the theoretical predictions. For example, with new materials or combinations of materials, a range of formulations or combinations may be tested to explore the boundaries of performance and to select a combination with the necessary properties for commercial exploitation. System components are not yet fully integrated e.g. the lab demonstration of a new photovoltaic material may show desired properties in a

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	controlled atmosphere but applications will require a suitable encapsulation method. Technology principles may be demonstrated in computer models and computer simulated environments where appropriate. A key output from this stage is to identify how results differ from the expected or necessary performance for future applications and where improvement is necessary.
TRL 4 – Lab and Test Bench Demonstrations	Lab and Test Bench Demos of sub-systems & key components. Modelling & experimentation with parameters representing future conditions. Application proof-of-concept. Modelling and experimentation with data or parameters that represent future conditions (cf. TRL4). "Bench" demonstrators' show that the core technology components or subsystems based on the lab research could be engineered in practice, behave as predicted, and results indicate that the performance needed for a future application is achievable albeit with further optimisation. Bench demonstrations may focus on the key innovative component of the proposed system/product or demonstrate an entire system with simulated inputs or use of substitute subsystems. For large scale technologies the "bench" demonstration may be at smaller scale and would include tests of scale models in tanks and tunnels. If new manufacturing methods will be required, the feasibility of these will be investigated at this stage.
TRL 5 – Development Prototypes	The system, sub-system, components, or sub-scale units are integrated with reasonably realistic supporting elements so it can be tested in a simulated or representative environment. Critical cost assumptions are carefully investigated and the feasibility of the proposed manufacturing process is tested. A new manufacturing step may require a separate "product development" process for the manufacturing equipment. Prototype components and sub-systems are developed and improved to show that all the proposed technical components can provide the performance which will be required for future application (including: longevity, reliability, energy efficiency). Representative hardware and software components are tested in way that realistically simulates anticipated operating conditions or allows realistic predictions to be made. A relevant environment may be: laboratory test rigs with simulated use conditions, a controlled operational environment, or basic field tests. A test rig for new component technologies may be a version of the end-product. Intended functionality, size/form factor, and performance features are known at this stage. Successful

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	development prototypes (components) become the basis for a demonstration prototype for full field tests.
Experimental Development (guideline)	
TRL 6 – Engineering or Demonstration Prototype	Full-scale system in representative conditions - Engineering Prototype. Representative full-scale prototype system is tested in a relevant environment. Proof-of-application. Critical cost factors and new manufacturing capability are refined at this stage e.g. use of cost effective materials, demonstration that new components can be manufactured, demonstration of any new manufacturing steps or processes. Not all secondary interfaces or user features are (necessarily) available yet. Representative prototype is demonstrated in a relevant environment to prove engineering feasibility. The component/sub-system designs selected at previous stage are validated. Demonstration prototypes are typically fitted with a range of monitoring/measurement systems and operated in real-life systems and conditions with continual adjustment to confirm or optimise performance claims. Core functionality, size/form factor, and benefits of the proposed product should all be demonstrable but not all end-user features or interfaces are necessarily available at this stage. Some third part measurement validation or tests are usually best done at this stage (particularly to validate improved performance over other technologies or to confirm any necessary certification and approvals that need to be obtained).
TRL 7 – Operational Prototype (Alpha Product)	Near or at planned operational system, requiring demonstration of an actual system prototype in an operational environment. Prototype for prolonged use at “tame” client or user site. All planned functions, interfaces integrated for monitored trials under the developer’s control. Alpha product prototypes are at or close to the proposed final product configuration which can be fully tested in an “in-house” trial in operational or client-like environments with integration to all systems or interfaces which will be experienced in-use. Alpha trials should validate in-use performance and also test the following: integration to all other relevant systems, features needed to support proposed installation and maintenance procedures, exposure to all other influences likely to be experienced in the “user-environment” etc.

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	All the manufacturing steps will be tested at this stage and repeatable samples provided. Third party specialist tests would be done at this stage if not possible earlier. Prototypes may have minor re-designs following alpha tests but should not be subject to major re-designs if earlier stages have been completed properly. "In-house" means the developer runs and the trial and has access to the system(s) during the trial. Performance is not public but Alpha tests could be at "tame client" sites. Companies would not typically expect to sell prototypes at this stage.
TRL 8 – Production Prototype (saleable Beta product)	System Incorporated in Commercial Design - Production Prototype (or process). Development is complete, final design and feature set, limited release to appropriate number of clients, all fulfilment procedures trialled and documented. Trials under client / users control and operation. Technology is proven to work - technology design for production or roll-out is completed and qualified through test and demonstration. Development complete, final design and feature set, limited market release to appropriate number of clients, all fulfilment procedures trialled and user documentation complete. Saleable product. (cf. TRL 8 / 9) A beta or pre-production prototype is the configuration which the venture expects to sell repeatedly. These designs are finalised to a product specification and ready for repeat production. Client trial would validate: all the features and functions of the system perform as needed under expected conditions. A full product beta test includes trialling sales processed (to some extent by signing up "beta-clients"), delivery and installation procedures, integration and commissioning procedures, instructions for use, monitoring, support and maintenance procedures. Suppliers will provide short-runs of components or assembled product. There needs to be a sufficient number of beta-sites to validate the product or solution is repeatable and reliable. At the end of a successful beta test the company should be in a position to sell the product to a client for reliable on-going use. Repeated sales may be measured in 10's or 1000's depending on the technology and the cost of making iterations or improvements to the product design. However, by the above staged process, when the "beta" product prototype is prepared the venture has confidence that they could make repeated sales which will not require a re-call

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	or levels of remedial support that would hamper the company's future progress.
TRL 9 – Marketable Product	Marketable Product: proven in repeated use - Product being sold in market, scaling up sales volumes. Actual application of technology is in its final form - Technology proven through successful operations.

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