**General guidance for grant applicants**

**Your files and their formats**

File names and formats must follow these rules:

* appendices should be named Appendix and include the question number and application number as stated in the specific competition guidance. For example: *Appendix Q C1 (project title)*
* file names should only include letters or numbers and no special characters
* application or finance forms should not be converted, encrypted or zipped
* applications should be saved as word documents only
* finance forms should be saved as excel documents only

Please note: if your submitted appendices do not follow the specific competition guidance, your application may be deemed ineligible and not sent for assessment.

**What happens after you have submitted your application**

Applications must be submitted before 11:59pm on 23rd May 2023. Late submissions will not be considered.

**How your application is assessed**

After the deadline, valid applications will be sent for assessment. Only applications that meet the eligibility criteria and scope of the competition will be sent for assessment. You will be notified if your application is out of scope with full reasons as to why. DSIT reserves the right to declare applications as out of scope.

Applications are assessed against the same set of scoring criteria. Assessors will provide written feedback for each scored question in the application. All applications are assessed on individual merit. DSIT makes the final decision regarding funding.

DSIT reserves the right to apply a ‘portfolio’ approach in certain competitions. The portfolio will be spread across a range of:

* scope areas
* categories of research and development
* project durations
* project costs, including demonstrating value for money

This is to fit the spend profile of the competition. It will make sure that funds are allocated across the strategic areas identified in the scope of the competition. Successful applications are all required to meet a quality threshold.

**You will be notified of the decision**

Once all applications have been assessed, you will be informed of the final decision by email. It is the responsibility of the lead applicant to notify other collaborators and partners of the decision.

Assessor feedback will be provided on applications. This is usually 4 weeks after you have been notified of the decision. You will receive an email which will let you know when feedback will be ready to view.

**What happens if you are successful**

**Finance contact**

You must provide a finance contact. This contact is responsible for supplying any additional information we may require to complete our finance checks on your organisation. This is also the person who will submit the grant claims once your project is live.

**Bank details**

You must supply your organisation’s bank details so that we can validate them.

**Finance checks**

We will perform viability checks on your organisation and check the eligibility of your project costs. If we have any queries around your finances we can use this section to contact you.

**Spend profile**

Once we have confirmed your project is eligible, we will ask you to profile your costs across the duration of the project.

**Conditional grant offer letter**

You will be sent a conditional grant offer letter that you must sign and return before the project can start.

Any additional documentation that you are asked for will need to be completed and returned within stated timelines.

**Once you’ve submitted all documentation**

We will review your project costs to check that they meet our funding rules. You may be asked to provide further information on the details in your Project Commercial Forms.

Financial viability checks will be made on all industry partner organisations.

If your project is a collaboration you will be asked to provide a collaboration agreement. This is included in the competition materials.

We may choose to promote your project as part of our competition communications. If you have any queries about public relations or media coverage then email [ONP.enquiries@dcms.gov.uk](mailto:ONP.enquiries@dcms.gov.uk)

**Claims and auditing**

Costs are only eligible if they are incurred and paid between the project start and end dates. Claims may be subject to an independent audit.

Grants should be claimed quarterly in arrears. Once audits and reports are complete, the grants will be paid to each participant.

If you require further information please contact [ONP.enquiries@dcms.gov.uk](mailto:ONP.enquiries@dcms.gov.uk).

**Subsidy Control**

All awards of grant funding by DSIT are made under the Subsidy Control Act 2022[[1]](#footnote-1) (SCA) and, potentially, the Research, Development and Innovation Streamlined Subsidy Scheme (Streamlined Route) Statutory Instrument made under the SCA on 5 January 2023[[2]](#footnote-2). The SCA and Streamlined Route lay out a range of allowed subsidies and the Government has produced guidance on use of the SCA[[3]](#footnote-3) and the Streamlined Route[[4]](#footnote-4); applicants should familiarise themselves with its requirements. The approach will vary depending on the status of the applicant, but support will be available from DSIT on which approach would be most appropriate.

DSIT will not award grant funding to organisations that are an ‘ailing or insolvent enterprise' (as defined in Section 19 of the SCA). DSIT therefore requires all organisations to undergo financial viability and eligibility checks and DSIT, as part of its assessment of applications, will request evidence that organisations are not 'ailing or insolvent'.

Before submitting an application for funding to DSIT, you must accept the terms and conditions of the grant. If you are in any doubt, you should seek independent professional advice about your eligibility. **Applicants are also required to obtain their own independent subsidy control legal advice and, when requested to do so, commit to sharing that advice with DSIT and its professional advisers.**

**Further information on Subsidy Control**

The Subsidy Control team at the Department for Business and Trade has lead responsibility within the UK for coordination and development of policy on subsidy control.

If an applicant receives a subsidy in breach of the domestic subsidy control arrangements, including the subsidy control provisions of the TCA, that applicant may be required to repay any subsidy received to the value of the gross grant equivalent of the subsidy, plus interest.

**Funding rules**

DSIT will provide a quarterly grant based on delivery of milestones and for costs incurred for work that has been undertaken, to the lead partner for the selected consortium of organisations until 31 March 2025; subject to timely, satisfactory set up and DSIT due diligence, and once a Grant Funding Agreement is agreed.

Grant recipients will be required to confirm that the costs they wish to claim for are capitalised and/or treated as capital expenditure in line with UK GAAP.

**Assessor confidentiality and potential conflicts of interest**

Assessors must accept confidentiality agreements and declare any potential conflicts of interest. All applications must be treated in the strictest of confidence. Independent assessors must assess all applications themselves and should not allow any other person to assess the application on their behalf. Assessor identities are kept confidential including under any Freedom of Information request.

We try to ensure that the information published in this guidance is up-to-date and accurate. However, the information given is not a substitute for taking legal or professional advice, which is the responsibility of the applicant. We cannot accept any liability for actions arising from the use of our guidance. DSIT cannot be held responsible for the contents of any pages referenced by an external link.

1. [Subsidy Control Act 2022](https://www.legislation.gov.uk/ukpga/2022/23/enacted) [↑](#footnote-ref-1)
2. [Research, Development and Innovation Streamlined Subsidy Scheme](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1128056/research-development-innovation-streamlined-route.pdf) [↑](#footnote-ref-2)
3. [Statutory Guidance for the United Kingdom Subsidy Control Regime](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1117122/uk-subsidy-control-statutory-guidance.pdf) [↑](#footnote-ref-3)
4. [Research, Development and Innovation Streamlined Subsidy](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1128060/research-development-innovation-streamlined-route-guidance.pdf) [↑](#footnote-ref-4)