

# ANNEX E

## FAQs

### Space for Smarter Government Programme (SSGP)

#### Open Call Competition

19/12/2017

In this section we give answers to commonly asked questions on:

1. The application process
2. The funding arrangements
3. Public Sector Sponsorship

#### 1. The application process

##### **What are the prime aims of the Programme so I can make sure my proposal is aligned?**

Details of the Space for Smarter Government Programme can be found on [www.spaceforsmartergovernment.uk](http://www.spaceforsmartergovernment.uk). Details of previous case studies and our work with other government departments can also be found via this link.

##### **Can you explain more about the selection process?**

The calls for applications will be open until 1<sup>st</sup> February 2018. Applicants must ensure they submit proposals in this call window. Proposals submitted before or after this window will not be considered. Proposals that do not meet the basic requirements such as completion of mandatory fields in accordance with the application guidance will be disqualified and not assessed. Once the applications are received, they will be independently assessed by a nominated panel against the published marking criteria. The tender assessment panel will then convene. Once agreement is reached by the tender assessment panel, the SSGP team will confirm which proposals will be funded and successful applicants will be offered a grant.

##### **What criteria will the bids be marked on?**

Please see Announcement of Opportunity document, Section 6

##### **Is my organisation eligible to submit an application?**

This competition is being run under De minimis State Aid guidelines. Please refer to Announcement of Opportunity document, Section 5 and Annex D, De minimis State Aid Letter of Evidence.

##### **If my project fails to demonstrate feasibility or a viable operationally ready service do I have to pay the money back?**

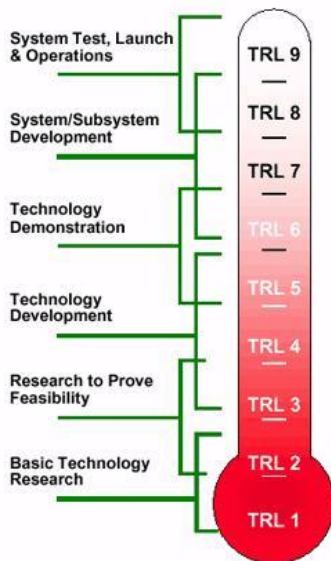
No, but all proposals will be assessed as part of the grant process for viability and likelihood of success at project end. Projects will be regularly monitored throughout the length of the project and funding can be withheld by UKSA if the project is found not to be meeting the initial aims in accordance with Annex F.

##### **Is this just a UK only competition?**

No, any international company, academic institution or registered organisation can apply. The aims of SSGP are to help support the UK Public Sector, therefore, applicants need to have an appropriate understanding of UK Public Sector challenges. With the UK Space Agency being small and UK based and having no translation services available to it, overseas applicants must bear in mind that UKSA will require all meetings (including short notice) to be held in person at UKSA HQ, all contact and documentation (including correspondence, reports, presentations etc) to be provided in English, and applicants may occasionally be required to attend UK based events to represent SSGP.

### What does TRL mean and what are the levels?

TRL stands for Technology Readiness Level and is a measure of assessing technical maturity. The scale can be seen below.



### How will projects be managed by UKSA? Will I just be given a sum of money to go and progress my idea?

Projects will be based around key deliverable milestones and payment of UKSA funds to you will be based around achieving these milestones. You will be expected to attend key or quarterly progress meetings with us to report progress and review the project. And also keep us updated on the project using our standard monthly reporting form.

### Can I work in collaboration with other companies/organisations?

Contracts will be awarded only to individual organisations, however, applicants may identify components of the work which they wish to subcontract and may also employ specialist consultants or advisers if they believe this will increase the chances of the project being successful. Any work may be subcontracted but this is the responsibility of the main contractor. If you intend to use the services of a public sector organisation in the delivery of your intended proposal, this must be clearly stated in the proposal and the identified organisation must not be the intended end-user to avoid conflict of interest issues.

### Should Project Costs include VAT?

No, grants are exempt from VAT.

### Can I submit multiple applications?

Yes you can, however each application that you wish to submit will require a separate registration.

### I am a Pre-Startup Company may I apply?

Yes, but contracts must be awarded to legal entities.

**I will need a sum of money from UKSA right at the start of any project to progress the work. Is this ok?**

The answer is no. In line with government financial policy UKSA cannot and will not pay in advance of need.

**Is access to my application restricted?**

Access to your proposal is restricted to individuals involved in the management of SSGP and this competition. Your application will only be viewed by the UK Space Agency and those working with the UK Space Agency as part of the assessment process.

**I want to talk to the press about our work and release a statement about us being involved in SSGP**

UKSA requires that all information on SSGP, which you may wish to publish, be first discussed and cleared with our communications department.

**Can you tell me the timelines for selection and notification of successful applicants?**

UKSA will aim to notify successful applicants by the week commencing 12<sup>th</sup> February 2018.

**Who owns the Intellectual Property generated by the Project?**

Please refer to Annex F, Contract Terms and Conditions Section 8. For end-users, your attention is drawn to Annex C.

**Who should I contact if I have any further questions?**

All emails should be directed to [SSGP@ukspaceagency.bis.gsi.gov.uk](mailto:SSGP@ukspaceagency.bis.gsi.gov.uk) with subject title: SSGP COMPETITION QUERY. Please note, this email will only be monitored during office hours.