



Department for  
Business, Energy  
& Industrial Strategy

# CALL FOR ADVANCED MANUFACTURING AND MATERIALS PHASE 2B

(Advanced Manufacturing and Construction)

Nuclear Innovation Programme - 2020

## GUIDANCE NOTES



**OGL**

© Crown copyright 2020

This publication is licensed under the terms of the Open Government Licence v3.0 except where otherwise stated. To view this licence, visit [nationalarchives.gov.uk/doc/open-government-licence/version/3](https://nationalarchives.gov.uk/doc/open-government-licence/version/3) or write to the Information Policy Team, The National Archives, Kew, London TW9 4DU, or email: [psi@nationalarchives.gsi.gov.uk](mailto:psi@nationalarchives.gsi.gov.uk).

Where we have identified any third-party copyright information you will need to obtain permission from the copyright holders concerned.

Any enquiries regarding this publication should be sent to us at: [nuclearinnovation@beis.gov.uk](mailto:nuclearinnovation@beis.gov.uk)

# Contents

Part 1 - Call for Advanced Manufacturing and Materials Phase 2B	2
Introduction	2
Background	2
Previous AMM Calls	3
The Current AMM Call	4
Scope	5
2. Application and Assessment Process	8
Stage 1: Application	9
Stage 2: BEIS Assessment	9
Stage 3: Grant Awards	9
3. Eligibility for funding	10
4. Funding levels and State Aid requirements	11
4.1 Project funding	12
5. Project Plans, Finances and Financial Viability	13
5.1 Project Plans	13
5.2 Project Costs	13
5.3 Financial viability checks	13
5.4 Grant Use	14
6. Assessment Process and Selection Criteria	14
7. Notification	15
8. Reporting	16
9. Confidentiality and Freedom of Information	16
Part 2 - Completion of the Application and Finance Forms	17
1. Completion of the Application Form	17
1.1 Summary Information, Contact Details and Business Information	18
1.2 Project Description and Company Status	20
2. Completion of the AMM Phase 2B Finance Form	21
2.1 Project Quarterly & Milestone Breakdown Worksheet	21
Appendix 1 – Eligible Costs	22

# Part 1 - Call for Advanced Manufacturing and Materials Phase 2B

## Introduction

Government has indicated that nuclear energy could play a significant role in the UK's future energy mix. To support this aim, research and innovation leading to industrialisation is needed to inform, underpin and deliver Government policy on nuclear technologies.

In November 2016 BEIS launched its Nuclear Innovation Programme (NIP), across five major areas, building on the recommendations set out by a number of external expert bodies, including the Nuclear Innovation and Research Advisory Board (NIRAB) and the joint Government – Industry, Nuclear Industry Council.

The NIP is grouped into five key areas, linked in their aim to develop the UK's current position and exploit future markets whilst securing and developing critical high value skills and jobs. The five programmes include:

- Strategic tool kit and facilities
- Advanced Fuels
- Advanced Manufacturing & Materials
- Advanced Reactor Design
- Recycle and Reprocess

This specification sets out the requirements for a further phase of an integrated programme of R&D under the Advanced Manufacturing and Materials (AMM) programme. Within the AMM programme, this current grant call is for projects in the area of Advanced Manufacturing and Construction (AMC), which are to be completed by the end of March 2021.

## Background

Advanced manufacturing and materials holds the promise of a significant potential decrease in the capital costs and risks of new nuclear power stations by offering a number of benefits including off-site fabrication. Innovation in this area can also facilitate the sector in meeting the wider overarching cost reduction targets set out in the Nuclear Sector Deal (NSD).

Funding in the area of AMM (and AMC) techniques is also one of the key components of the NSD and is the subject of a Government commitment to fund up to £20m and a £12m commitment from industry.

The UK Government aims for the overall Advanced Manufacturing & Materials programme are:

- By 2021 to have established a strong manufacturing & materials R&D base to support the UK nuclear supply chain.
- By 2030 provide underpinning technology support to the UK manufacture of components for SMR and other reactor types.
- By 2050 facilitate UK industry developing a position as a significant global player in the deployment of SMRs and other advanced reactor technologies. Support BEIS in achieving its objectives:
  - Ensuring the UK has a secure and resilient energy system
  - Keeping energy bills as low as possible
  - Securing ambitious international action on climate change while reducing carbon emissions cost-effectively at home

The work proposed seeks to deliver the following benefits:

- Development and retention of key skills and capabilities required to design, manufacture, construct, regulate and operate future reactors.
- Increased capability and competitiveness of the UK nuclear manufacturing supply chain leading to commercial business.
- Nuclear technologies and components with enhanced safety and reduced costs.
- Reduced energy costs by implementing advanced manufacturing techniques.
- Improved nuclear sustainability by reducing waste.
- UK International collaboration with reactor developers, research organisations and multi-lateral organisations.

The targeted 5-year outcomes for the AMM programme area are:

- To deploy the UK's AMM research capability to deliver new nuclear technologies.
- To develop and demonstrate a suite of advanced component manufacturing technologies to drive down costs.
- To deliver a suite of modular construction techniques and technologies to enable effective nuclear plant build.

## Previous AMM Calls

Phase 1 of the programme was £5m fully funded and ran from April 2017 to approximately April 2019. This provided initial funding to develop technologies in AMM.

The 2019 Phase 2 grant call was intended to move these technologies towards commercialisation and resulted in the award of several Grants that attracted significant interest and industrial investment.

Announcements for previous calls can be found below:

[AMM Phase 1 and 2 grant calls](#)

## The Current AMM Call

The current call, denoted AMM Phase 2B, provides a further opportunity for organisations to apply for grant funding from a total budget of £10m towards projects that develop only AMC techniques through development and use of a demonstrator. AMC work areas are shown in Table 3. In contrast to the previous grant call, it is not mandated that the subject of applications under this call be related to previous work under the AMM programme, although building on work previously carried out under the NIP is considered to overall enhance the value of the Government support.

For this call BEIS has set overall grant intensity limits set out in Table 1, which are dependent on the size of the organisations within the project team applying.

**Table 1: Maximum public funding for grant recipients under this Phase 2B (AMC) call as percentage of eligible project costs based on project team make up**

<b>Project Team Make Up</b>	<b>Sole Small Enterprise and Group of Small Enterprises</b>	<b>Sole Medium Enterprise and Group of only Medium and Small Enterprises</b>	<b>Any Project including a Large Enterprise</b>
<b>Industrial Research</b>	70%	60%	50%
<b>Industrial Research projects involving collaborations or where the results will be disseminated</b>	80%	75%	65%

Within the overall BEIS project grant intensity limits, set out in Table 1, recipients must also comply with the grant intensity limits of State Aid General Block Exemption Regulation (GBER) requirements. This applies whether the team is a Prime-Subcontractor, or part of a formal Consortium arrangement. Funding for project partners must comply with the GBER rules. See Section 4. Funding levels and State Aid requirements for more information on the GBER regulations.

## Scope

AMM Phase 2B is a £10m Grant Call and focuses on increasing the manufacturing or technology readiness levels of technologies used in the manufacturing and construction of nuclear power stations deployable in the near, medium and/or long term.

AMM Phase 2B projects will be output led, producing a technology demonstrator or a number of demonstrators utilising advanced manufacturing and/or construction techniques that have the potential to deliver on the benefits outlined above including the assurance of structures that may be above or below grade.

Example demonstrations may involve:

- Trial builds
- Development of facilities or rigs that are manufactured and constructed with advanced approaches including modular construction
- Use of digital techniques that may support design and assurance activities.

These techniques could then be applied to the build, maintenance and decommissioning of a nuclear power plant as well as future technologies.

The demonstrator(s) will exhibit the anticipated benefits to either generic or specific nuclear technologies and show a clear path to deployment of the chosen AMC technique. They should be capable of meeting the required standards for deployment in an operational environment (or significantly improve the understanding of the requirements for operational deployment).

Research aims and example development overviews for each AMM Phase 2B work area are summarised in Table 3 as shown below. Table 2 illustrates example outputs and strategic outcomes for the overall Phase 2 programme relevant to the individual programme work areas.

**Table 2: Example outputs and strategic outcomes for AMM Phase 2B Project Areas**

Work area	Phase 2 example outputs	Strategic outcomes
Nuclear Component Manufacture 2	<ul style="list-style-type: none"> <li>• Generating crucial 'real world' time, cost and quality data</li> <li>• Progress the automated real time inspection concept for demonstrating weld quality.</li> </ul>	Developer, manufacturing and finance sectors have greater confidence that claimed benefits of advanced manufacturing can be realised, and reduce timescales, costs, and risks of projects.  UK supply chain is world leading in its ability to support both indigenous and foreign design development and commercialisation in the UK
Large Scale Manufacturing and Assembly 2	<ul style="list-style-type: none"> <li>• Utilising intelligent fixtures to produce a component or components in a factory environment.</li> <li>• Feeding data into manufacturing modelling to enable comparison with</li> </ul>	

Work area	Phase 2 example outputs	Strategic outcomes
	standard processes and demonstrating time/cost reduction.	and abroad, securing maximum share of UK content
Pre-fab module development 2	<ul style="list-style-type: none"> <li>Completion of a pilot project that quantifies the difference between off-site modular construction techniques and technologies and existing 'stick built' on site processes.</li> </ul>	Confidence that innovative advanced manufacturing and offsite factory build techniques are able to meet nuclear regulatory requirements and applied to nuclear technologies in the UK and globally.
Manufacturing modelling	<ul style="list-style-type: none"> <li>Advanced modelling to facilitate factory build</li> <li>Demonstrate the impact of scale up, looking at e.g. factory design, process efficiency, through put, supply chain demand.</li> </ul>	
Advanced Construction	<ul style="list-style-type: none"> <li>Development and demonstration of advanced construction methods</li> <li>New ways of applying current techniques</li> <li>Aiming to de-risk, reduce cost and minimise lead times of UK nuclear power plant delivery.</li> </ul>	

**Table 3: Phase 2B Project Areas**

Programme Area	Research and development overview	Aims of Phase 2B
Nuclear Component Manufacture	The application of automated component manufacturing can lead to a reduction in lead times and an increase in throughput. This will help achieve the economies required to make reactors, in particular SMRs and AMR's, economically viable and attractive.	<p>Use technology demonstrators to characterise the benefits of automated component manufacture:</p> <ul style="list-style-type: none"> <li>reduce the number of rejected components (decreasing waste and enabling cost reduction)</li> <li>increase the overall quality and safety of the product.</li> </ul>

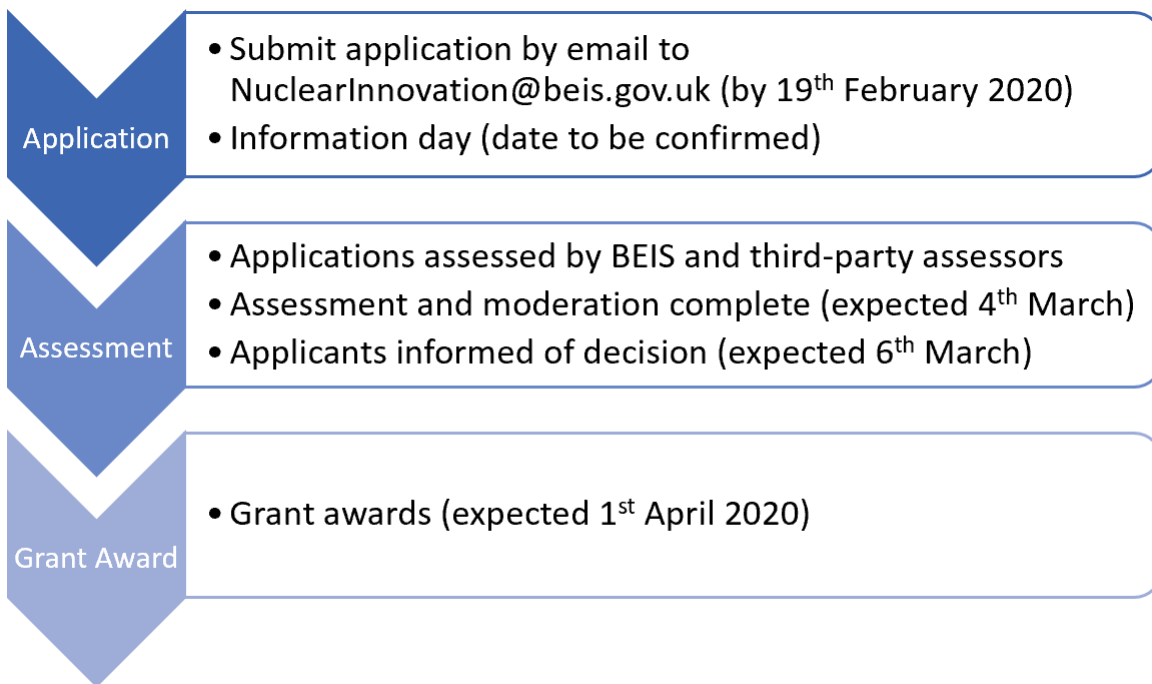


Programme Area	Research and development overview	Aims of Phase 2B
Large Scale Nuclear Component Manufacturing and Assembly	A step change in driving down the cost of nuclear power plant manufacture can be achieved through maximising the off-site assembly of as much of the plant as possible to improve efficiency and reduce on-site risk and delays. This area will focus on the requirements for off-site (factory) manufacturing, reduction in lead times and solutions to these challenges.	Use technology demonstrators to characterise the cost reduction potential of: <ul style="list-style-type: none"> <li>• off-site manufacture and assembly</li> </ul>
Manufacturing Modelling	The increase in throughput required to underpin the economic case for future reactors will require both a reduction in manufacturing process cost and lead time but also a rethink in how assembly plants are sited, arranged and operated. Innovative large scale assembly and manufacturing solutions must be integrated with design to generate a cost effective manufacturing plant for large nuclear assemblies.	Aims to use technology demonstrators to characterise the benefits of moving to a factory environment through modelling to: <ul style="list-style-type: none"> <li>• reduce costs</li> <li>• quality management benefits</li> <li>• inform the design of new nuclear factories</li> </ul>
Pre-Fabricated Module Development and Verification	Pre-fabricated module development is aimed at increasing the certainty of the cost and programme for constructing nuclear facilities, reducing risk and strengthening the case for financial investment. Developing solutions and the technical capability for modularisation of nuclear construction together with off-site inspection and verification techniques that are critical to demonstrate compliance with the relevant standards and ensure nuclear quality.	Use technology demonstrators to develop solutions to: <ul style="list-style-type: none"> <li>• enable off-site modular construction of significant elements of nuclear facilities</li> <li>• reduced lead times</li> </ul>
Advanced Construction	There is potential to reduce capital, through-life and decommissioning costs, and minimise lead times with above and below grade structures	Develop techniques applicable to specific or generic technologies where:

Programme Area	Research and development overview	Aims of Phase 2B
	<p>through: Advanced construction techniques; use of novel construction materials and/or designs, and; new approaches for the safety assurance of both construction activities and through life monitoring. The application could be related to near, medium or long term nuclear energy technologies.</p>	<ul style="list-style-type: none"> <li>• there is strategic value to deployment in the domestic market</li> </ul> <p>Demonstrators may include:</p> <ul style="list-style-type: none"> <li>• test concrete pours,</li> <li>• building of test rigs</li> <li>• developing prototype structures to demonstrate the chosen construction approach with relevant assurance methods</li> </ul>

## 2. Application and Assessment Process

### Call for Advanced Manufacturing and Materials Phase 2B



As outlined in the diagram above, the competition process will be undertaken in three key stages comprising application, assessment and grant award.

### Stage 1: Application

Applicants are invited to submit project applications by 19th February 2020 these must be electronic and sent to [nuclearinnovation@beis.gov.uk](mailto:nuclearinnovation@beis.gov.uk). The email subject line must begin 'AMM-2B:Call for Advanced Manufacturing and Construction'.

The application documents are:

- Application form
- Finance form (one per project application)
- Gantt chart
- Letters of support from collaborators/partners (where relevant)

The grant offer letter for this call contains the terms and conditions of the grant offer and is available to view at the [AMM Phase 2B](#) launch page on the Funding for Nuclear website.

BEIS will accept additional supporting information in the form of further annexes. However, you should not assume that any additional information will be reviewed as part of the selection process and your application should not rely on information cross-referenced within annexes.

If you have any other questions about this call, these should be sent by e-mail to [NuclearInnovation@beis.gov.uk](mailto:NuclearInnovation@beis.gov.uk) by 7<sup>th</sup> February 2020. To ensure an open and transparent competition, answers to questions will be added to our FAQs and available on the BEIS website on an on-going basis. These will be finally published, including all questions asked, on 11th February 2020.

### Stage 2: BEIS Assessment

Applications will be initially checked against the Eligibility Criteria detailed in Section 3. Eligibility for funding.

N.B. Applications which fail the Eligibility Criteria will not be assessed further, so it is essential to ensure that your project meets these before you submit your application.

Applications which meet the Eligibility Criteria will then be assessed against the Assessment Criteria detailed in Section 6. Assessment Process and Selection Criteria and their value for money.

All applicants will receive feedback regarding their applications, irrespective of whether they are successful or not. BEIS aims to have provided all feedback to applicants within two months of the final funding decision.

### Stage 3: Grant Awards

Successful applicants will be notified via email that they have been provisionally awarded a grant, and a provisional grant offer letter will be provided. An inception meeting will be set up with the applicant and a BEIS official to explain the conditions of the letter, respond to any queries which the applicant may have at this stage and to agree the milestone schedule.

**N.B. Successful applicants have only received provisional approval for a grant, until BEIS issues a signed, completed Grant Funding Letter.**

### 3. Eligibility for funding

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

1. **Develop a technology/technique applicable to deployment of nuclear energy:** The proposed work must address a topic within the AMC work area relevant to the development of nuclear energy in the UK with the potential to enhance designs and project delivery.
2. **Reduction in cost over traditional method:** Produce a component, system or structure which demonstrates a reduction in cost over traditional manufacturing and/or construction techniques relevant to the nuclear sector.
3. **Ability to meet regulatory standards:** Demonstrate that the AMM Phase 2B is capable of meeting NIA 1965 license condition 17 and enhance the use of digital information to support regulation.
4. **Aid Intensity including cumulation:** Refer to Section 4. Funding levels and State Aid requirements.
5. **Match-funding:** Applicants will need to have private funding in place to cover the balance of the eligible costs in line with state aid regulations. Such funding may come from a company's own resources or external private sector investors (see Section 4.1 Project funding), but may not include funding attributable to any public authority or EU institution. BEIS is seeking value for money from its funding and proposals that demonstrate matched funding greater than the minimum requirement may score higher.
6. **Project Location:** More than 50% of the project's activities must be conducted in the UK. The physical demonstrator must be constructed or manufactured in the UK and arrangements should be made for it to remain in the UK at the end of the project if there is deemed as value in it doing so. Applicants must demonstrate that UK public funding is spent in the UK. Where project costs are spent outside of the UK, applicants must justify the need for this and benefit to the UK in the application form.
7. **Grant size:** The maximum grant for any one project proposed under this call is £5m, which could be between 50% and 80% of the total project costs depending on the status of the lead applicant; see Table 1. BEIS may offer a grant that is lower than the grant funding applied for to enable a greater number of projects to be supported within the total BEIS budget available.
8. **Project duration:** Projects can last up to 12 months and must complete by the end of March 2021.
9. **Applicants and Project team make-up**

Both single company and consortium bids will be considered. In the case of team bids (whether as a Consortia or as a Prime-Subcontract arrangement), a single project application must be submitted by the lead project member. The lead project member must be led by a UK-based<sup>1</sup> industrial organisation.

Successful project teams for this application are likely to include:

- An organisation in the UK capable of advanced manufacturing and/or construction project delivery.
- Technology supplier(s) who can implement the advanced manufacturing and/or construction techniques at demonstration and deployment stages.

Members of the project team may include some or all of the following:

- UK-registered private sector companies: both SMEs (as defined by the EU5) and large enterprises
- UK academic, research, public, third sector or community organisations– they cannot be sole applicants to this competition;
- International organisations -they cannot be sole applicants or project leads

### 10. Terms and Conditions

In order to be eligible, applicants must accept the terms and conditions of the grant offer letter. Any queries should be sent to [NuclearInnovation@beis.gov.uk](mailto:NuclearInnovation@beis.gov.uk). By submitted this application you are accepting and agreeing to the terms and conditions of the grant offer, found within the Grant Offer Letter on the [AMM Phase 2B website](#).

## 4. Funding levels and State Aid requirements

BEIS grant funding towards this call are summarised in the Section: The Current AMM Call. This scheme operates under the State Aid GBER. Article 25, 'Aid for research and development projects'. Grant recipients and project partners must therefore comply with the grant intensity limits of State Aid requirements further to the additional intensity limits in Table 1. The size and type of funding that a project can receive will depend upon the project team make up and which GBER article they fall under.

State aid compliance is a legal requirement and the risk of non-compliance rests with the grant recipient<sup>2</sup>. It is therefore crucial that the grant recipient and any project partners comply with GBER regulations; BEIS advise seeking independent advice if an applicant is unsure. Any errors in State Aid compliance within the application stage may result in BEIS only being able to offer a reduced funding and also result in clawback of the aid amount.

---

<sup>1</sup> In accordance with Article 1(5) of the General Block Exemption Regulation 2014, the UK-based organisations are not required to have their headquarters in the UK nor to be predominantly established in the UK but they must have an establishment or branch in the UK.

<sup>2</sup> The UK's rights and obligations of EU membership, including compliance with State aid rules, continue to apply until the UK's exit from the EU has been completed, and therefore for this competition.

Guidance on the State Aid regulations is available from a number of sources including EUR-Lex (<https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:02014R0651-20170710>) and guidance on the General Block Exemption Regulations ([https://ec.europa.eu/competition/state\\_aid/legislation/block.html](https://ec.europa.eu/competition/state_aid/legislation/block.html) and <https://www.gov.uk/government/publications/state-aid-general-block-exemption-regulation>).

Applicants should establish that they fall within the state aid rules before submitting applications. BEIS requires applicants to notify them of any change to situation or circumstance during the application process and the project.

For a Consortium application, you must also submit a copy of the Heads of Terms for your consortium or collaboration agreement. This will form part of the assessment process and BEIS will review it to ensure that proposed consortia structure is viable and robust.

BEIS will require a draft of a collaboration agreement before a grant offer letter can be issued and it is hoped that developing a Heads of Terms at the application stage will expediate this process.

### 4.1 Project funding

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 Member States, or EU institutions. Such funding includes grants or other subsidies made available by those bodies or their agents or intermediaries (such as grant funded bodies).

Applicants must declare similar projects that have received public funding, and the level of funding, received within the last 5 years on the application form and declare that the subject of this application has not received similar past funding.

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 in other Member States) or the EU or its agencies. Any other public funding will be cumulated with BEIS funding to ensure that the public funding limit and the state aid intensity levels are not exceeded for the project.

If there is a breach of State aid regulations, for whatever reason, the European Commission requires repayment of any grant received, including interest, above that which was due. In this situation, applicants will be required to repay any funding received.

As part of the assessment process the level of added value to the project due to public funding will be assessed. Applicants should explain why public funding is required to deliver this project.

## 5. Project Plans, Finances and Financial Viability

### 5.1 Project Plans

Projects may last up to 12 months in duration. All projects must be financially complete by 31st March 2021. All projects must submit a detailed Gantt chart (or equivalent) as part of their application, which details the project timeline, the various work packages and the key milestones for invoicing. These milestones should be listed in the project milestone schedule; the template for this will be provided. Detailed Gantt charts will not count towards the page limit but other deliverable/milestone tables and high level Gantt charts in the body of the text will.

### 5.2 Project Costs

All applicants must complete the AMM Phase 2B Finance Form detailing their expected expenditure and spending profile for the project on a quarterly basis. Further details about the form are in Part 2 of this document. You should complete a single form covering your entire project and including all your partners, clearly identifying which costs relate to which partner. Separate 'Labour and Overhead Costs' sheets should be created for each partner organisation. Ensure that the Total Labour Costs within the 'Summary' sheet is updated to reflect this. Multiple Finance Forms will not be accepted and will result in failing the Eligibility Criteria.

During the assessment of applications, the project costs and plans that are submitted as part of the application process will be fully 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 state aid 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 information related to this does not indicate either success or failure in the assessment process.

BEIS understands that project costs are subject to change prior to agreeing a Grant Offer Letter and throughout the course of the project, and we will therefore review the project budget and milestone schedule with a view to producing a final version to be included in the Grant Offer Letter.

### 5.3 Financial viability checks

BEIS will undertake financial viability and undertaking in difficulty checks on all successful in-principle applicants. These will include looking at the latest independently audited accounts filed on the Companies House database.

Where a business 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 business operates in this respect.

Before your project starts, BEIS will ask for 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 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 may offer flexibility in terms of profiles and payments, within the confines of the requirements for use of public money within which it operates.

### 5.4 Grant Use

Grants provided will only cover eligible costs within the meaning of Article 25 of the GBER and the terms of the Grant Funding Agreement. 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).

## 6. Assessment Process and Selection Criteria

All applications will be considered against the assessment areas and ranked against each other.

The 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.

For the avoidance of doubt, the individual questions listed under the six headings within the AMM Phase 2B Application form 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.

The highest scoring applications which meet the AMM Phase 2B call criteria may proceed to the Grant Offer Letter stage. BEIS may offer a grant to the highest scoring projects that is of lower value than originally applied for if this will enable a greater number of projects to be supported within the total BEIS budget available. We will select projects that offer the best value for money, taking account the criterion described within the AMM Phase 2B Application Form.

We will select projects that offer the best value for money based on their assessment against the scoring criteria outlined in the AMM Phase 2B Application Form along with their alignment to the programme aims set out in Table 3. The projects will be scored against these assessment criteria using the following scoring guidance set out in Table 4. Each criterion will be scored out of 10.

Should any applicant have a final averaged of score 1 in any of the criteria, they will be excluded from the grant. The total score will be calculated by applying the set weighting against the average score for each question.



**Table 4: Grant Scoring Guidance**

SCORE	GENERAL SCORING Guidance
1	<p><b>No Evidence:</b> Proposal no evidence to address the question.</p> <p>There is no evidence that the question has been answered, leaving the assessors with no confidence in the project in this area.</p>
2-3	<p><b>Not Satisfactory:</b> Proposal contains significant shortcomings and does not meet the required standard.</p> <p>There is very little evidence that the question has been satisfactorily answered and major omissions are evident, leaving major doubts in the assessors minds.</p>
4-5	<p><b>Partially Satisfactory:</b> Proposal partially meets the required standard, with one or more moderate weaknesses or gaps.</p> <p>There is little evidence that the question has been satisfactorily answered and some omissions are evident. Much more clarification is needed, leaving clear doubt in the assessors minds.</p>
6-7	<p><b>Satisfactory:</b> Proposal mostly meets the required standard, with one or more minor weaknesses or gaps.</p> <p>There is reasonable evidence that the question has been satisfactorily addressed but some omissions are still evident and further clarification is needed.</p>
8-9	<p><b>Good:</b> Proposal meets the required standard, with moderate levels of assurance.</p> <p>The question has been well addressed with a good evidence base, with only minor omissions or lack of clarity, giving confidence to the assessor.</p>
10	<p><b>Excellent:</b> Proposal fully meets the required standard with high levels of assurance.</p> <p>There is clear evidence that the question has been completely addressed in all aspects, with question answered clearly, concisely with a strong evidence base leaving no doubt in the assessors minds.</p>

## 7. Notification

Applicants will be informed by email whether their application has been successful (or unsuccessful), subject to compliance with the terms and conditions of the Conditional Offer that will be sent and successful completion of the inception meeting.

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 absolutely 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 Project Manager of the AMM Phase 2B call at BEIS via email or a formal letter before doing so.

Feedback on applications is covered within Section 2. Application and Assessment Process.

## 8. Reporting

The successful grant holder is expected to provide regular reports on progress in addition to any reports required as part of the project scope. Quarterly reporting will be a minimum requirement; the level of further reporting will be discussed in more detail at the inception meeting.

## 9. 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 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.

# Part 2 - Completion of the Application and Finance Forms

## 1. Completion of the Application Form

This section aims to guide you through the completion of the AMM Phase 2B Application Form. It is important that a response is provided to every question. This guidance is intended to explain what type of information applicants should consider providing to BEIS to best demonstrate the merit of their application.

Applications will be judged based on the information provided in the application form and any supporting information provided. These guidance notes are not intended to be exhaustive; applicants are expected to develop their own responses based on your own skills, knowledge and experience. You are encouraged to be concise and to the point whilst providing all the necessary and relevant information.

Throughout the form there are grey boxes, in order to answer the question or provide information you should simply click on the box and begin typing or select from the drop-down menu. Questions do have character limits and when the text has reached the character limit you will not be able to add any further information and the text must be edited to fit within the character limit.

Any graphs, diagrams or supporting evidence that you are providing to support your application should be attached to your submission.

## 1.1 Summary Information, Contact Details and Business Information

The initial section of the application asks you to provide details about your organisation.

Section/Field	Guidance
Summary Information	
Names of business	Provide the name of the lead applicant business
Project Title	A brief title that can be used to summarise the project
Estimated start date	Select the month you would propose to start work assuming successful funding
Project duration	Enter the expected duration in months, taking into consideration the maximum project length of 12 months and the need to complete by end of March 2021.
Total Project Costs	This figure should match the figure calculated in the Finance Form. It should be the total value of the project including all eligible costs.
Company contribution	This is the amount of total eligible project costs that you will be paying from your own resources/private sector investment into the project.
BEIS Grant Applied for	This is the amount you will be asking for from BEIS. You should ensure that you do not request a grant higher than the maximum allowed, taking into account all public-sector funding for the project.
Contact Details	
Organisation Name	Provide the full registered name of the organisation applying for funding
Number of employees (including directors)	Number of staff in your organisation (this will help us confirm the nature of your company)
Turnover (in most recent annual accounts)	Please provide your most recent turnover figure from annual accounts and the date of those accounts
Balance Sheet Total (total assets net of depreciation)	Please provide your most recent balance sheet total (total assets net of depreciation) and the date of the calculation.
Does the business have a parent company?	We need to understand if there any significant shareholders in your business. The parent company details should be provided in the Parent Company details section.

Section/Field	Guidance
How is your business currently funded?	Please select all the types of funding that your company has received to date
Which State Aid article are you applying under?	<p>You must select one of the GBER State Aid articles from the drop-down list.</p> <p>For more details on the State Aid rules and requirements, see section 5 of these Guidance Notes (above). You must indicate that you comply with the financial obligation rules by providing the relevant information.</p> <p>N.B. You must select one of the State Aid options and adhere to its requirements or you will not pass the Eligibility Check.</p>
If you are applying under Article 25, is this a collaborative project?	<p>If you are applying as a Consortium, please provide details of the partner organisations in the Partner Details Form.</p> <p>If you are applying as a Consortium you must also submit a copy of formal Heads of Terms agreed between all the collaborators.</p> <p>Prior to the issuing of a Grant Offer Letter, you will have to submit to BEIS a copy of the collaboration or joint venture agreement that you propose to work under. You should be aware that BEIS will not issue a Grant Offer Letter until they have seen, reviewed and approved a final draft of this agreement.</p> <p>Sub-contracting work to a third party does not classify as a Consortium.</p>
Parent Company Details	If you have a parent company, or are more than 25% owned by another enterprise, you must provide the details of that enterprise here. The details of the relationship between SME eligibility and linked / partner enterprises is set out in Annex 1 of the GBER. <sup>3</sup>

<sup>3</sup> See Annex 1 of the General Block Exemption Regulation: <http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32014R0651&from=EN>

## 1.2 Project Description and Company Status

This section of the application asks you to provide an initial summary of your project and company as an introduction for the assessors.

Section/Field	Guidance
Project Description and Company Status	<p>This should be a summary description of the project and your company which should set the scene for the assessors and introduce your company and proposed project. You should use language that can be understood by people without specialist knowledge or expertise.</p> <p>This question is not scored but will be used by assessors to gain a high-level understanding of the project before they start their detailed assessment.</p>

## 2. Completion of the AMM Phase 2B Finance Form

You will need to complete the financial details in the Financial Summary section of the application form and complete the AMM Phase 2B Finance Form. The information in both sections should be consistent.

You should only submit one finance form for the project, which should combine the costs of all project partners. Within the finance form and the application, you should make clear how funds will be split between partners and that these splits comply with the relevant State Aid rules.

The AMM Phase 2B Finance Form consists of 8\* worksheets:

- Summary
- Labour Costs (Inc. Overhead Costs) \*one for each consortium partner
- Materials Costs
- Capital Equipment Costs
- Sub-Contract Costs
- Travel & Subsistence Costs
- Other costs
- Project quarterly & Milestone costs breakdown

Each of these sheets can be accessed by using the scroll bar at the bottom of the worksheets.

Within the spreadsheet there are boxes that are shaded grey, these boxes are auto-calculating and can only be altered by changing data in the manual entry boxes. All white boxes are manual entry boxes into which data can be input.

Guidance on eligible costs is provided in Appendix 1 of these guidance notes.

Guidance on what needs to be entered in some fields is provided within the sheet when you click on the box.

Worksheets only need to be completed if you have costs in those categories, so for example, if your project has no planned capital equipment or sub-contract costs, the form will assume these entries are £0 and calculate without them.

### 2.1 Project Quarterly & Milestone Breakdown Worksheet

This worksheet provides the breakdown of all costs across the duration of the project. It represents the spending profile you expect for your project. In entering this information, you should ensure that the profile is consistent with the timings of the various work packages you are proposing within the project plan.

You must ensure that the total, in the spreadsheet, for each category matches the total that has been calculated on the individual worksheets.

# Appendix 1 – Eligible Costs

In addition to the requirements of the EU Block Exemption Regulation, BEIS will only provide the grant to cover eligible costs incurred and defrayed in the period between acceptance of the BEIS grant and the deadline specified in the grant offer letter for completion of the project.

The definition of eligible costs includes the applicant's own costs, eligible costs incurred by consortium members and eligible costs incurred by companies connected to any of these. The cost of work contracted to connected companies, to consortium members or to companies connected to consortium members should be on the basis of eligible costs.

Costs must be denominated in GB pounds. Applicants should indicate where conversion has been made to GB pounds from other currencies and indicate the rate and assumptions used.

## List of Eligible Costs

Under Article 25 of the EU Block Exemption Regulation<sup>4</sup>, eligible costs for experimental development are defined as the following:

1. Personnel costs: researchers, technicians and other supporting staff to the extent employed on the project;
2. 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;
3. 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;
4. 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;
5. Additional overheads and other operating expenses, including costs of materials, supplies and similar products, incurred directly as a result of the project.

Under article 25 the eligible cost for feasibility studies shall be the costs of the study.

## List of Ineligible Costs

Under no circumstances can the grant be claimed or used:

- For activities of a political or exclusively religious nature;

---

<sup>4</sup> <http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32014R0651&from=EN>



## Call for Advanced Manufacturing and Materials Phase 2B

- 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<sup>5</sup> (a contribution in goods or services as opposed to money);
- 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 one 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 claim from HM Revenue and Customs.

### **Staff Costs**

BEIS would not normally expect to see contractors in key posts, e.g. CEO, FD, etc. Exceptionally, where BEIS is willing to fund a project which includes contractors in key posts should be highlighted and agreed in advance.

---

<sup>5</sup> BEIS generally doesn't accept contributions in kind as match funding, as these are ascribed a notional cost. However, where money changes hands (e.g. for the time of managers or experts who are paid by yourselves or another partner) this would not be considered as in-kind match funding.

---

This publication is available from: [www.gov.uk/government/publications/nuclear-innovation-programme-advanced-manufacturing-and-materials-phase-2](http://www.gov.uk/government/publications/nuclear-innovation-programme-advanced-manufacturing-and-materials-phase-2)

If you need a version of this document in a more accessible format, please email [enquiries@beis.gov.uk](mailto:enquiries@beis.gov.uk). Please tell us what format you need. It will help us if you say what assistive technology you use.