Space for
Smarter
Government
Programme

ANNEX A

Application Guidance

Space for Smarter Government Programme (SSGP)

Open Call Competition

Date 19/12/2017

These Guidance Notes complement the Announcement of Opportunity and are designed to help with completing the Application Form (Annex B). Please note:

- Where a Template is specified, this must be used and submitted.
- Should any Section be omitted, the proposal will be rejected.
- Should any part of the application overrun the specified page or word limit, we will only consider material up to the designated page limit that is in the correct format.

Application Process

All applications will be treated in confidence.

The application process for this competition requires completion of the application form (Annex B).

All application documents must be submitted via email to SSGP@ukspaceagency.bis.gsi.gov.uk with the subject 'SSGP COMPETITION APPLICATION' before the closing date. Applications must not exceed 10MB and all documents must be completed electronically and submitted as Microsoft Word documents (other than the GANNT chart: See section 8), clearly labelled. We strongly advise that the accompanying Guidance Notes (Annex A, this document) are read prior to submission.

Upon receipt of an application, you will be issued with an application reference number within 5 working days. If you do not receive this, please contact the SSGP team.

The competition closes at 9am on Thursday 1st February 2018. Late applications will not be considered.

Applications will be assigned a reference number. It should be noted that you will need it for all subsequent enquiries. If your application is successful, this reference number will stay with the project for its duration.

You will need to register separately for each application that you intend to submit.

The application form should be completed using a font size no smaller than 10 (Arial). Keep the use of acronyms to a minimum. Only use acronyms where a term is mentioned frequently throughout the proposal. If you do choose to use an acronym, do not assume that the reader knows what it means, and be sure to define it, bearing in mind that individual sections of the application may be read separately during the selection process.

Annexes E, F, H and I are provided as supporting documentation however are not to be submitted with the application.

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Marking

Marks awarded should be given on a scale of 1-5, where 5 is high. Scoring should be awarded as follows:

1: very little or no evidence
2: little evidence
3: some evidence
4: good evidence
5: excellent evidence

Guidance on Completing the Application Form

Guidance on the individual sections of the application form is provided below:

1.   Application

Project Title (Mandatory)

Provide the title for the project. This should be both clearly descriptive and concise. It should contain keywords relevant to the project. *20 words max.*

Project Duration (Mandatory)

Specify your proposed project duration in months (minimum 2, maximum 9)

Total Proposed Grant (£s) (Mandatory)

Provide the overall costs needed to complete this project. Then provide the percentage of funding being applied for, in percentage, then in pounds.

All figures should be exclusive of VAT as Grant awards are VAT exempt. It is anticipated that the maximum funding for individual feasibility proposals will be up to £60,000, and demonstrator proposals will be up to £200,000.

2.   Details of Lead Applicant Organisation (Mandatory)

(Please note questions 2.2., 2.3., 2.4. and 2.5. are included to enable SSGP to assess the impact of funding for successful applicants).

2.1.

Submit the Company name, and other details as requested on the Application Form. Where organisations are acting as a consortium to enter this competition a lead organisation must be selected.

2.2.

Select how long your organisation will have been operating by the competition close date (1st February 2018).

2.3.

Select how many employees you expect will be working for your company by the competition close date (1st February 2018).

2.4.

Provide an estimate of your organisation's financial income for financial year 2017-2018, excluding this competition.

2.5.

For the above income, indicate the approximate split between public and private sector customers (%).

3.   Contact Details (Mandatory)

Submit the lead applicant's name, post held, company name, position etc. Lead applicants are expected, before submitting applications, to have discussed their proposals with their own company or any other body whose co-operation will be required in the conduct of the project. By submitting the application you are confirming that the information given, in this application, is complete, to the best of your knowledge, and are actively engaged in this project and responsible for its overall management and agree to administer the award if made.

4.   Title and Abstract for Publication (Mandatory)

Provide a brief, public facing description of the project. Should your project be successful, this information will be made public once the award is confirmed. We reserve the right to amend the description before publication if necessary, but will consult you about any changes. *500 words max.*

5.   Description of Proposed Idea/Technology (Mandatory)

5.1.

Select the space technology, or combination of space technologies that will be used in the delivery of this project.

5.2.

Avoiding the use of unnecessary technical jargon, describe clearly how the proposed project will deliver the outcomes as described in the competition documentation. *500 words max*

5.3.

Provide a summary of the technical basis of the project setting out what the innovation is, and the key deliverables. You should also mention any technical challenges you anticipate and how these will be addressed. *500 words max*

5.4.

Set out the background and current position of your proposed idea, what progress has been made to date in developing it and which stakeholders/funding bodies you have already engaged with. *500 words max*

6.   Benefits from the project (Mandatory)

6.1.

Identify which public sector end-user(s) would stand to directly benefit from this project. Annex C (End-User Letter of Support) should be used to provide supporting evidence. Please also state if there are other entities who may also benefit as result of your project. *200 words max*

6.2.

Set out the anticipated benefits the successful adoption of your proposal would have on the public sector. *200 words max*

6.3.

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Identify the timescale over which you would expect your project benefits to be realised. 2*00 words max*

7. Project Management (Mandatory)

7.1.

Set out the project management processes that will ensure milestones are achieved. *500 words max*

7.2.

Set out the key risks associated with the project, including management and proposed mitigations. *500 words max*

7.3.

Set out your communication plan for the project, which stakeholders you will need to contact throughout the project and how you will publicise the project on completion to drive uptake. *500 words max*

7.4.

Provide a detailed description of the skills, expertise and track record of the key members of the team, including the expected proportion of their time that will be spent on the project. Relevant commercial and management expertise should also be included. *500 words max*

8. Project Plan and Methodology (Mandatory)

The project plan should identify the major packages of work within the project, with well-defined milestones and deliverables. Appropriate record-keeping and reporting are essential but reports are not in themselves the main goal of the project.

Please also provide a GANNT chart reflecting the project plan in either PDF or Microsoft Project format.

9. Application Finances (Mandatory)

Applicants are instructed that the costs quoted must reflect anticipated costs at a "fair market value" and profit should not be included.

Provide a summary of costs which should NOT include VAT (as grants are VAT exempt).

If there is use of subcontractors, please explain their role in section 10.

The costs should cover the following, as applicable.

Directly Incurred Costs:

These are costs that are specific to the project that will be charged as incurred. They comprise:

- Labour costs for all those contributing to the project broken down by individual
- Material Costs (inc consumables specific to the project)
- Capital Equipment Costs
- Sub-contract costs
- Travel and subsistence
- Indirect Costs*
- Other costs specifically attributed to the project

*Indirect Costs

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Indirect costs should be charged in proportion to the amount of effort deployed on the project. Applicants should calculate them, using their own cost rates. They may include:

- General office and basic laboratory consumables
- Library services/learning resources
- Typing/secretarial
- Finance, personnel, public relations and departmental services
- Central and distributed computing
- Cost of capital employed
- Overheads

Itemisation of costs and methods of calculation may be requested to support the application at a later date, for example, in the event of an audit.

10.   Cost Justification (Mandatory)

In support of your responses to question 9, please provide a justification of the costs, including details of sub-contractors. *500 words max*

11.   Operational Readiness (Mandatory)

For feasibility studies: Set out how you envisage the project will develop on completion of the feasibility study. *200 words max*

For demonstrator projects: Set out the anticipated route to adoption of this solution by the public sector and other commercial opportunities. *200 words max*

12.   Contribution to Space for Smarter Government Programme (SSGP)

12.1.

Provide a brief description outlining how the project contributes to and fits with SSGP's aims and objectives. *500 words max*

12.2.

State whether this project idea has been submitted for alternative means of funding and if so where.

13.   Public Sector End User (Mandatory)

Provide the contact details for the primary public sector body you intend to collaborate with during this project, and mark the tick boxes as appropriate.

Also provide the contact details for any additional contacts if you are engaged with more than one end-user.

See also Section 15, Supporting Documents.

Please note, SSGP may contact those that have been identified.

14.   Additional Project Information (Mandatory)

14.1.

State whether there are competitors providing your proposed solution/service. If so, please explain how your idea differs.

14.2.

Select whether your idea could be exported once commercialised. If yes, provide details.

14.3.

Select whether your proposal is impacted by any confidentially or intellectual property issues. If so, please identify these and what impact that could have on any commercial or operational service.

15.   Supporting Documents (Mandatory)

Ensure you have completed all the necessary Annexes as set out in the Announcement of Opportunity and tick the relevant boxes.

Annex C: End-User Letter of Support (Non-Mandatory)

You may submit more than one Annex C. This document must be completed by the Sponsoring End-User however submitted by the organisation applying for funding, with the completed application form.

Annex D: State Aid Letter of Evidence (Mandatory)

Annex D must be completed and submitted with the application form. This must be fully completed and signed.

Annex G: New Supplier Form (Mandatory)

This must be completed and submitted with the application form.

16.   Declaration (Mandatory)

It is essential that the applicant ticks the box or the application will be rejected.

Please note the data sharing declaration and draft contract terms to which you are agreeing when submitting this application.