

# 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 Q7(application number).
- If application numbers are not indicated as a requirement in the specific Application Guidance, then the proposed project title should be used in place of the application number.
- 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
- appendices should be saved as pdf documents only

## What happens after you have submitted your application

Applications must be submitted before midday on the day of the submission deadline.

### How your application is assessed

After the deadline, valid applications will be assessed. Only applications that meet the eligibility criteria and scope of the competition will be assessed. You will be notified if your application is out of scope with full reasons as to why..

Applications are assessed by up to five independent assessors.

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. DCMS makes the final decision regarding funding.

DCMS reserves the right to apply a 'portfolio' approach in this competition. The portfolio will ensure an appropriate range of:

- scope areas
- categories of research and development
- project durations
- project costs, including demonstrating value for money
- wider government goals, such as the 'Levelling Up' agenda

- vendor diversity

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.

### **How you will be notified of the decision**

Once all applications have been assessed, you will be informed of the final decision by email. If you are the lead applicant you need to let the other collaborators and partners know the decision.

Assessor feedback will be provided on applications. This is usually four 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 have 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 finance 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 email [5g-diversification-strategy@dcms.gov.uk](mailto:5g-diversification-strategy@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 5G Enquiries on [5g-diversification-strategy@dcms.gov.uk](mailto:5g-diversification-strategy@dcms.gov.uk).

## Subsidy Control

DCMS supports businesses and public bodies to invest in research, development and innovation. The support we provide is consistent with the UK's international obligations and commitments to Subsidy Control. These include:

- WTO rules
- the EU-UK Trade and Cooperation Agreement, (see EU-UK TCA summary and BEIS (Dept. for Business, Energy & Industrial Strategy) guidance)
- in certain circumstances (e.g. under the Northern Ireland Protocol) EU State aid regulations may also be applied
- other bilateral UK FTAs (Free Trade Agreements) where relevant

For experimental development involving collaboration under UK Subsidy Control, the maximum grant allowed towards your eligible project costs under subsidy control rules if you are an organisation receiving direct grant funding from DCMS is:

- up to 60% if you are a small business
- up to 50% if you are a medium-sized business
- up to 40% if you are a large business

Find out if your business fits the [Innovate UK definition of an SME](#).

Research organisations undertaking non-economic activity will be funded as follows:

- universities: up to 80% of full economic costs
- all other research organisations: up to 100% of eligible costs

The Subsidy Control regime outlined above is a direct replacement of State Aid requirements.

Successful bidders will be required to provide a breakdown of their expenses with accompanying legal sign off to confirm their compliance with Subsidy Control Regulations, outlined above. We withhold the right to disqualify projects if it is not provided in a timely manner.

### **What is a Subsidy?**

DCMS uses the EU-UK TCA definition of a subsidy which:

1. Is given by a public authority. This can be at any level; central, devolved, regional or local government or a public body;
2. Makes a contribution (this could be a financial or an in kind contribution) to an enterprise, conferring an economic advantage that is not available on market terms. Examples of a contribution are grants, loans at below market rate, or a loan guarantee at below market rate or allowing a company to use publicly owned office space rent free. An enterprise is anyone who puts goods or services on a market. An enterprise could be a government department or a charity if they are acting commercially
3. Affects international trade. This can be trade with any World Trade Organisation member or, more specifically, between the UK and a country with whom it has a Free Trade Agreement. For example, if the subsidy is going towards goods which are traded between the UK and the EU this could affect trade between the EU and the UK. It is not necessary to consider whether the subsidy could harm trade, just whether there could be some sort of effect. Subsidies to very local companies or a small tourist attraction are unlikely to be a problem as this is unlikely to affect international trade.

Subsidy (or State aid in EU context) confers an advantage on a selective basis to organisations that take part in economic activity, which distorts or threatens to distort competition.

The BEIS Subsidy Control regime are designed to prevent unfair advantages and distortion of trade: [Complying with the UK's international obligations on subsidy control](#)

More information on the principles of awarding subsidies can be found in the [BEIS guidance](#).