



Department for
Business, Energy
& Industrial Strategy

Floating Offshore Wind Demonstration Programme

Guidance notes

Withdrawn

April 2021

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Part 1: FOW Demonstration Programme Summary

1. Programme Overview

The ten point plan for a green industrial revolution published in November 2020 announced the new £1bn Net Zero Innovation Portfolio. One of the ten priority areas in that Portfolio was Offshore Wind,

The objective of the Floating Offshore Wind (FOW) Demonstration Programme ('the Programme') is to support the development and demonstration of innovative FOW technologies and components through the provision of capital grants made available by the Department for Business, Energy and Industrial Strategy (BEIS).

BEIS is making up to £17.5 million of funding available for this Programme. The deadline for applications is 12pm noon BST on Friday 18th June 2021. The password for the application form will be provided upon submitting an online registration form. The registration form is not assessed and will be available up until the deadline for applications.

The core of this programme is delivery of multiple demonstration projects, which will take place until end of March 2024. A project needs to apply in one of the following technology challenges:

- Mooring / Anchoring
- Dynamic cables
- Floaters / Foundations
- Industry defined innovation (other technology, not A, B or C)
- Integrated demonstration (any combination of two or more from A, B, C & D)

Applicants can apply for a grant up to £2m per project for challenges A, B, C and D, and up to £10m per project for challenge E depending on the subsidy requirements outlined in Section 5. Applicants can submit more than one project for the programme; however, applicants can submit only one project, per challenge area, per organisation / consortia. Applicants can participate in multiple consortia, for unique projects, delivering different technologies. BEIS reserves the right to assess the capability of the team to deliver multiple projects and to assess whether the projects are sufficiently dissimilar at the eligibility stage.

There is no maximum number of projects that the programme will fund, however it aims to support at least one project from challenge areas A, B and C, provided applications of sufficient quality are received for each challenge area. BEIS will select projects that best meet the Programme's objectives, offer value for money and present effective project

delivery approaches based on evaluation against the assessment criteria outlined in section 7.2. A balanced portfolio of projects will be selected in line with the overall Programme objectives.

The maximum funding for projects for Challenge E will reflect the risk and amount of technological innovation involved in the project, as indicated in the table below.

Challenge E: Indicative Funding Expectations	
Project addresses at least 2 x technologies from challenge A, B, C or D	Up to ~ £4-5m
Project addresses at least 3 x technologies from challenge A, B, C or D	Up to ~ £6-7m
Project addresses all challenges A, B, C and D	Up to £10m

Applicants shall be expected to demonstrate their project proposals are at Technology Readiness Level (TRL) 5 to TRL 8, and meet the definition of a demonstration project. See Appendix 1 for guidance on TRLs. Proposals shall demonstrate a robust evidence-based case for funding, which will include but not be limited to:

- Innovation & Market Opportunity
- Technology Feasibility
- Dissemination & Social Value
- Project Delivery
- Project Financing

Funding will not be provided for technologies or approaches which are already widely or commercially deployed (in the UK or elsewhere) or which are very similar to those being tested in other existing or planned innovation projects.

If BEIS receives a significantly higher volume of high quality applications, and an increase in funding would significantly improve the outputs of the programme, an increase in budget for the Floating Offshore Wind Programme may be explored in order to facilitate more projects.

2. Context, Outputs & Objectives

Development of offshore wind in the UK to support domestic energy demands has proven to be a success story. It has positioned the UK well to drive towards its 2050 Net Zero target, aiding decarbonisation of the electricity grid and supporting additional viable pathways of electrification and a new green hydrogen economy. To date the focus of offshore wind development has been in shallower waters using fixed foundation platforms. The coincidence of the shallow North Sea has meant that development has largely focused in this location and is likely to continue to for the rest of this decade. However, given the UK's Net Zero commitment, BEIS is also supporting the development of Floating Offshore Wind [it is unlikely that the necessary scale of offshore wind can be achieved through fixed foundations alone]. This increases the imperative of developing the technology and reducing the costs of floating offshore wind (FOW). The UK now has a target for FOW, to deliver 1GW of energy by 2030. This target is a signal to the sector, to provide confidence to move towards early, precommercial array development – building on the two demonstration projects which are currently deployed in UK waters.

FOW technology can be deployed in sea areas that have high wind speeds but are too deep to be cost effective for fixed foundation installation. Supporting innovation that leads to commercialisation and future deployment of FOW gives the opportunity to tap into new wind resources, so that the UK can continue increasing its overall renewable generation capacity. There is significant growth potential in the FOW market, in the UK, wider Europe, and internationally. It is expected that innovations in this sector will include advances in componentry such as dynamic high voltage cable systems, moorings for challenging seabed conditions for both very deep and shallow water, and foundations. Previous demonstration projects have proved concepts and allowed industry and the supply chain to better understand the distinct requirements of FOW.

This programme is funded by the BEIS Net Zero Innovation Portfolio (NZIP), 2021 - 2025. The objectives of this programme are:

- Enable the continuation of large reductions in LCOE for floating offshore wind devices.
- Unlock new UK coastal regions in deeper water with windier sites (floating foundation).
- Deliver new and disruptive UK supply chain content.

The demonstration projects will produce the following technical outputs:

- Detailed design and analysis of FOW prototypes and demonstrators that can lead to manufacture at scale.
- Technology advances in specific areas to increase the TRL. This will de-risk the technology platform before proceeding to the larger deployment.
- Increased IP development in the UK and promote high skilled jobs.

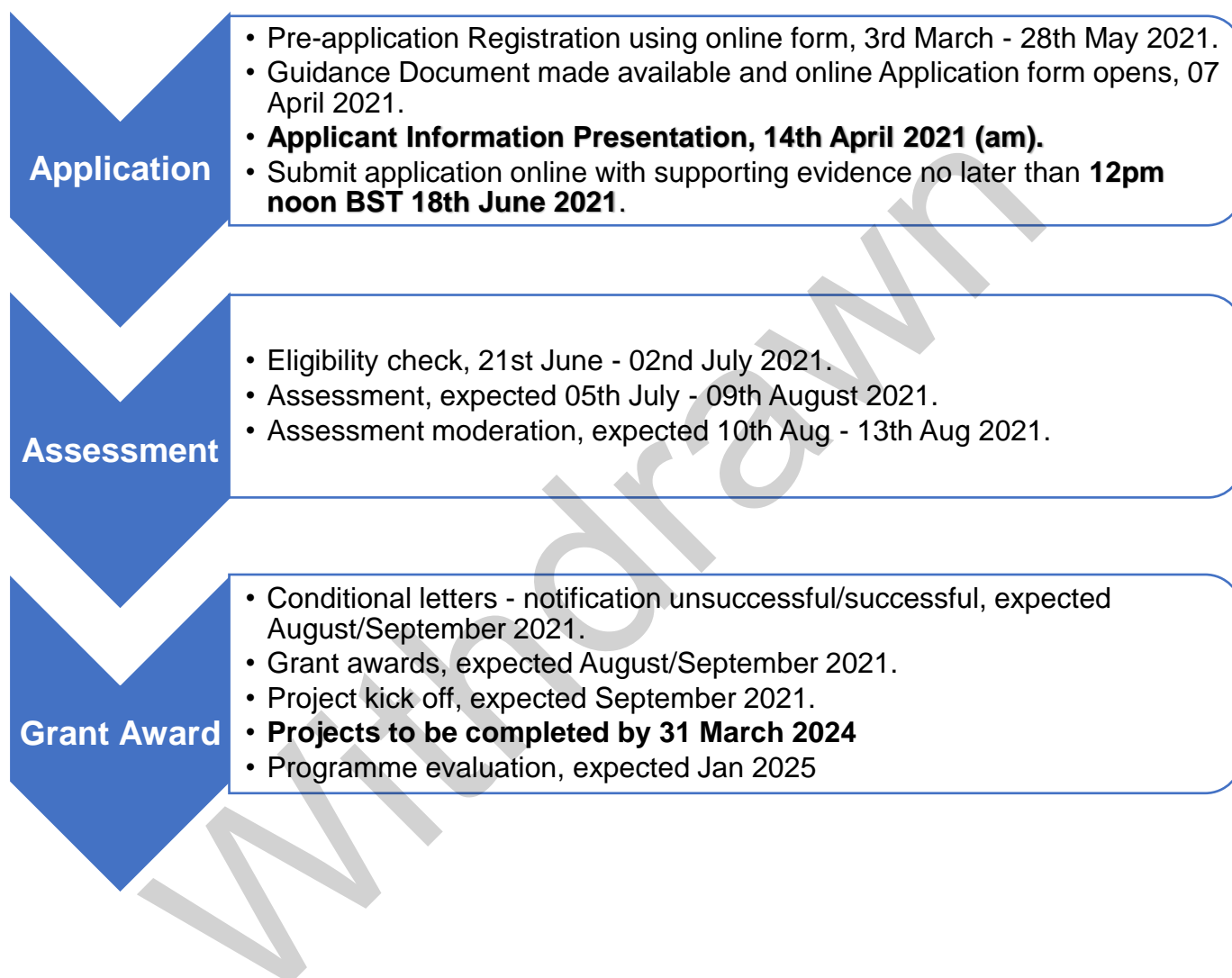
The rationale for this programme is that by supporting a step change in FOW it will enable the UK to position itself as a leader in the technology, design, manufacturing and deploy FOW at scale beyond its current boundaries. The Energy Innovation Needs Assessment (EINA) report for Offshore Wind identified several key areas where investment could accelerate solutions, for example dynamic cabling, foundations and moorings.

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3. Application & Assessment Process

Programme funding will be awarded using a Grant funding approach.

The key dates for the Programme competition are set out below.



As outlined in the diagram above, the Programme award process will be delivered in three key stages: Application, Assessment and Grant Award.

3.1 Stage 1: Application

Bidders are asked to submit an online application form, with supporting information by 12pm noon BST, 18th June 2021. The notes below explain the details of the application process.

- [Online Registration Form](#): You must first register via the online form, which will give you access to the online application form (when it is opened). If you do not register, you will not be able to access the online application form. The registration form is not

assessed. There is no obligation to submit an application if you register. The registration form will remain open until the application submission deadline, 12pm noon BST, 18th June 2021.

- **Applicant Information Presentation:** To be held on 14th April 2021 (am) in association with partner organisations. Presentation materials and written summaries of the Question & Answer (Q&A) session will be made available at:
<https://www.gov.uk/government/publications/floating-offshore-wind-fow-demonstration-programme>
- **Questions about the Competition:** If you have any questions on the competition process after reading the guidance notes and any online Q&A, please submit them to Renewables.Innovation@beis.gov.uk. All questions should be submitted by 12pm noon BST, 30 April 2021. Questions submitted after this date may not be answered. We will reply to any queries which, in our judgement, are of material significance through an anonymised Q&A sheet published on our website by 5pm BST 17 May 2021.
- All applicants should take these replies into consideration when preparing their own applications and applications will be evaluated on the assumption that they have done so.
- **Submission of Application:** The full application for the competition must be submitted [online](#) by the deadline: **12pm noon BST, 18th June 2021**. The online application form will be closed for submissions after this time, and no applications or supporting documentation received outside of this process will be considered.
 - All application documents must be submitted via the online application form. In the form there are opportunities to upload relevant supporting documents. In some sections we specify the supporting information we expect to be uploaded.
 - The maximum size for a document upload is 10MB. Common file formats are supported, for example .doc, .pdf, .xls, .jpg, txt, .ppt. Questions regarding file size and format should be submitted to Renewables.Innovation@beis.gov.uk at least two weeks prior to application deadline. Questions submitted after this date may not be answered.
 - Applicants should endeavour to answer all the questions in full, some questions on the form will be 'required fields' and you will not be able to proceed to the next section until these questions are complete. Incomplete applications and any containing incorrect information may be rejected. However, BEIS may, at its discretion, request clarification before making a final decision.
 - Applicants will receive a confirmation email and PDF copy of their application upon successful submission of the online application form.
- **Submission Content:** Each online application must include the following documents:
 - Completed online [Application Form](#).

- Completed Project Cost Breakdown Form (this should be uploaded in the Finance Section of the assessed criteria in the application form).
- Completed high level project Gantt Chart or project plan for the project proposed to be uploaded in the Project Plans section of the assessed criteria in the application form.
- Completed Risk Register for the project proposed to be uploaded in the Project Success Factors, Risks, and Management section of the assessed criteria in the application form.
- Optional: Supporting information, such as letters of support or other relevant information, can also be submitted where it adds substantive information to the proposal in the final section before you submit your online application form. However, you should not assume that any additional information will be cross-referenced or reviewed as part of the selection process. It may only be used to help finalise the assessment of projects which receive very similar assessment scores.
- **Submission Costs:** You will not be entitled to claim from the Department any costs or expenses that you may incur in preparing your bid, whether or not your proposal is successful.
- **Consortium Bids:** Applications for this Programme may come from project teams (consortia). Only one application should be submitted for each separate project.
 - If forming a formal project consortium, the project partners will need to complete a Consortium Agreement and funding will not be provided by BEIS until a signed consortium agreement has been finalised between all the members of the project consortium. The completed formal Consortium Agreement does not have to be submitted at the time of the application.
 - BEIS recognises that arrangements in relation to consortia and sub-contractors may (within limits) be subject to future change. Bidders should therefore respond in the light of the arrangements as currently envisaged and are reminded that any future proposed changes in relation to consortia and sub-contractors must be submitted to BEIS for approval.
- **Multiple Bids:** Applicants can submit more than one proposal for the programme. However applicants can submit only one project, per challenge area, per organisation / consortia. Organisations can participate in multiple consortia, for unique projects, delivering different technology challenges. BEIS reserves the right to assess the capability of the team to deliver multiple projects and to assess whether the projects are sufficiently dissimilar at the Eligibility Criteria assessment stage.
- **Information Sharing:** BEIS may share information from applications with other UK Government departments or with UKRI.

3.2 Stage 2: Assessment

Applications will first be assessed against the Eligibility Criteria described in Section 4.

Applications which fail the Eligibility Criteria will not be assessed further, so it is essential to ensure that the project meets these criteria before submitting the application.

Applications which meet the Eligibility Criteria will then be assessed against the Programme Assessment Criteria outlined in section 7.2, to determine a project score which will be used for project comparison and selection. BEIS will select projects based on assessment criteria, value for money considerations, effective project delivery approaches and alignment with Programme objectives. BEIS reserves the right to select projects to ensure a balanced portfolio between the different technical areas.

The Programme Assessment Criteria are summarised below and described in more detail in section 7:

- Innovation & Market Opportunity
- Technology Feasibility
- Dissemination & Social Value
- Project Delivery
- Project Financing

To be eligible to receive funding, a project must score 40% against each criterion, with a minimum total weighted score of 60%.

After the assessment stage, all applicants will receive a short summary of key 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. However, applicants are asked to remember that BEIS may receive a significant number of applications and the timing of the release of feedback will be at BEIS's discretion.

BEIS's decision on project funding for applicants is final and BEIS reserves the right not to award any grant funding.

3.3 Stage 3: Grant Award

The proposed grant award timing is September 2021.

BEIS officials will discuss and finalise the formal project milestones with the project team before issue of the formal grant offer. BEIS may also involve an external technical adviser in these milestone discussions and in subsequent monitoring of the project.

4. Eligibility for Funding

4.1 Programme Eligibility Criteria

To be eligible for funding, proposed projects must meet all the following eligibility criteria. Applicants are required to address each of these criteria in the Application Form.

1. Innovation & Technology Readiness

Each funded project is required to deliver and trial a demonstration project so the majority of the funded project activity will be at higher Technology Readiness Levels (TRL), typically between TRL 5 and TRL 8.

A description of Technology Readiness Levels is provided in Annex 1. This Programme will support projects that can demonstrate and trial innovative technologies and processes which meet the following technology readiness requirements:

- The core of this programme is delivery of multiple demonstration projects.
- The majority of project activity and the majority of project costs are expected to be delivering work at Technology Readiness Levels 5 to 8.
- Some component level project activity at TRL 3 or TRL 4 can be supported through this Programme where it is necessary to deliver the final operational prototype system.
- It is expected that demonstrated technologies should be able to show an increase in maturity through testing and validation of components and sub-systems. For example, reach at least TRL 7 – operational prototype – by the end of the project.
- The Programme cannot support very early stage basic or applied research, at TRL 1 or 2.
- The Programme cannot support the development and trial of systems which at the start of the project are already at the commercial design stage or ready for commercial deployment, at TRL 8 or TRL 9. (It is permissible to use existing commercial components in the funded prototype.)
- The Programme cannot support development or trial of solutions which are already commercially or widely deployed in the UK or internationally.
- Guidance on TRLs can be found in Annex 1.

2. Technology Scope

The Programme expects projects to focus on FOW aspects which occur at, and below the sea level. The above water structure of FOW turbines (i.e. the nacelle) is very similar between fixed bottom and floating structures and therefore not the focus of this Programme given the established market. Technology improvements are intended to lead to overall reduction in levelized cost of energy (LCOE) for FOW.

A project needs to apply in one of the technology challenges in Table 1 below. There is no maximum number of projects that the programme will fund, subject to the total budget available, and BEIS expects to support at least one project from challenge areas A, B and C, provided applications of sufficient quality are received for each challenge area.

Table 1: Technology Challenges

A	Mooring / Anchoring	Improvements in design standards (possibly standardisation of components), materials and array layouts to further optimise mooring systems for floating offshore wind. A more integrated design interface between anchors, mooring system and substructure would enable further benefits.
B	Dynamic cables	Improvements in stability and reliability including new materials that are robust enough to withstand mechanical and electrical stress due to the platform's motion and sea condition. Improvements in testing methodologies and guidelines to investigate cable failure mechanisms that will enable the development of a more robust cable.
C	Floaters / Foundations	Improvements in design, structure and production methodologies that will enable cost saving, including design changes that enable cheaper and more efficient manufacturing processes.
D	Industry defined innovation	Other technology that meets the Programme scope and objectives, but not covered by A, B or C
E	Integrated demonstration	Project that can integrate at least two of the challenge areas between A, B, C or D.

3. Project Activity

The programme is seeking **demonstration projects**; according to the maturity of the technology, activities are expected to be considered experimental development or industrial research as per the definitions set out below.

Experimental Development means “acquiring, combining, shaping and using existing scientific, technological, business and other relevant knowledge and skills with the aim of developing new or improved products, processes or services. This may also include, for example, activities aiming at the conceptual definition, planning and documentation of new products, processes or services. Experimental development may comprise prototyping, demonstrating, piloting, testing and validation of new or improved products, processes or services in environments representative of real life operating conditions where the primary

objective is to make further technical improvements on products, processes or services that are not substantially set. This may include the development of a commercially usable prototype or pilot which is necessarily the final commercial product and which is too expensive to produce for it to be used only for demonstration and validation purposes. Experimental development does not include routine or periodic changes made to existing products, production lines, manufacturing processes, services and other operations in progress, even if those changes may represent improvements”.

Industrial Research means “the planned research or critical investigation aimed at the acquisition of new knowledge and skills for developing new products, processes or services or for bringing about a significant improvement in existing products, processes or services. It comprises the creation of components parts of complex systems, and may include the construction of prototypes in a laboratory environment or in an environment with simulated interfaces to existing systems as well as of pilot lines, when necessary for the industrial research and notably for generic technology validation”.

4. Project Status & Timescale

BEIS is unable to fund retrospective work on projects. The value of retrospective work may, however, be considered in the assessment process.

Target dates for key project milestones (e.g. start of construction, start of operational trialling) will be agreed between the successful bidder, BEIS and any private sector partners prior to awarding grant funding.

The Programme grant funding allocation is required to be used by 31 March 2024. BEIS will be not meet claims for any work carried out on, or after 31 March 2024.

5. Additionality

Projects can only be funded where evidence can be provided that innovation would not be taken forward (or would be taken forward at a much slower rate) without public sector funding.

6. Grant Size

The total requested grant should not exceed £2m for projects applying to challenges A – D, or up to £10m challenge E. BEIS is seeking to maximise the impact of government funding, projects looking for public funding intensities that are lower than the applicable maximum are likely to score higher in the appraisal process.

The maximum funding for projects for Challenge E will reflect the risk and amount of technological innovation involved in the project, as indicated in the table below.

Challenge E: Indicative Funding Expectations	
Project addresses at least 2 x technologies from challenge A, B, C or D	Up to ~ £4-5m
Project addresses at least 3 x technologies from challenge A, B, C or D	Up to ~ £6-7m
Project addresses all challenges A, B, C and D	Up to £10m

BEIS reserves the right to offer lower funding than is sought for a project in order to secure better value for money from the programme.

Section 5 of this Guidance document sets out the maximum grant intensity limits for the Programme, but applicants should be aware that grant awards may be lower than the maximum limit.

7. Grant Intensity (Match Funding)

Given the subsidy categories, applicants will need to have private funding in place to cover the balance of the eligible costs. Such funding may come from a company's own resources or external private sector investors but may not include funding attributable to any public authority. The level of private (match) funding for a project will depend on the status of the applicant organisation(s) and the specific nature of the proposed project; section 5.2 provides details of the grant intensity levels. Before the grant letter is issued, the applicant will need to demonstrate a credible plan to raise the match-funding required for the whole lifetime of the project. This needs to be evidenced, for example by relevant bank statements or letters showing intention to invest into the applicant.

8. Eligible Project Costs

The project costs must comply with the definition of eligible project costs set out in Annex 2. In addition, project partners must ensure that the project costs do not include any of the non-eligible items listed in Annex 2.

The eligible project costs incurred by any single undertaking within a single consortium must not exceed 70% of the total project costs.

9. Applicants and Project Team Make-up

Projects may either be delivered by sole organisations or by a consortium of project partners, which must be UK-based¹.

If the project is delivered by a project team or consortium a single project application must be submitted to BEIS by the lead project member – the project co-ordinator.

The sole applicant or project co-ordinator for the funded activities must be a private company or other organisation registered with Companies House with the necessary skills, experience and capacity to effectively lead the proposed project.

Project team members can be:

- UK-based private sector companies
- UK academic, research, public, third sector or community organisations working as part of a project consortium with private sector organisations.

Research Organisation Definition:

When referring to research organisations, BEIS uses the following definition:

“‘research and knowledge dissemination organisation’ or ‘research organisation’ means an entity (such as universities or research institutes, technology transfer agencies, innovation intermediaries, research-oriented physical or virtual collaborative entities), irrespective of its legal status (organised under public or private law) or way of financing, whose primary goal is to independently conduct fundamental research, industrial research or experimental development or to widely disseminate the results of such activities by way of teaching, publication or knowledge transfer. Where such entity also pursues economic activities, the financing, the costs and the revenues of those economic activities must be accounted for separately. Undertakings that can exert a decisive influence upon such an entity, for example in the quality of shareholders or members, may not enjoy a preferential access to the results generated by it.”

Within this competition, this means:

universities (higher education institutions)

non-profit research and technology organisations (RTOs), including Catapults

- public sector organisations (PSO)
- public sector research establishments (PSRE)

¹ UK-based organisations must have an establishment or branch in the UK at the point of receiving grant funding.

- research council institutes
- research organisations (RO)
- charities.

This list is not comprehensive and is subject to change and exceptions.

4.2 General Conditions

Previous recipients of public sector innovation funding can apply to this Programme but the proposed project must be for new activities which have not previously received funding. Applicants will be required to provide details of other public sector funding which they have received or for which they have applied which relates to the same technology.

Applicants (including consortium partners) must be financially viable and undertakings must not be subject to an outstanding recovery order to recover incompatible aid already granted or in financial difficulty (e.g. seeking rescue and restructuring aid). BEIS grant funding cannot be provided through the Programme to companies which do not meet the financial eligibility requirements relevant to their regulatory regime which must be self-declared at time of application.

In addition, Annex 3 lists a number of questions relating to 'reasons for exclusion' including bribery, corruption or fraud and BEIS would not expect to provide grant funding to companies which cannot answer 'No' to all of these questions.

There are five declaration forms which must be completed by each applicant, covering issues such as: conflict of interest; non-collusion; bribery, corruption and fraud; and overall agreement to the terms of this pre-commercial procurement process.

These declarations are included within the Application Form. They are also attached at Annex 4 of this document for reference.

Conflicts of interest: The BEIS standard terms and conditions of grant agreement include reference to conflict of interest and require bidders to declare any potential conflict of interest to the Secretary of State.

Conflict of interest is defined as the presence of an interest or involvement of the bidder, subcontractor (or consortium member) which could affect the actual or perceived impartiality of the research or analysis.

Where there may be a potential conflict of interest, it is suggested that the consortium or organisation designs working arrangements such that the findings cannot be influenced (or perceived to be influenced) by the organisation which is the owner of a potential conflict of interest. For example, consideration should be given to the different roles which

organisations play in the research or analysis, and how these can be structured to ensure an impartial approach to the project is maintained.

The process by which this is managed in the procurement process is as follows:

- During the application period organisations may contact BEIS to discuss whether or not their proposed arrangement is likely to yield a conflict of interest.
- When bids are scored, this declaration will be subject to a pass/fail score, according to whether, on the basis of the information in the proposal and declaration, there remains a conflict of interest which may affect the impartiality of the research.

Failure to declare or avoid conflict of interest at this or a later stage may result in exclusion from the competition, or in BEIS exercising its right to terminate any grant agreement awarded.

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5. Funding Levels & Subsidy Requirements

DISCLAIMER: While BEIS will operate within the UK-EU Trade and Co-operation agreement (TCA) requirements and World Trade Organisation (WTO) rules, we may decide to offer lower levels of funding than the maximum permitted under the rules; additionally, the funding rules set out in this Guidance Document for the FOW Demonstration Programme are specific to this Programme only.

Subsidy Control

The Programme will support successful applicants through subsidies awarded in the form of grants towards the eligible costs of the proposal. Since 1 January 2021, public authorities must comply with our international commitments on subsidies in the UK-EU TCA², and other trade agreements, as well as the WTO rules on subsidies. Subsidy rules dictate the types of costs that applicants can claim grant support for, as well as the maximum level of grant funding that they can receive which may differ by organisation type, size, and location.

Rules for Subsidies in Scope of the Northern Ireland Protocol

The rules set out in this document apply equally to all applicants from England, Wales, Scotland and Northern Ireland that are eligible to receive funding. Grants awarded to applicants and partner organisations from Northern Ireland will also be subject to scrutiny from the European Commission in accordance with Article 10 of the Northern Ireland Protocol to the UK/EU Withdrawal Agreement³.

If the European Commission considers a business or any undertaking to have been incorrectly in receipt of grant funding, that undertaking is likely to be required to repay any aid received to the value of the gross grant equivalent.

5.1 Programme Budget and Availability

The applicant(s) to the scheme will be eligible to receive up to £2m grant funding for projects applying to challenges A – D, or up to £10m grant funding for challenge E projects. The maximum percentage of public funding that can be provided for the project in this Programme is summarised in Table 2 ‘Maximum public funding for projects in the Programme’. The number of projects funded will depend on the number of demonstration project proposals, the quality of the proposals and the cost of the proposals.

Note: Nothing in this funding call requires BEIS to award any applicant a grant agreement of any particular amount or on any particular terms. BEIS reserves the right not to award any grant agreements, in particular if BEIS is not satisfied by the proposals received or if the

² <https://www.gov.uk/government/publications/complying-with-the-uks-international-obligations-on-subsidy-control-guidance-for-public-authorities>

³ https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/840230/Revised_Protocol_to_the_Withdrawal_Agreement.pdf

funding assigned to the scheme is required for other, unforeseen, purposes. BEIS will not, under any circumstances, make any contribution to the costs of preparing proposals and applicants accept the risk that they may not be awarded a grant agreement.

5.2 Grant Intensity Guidelines

The figures in Table 2 below represent the maximum aid intensity that BEIS will provide under FOW Demonstration Programme. If you are applying as a collaboration, you must also submit a copy of the Heads of Terms⁴ for your collaboration agreement. BEIS will review the collaboration agreement before issuing the Grant Offer Letter to ensure that proposed collaborations are viable and robust.

The application projects must fall within the definition of industrial research or experimental development as defined in 4.1 Programme Eligibility Criteria (3. Project activity).

Please note these are maximum spending levels and BEIS may decide to provide less than the maximum in order to strengthen leverage and value for money, depending on the specific project requirements.

Table 2: Maximum public funding for projects in the Programme

Research Category	Type & size of applicant	Maximum amount of public sector funding towards eligible Project Costs
Industrial Research - Single Company Application	Small enterprise	70%
	Medium enterprise	60%
	Large enterprise	50%
Industrial Research - Companies in Collaborations or sole applicants fulfilling dissemination requirements (see section 5.3 on Collaboration and Dissemination Requirements.	Small enterprise	80%
	Medium enterprise	75%
	Large enterprise	65%
Experimental Development - Single Company Application	Small enterprise	45%
	Medium enterprise	35%

⁴ Heads of Terms as a minimum

Research Category	Type & size of applicant	Maximum amount of public sector funding towards eligible Project Costs
	Large enterprise	25%
Experimental Development - Companies in Collaborations or sole applicants fulfilling dissemination requirements (see section 5.3 on Collaboration and Dissemination Requirements).	Small enterprise	60%
	Medium enterprise	50%
	Large enterprise	40%

5.3 Collaboration and Dissemination Requirements

Project applicants seeking higher grant intensity because they are part of a collaboration or are proposing wide knowledge dissemination must meet at least one of the following criteria:

1. The project team includes at least one SME; no single project team member incurs more than 70% of the total eligible project costs; and research organisations carrying out non-economic activity incur no more than 30% of the total eligible project costs.
2. The project team includes at least one research organisation, which incurs at least 10% of the total eligible project costs; no single project team member incurs more than 70% of the total eligible project costs; and research organisations carrying out non-economic activity incur no more than 30% of the total eligible project costs.
3. The results of the project are widely disseminated through conferences, publication, open access repositories, or free or open source software.

5.4 Public Funding

When considering levels of grant 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 Governments or Government organisations. Such funding includes grants or other subsidies made available by those bodies or their agents or intermediaries (such as grant funded bodies).

In applying to this Programme you must state if you are applying for, or expect to receive, any funding for your project from public authorities (in the UK or elsewhere). Any other public funding will be cumulated with BEIS funding to ensure that the public funding limit and the grant intensity levels are not exceeded for the project.

Whilst BEIS will check the information provided to try and ensure that applicants meet the requirements of the subsidy categories, applicants should establish that they fall within the grant rules for this Programme before submitting applications. BEIS requires applicants to notify them of any change to situation or circumstance during the project.

If there is a breach of funding rules and requirements, for whatever reason, BEIS will require repayment of any grant received, including interest, above that which was due. In this situation, applicants will be required to repay all funding received. It is essential to ensure that the total grant funding for the project from public sources does not exceed the permitted percentages stated for the relevant subsidy category.

As part of the assessment process, the added value and additionality of public funding will be tested (Part 2, 1.6 – Project Funding). Applicants will need to demonstrate why public funding is required to deliver this project.

5.5 Funding for Research Organisations

Research organisations (as defined in section 4.1) undertaking non-economic activity as part of the project can share up to 30% of the total eligible costs for this Programme. If the project team contains more than one research organisation undertaking non-economic activity, this 30% maximum limit is shared between them.

The maximum funding levels for research organisations carrying out non-economic activity in a project are:

- Universities: 80% of Full Economic Costs (based on the TRAC methodology);
- All other research organisations: 100% of eligible costs

Research organisations seeking funding through this Programme must also meet the following requirements:

- All research organisations should be non-profit distributing to qualify. They should explain in the application how they will disseminate the output of their project research.
- The organisations must not secure funding for the project activities funded by BEIS through this Programme from other sources – e.g. from research council funding.

Research organisations which are engaged in economic activity in the project will be treated as private sector (business) enterprises for the purposes of funding.

6. Deliverables

A key output from this Programme will be the dissemination and knowledge-sharing activities. Therefore, in addition to providing evidence of the physical, tangible and intangible assets of the demonstration, each project team must deliver the following outputs by the end of the project:

- An evidence-based final project report for BEIS (and other Government departments) detailing the design and development of the demonstration and trials results, key successes, lessons learned, and next steps. BEIS will supply guidance for this project report.
- A version of the final project report which can be published.
- A programme of knowledge dissemination throughout the project and final evaluation reports of project activities.
- Quarterly update reports to BEIS.
- Site visits, at least one per year (COVID restrictions dependent).
- A pathway for wider deployment of the proposed approach on project completion, including identification of any further technical development or trials needed and any recommended policy, legislative or regulatory changes to enable wider deployment.

7. Assessment Process & Criteria

7.1 Assessment Process

All applications will be considered initially against all the eligibility criteria described in section 4, and then against the assessment criteria outlined below in section 7.2, which are based on the Programmes objectives.

The assessment criteria score will be used to for project comparison and selection.

- BEIS will select projects that best meet the Programme's objectives, offer value for money and present effective project delivery approaches.
- BEIS reserves the right to select projects that contribute to a balanced portfolio of projects in line with the different technical areas, & overall Programme objectives.
- To be eligible to receive funding, a project must score at least 40% against each criterion and a minimum total weighted score of 60%.

Applications will be assessed by at least three assessors (these will include BEIS assessors and independent assessors). A moderation meeting will be held at the end of the assessment process to agree the overall combined scores for each of the projects and to determine an overall ranking list which will be used by BEIS to allocate the funding for the Competition.

BEIS may allocate less than the total Programme budget depending on the quality of the applications.

The application form and these Guidance Notes are designed to inform you about the types of information you should provide to BEIS in order for your proposal to be assessed. For the avoidance of doubt, the individual questions listed under the headings below 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.

7.2 Assessment Criteria

Criterion 1	Innovation & Market Opportunity
Weighting	20%
Guidance	<p>For this criterion of the proposal assessors will consider a range of aspects, these will include (but not be limited to) the following:</p> <p><i>How innovative is the project? Is it a simple improvement on an existing product or radically new?</i></p> <p>Compare the solution with current state of the art technologies and explain the benefits of this new approach, with respect to the aims, objectives and outputs of this Programme.</p> <p>Is the need for this innovation compelling?</p> <p><i>How significant is the potential advantage which this innovation offers over existing solutions or alternative technologies that can meet current market needs?</i></p> <p>Can the innovation be protected?</p>
Scoring	<p>Highest marks will be awarded to projects with most innovative ideas.</p> <p>Present well thought-out, robust, credible, innovation idea.</p> <p>Provide evidence that the innovation is one of the kind.</p> <p>Explain why the specific innovation is better compare to other similar technologies</p> <p>Potential for IP applications</p>

Criterion 2	Technology Feasibility
Weighting	30%
Guidance	<p>For this criterion of the proposal assessors will consider a range of aspects, these will include (but not be limited to) the following:</p> <p>Comprehensive description of the technology development status with reference to Technology Readiness Levels (TRLs).</p> <p>Provide evidence of performance, such as outputs from previous R&D projects and previous prototypes, either in the UK or elsewhere.</p> <p>What is the cost of the proposed solution and how it contributes to LCOE reduction? Quantify target LCOE reduction to 2030.</p> <p>Describe how the performance of the solution will be further validated through the demonstration project.</p>

Criterion 2	Technology Feasibility
	<p>Describe the long-term development plan for commercialisation and exploitation beyond the FOW Demonstration Programme, including route to market and business model.</p> <p>If relevant:</p> <p>Describe how the technology will impact the environment and meet the required regulatory conditions.</p> <p>Describe the additional benefits of demonstrating an integrated system, or integrated technologies.</p> <p>Describe the scalability of the solution e.g., for platforms, how big of a turbine can it support?</p> <p>Describe and quantify the resources and raw materials required and its impact on embedded carbon e.g., concrete used. If appropriate outline any potential for reuse, repurposing or recycling to minimise the environmental footprint.</p>
Scoring	<p>Highest marks will be awarded to the technologies and approaches expected to lead to the greatest overall benefits to the FOW in U.K.</p> <p>Robust evidence from previous stages.</p> <p>High LCOE reduction.</p> <p>Benefits in short and long term.</p>

Criterion 3	Dissemination & Social Value
Weighting	10%
Guidance	<p>For this criterion of the proposal assessors will consider a range of aspects, these will include (but not be limited to) the following:</p> <p>Describe how the technology significantly advances the development of FOW technology and supply chain in the UK. Where possible estimate the numbers and types of jobs that deployment of the technology would create, levels of technical expertise or specialist knowledge required, and any other relevant information.</p> <p>Describe the extent to which learning from the project will be shared e.g. technical aspects, feasibility, and costs.</p> <p>Describe the scale and scope of proposed dissemination and knowledge transfer activities.</p> <p>If relevant:</p> <p>Describe the additional benefits of demonstrating an integrated system, or integrated technologies will bring in advancing the collective knowledge of FOW technology in the UK.</p>

Criterion 3	Dissemination & Social Value
Scoring	<p>Highest marks will be awarded to applicants that can provide more evidence on social value and have a realistic dissemination approach.</p> <p>Present well robust, credible, project dissemination plan.</p> <p>Number and types of high valued jobs</p>

Criterion 4	Project Delivery
Weighting	20%
Guidance	<p>This criterion will assess the project team's potential capacity and capability to develop, build and demonstrate a successful FOW technology prototype. The assessors will consider a range of aspects, these will include (but not be limited to) the following:</p> <p>Does the project team have the right available mix of skills, experience and capacity to successfully deliver the project?</p> <p><i>Is appropriate use being made of sub-contractors where in-house skills are either insufficient or not available in the right timeframe?</i></p> <p><i>Where sub-contractors are being used, does the management team have experience of managing external contractors? Can any skills gaps be addressed by the acceleration support?</i></p> <p><i>Completeness and quality of the plan - Is the project plan sufficiently detailed in comparison to the complexity of the project? Is the timing of key milestones realistic?</i></p> <p><i>Is the technical and methodological approach appropriate to the needs of the project and are the innovative steps achievable through the proposed approach?</i></p> <p>Consider the quality of risk assessment and contingency planning, including consideration of health and safety and other regulatory requirements.</p> <p>Do the project team have access to the necessary facilities, resources and specialised skills?</p>
Scoring	Highest marks will be awarded to applicants that have taken all reasonable steps to maximise the likelihood of successfully delivering the

Criterion 4	Project Delivery
	<p>projects aims (whilst recognising the innate technical risk in any demonstration project). High scoring applications will, for example:</p> <p>Present well thought-out, robust, credible, project plans.</p> <p>Show a realistic and robust approach to risk management.</p> <p>Have a strong delivery team with proven experience of successfully delivering comparable projects.</p> <p>Guarantee access to any necessary specialist facilities, operational knowledge and skills, or other resources required to execute the project.</p> <p>Provide evidence of robust plans to deliver a substantive and diverse demonstration, including a significant number and wide range of flexibility assets and asset owners.</p> <p>Show the strong commitment of all participating organisations.</p> <p>Not be heavily dependent for success on external factors beyond the project's direct control.</p>

Criterion 5	Project Financing
Weighting	20%
Guidance	<p>The assessors will consider a range of aspects, these will include (but not be limited to) the following:</p> <p><i>Robustness of the proposed project costs – Is the budget realistic for the scale and complexity of the project? Are the eligible project costs are justified in terms of the proposed project plans and sufficient to deliver the deliverables sought?</i></p> <p><i>Has a realistic budget breakdown been provided? Do the work packages align with the predicted spend profile shown on the project cost breakdown form?</i></p> <p><i>Additionality of project - the extent to which this innovation would be taken forwards without public sector funding? How strong is the case for added value of public funding?</i></p>

Criterion 5	Project Financing
	<p><i>Level of match funding which will be leveraged by the Programme grant - i.e. the overall proportion of project costs to be funded by private sector match funding.</i></p> <p>Consideration will be given to whether or not the project offers good value for money.</p>
Scoring	<p>Highest marks will be awarded to projects that can demonstrate that the Programme funds contribution to the eligible project costs:</p> <p>Will leverage more than the legal minimum level of match funding (as determined by the funding intensity limits).</p> <p>Will represent good use of the BEIS innovation funding by supporting projects whose costs are realistic and justified and are likely to secure the expected project aims and deliverables.</p> <p>Will represent good use of the BEIS innovation funding by supporting the development of innovative technologies and processes which would not otherwise be funded.</p>

7.3 Scoring Guidance

The projects will be scored against these assessment criteria using the following scoring guidance set out in Table 3 below. Each criterion will be scored out of 10. In order to be eligible for funding, projects must score 40% against each criterion, with a minimum total weighted score of 60%.

Table 3: Scoring Guidance

Score	General Scoring Guidance
1	No Evidence: Proposal no evidence to address the question.

Score	General Scoring Guidance
	<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>Not Satisfactory: 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>Partially Satisfactory: 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>Satisfactory: 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>Good: 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>Excellent: 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>

8. Project Plans, Finances & Financial Viability

8.1 Project Plans

- 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 project milestones.
- All projects must be financially complete by 31st March 2024.

8.2. Project Lead

BEIS specifies that there should only be **one lead company assigned to each project proposal**. Grant Offer Letters for successful applicants will be made out to the delegated lead company and as such BEIS is only responsible for making claim payments to the delegated project lead. Payments to collaboration partners or sub-contracts are the responsibility of the lead company.

BEIS require that all partners in a collaborative application have signed a Collaboration Agreement (CA) prior to a Grant Offer Letter being awarded. The CA should as a minimum specify the work division, intellectual property arrangements and a dispute rectification process. BEIS will, in event of a dispute between partners, look for that dispute to be resolved within the terms of the CA.

8.3 Project Costs

All applicants must complete the Programme Project Cost Breakdown Form detailing their expected expenditure and spending profile for the project on a quarterly basis. Further details about this form can be found in Part 2 of this document. You should complete a single form covering your entire project and including all of your partners, clearly identifying which costs relate to which partner.

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

While BEIS understands that project costs are subject to change prior to agreeing a Grant Offer Letter and throughout the course of the project, we do expect the final version of the Finance Form to be our guide to project expenditure through delivery and costs should not vary significantly from this without prior agreement of the Department.

8.4 Sub-Contract Use

You will be expected to state and justify in your project application the amount of sub-contract funding (if any) within the expected spend of the project. You will be expected to explain the necessity for this spend as opposed to the addition of collaboration partners within the project proposal.

8.5 Overhead Rates

Overheads are additional indirectly incurred costs that are necessarily incurred by the applicant in undertaking the work. BEIS will normally calculate overheads as a fixed 20% percentage of all direct labour costs for this Programme, but in exceptional circumstances, that must be fully detailed in the application, BEIS will pay overhead rates between 10% and 40%. The overhead rate is agreed with BEIS before the Grant Offer Letter is issued and cannot be changed during the work.

8.6 Financial viability checks

BEIS will undertake financial viability checks on all successful 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 credible 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, letters of intent to invest from individuals or organisations 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 will offer flexibility in terms of profiles and payments, within the confines of the requirements for use of public money within which it operates.

8.7 Grant Use

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.

Withdrawn

9. Project Closure Report, Knowledge Sharing, Evaluation & Intellectual Property

9.1 Project Closure Report, Knowledge Sharing & Evaluation Requirements

There will be a number of reporting requirements on project teams during the course of the project, including after the final payment milestone:

- Project Closure Report: BEIS needs to be able to demonstrate not only where we are spending the budget but also how the projects it has supported have progressed. The evidence you provide in completing this report is essential for our understanding of how the portfolio as a whole has performed and how we provide innovation funding in the future. All commercial data provided shall be anonymised and aggregated for analytical and performance purposes.
- Evaluation of the scheme: successful applicants will be expected to co-operate with BEIS in an evaluation of the scheme during and after final grant payments, to assess the impact of the scheme including value for money.
- Knowledge sharing: effective dissemination and knowledge sharing are important requirements in this Programme.

9.2 Intellectual Property

Suppliers will retain the intellectual property generated from the project, and will be expected to identify and protect patentable knowledge within 3 years of its creation. Costs associated with securing intellectual property arising from or associated with this project are not eligible for reimbursement and cannot be included within the agreement price.

9.3 Ownership of Demonstration Devices

Both during and after the project, the chosen suppliers (project teams) will retain responsibility and ownership for the technologies and related equipment developed and used during the delivery of the grant agreement.

10. Notification & Publication of Results

10.1 Notification

Applicants will be informed by email whether their application has been successful, subject to compliance with the terms and conditions of the Conditional Grant Offer.

BEIS may wish to publicise the results of the scheme which may involve engagement with the media. At the end of the application and assessment process, BEIS may issue a press release or publish a notice on its website. These public documents may outline the overall results of the Programme competition and describe some of the projects to be funded:

- Identity of the participant and its partners
- Project summary information including aims and expected outcomes of the project and technology area
- Total award value.

Confidentiality request: 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. In addition, all funded projects must include reporting and dissemination milestones – agreed with BEIS - as part of their project deliverables.

Any organisation that wishes to publicise its project, at any stage, must contact the BEIS Programme Lead before doing so, Renewables.Innovation@beis.gov.uk.

10.2 Publication of results

In return for provision of funding and non-financial support during demonstration activities, BEIS expects to be able to use and share the results and outputs of the demonstration activities with other Government Departments, industry and other stakeholders to further understanding and progress technology development and deployment.

Following completion of the funded projects, BEIS will publish on its website a summary of the funded activities and the outcomes achieved. This will include a final summary report from each project detailing technical approach, key achievements and recommendations. BEIS may also revisit projects at a later date and publish an evaluation report for the scheme as a whole.

BEIS however recognise the need to maintain confidentiality of commercially sensitive information. BEIS will consult applicants regarding the nature of information to be published in order to protect commercially sensitive information.

11. Feedback, Re-application & Right of Appeal

A short summary of key feedback regarding the applications will be provided to all applicants, this feedback will be based on the summary comments from the Assessment Stage, from both BEIS officials and external technical assessors, if used. No additional feedback will be provided and there will be no further discussion on the application.

The feedback from the assessors is intended to be constructive. Comments are not a check list of points which must be answered or argued in a resubmitted application as the assessors may be different and it is your decision as to whether you act on the suggestions made.

There is no right of appeal - the technical reviewers' scores are final - so it is important that you make any points you wish to make clearly and concisely in the application form.

Withdrawn

12. Privacy, Confidentiality & Freedom of Information

12.1 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.

12.2 How will the information you provide in your application be used?

The information provided when applying to this Programme will be used within BEIS, appointed third parties and other central Government bodies in the UK to determine funding decisions on innovation projects. All submissions will be reviewed by BEIS and appointed third parties. All assessors used during the assessment of applications will be subject to a confidentiality agreement.

12.3 Use of personal data

Personal information supplied to BEIS via the application will be used as documented immediately above. BEIS will not disclose any information outside this remit unless required to do so by law.

13. Further Instructions to Bidders

The Department reserves the right to amend the enclosed Programme documents at any time prior to the deadline for receipt of proposals. Any such amendment will be numbered, dated and issued on the website - <https://www.gov.uk/government/publications/floating-offshore-wind-fow-demonstration-programme>. Where amendments are significant, BEIS may at its discretion extend the deadline for receipt of proposals.

BEIS reserves the right to withdraw this opportunity without notice and will not be liable for any costs incurred by bidders during any stage of the process. Bidders should also note that, in the event an application is considered to be fundamentally unacceptable on a key issue, regardless of its other merits, that application may be rejected. By issuing this Programme document, BEIS is not bound in any way and does not have to accept the lowest or any project application and reserves the right to accept a portion of any project application unless the bidder expressly stipulates otherwise in their proposal.

Withdrawn

Annex 1 – Technology Readiness Levels (TRLs)

Technology Readiness Levels are an indication of the maturity stage of development of particular technology on its way to being developed for a particular application or product. The table below provides a definition of Technology Readiness Levels 1 to 9.

TRL 1 – Basic Research	Scientific research begins to be translated into applied research and development.
TRL 2 – Applied Research	Basic physical principles are observed, practical applications of those characteristics can be 'invented' or identified. At this level, the application is still speculative: there is not experimental proof or detailed analysis to support the conjecture.
Applied research and development	
TRL 3 – Critical Function or Proof of Concept Established	Active research and development is initiated. This includes analytical studies and laboratory studies to physically validate analytical predictions of separate elements of the technology. Examples include components that are not yet integrated or representative.
TRL 4 – Laboratory Testing/Validation of Component(s)/Process(es)	Basic technological components are integrated - Basic technological components are integrated to establish that the pieces will work together.
TRL 5 – Laboratory Testing of Integrated/Semi-Integrated System	The basic technological components are integrated with reasonably realistic supporting elements so it can be tested in a simulated environment.
Demonstration	
TRL 6 – Prototype System Verified	Representative model or prototype system, is tested in a relevant environment.
TRL 7 – Integrated Pilot System Demonstrated	Prototype near or at planned operational system, requiring demonstration of an actual system prototype in an operational environment.

Pre-commercial deployment	
TRL 8 – System Incorporated in Commercial Design	Technology is proven to work - Actual technology completed and qualified through test and demonstration.
TRL 9 – System Proven and Ready for Full Commercial Deployment	Actual application of technology is in its final form - Technology proven through successful operations.

Annex 2 – Eligible Costs

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

Eligible costs are defined as the following:

Personnel costs: researchers, technicians and other supporting staff to the extent employed on the project;

- 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;
- 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;

- 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;
- Additional overheads and other operating expenses, including costs of materials, supplies and similar products, incurred directly as a result of the project.

List of Ineligible Costs

Under no circumstances can the grant be claimed or used:

- For activities of a political or exclusively religious nature;
- 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 (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 included in applications. Exceptionally, where BEIS is willing to provide a grant which covers the cost of staff in key posts, the day rate attributed to each member of key staff within the project must be agreed with BEIS at the outset and cannot be varied without written agreement.

Part 2 - Completion of the Application & Finance Forms

1. Completion of the Project Cost Breakdown Form

You will need to complete the financial details in the Financial Summary section of the application form and also complete the FOW Demonstration Project Cost Breakdown Form. The information in both sections should be consistent.

You should only submit one project cost breakdown form for the project, which should combine the costs of all project partners. Within the project cost breakdown form and the application, you should make clear how funds will be split between partners.

The Project Cost Breakdown Form consists of 8 worksheets:

- Summary
- Project Location
- Labour and Overhead costs
- Material costs
- Capital equipment costs
- Sub-contract costs
- Travel and subsistence costs
- Other costs

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

Within the spreadsheet there are grey cells which are auto-calculating based on data in the manual entry cells, information should not be entered into these. All blue cells are manual entry boxes or drop down boxes into which data can be input; Each tab provides example in the first row on how to fill out the form. Additional guidance on exactly what information should be input often be found by clicking into cells.

Guidance on eligible costs is provided in 5.2 Grant intensity guidelines (Table 2) 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.

Project Quarterly 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 spread-sheet, for each category matches the total that has been calculated on the individual worksheets.

Annex 3 – Declarations

Statement of non-collusion

To: The Department for Business, Energy and Industrial Strategy

1. We recognise that the essence of competition is that the Department will receive a bona fide competitive proposal from all persons bidding. We therefore certify that this is a bona fide proposal and that we have not fixed or adjusted the amount of the proposal or our rates and prices included therein by or in accordance with any agreement or arrangement with any other person.

2. We also certify that we have not done and undertake not to do at any time before the hour and date specified for the return of this proposal any of the following acts:

- communicate to any person other than the Department the amount or approximate amount of our proposed bid, except where the disclosure, in confidence, of the approximate amount is necessary to obtain any insurance premium quotation required for the preparation of the bid;
- enter into any agreement or arrangement with any other person that he shall refrain from submitting a bid or as to the amount included in the bid;
- offer or pay or give or agree to pay or give any sum of money, inducement or valuable consideration directly or indirectly to any person doing or having done or causing or having caused to be done, in relation to any other actual or proposed bid for the competition, any act, omission or thing of the kind described above.

3. In this certificate, the word “person” shall include any person, body or association, corporate or unincorporated; and “any agreement or arrangement” includes any such information, formal or informal, whether legally binding or not.

Withdrawn

Form of Bid

To: The Department for Business, Energy and Industrial Strategy

1. Having considered the grant funding opportunity and all accompanying documents

(including without limitation, the terms and conditions of the grant opportunity and the Specification) we confirm that we are fully satisfied as to our experience and ability to deliver the goods/services in all respects in accordance with the requirements of this competition.

2. We hereby bid and undertake to provide and complete all the services required to be performed in accordance with the terms and conditions of the agreement and for the amount set out in the Application Form.

3. We agree that any insertion by us of any conditions qualifying this grant proposal or any unauthorised alteration to any of the terms and conditions of the grant agreement made by us may result in the rejection of this bid.

4. We agree that this proposal shall remain open to be accepted by the Department for 8 weeks from the date below.

5. We understand that if we are a subsidiary (within the meaning of section 1159 of (and schedule 6 to the Companies Act 2006) if requested by the Department we may be required to secure a Deed of Guarantee in favour of the Department from our holding company or ultimate holding company, as determined by the Department in their discretion.

6. We understand that the Department is not bound to accept the lowest or any proposal it may receive.

7. We certify that this is a bona fide proposal.

Conflict of Interest

I have nothing to declare with respect to any current or potential interest or conflict in relation to this project (or any potential providers who may be subcontracted to deliver this work, their advisers or other related parties). By conflict of interest, I mean, anything which could be reasonably perceived to affect the impartiality of this project, or to indicate a professional or personal interest in the outcomes from this project.

OR

I wish to declare the following with respect to personal or professional interests related to relevant organisations*;

Where a potential conflict of interest has been declared for an individual or organisation within a consortium, please clearly outline the role which this individual or organisation will play in the proposed project and how any conflict of interest has or will be mitigated.

* These may include (but are not restricted to);

- A professional or personal interest in the outcome of this project
- For evaluation projects, a close working, governance, or commercial involvement in the project under evaluation
- Current or past employment with relevant organisations
- Payment (cash or other) received or likely to be received from relevant organisations for goods or services provided (Including consulting or advisory fees)
- Gifts or entertainment received from relevant organisations
- Shareholdings (excluding those within unit trusts, pension funds etc.) in relevant organisations
- Close personal relationship or friendships with individuals employed by or otherwise closely associated with relevant organisations

All of the above apply both to the individual signing this form and their close family / friends / partners etc.

If your situation changes during the project in terms of interests or conflicts, you must notify BEIS straight away.

A DECLARATION OF INTEREST WILL NOT NECESSARILY MEAN THE INDIVIDUAL OR ORGANISATION CANNOT WORK ON THE PROJECT; BUT IT IS VITAL THAT ANY INTEREST OR CONFLICT IS DECLARED SO IT CAN BE CONSIDERED OPENLY.

Withdrawn

The General Data Protection Regulation Assurance Questionnaire for Bidders

Documentation: Information you hold	Select	Status
Your business has conducted an information audit to map data flows.		Not yet implemented or planned to be implemented
		Partially implemented
		Successfully implemented
		Not applicable
Your business has documented what personal data you hold, where it came from, who you share it with, and what you do with it.		Not yet implemented or planned to be implemented
		Partially implemented
		Successfully implemented
		Not applicable
NOTE: You may be required to make these records available to the Information Commissioner's Office (ICO) on request.		

Accountability & Governance	Select	Status
Your business has an appropriate data protection policy		Not yet implemented or planned to be implemented
		Partially implemented
		Successfully implemented
		Not applicable

Data Protection Officer (DPO)	Select	Status
Your business has nominated a data protection lead or Data Protection Officer (DPO).		Not yet implemented or planned to be implemented
		Partially implemented

Data Protection Officer (DPO)	Select	Status
		Successfully implemented
		Not applicable

Management Responsibility	Select	Status
Decision makers and key people in your business demonstrate support for data protection legislation and promote a positive culture of data protection compliance across the business.		Not yet implemented or planned to be implemented
		Partially implemented
		Successfully implemented
		Not applicable

Information Risks & Data Protection Impact Assessments	Select	Status
Your business manages information risks in a structured way so that management understands the business impact of personal data related risks and manages them effectively.		Not yet implemented or planned to be implemented
		Partially implemented
		Successfully implemented
		Not applicable

Data Protection by Design	Select	Status
Your business has implemented appropriate technical and organisational measures to show you have considered and integrated data protection into your processing activities.		Not yet implemented or planned to be implemented
		Partially implemented
		Successfully implemented
		Not applicable

Training & Awareness	Select	Status
Your business provides data protection awareness training for all staff.		Not yet implemented or planned to be implemented
		Partially implemented
		Successfully implemented
		Not applicable

The use of Sub-Processors	Select	Status
Your business has sought prior written authorisation from BEIS before engaging the services of a sub-processor.		Not yet implemented or planned to be implemented
		Partially implemented
		Successfully implemented
		Not applicable

Breach Notification	Select	Status
Your business has effective processes to identify, report, manage and resolve any personal data breaches. BEIS must be notified within 48 hours about any breaches involving personal data being processed on our behalf.		Not yet implemented or planned to be implemented
		Partially implemented
		Successfully implemented
		Not applicable

Individual Rights: Right of Access	Select	Status
Your business has a process to respond to a data controllers request for information		Not yet implemented or planned to be implemented
		Partially implemented

Individual Rights: Right of Access	Select	Status
(following an individuals' request to access their personal data).		Successfully implemented
		Not applicable

Right to Rectification & Data Quality	Select	Status
Your business has processes to ensure that the personal data you hold remains accurate and up to date		Not yet implemented or planned to be implemented
		Partially implemented
		Successfully implemented
		Not applicable

Right to Erasure including Retention & Disposal	Select	Status
Your business has a process to routinely and securely dispose of personal data that is no longer required in line with agreed timescales as stated within your contract with BEIS.		Not yet implemented or planned to be implemented
		Partially implemented
		Successfully implemented
		Not applicable

Right to Restrict Processing	Select	Status
Your business has procedures to respond to a data controllers' request to suppress the processing of specific personal data.		Not yet implemented or planned to be implemented
		Partially implemented
		Successfully implemented
		Not applicable

Right of Data Portability	Select	Status
Your business can respond to a request from the data controller for the supply of the personal data you process in an electronic format.		Not yet implemented or planned to be implemented
		Partially implemented
		Successfully implemented
		Not applicable

Data Security: Security Policy	Select	Status
Your business has an information security policy supported by appropriate security measures.		Not yet implemented or planned to be implemented
		Partially implemented
		Successfully implemented
		Not applicable

Consent for Information Sharing

By submitting a proposal, you agree to the information provided in your application, including personal data, being used as described in FOW Demonstration Programme Competition Guidance, and as indicated in this form.

Do you agree that the UK Department for Business, Energy & Industrial Strategy (BEIS) may access the information included in this document [required for consideration in the Competition]:

YES ____

Do you agree that the UK Department for Business, Energy & Industrial Strategy (BEIS) may share any information provided for the purposes of the FOW Demonstration Programme Competition with other funding entities of the:

Government of the United Kingdom

Provincial, territorial, or municipal governments

YES ____

Use this template to create business as usual documents. **DO NOT** use this template for documents directly related to the Industrial Strategy

Withdrawn

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