Engineering Biology Sandbox Fund

Application Form for first funding round



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Any enquiries regarding this publication should be sent to us at: alt.formats@dsit.gov.uk **[replace with team email address if available, or delete this sentence]**

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**Delete the instructions and the example formatting below before adding your text.**

# Application Details

The lead applicant must complete this section. Your answers to these questions will not be scored by assessors.

Name of lead applicant: Click here to enter organisation name

Regulatory functions undertaken and relevant legislation: Click here to enter text.

DUNs and/or Companies House number: Click here to enter text.

Contact details for lead applicant: Click here to enter name, email address and phone number

Project title: Click here to enter text.

Project start date: Click here to enter text.

Project duration: Click here to enter text.

Any partners involved in the sandbox: Click here to enter full organisation/company title/s.

## Confirmation of eligibility

Please answer ‘yes’ or ‘no’ to the following questions:

* Do you exercise a ‘regulatory function’, as defined in section 32(2)-(4) of the Legislative and Regulatory Reform Act 2006? Yes / No
* Do you perform that regulatory function in Scotland, Wales, Northern Ireland, England or across the UK? Yes / No
* Is your organisation subject to and follow the guidance in HM Treasury’s Managing Public Money handbook, or, if not subject to that guidance, able to demonstrate compliance with Managing Public Money principles with respect to any funding received from DSIT? Yes / No
* Is your organisation eligible to receive subsidies for your project? Yes / No

If your proposal does not reflect the eligibility criteria of the EBSF programme, it will be rejected and not be sent for assessment. We will provide feedback.

## Project summary

Describe your sandbox briefly and be clear about what makes it an innovative and an innovation-supporting venture. Set out the challenge you wish to tackle and what the intended gains and learnings from your sandbox will be and for whom. Explain how your proposed sandbox reflects the purpose of the EBSF programme. Your summary should be accessible and clear to a person who is not a specialist in your sector or field. List any organisations you have identified as partners or subcontractors. Your answer may be up to 400 words long.

Click here to enter your project summary.

## Summary statement

Describe your project in a maximum of 50 words in a way that you would be prepared for a minister or senior civil servant to see. If your sandbox proposal is put forward to a minister, we will use this description.

 Click here to enter your summary statement.

## Public description

Describe your project in detail, and in a way that you would be prepared to see published. Do not include information that is commercially sensitive or confidential to your organisation. If your proposal is awarded funding, we will publish this description. This could happen before the start of your project. Your answer may be up to 250 words long.

Click here to enter your public description.

# Application questions

Your answers to these questions will be scored by assessors. You will receive feedback on your application.

Your answer to each question may be up to 400 words long. The assessing panel will stop reading at 400 words. Do not include any URLs in your answers. Please provide clear, jargon-free, well-structured and well-reasoned answers.

### Question 1: Rationale or demand (30 marks)

What is the problem or challenge for your sector that your proposal addresses? What evidence is there of demand for the change in regulatory approach?

Describe or explain:

* the main motivation for the sandbox, including the problem or challenge faced by your sector, the economic context, technological challenge and/or market opportunity (10)
* the evidence, whether from the UK or overseas, that there is a demand for a change in regulatory approach (for example, this may be driven by the sector, by resource constraints or other managerial considerations within the regulator, or by central government policy steers) (8)
* any work you have already done to understand the issue, respond to this need, explaining whether your project will develop an existing capability or build a new one (6)
* explanation of how the focus of your sandbox (i.e the sector or product being investigated) draws on the tools of engineering biology (6)

Click here to enter your response.

### Question 2: Added value (30 marks)

How will an injection of public funding by the EBSF enable you to foster responsible growth in the engineering biology sector, over and above your BAU activity?

Describe or explain:

* how a sandbox will address regulatory challenges relative to other methods (6)
* the potential for your sandbox to create positive cultural, systemic or institutional change in your organisation and to help businesses, innovators and other users to bring innovative products to market more quickly or efficiently (6)
* why you are not able to wholly fund the sandbox from your own organisation’s resources or other sources of funding, and what would happen if the application is unsuccessful (6)
* what would constitute success for your sandbox, including what metrics and indicators you would use to measure the sandbox’s impact (6)
* the potential to scale up and spread best practice from your sandbox to your BAU processes, other regulators, including, where appropriate, internationally, beyond the duration of the project (6)

Click here to enter your response.

### Question 3: Team and resources (10 marks)

What are the resources, equipment and facilities needed for your sandbox and how will you provide or access them? Please include details of the Senior Responsible Owner (SRO) for this sandbox.

For this question you may also submit an organogram of the team/group that will run your sandbox. This will not count towards the 400 words. You can submit this as a separate document.

Click here to enter your response.

### Question 4: Governance and delivery (20 marks)

How will you manage the sandbox effectively, ensuring timely progress, transparent reporting (including financial) and robust governance? For this question you may also submit a project plan, no more than one side of A4, alongside your application form. You can submit this a separate document.

Describe or explain:

* the main work packages of the sandbox and the nature of the outputs you expect from the sandbox (4)
* your approach to project management, identifying any tools and mechanisms you will use to get a successful and innovative project outcome and the main risks and uncertainties of the sandbox, including the technical, commercial, managerial, legal, privacy/data protection and environmental risks (4)
	+ how you will mitigate these risks
* your project plan in enough detail to identify any links or dependencies between work packages or milestones (4)
* describe how you will monitor and evaluate your sandbox including any key performance indicators you plan to implement (4)
* how your organisation’s internal governance will support your sandbox (4)

Click here to enter your response.

### Question 5: Value for money (10 marks)

How does your proposal offer society and the economy value for money (using public resources in a way that creates and maximises public value)[[1]](#footnote-1)?

Describe or explain:

* how this sandbox represents value for money and how the sandbox will deliver the greatest possible benefit for the money (6)
* what costs, if any, that you anticipate your sandbox’s outcomes will remove from business and other users (4)

Click here to enter your response.

# Project financial information

Please provide a monthly breakdown of your anticipated project costs for the length of the sandbox. You should set out clearly administrative costs, costs associated with training, patent filing, subcontracting, labour and/or materials as applicable. Each organisation/partner/subcontractor in your sandbox should have their costs listed separately in the cost breakdown sheet. Please include information on the matched funding your organisation will provide for your sandbox. Contingency costings to cover the monetary impacts of project risks, uncertainties, unforeseen costs or situations should not be included in your sandbox costs. Additionally, please include a breakdown of project overheads in your cost summary. Project overheads should be appropriately costed and cover only sandbox activities. Any overheads being claimed for should include sufficient evidence that the percentage claimed for is appropriate but should not be expected to exceed 20%.

Please set out your anticipated project costs using the Table template below. You may submit this separately, alongside your application form.

You can usually recover the VAT paid on goods and services purchased for use in your business by submitting a VAT return. VAT that can be recovered is not an eligible cost. If you are unable to recover VAT, please provide evidence and ensure your project costs include VAT, clearly indicating the amount and ensuring your anticipated project costs are within the limit of the grant.

Click here to enter your anticipated project costs.

Table template for anticipated project costs:

|  |  |
| --- | --- |
| Total anticipated cost of project |  |
| Does your project include VAT: (please note that if you do intend to recover VAT you need to state this here. If it is not included and your project is selected we will not be able to provide additional funding to cover this) |  |
| If VAT is included, please provide evidence that you are unable to recover this: |  |
| Type of costs. | Breakdown of project costs in first month your project starts (January/September (as applicable)) | Second month… | Third month … | FY1\* total…  | FY2 total… | Total project spend | Additional detail about the cost claimed |
| Staff costs… |  |  |  |  |  |  |  |
| Consultancy costs… |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Matched funding amount\*\* |  |  |  |  |  |  |  |
|  |  |
| Total anticipated cost of project |  |  |  |  |  |

\*The financial year (FY) runs from 1 April to 31 March the following calendar year. In this case FY1 is from 1 April 2024 to 31 March 2025, FY2 is from 1 April 2025 to 31 March 2026 and FY3 is from 1 April 2026 to 31 March 2027.

\*\*In the additional detail column please provide confirm the source of the matched funding. We will ask for proof of any listed matched funding if your sandbox is successful.

# Process after application

Only applications that meet the eligibility criteria will be sent for assessment. You will be notified if your application is out of scope with feedback.

Following an assessment of proposals with respect to the criteria set out, an awarding panel will make the final decision on funding. We aim to notify applicants in the first round about the awarding panel’s decision by end of May 2024.

Successful projects will be required to work with DSIT’s independent evaluation partner to participate in the evaluation of the programme. This could include being contacted at intervals throughout the project, providing project data and participating in interviews and/or surveys. Further information on the evaluation of the programme will be provided if your application for funding is successful.

You will be expected to report on your progress and financial spend to DSIT monthly. You will need to supply a detailed invoice which sets out what activities you are claiming for and evidence you have delivered on the agreed activities. DSIT will reimburse you quarterly. Alternative payment arrangements can be agreed on a project-by-project basis prior to the start of delivery if necessary.

If you require further information, please email engineeringbiology@dsit.gov.uk.

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1. https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\_data/file/918479/value-for-money-framework.pdf [↑](#footnote-ref-1)