

# Application Form

## Glasgow City Innovation District (GCID) Challenge Call – Data Solutions for Climate and Energy

### How to complete this form

This application form has 12 sections and includes guidance notes which provide valuable information on how to answer each of these. You must fill in all sections of this application form. Please ensure your submission is complete and includes all required documents for the funding call.

Before submitting your application, please ensure you confirm compliance with the declaration in section 12 by checking the relevant box.

Please note that this form can be used for a single application only. If you wish to submit multiple proposals, these require separate applications.

The text entry areas within this form have fixed sizes and cannot be changed. The typeface, font size and color for the text boxes are predetermined and cannot be changed. Multiline text is enabled where appropriate. Any additional appendices sent in, as allowed, to support section 5 and section 9 should be submitted in pdf format and have a font size no smaller than 10 (Arial).

The document must be saved as a PDF document. Please do not submit your application in any other format and ensure editing restrictions remain enabled.

Email your completed application form to **[info@glasgowcityinnovationdistrict.com](mailto:info@glasgowcityinnovationdistrict.com)** with 'GCID Venture Studio Challenge Call' as subject line. Save this pdf and add - [YOUR COMPANY NAME] to the end before emailing.

[Find the latest information on the challenge and closing dates](#) on the Glasgow City Innovation District (Venture Studio) website. Glasgow City Innovation District is administered by the University of Strathclyde.

In order to comply with UK government [sanctions legislation](#) and Scottish Government [guidance in relation to trading with Russia and Belarus](#), as part of our appraisal of this application GCID will carry out sanctions checks on your company, shareholders and in some cases directors and may ask you about the nature of your trading and/or investment links with Russia and Belarus. Depending on the outcome of these checks GCID (University of Strathclyde) may decide not to support you or your company.

If your application is successful, any grant received has to be spent in full by 31st December 2025.

**Section 1 – Details of Lead Organisation**

Organisation Name:

Registered Address:

Town/City:

Postcode:

Company Registration:

Type of Organisation:

SME:

Status:

**Section 1a – Challenge Partner/Customer**

Organisation Name:

Registered Address:

Town/City:

Postcode:

Country:

Type of Organisation:

SME:

Status:

You are required as part of this application to declare any amounts of funding of the types described below which have been received by you from any UK public sources from 1 April 2020.

- Please provide details in the table below of all of the following types of subsidy:
  - a. any type of de minimis aid given under the EU State aid regulations before 31 December 2020 (or after this date if by virtue of the Northern Ireland Protocol or EU funded);
  - b. subsidies given as small amounts of financial assistance (SAFA) under the UK-EU Trade and Cooperation Agreement after 31 December 2020;
  - c. Minimal Financial Assistance (MFA) given under the Subsidy Control Act 2022 on or after 4 January 2023; and
  - d. Services of Public Economic Interest (SPEI) assistance given under the Subsidy Control Act 2022 on or after 4 January 2023.
- You should include details of support received by you or any other entity forming part of your enterprise. Your enterprise includes all entities under common ownership or control.
- If you have received public sector support in the past, you should have been notified in writing of any de minimis, SAFA, MFA or SPEI assistance element when the funding was awarded.

Further information on Minimal Financial Assistance is available here: [Minimal Financial Assistance guidance for companies - Scottish Enterprise \(scottish-enterprise.com\)](https://www.scottish-enterprise.com/minimal-financial-assistance-guidance)

[illegible]

Title: Name: Position:

Town/City: \_\_\_\_\_ Postcode: \_\_\_\_\_ Country: \_\_\_\_\_

**Brief Abstract for Publication (1500 characters limit):**

Has the project started or are there any contractual obligations in place which mean you are already committed to carrying out this project? **Yes** **No**

**Section 4 - Project Impact**

Please confirm your current annual turnover and number of Scottish employees, and the projected growth in your business without and with the grant.

	Current	+3 years without grant	+3 years with grant
Annual Turnover (£)			
Number Scottish Employees (FTE)			

Please indicate if you anticipate any of the following outcomes to be achieved as a result of this project. You may select more than one. Please provide a brief explanation for those selected.

Outcome	Y/N	Description
Adoption of new or improved products or services		
Adoption of new to the firm technologies or processes		
Improved business productivity		
New to market product(s) being developed		
Engagement in new markets		

**Section 5 – Project Proposal**

Please explain your idea and how it responds to the Challenge brief as clearly and concisely as you can. Clearly explain the specific challenge you are addressing (including information on your Challenge Partner/ Customer), how your proposed solution will solve it, and the current state of development (or readiness) of the idea. Please describe the key technical challenges associated with this project and the research and development activities involved in solving these challenges. Please ensure you clearly articulate what the outcomes/project deliverables will be.

Please provide any additional drawings and images that help to explain your proposal but limit these to a single A4 page in PDF format.

(4,000 characters limit).

**Section 6 – Innovation**

Please explain the key technical innovations in your proposed project. Describe how your proposed approach will disrupt or improve on current solutions in the marketplace. Describe this project's background IP and your freedom to operate. Please also describe what foreground IP will be generated as a result of this project and your plans to protect and exploit this. (3,000 characters limit).

**Section 7 – Commercial Potential**

Please describe the commercial opportunities you will exploit with your proposed innovation and how your challenge partner features going forward (as detailed in Section 2) considering wider future markets and export potential. Explain your solution's unique selling point/value proposition and describe your competitive advantage. (5,000 characters limit).



**Section 8 – Business, Team and Resources**

Please provide a brief description of your business, and biographies of the technical team, with a focus on experience and skills relevant to this application. Specify the time that each team member will allocate to the project. Comment on commercial and business expertise available within your team and organisation and how these may deliver the successful commercialisation of the outcomes of this project. Identify any other resources required to successfully implement the proposal and if there are gaps, please briefly describe the plan to address these. Please also identify subcontractors or consultants (inc. academic partners) working in the project and describe their contribution. (5,000 characters limit).

**Section 9 – Project Plan**

Please provide a separate single sheet (A4) Gantt chart in PDF format to illustrate the proposed project plan. This should clearly show key milestones and deliverables, along with a breakdown of work-packages. Activity owners should be identified, along with any subcontractors, consultants, and, in general, any third parties working in the project by adding their names next to relevant activities. The space below can be used to provide further details that support the project Gantt chart.

Detail your approach to project management and describe the main technical, commercial and broader risks associated to the proposed project and explain your proposed mitigation strategies. An additional risk analysis matrix can also be provided as a separate single sheet (A4-size, PDF format).

(5,000 characters limit)

**Section 10 – Need for Support**

You must demonstrate that you need a grant to proceed with the project. Explain why you need financial help and how it would affect the project. For example, you may otherwise not carry out the project at all, or it may be at a reduced scale, or over a longer period.

(3,000 characters limit)

**Section 11 – Project Costs**

Please describe the project finances and provide a detailed breakdown of costs in the following table – the maximum award available is £20,000. All costs should include VAT where applicable. You must give additional details to fully justify your project costs. Please refer to the [Eligible Costs Guidance for this competition, which you can find on GCID Venture Studio website](#).

(5,000 characters limit)

## Project Costs Breakdown

Please detail the Total Project Costs below and provide detail. This will include both elements of the project proposed for funding through the Challenge Call grant and those funded through other means (e.g. in-kind contribution of additional staff time, additional costs being covered through other income/support etc.).

Please note that the maximum grant allocation available is £20,000 inclusive of VAT.

	Costs to be funded through grant allocation	Additional project costs funded through other sources	Total Cost (£)
Salary Costs (please specify)			
Sub-contract Charges (please specify)			
Consultancy Fees (please specify)			
Fees for Trials and Testing (please specify)			
Software			
Travel & Subsistence Costs (please specify)			
Other Costs (please specify)			
Total Costs (exc. VAT)			

## Section 12 – Declaration

Please read this carefully before submitting

**By submitting this application, you acknowledge:**

- This project is funded by the UK Government through the [UK Shared Prosperity Fund](#).
- The information provided in this application may comprise company information and personal data (as defined in the UK GDPR and the Data Protection Act 2018 ("Data Protection Laws")).
- Confirm you are, or the company which you represent is, the controller of personal data contained in this application, together with any personal data you provide to GCID (University of Strathclyde) should the application proceed, and that this personal data will be processed by GCID (University of Strathclyde) and/or the Agencies (as set out below) for the purposes outlined below.
- Any personal data provided in the application will be processed by GCID (University of Strathclyde) in accordance with Data Protection Laws. Individual rights in respect of the personal data we hold can be found in our [privacy notice](#). Contact the GCID team directly for more information.
- The information provided in this application form will be kept confidential, except as set out in the application or where any law or regulation that applies states that we need to release it (for example, under the Freedom of Information (Scotland) Act 2002 or any code relating to providing access to information held by public bodies).
- The information, including personal information, provided in this application may be shared and used by GCID (University of Strathclyde), The Scottish Government (which includes departments of the Scottish Government), Glasgow City Council and other associated bodies such as local delivery organisations, consultants and agents (collectively referred to as 'the Agencies'), and used by them to assess its suitability for support. Personal data shared with the Agencies will be processed by them in accordance with their privacy notices, further information on which can be obtained from them directly.
- If the application is successful:
  - the Agencies will use the information provided in this application form for administration and management purposes, including carrying out appropriate checks, audits and marketing (including contacting you with surveys about your experience); and
  - we will publish information from sections 1 and 3 of this application, both in hard copy and on the internet, to make potential applicants, investors, the general public and other interested parties aware of the types of projects and businesses receiving grants.
  - If the application is unsuccessful, it may be passed to other departments within the University of Strathclyde and the Agencies, to enable consideration of any suitable alternatives or whether support can be provided in any other way.
- Information may also be used for the purposes of detecting and/or preventing fraud. To detect or prevent fraud, information may be given to:
  - subcontractors employed by GCID (University of Strathclyde) for the purpose of preventing and detecting fraud;
  - departments of other Agencies in the UK, responsible for providing grant support in other parts of the UK, and their subcontractors;
  - local authorities and their subcontractors;
  - The Department for Work and Pensions;
  - HM Revenue and Customs; and Law enforcement agencies.
- If you give information which you know is untrue or misleading, you may be committing an offence which could lead to you being prosecuted.

**By submitting your application, you confirm:**

- that your company does not currently or intend to: trade; act on behalf of; provide services to; have investment links with; or otherwise have any presence in Russia and/or Belarus.

I hereby confirm that I fully comply with the declaration as stated above (please check the box).

Title:

Name:

Position:

Please note this must be someone authorised to sign on behalf of the company.

### Low Carbon Statement

Does your business have a credible plan in place to reduce operational greenhouse gas emissions to net zero by 2045?