LCR Future Innovation Fund

Call for Applicants

Hello! Thank you for taking the time to consider applying to the LCR Future Innovation Fund. It goes without saying that our economy is experiencing a period of unprecedented change as a result of the COVID-19 pandemic. Such changes will result in an extraordinarily challenging time for many, but can also drive innovation, create new opportunities and make businesses stronger and more resilient.

This pilot programme has been established by the Metro Mayor in order to support the Liverpool City Region's (LCR) small and medium sized enterprises (SMEs) as they continue to innovate, adapt, diversify and grow in response to the new challenges and opportunities presented by the pandemic.

We realise that this fund is only capable of supporting a relatively small proportion of the truly inspiring innovation activities being undertaken by businesses across the City Region. Nevertheless, we're confident that the fund will make a lasting contribution to region's economic recovery by supporting individual SMEs and helping to showcase the strength of business-led innovation in practice within the City Region.

NB if you require this document in an alternative accessible communication format, such as large print or a coloured background, please contact us directly to discuss your specific needs by:

E: futureinnovationfund@growthplatform.org

P: 0151 705 1985 (**for accessibility requests only**)

Please note that only questions relating to accessibility will be dealt with over the phone. All other questions **MUST** be sent directly to the email listed above.

Contents

In addition a link to our comprehensive FAQ page can be found here
growthplatform.org/future-innovation-fund/faq

Overview

Introduction

What is the Future Innovation Fund?

The £3,000,000 (£3M) Future Innovation Fund pilot programme has been established by the Metro Mayor to help support the Liverpool City Region's (LCR) small and medium sized enterprises (SMEs) as they continue to innovate, adapt, diversify and grow in response to the new challenges and opportunities presented by the Covid-19 pandemic.

This £3M grant fund will be delivered through a minimum of three calls of funding, with each call having c.£1M of funding available (subject to review).

We have designed, and are delivering the Fund at speed, in order to maximise the potential benefit and impact for the LCR SME community. We will conduct an in-depth review after each call cycle to ensure that stakeholder feedback can be integrated iteratively into each subsequent future call.

What funding is available?

Eligible SMEs are able to apply **for grant funding amounts between £25,000 and £100,000.** We may consider applications made outside of this range in instances where there is an exceptionally strong rationale and doing so provides significant value for money. We do not require match funding for any grants offered through this scheme, however, where match funding is available, it should be used.

<u>*Who can apply?*</u>

To apply you must:

- be a small or medium sized business (*fewer than 250 employees*) based in the City Region (*or with a significant proportion of your operations in the City Region*);
- satisfy the full eligibility criteria (*set out later in this guidance pack*); and
- be able to demonstrate a viable project plan, capability to deliver and a clear need for grant funding to innovate, adapt and prosper.

<u>*What kind of projects are eligible?*</u>

We appreciate that innovation often means different things to different people. We know innovation activities within the region range from scientific research and development carried out within our universities to agile SMEs developing or perfecting market leading products.

For the purpose of this fund **we are looking for applications that can use funding to deliver projects where demonstrable commercial impact can be realised by applicant SMEs within 6 months.**

We are not precious as to what this innovation looks like but it must look to:

- develop a new product, processes, or services to help adapt to the changing economic landscape.
- focus **on one of the 6 targeted scope areas outlined in the scope** section below.
- deliver commercial benefit for applicant SMEs.

We are open to projects from any sector, speciality or technology (*except those specifically outlined as excluded within eligibility criteria*).

<u>*How will the fund be delivered?*</u>

The programme will be delivered in joint partnership between the Liverpool City Region Combined Authority and the Growth Platform. We have already received a great deal of industry support in the design of this programme and will continue to ensure that industry plays a key part in the programme's delivery and future evolution.

Scope

Our long-term vision is to develop a competitive, clean and inclusive City Region, building on transformational opportunities that exist within our region. The pandemic has brought unprecedented changes to our economy, but this vision remains.

This fund will not look to duplicate the great innovation funding support work already carried out by partner organisations such as UKRI and the European Commission. Instead, we have designed the fund in a way which is tailored to the local needs, capabilities and strengths of the City Region's business/innovation ecosystem.

Subsequently **the scope of support is limited to those SMEs whose projects can deliver progress towards realising the City Region's key transformational opportunities** laid out in the table below.

Opportunity	Scope
Building a sustainable industrial future. Liverpool City Region created many of the processes and infrastructure for the first Industrial Revolution. Through the fourth Industrial Revolution, the LCR's manufacturers, engineers and innovators will again place themselves at the forefront of innovation and develop cleaner and greener ways of working.	The pandemic will open many new opportunities for manufacturing, engineering and other businesses to diversify and scale up. Social distancing will increase the need for the adoption and development of digital technologies, and product and process innovation. We want to support our manufacturing and engineering businesses to adapt their businesses and processes to respond when they have been unable to access finance to do so elsewhere.
Open health innovation. Health and social innovation are important to the LCR. The health and wellbeing challenges the region faces are persistent, stark and complex, and require innovative responses to overcome them effectively.	The demand for health and wellbeing products and services has accelerated rapidly. There are opportunities for businesses operating in the health and wellbeing innovation space to pivot or scale their business models to respond to new areas of market need and long-term growth opportunities, while improving people's health and wellbeing. We want to support these businesses to adapt and grow.
Global cultural capital. LCR is known for its cultural vibrancy. Cultural opportunities bring people together, enrich lives, and are central to our identities and sense of place. Culture binds communities together while supporting people's health, wellbeing and quality of life.	The pandemic has closed our cultural sector overnight, and it will look very different when it reopens. It may also be a long time before we start welcoming visitors back in LCR. But we still have our cultural identity and have identified new ways of delivering cultural activities digitally. We want to support businesses as they grow their e-cultural offer or adapt their business models to protect the City Region's cultural vibrancy and visitor economy.
Zero carbon economy. As one of the world's first industrial cities, and with LCR communities and ecosystems now on the frontline against	LCR's ambition to become net zero-carbon by 2040 remains. We will support innovations which pioneer sustainable approaches to living, travel and doing business in a post-

Opportunity	Scope
climate change, it is imperative that action is taken to address the climate emergency and pioneer sustainable approaches to living, travel and doing business.	pandemic world. We are particularly interested in bids that link to the circular economy and those that explore the problem of single-use plastics, particularly in relation to non-reusable PPE.
Tech for good. New technologies are changing industry and society and disrupting longstanding business models, transforming products and services. The technology, data and artificial intelligence ("AI") revolution can solve some of the biggest economic, social and environmental challenges. Technological innovation will be fundamental to creating a healthier, greener, more inclusive economy.	LCR will embrace all opportunities that use technology and/or big data to improve society and grow the economy. This includes, but is not limited to smart city applications, pan-sector digitalisation, and our competitive strength in high-performance computing and/or cognitive computing and AI.
Digitalisation. Digitalisation as an operational process is recognised as important for improving business processes and productivity. Covid-19 has paved the way for accelerated digital transformation.	We will support digitalisation relating to any other demonstrable area of distinctive competitive advantage and/or increased productivity and business resilience.

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Our commitment to diversity and equality

We are committed to the principles of equality and diversity and will take every possible step to ensure that all applicants are treated equally and fairly. This will be applied to both the assessment of SMEs and the inclusion of industry assessors over the lifetime of the fund.

We welcome applications from all backgrounds and would be delighted to see applications from a diverse range of businesses and people within the City Region.

A diversity monitoring form has been created **which must be completed as part of the application.**

Our commitment to transparency and innovation

We have designed the Future Innovation Fund with the sole intention of supporting the City Region's economy and SME community to innovate, adapt and inspire in the face of what are very challenging times.

We are firmly committed to an open, agile and iterative approach to the continued development of all areas of this pilot programme and welcome input, suggestions and ideas from any, and all, stakeholders, about how the programme and processes may be improved.

Contact details for getting in touch with suggestions and feedback are provided towards the end of this form.

Eligibility

Eligible Organisations

To apply you must satisfy, complete and upload the eligibility checklist provided [here](#).

For your organisation to be eligible you must:

- be an active SME (including community interest companies);
- have your establishment and/or significant operations in the Liverpool City Region (i.e. in the Local Authorities of Halton, Knowsley, Liverpool, Sefton, St Helens or Wirral);
- be registered at Companies House on or before 1 January 2020; and
- be carrying out trading or pre-trading activities on or before 1 January 2020.

Additional Eligibility Criteria

To apply, you must be also able to confirm that:

- You have paid all relevant taxes your company is liable for as at the date of application submission (unless deferred/delayed in line with HMRC's pandemic support measures);
- Any grant funding awarded to you will be used to fund activities with demonstrable impact within 6 months from date of the grant award;
- You shall not use any grant funding for:
  - working capital and other ordinary course business purposes;
  - operating directly or indirectly in the tobacco industry;
  - production of products/services used solely in the defence industry;
  - operating in the gambling or adult entertainment industries;
  - any activities with impact on religious movements;
  - any illegal activity; and
  - any activities with an adverse impact on human or animal rights.

- Prior to funding being awarded, you will not have received more than £180,000 of public funds (inclusive of the funds applied for in this application) in the three years preceding the date of application; and

(NB if you have received more than this amount then please refer to the [State Aid Guidance](#) to check whether your organisation is still eligible to apply)

- You agree to participate in:
  - webinars or similar events to showcase the innovation activity funded by the grant and promote future calls under the fund;
  - peer to peer engagement and mentoring activity to other businesses where appropriate; and
  - promotional marketing and communications activity.

NB: We may contact you at a future date for permission to share your details for similar initiatives in the Liverpool City Region.

If you are still unsure as to whether you are eligible to apply to our scheme, please contact us **by email** at least 72 hours before the call deadline.

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Eligible Costs

We will endeavour to be as flexible as possible with eligible project costs covered by the Fund.

Our funding is subject to a number of restrictions and guidelines in line with regional, UK and EU innovation funding of this type.

As part of your application you will be asked to provide sufficient evidence, and rationale for the costs that you intend to include as part of your project plan.

We have included a table (below) to outline the type of costs which we believe most applicants will be looking to use funding to cover.

We expect the core of project costs to include:

- Materials inc. Software
- Subcontractors
- Professional fees
- Capital equipment
- Salaries
- Other

Please note that we will not be funding any associated overheads, indirect costs, or VAT (unless irrecoverable). We will also not be covering travel or subsistence costs.

The list is thorough but not exhaustive. Further information can also be found within our FAQs.

If you have read both the guidance table below and the FAQ and are still unsure as to whether your intended costs will be eligible under the scheme then please check with us directly, leaving 72 hours before the deadline to provide sufficient time for the team to answer your query.

Cost Item	Examples
Salaries & Direct Costs	
Salaries (for project specific staff)	Other grant schemes need to have been considered and funding will be provided for businesses where options are limited. If 100% dedication to project, the role shall be capped at 80% of salaries up to £2.5k per person per month. We will provide you with a standard timesheet form to help you.
Materials	The costs of materials to be used directly on your project are eligible costs if they are purchased from third parties. If you are using materials supplied by associated companies or subcontracted from other consortium members, these must be listed at cost excluding any profit element or margin.
Other	- Workshop/laboratory usage charge outs (if not own facilities) - Training costs - Preparation of technical reports (capped at 5% of total grant received) - Market assessment - Licensing in new technologies - Patent filing costs for new intellectual property (IP) up to a limit of £2,000 per SME
Professional Fees	
Product/Process development and process innovation.	Product/service production line innovation, rationalisation and/or transformation. Aimed at current products/services or those new ones ready to 'hit' the market.
Business Diversification and Transformation	Activities aimed at maximizing costs efficiencies, increasing sales through new channels or markets, and/or increasing productivity.

Cost Item	Examples
Marketing Activities	For new products/services or to expand market access for the current portfolio to new markets. Not to advertise current portfolio as BAU.
Business Intelligence ("BI")	Where the impact of the pandemic might have significantly challenged the assumptions for an already developed growth plan, targeted BI may be eligible to support the adjustment of the strategy and improve access to a new market or a new product/service.
Sub-contractors	
Digital Presence Improvements	Developing innovative online sales channels, comprehensive solutions to establish remote working as 'new normal' (e.g. data sharing technologies, security, etc). Not "business as usual" development of current website.
Digital change support	Expertise not within existing team (i.e. setting up new processes or equipment).
Bespoke software development/ integration	Build or integrate technology that supports the innovation of a product/service or its associated processes (production, logistics, sales).
General comment on sub-contractors	You can claim costs relating to work carried out by third-party organisations that are not part of your project team. The work must: •be essential to the success of your project •involve expertise that does not exist within the project team •involve skills that it is not practical to develop in-house for your project You should name the subcontractor (where known) and describe what the subcontractor will be doing and where the work will be undertaken. Any work supplied by associated companies should be charged at cost.

Cost Item	Examples
	Subcontract services supplied by partner companies should exclude any profit element and be charged at cost. Where a partner is also a subcontractor within a project, it is important that a company in receipt of the project funding stays within state aid limits.
Software and Hardware	
'Canned' software specialist products that improves business models (e.g. Cloud SAP)	Shall be relevant, with market proven positive impacts on business operations. Must demonstrate that provider does not have economically viable purchasing facilities/leasing options. We would expect the grant recipient to take advantage of any purchase facilities a supplier may have in place to increase the impact of the grant. (e.g. down payment for a software package covered by grant, remaining instalment-based purchase covered by the grant recipient.)

If you or a consortium partner already own software that will be used in the project you may only claim the additional costs incurred and paid between the start and end of your project. Examples of costs that may be eligible are those related to the preparation of disks, manuals, installation, training or customisation. Costs should be split between their component parts and allocated to the appropriate cost category. |
Critical Capital Equipment (new or improvements on assets that will cause a qualitative change in production/ services processes or final product). Not just updating current equipment.	Shall be inversely scored in assessment. Unless strong case is made for technology or equipment to diversify into new product lines or new processes (e.g. an automated packaging process, or to branch out into producing PPE). Same leveraging principle as per software. (e.g. down payment for equipment covered by grant, remaining instalment-based purchase covered by the grant recipient).
Salaries & Direct Costs	
Salaries (for project specific staff)	Other grant schemes need to have been considered and funding will be provided for businesses where options are limited. If 100% dedication to project, the role shall be capped at 80% of salaries up to £2.5k per person per month. We will provide you with a standard timesheet form to help you.

Cost Item	Examples
Materials	The costs of materials to be used directly on your project are eligible costs if they are purchased from third parties. If you are using materials supplied by associated companies or subcontracted from other consortium members, these must be listed at cost excluding any profit element or margin.
Other	- Workshop/laboratory usage charge outs (if not own facilities) - Training costs - Preparation of technical reports (capped at 5% of total grant received) - Market assessment - Licensing in new technologies - Patent filing costs for new intellectual property (IP) up to a limit of £2,000 per SME

Application Process

Helpful tips before you start your application…

1. Review the eligibility criteria carefully. Double check that your project qualifies as an eligible project, you can use this checklist.
   If you are unsure, contact the programme team by email at futureinnovationfund@growthplatform.org at least 72 hours before the call closes.
2. Ensure that you have your organisation's administrative details to hand. The application will require applicants to provide details such as registered company address, contact details, company house number (if applicable), and financial information.
3. We strongly recommend you review the attached Application Form, prepare your answers in a separate document, and copy and paste on the online application form when filling it in.

Guidance on completing your application form

We have compiled the following guidance to help you understand what is being asked of applicants under each individual section: where relevant we will provide more detail for specific questions. The list is thorough but not exhaustive.

If you have any additional questions that are not clarified by the guidance, then please refer to the FAQ. If you still have any queries, contact the programme support team at futureinnovationfund@growthplatform.org at least 72 hours before application deadline. Please note that while the team will endeavour to respond asap by updating the FAQ document for public view, the volume of applications may make this difficult in practice.

Section 1: Company information

Your company details will be used so that we can confirm you meet the eligibility criteria.

The named person in this section should be the key project contact point and will receive all relevant correspondence regarding the outcome of the application and administrative tasks. There will be an opportunity to reallocate this role at a later date, but the Combined Authority will continue to communicate with the original Contact Point until you inform us about the change and you receive written confirmation of us updating the details in our records.

We welcome projects that are developed as part of a collaboration, but funding will be provided to the lead applicant only.

Section 2: Your project, its focus and activities

In this section we want to hear about what you are going to use the funding for and how it fits with one of the 6 targeted scope areas outlined earlier.

You should seek to demonstrate strong alignment with the scope of the fund and clearly outline how the project will deliver product, service or process innovation to help your business adapt to the changing economic landscape.

We know sometimes it is easier to explain through photos or diagrams, so we have provided an option to upload an additional 1 x A4 PDF attachment at the end of the online application form.

Section 3: Delivering your project

We are looking for projects that can start quickly once funding has been received. For the purpose of the application, you should assume that if successful, you can claim for funding from August 2020.

If your project is not ready to spend grant funding yet, you should consider applying for a later call.

We also need to know when your project will be complete. We are looking for your best estimation of when you will have spent all the funding and implemented the activities the funding is to be used for.

When setting out your delivery plan, we are looking for a clear identification of delivery milestones. There is an option to upload a Gantt chart to support this, but this is not compulsory.

We are not expecting to see a detailed risk register in this section, but we would like to understand they key delivery risks and how you will monitor and manage these risks.

We also want to understand the suitability and experience of the team who will be delivering the project. We do not require individual CVs, however we would like to understand how their experience and capabilities fit with the project. We are looking for evidence that you have the required support to take your project to fruition.

Section 4: Results and Value for Money

In this section, we are looking to understand what your project will achieve and why grant funding is needed to achieve this. If you can access other sources of funding, including loans, to implement your project, you should do so. You should set out a clear explanation for why the results of your project will not be achieved unless a grant is provided.

We would also like to see evidence that you have considered how to maximise value for money, by minimising the amount of grant funding that is needed, while maximising value.

Section 5: Your Finances

For this section, you will need to have completed the Financial Table, available [here](#).

We will not fund VAT unless irrecoverable, so any item/service you intend to purchase should have it excluded, and it should also be excluded from total project costs.

We know these are extraordinary times, and so we do not require any grant to be match funded. However, where match funding is available, it should be used, and we welcome projects that have secured funding from other sources to contribute to the project. The grant can be used to secure match funding from other sources, and if match funding has not been secured but is likely to be on award of the grant, you should include this in your application.

We expect significant demand for funding and we will do our best to provide the required grant funding for approved projects, however if we consider that your project may still happen with a lesser intervention then we may offer a lower grant amount.
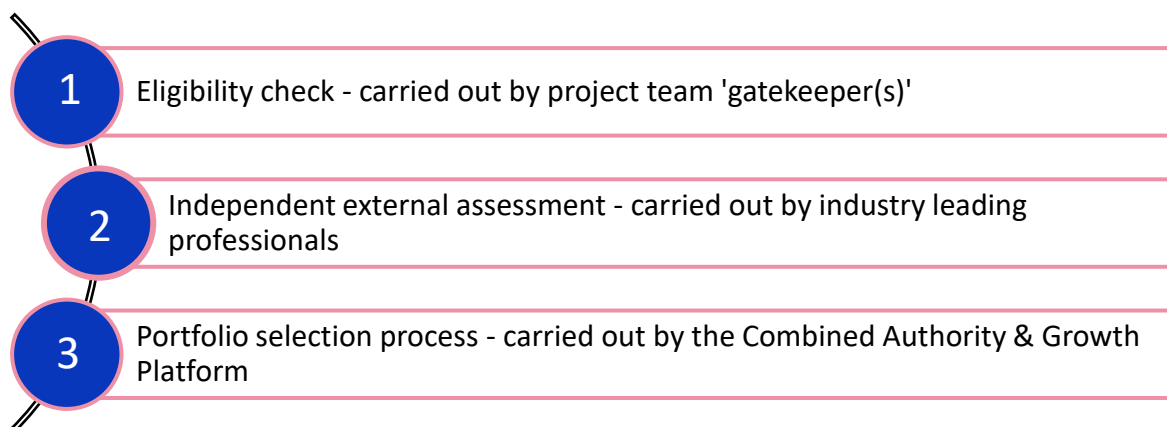
Section 6: Social Value

We are committed to delivering maximum social value with the funding available. In this section we are looking to understand what process you have in place, or intend to put in place, to support the development of a fairer more inclusive economy in the City Region.

Assessment Process

Assessment Overview

The assessment structure has been developed in a way which seeks to balance diligence and accountability with speed of delivery.

The assessment process will happen in three stages.

1 — Eligibility check - carried out by project team 'gatekeeper(s)'

2 — Independent external assessment - carried out by industry leading professionals

3 — Portfolio selection process - carried out by the Combined Authority & Growth Platform

Eligibility check

We (Liverpool City Region & Growth Platform) will carry out an initial eligibility check for all incoming applications. This will check that the application meets the eligibility criteria, and is a good alignment with aims and scope of this fund.

Independent external assessment

All eligible applications will be sent to an independent assessor who have been recruited specifically for this fund. Assessors will score the application based on the project and its market fit, deliverability, and value for money. All assessors recruited will have the technical and commercial expertise to understand the market fit of the proposal. It is built on a principle of 'by industry, for industry' and a commitment to improving the innovation ecosystem.

Portfolio selection process

The applications, and the scores provided by assessors will be considered by the Combined Authority to develop a portfolio of projects spread across the City Region's strategic priorities and programme KPIs.

Project assessment criteria

Assessors will score each question and marks will be converted into a score out of 100 for each section of the application as set out below. Each section must score a minimum of 60 to be considered for portfolio selection.

Section	Highest score available	Minimum threshold
Strategic fit	100	60
Deliverability	100	60
Value for money	100	60
Social value	100	60

NB: We reserve the right to put in place quality control steps, such as random sampling, to control for instances of assessment which do not align with our programmes aims.

Assessment Timeline

We expect the scheme to run across 3 'waves' of call, with the second call expected later this year. This format has been chosen to:
- aid in the effective delivery of funding to successful applicants; and
- ensure that iterative feedback can be integrated in an 'agile' manner.

The following table outlines indicative timings which are subject to change.

Milestone	Date (1st Wave)
Applications open	12 June 2020
First call for SME programme scheme applications closes	6 July 2020
Assessors assigned applications forms for evaluation	10 July 2020
Deadline for assessors to return evaluation forms	20 July 2020
Successful applicants notified	w/c 3 August 2020

Application form

If you are interested in applying to the Future Innovation Fund, please complete the application form and submit by 11.59pm on the 6 July 2020.

Applications must be made online by submitting all relevant information through the following online form.

We will not accept applications submitted through email (except to accommodate accessibility considerations). The application form below is subsequently included for reference purposes only.

All details contained within the application are kept confidential and will be used solely in connection with your application. They will be used by officers and employees of the Combined Authority and external assessors only for the purposes of assessing your application. Your details will not be shared with partner organisations other than with your agreement.

Contact details

futureinnovationfund@growthplatform.org

FAQs

We realise that you may have a question or other points that need clarifying. We have set up a dedicated FAQ sheet available here and ask that you review all information provided within the form before contacting the team directly.

growthplatform.org/future-innovation-fund/faq

LCR Future Innovation Fund

SME Application Form

Thank you for your interest in the Future Innovation Fund. Before you start your application, please make sure you have read the Application Guidance which is available on the website. The guidance provides:

- more information about the Future Innovation Fund, its objectives and the type of projects we are looking to support

- guidance on what you should include in your application

- how your application will be assessed and scored

- how we will arrive at a decision about which projects to support.

You will be able to save your application by clicking on the save button and following the relevant instructions.

DATA PROTECTION

Information from this application will be processed in accordance with the General Data Protection Regulation and for purposes connected with your grant application and your proposed project only. Any information provided in the diversity survey will be anonymised and used for diversity monitoring purposes only. All information will be held securely on computer and in a relevant filing system.

Liverpool City Region Combined Authority treats personal data collected during the grant application process in accordance with its data protection policy. Information about how your data is used and the basis for processing your data is provided in Liverpool City Region Combined Authority's Fair Processing Notice for Applicants.

For more information please see the privacy notice.

Does your company and proposed project meet all of the eligibility criteria set out in the self-certification eligibility form?

[Yes / No]

Please upload the completed self-certified eligibility form here. [Upload]

Please confirm you agree to the terms set out in the Grant funding agreement.

[Yes / No]

[You must answer yes to both to continue with application]

Section 1: Company Information	
Company name (lead applicant)	
Companies House number (if applicable)	
Your name	
Job Title/Role	
Telephone number	
Email address	
Postcode	
Type of organisation	Dropdown list • Sole trader. • Partnership. • Limited liability partnership. • Limited company • CIC • Other (please state)
What sector does your company trade in?	Checkbox – high level SIC groups and other
For how many years has your company been operating?	Select one • Less than a year • 1-2 years • 2-4 years • 5-10 years • 10 years+

How many people (FTEs) does your company currently employ? Please note, this includes any staff currently on furlough.	
What proportion of your company's operations takes place within Liverpool City Region?	Drop down 0-49% 50-99% 100%
Please provide the following financial metrics for your company's last complete financial year. If your company has not completed a full year of trading, please provide figures for the year to date.	Short response box for each of the following - Value of sales / turnover (£) - Gross profit margin (%) - Net profit margin (%)
Are you collaborating with any other organisations on this project?	Yes/No
Please provide the names of the collaborating organisations and their role in the project	(name, role)

Section 2: Your project	
Please provide a summary of your project. This should include a clear description of • what you are seeking funding for; • what you are hoping to achieve; and • who will benefit from it.	2600 characters left

As a result of COVID-19 we are experiencing unprecedented changes to our whole economy. This change can lead to innovation, and make businesses stronger and more resilient.

Please outline _how_ implementing this innovation project will help your business adapt and / or diversify and grow in response to the new challenges and opportunities arising as a result of COVID-19.

2600 characters left

Although COVID-19 has brought unprecedented change to the Liverpool City Region's economy, our aspiration to develop a competitive, clean and inclusive City Region which is built on transformational opportunities remains as important as ever.

We want the Future Innovation Fund's investments to help respond to these transformational opportunities, as outlined in the Application Guidance.

Please tell us which of the Transformational Opportunities your project will help us respond to.

Select all that apply

Dropdown list – multiple choice

- Building a sustainable industrial future
- Open health innovation
- Global cultural capital
- Zero carbon economy
- Tech for good
- Digitalisation

Which of the following best describes the focus of your proposed project?

Select all that apply

- To develop or test a prototype
- To file a patent
- To bring a new product or service to market
- To bring an existing product or service to market
- To implement new process
- To support digitalisation of products or processes
- Continuation of current business activities
- Other (please state)

What stage of development is your project at currently?	• Just a bright idea at the moment • Proof of concept • Undergoing early user trials • Partial market / internal trial • Full market release / full trial
Please describe briefly what activities or costs the FIF investment will pay for and how this will help you to make progress with your project?	2600 characters left
In the absence of grant funding, how (if at all) would you seek to make progress with this project?	Max limit 200 1300 characters left words

Section 3: Delivering your project

If your application is successful when will the project start?	(mm/yy)
Based on this start date, when will grant funded project activities finish?	(mm/yy)
Are there any critical steps required for the project to be able to start, e.g. recruitment, procurement, IP registration, secure additional funding?	500 characters
Please provide an overview of your delivery plan for this project. This should identify the important delivery milestones and provide target dates for achieving these. Please highlight any major risks or dependencies which are relevant to the delivery plan.	2600 characters

Please provide an overview of the team who will deliver this project. In your response include details of team members, their experience and capability to deliver this project.	2600 characters

If your project is successful, which of the following do you expect to achieve within 6 months of project completion? Select all that apply	New and improved products or services • Improvements to existing product / service • New product / service launched New or improved business processes: • New process implemented • Improvements to existing business processes • Change to business operations Impacts on business performance • Increase share in existing markets • Entry into new markets • Increased revenues • New jobs created • Improved profitability Other (please state)
Please explain why grant funding is essential to deliver your project?	2600 characters
How will you maximise value for money of the funding provided? Please set out what steps you will take to minimise project costs whilst ensuring that the project delivers maximum impact	2600 characters

Section 5: Financials

Your total project cost	(Please enter as pounds e.g. £10,000)
a. Your grant request	(Please enter as pounds e.g. £10,000)
b. Your company's contribution	(Please enter as pounds e.g. £10,000)
c. Contribution from other organisations / funders	(Please enter as pounds e.g. £10,000)
If the funding request cannot be met in full, will you still be able to deliver the project? If yes, please explain how.	150 characters

Section 6: Social Value

What is your approach to delivering social value, please include details of your employment practices, how you promote diversity in the workforce, and how your organisation responding to the climate emergency?	2600 characters
How will this project deliver social value in the Liverpool City Region? Please include your approach to maximising local organisation's participation in your supply chain.	2600 characters

Section 7: Supporting Documents

Please provide a breakdown of costs and expenditure, by uploading it here.	[upload]
If you have any screenshots, diagrams or drawings that might help explain your project, you can upload them here. (Maximum of 3 pages of A4 saved as PDF. No more than 500 characters of text e.g. annotations only).	[upload]

If you have a Gantt chart please upload it here.	[upload]

And finally	
Do you agree to sharing your details with business support providers if we believe they could add value to your project?	Yes / no
Do you have any recommendations for how we can improve the application, or application guidance?	650 characters