

Innovation Support for Business Go-Create Grants Competition

Guidance for applicants

1. Introduction

Go-Create Grants are available to any existing small to medium-sized enterprise (SME) based anywhere in England but must demonstrate an economic benefit within Oxfordshire, as long as the applicant fulfils the necessary criteria and conditions that appear later in this document. The aim of the fund is to provide flexible revenue grants designed to assist SMEs to implement innovation projects to develop prototypes and prove concepts to assist with early stage development work and the exploitation of intellectual property; or to promote the use of innovation to bring new products, processes or services to the market.

It is mandatory to have engaged with a member of the ISfB team to discuss your application prior to its submission in order to be deemed eligible. This can be in the form of a one to one meeting after the Go-Create workshop, meeting (in person or by phone) with the ISfB Innovation Advisor, or a full discussion with the ISfB programme team.

The ISfB team is on hand to provide support and guidance throughout the process, but will not be able to write your application for you. To receive an application pack, please contact the ISfB team on **innovation@oxfordshirelep.com**

This grant is being provided through a European Regional Development Fund (ERDF) programme and grants will be awarded subject to continuing funding being available. Go-Create grants will be allocated via a competitive process with various cut off dates across the duration of the programme, unless funding has been fully committed prior to that date.

Please note that this is a competitive grant process and that submitting an application does not guarantee Go-Create grant funding.

The next grant round and deadlines are set out below:

Innovation Support for Business Programme

Tel:01865 897181

| Round | Opening Date | Deadline for checking service | Closing Date | Decision Month | Indicative Panel Date | Latest date by which Applicants will be informed |
|-------|------------------|-------------------------------|--------------------------|----------------|-----------------------|--|
| 5 | 27 November 2019 | 16 January 2020 | 3 February 2020 (Midday) | February 2020 | 17 February 2020 | 6 March 2020 |

Additional dates will be added subject to funding availability.

Please contact the ISfB team on innovation@oxfordshirelep.com for

more information.

2. What's available?

Revenue grants of at least £1,000 are available. We anticipate that the maximum value of any individual grant will be £50,000.

Applications in which grants are a third or less of total eligible expenditure (i.e. match of more than 2:1) will be viewed more favourably (see scoring matrix).

For example: In order to receive a grant of £1,000 you must spend a total of at least £3,000 excluding VAT.

Applications may be viewed more favourably if they offer the following outcomes:

- New Co-operation with research institutions
- Introduction of new to the market products
- Introduction of new to the firm products
- Employment increase in the applicant enterprise

Applicants should only offer these outcomes where they are **possible and realistic**.

Grant projects will be paid in arrears, so applicants must be comfortable that they can cash flow the innovation project pending reimbursement. We will accept quarterly claims from grant projects lasting more than five months. No more than one claim per quarter can be made. There is no set length for Go-Create Grant innovation projects. However, we anticipate that most projects will be complete within six months of the grant award and all activity, expenditure should be achieved, reported and evidenced by October 2020.

Innovation Support for Business Programme

Tel:01865 897181

If you believe your project will last longer than six months, then please contact the ISfB team prior to submitting your application.

All Go-Create grants are awarded on the basis of *De Minimis* State Aid and are subject to your *De Minimis* limit not being exceeded. **If** a company has already received €200,000 of State Aid within a three year fiscal period it is ineligible to receive further financial support within that three year period.

3. **Eligibility**

Please refer to the Eligibility Scope Matrix annex below for full details of eligible and non-eligible projects.

Eligible projects

Examples of what the grant **can** support

Revenue projects

Specialist consultancy, projects and/or support related to:

Investment in product and service development

- Implementing findings of the planning process, such as in areas of new product/service development, manufacturing and design
- Accessing expert services for Intellectual Property registration, including patents, designs and trademarks (not the registration fees themselves)
- Developing alternative uses and markets for waste products
- Implementing the results of industrial research, including the creation of pre-production prototypes

Technological and applied research

- Research and development, including specialised consultancy
- Collaborating with universities and colleges, and sourcing facilities, equipment and expertise to solve technical problems and develop further innovation
- Researching the development of new products or technologies, or significant improvements to existing ones

Developing pilot lines

- Implementing findings of the planning process, such as in areas of new product development, manufacturing and design
- Investigating the technological and commercial viability of transforming innovative ideas into new products, processes and technologies

Innovation Support for Business Programme

Tel:01865 897181

Early product validation actions

- Assisting with the exploitation costs of new products or processes, including marketing, publicity and attendance at trade fairs

Supporting advanced manufacturing capabilities

- Accessing equipment or services that support a technology 'step-change' for the business

First production

- Services to provide additional production capacity to exploit innovation

Ineligible projects

Examples of what the grant **cannot** support:

- VAT payments (other than project costs for non-VAT registered businesses);
- Paying off debts or refinancing;
- Purchase of land or buildings or financial investments;
- Repairs to equipment or buildings;
- Preventative and remedial maintenance of assets or equipment;
- Training, including in the use of assets and equipment;
- Purchasing of vehicles
- The revenue grant cannot support the purchase of assets or equipment in excess of £4,999;
- Any statutory or legislative obligations, duties or requirements;
- Hire purchases and/or asset finance arrangements;
- Routine expenditure relating to new employees (e.g. office furniture, ICT and training);
- "Like-for-like" replacement of obsolete equipment with little or no added value.

Ineligible sectors

A number of sectors are ineligible for grant support under *De Minimis*. These are:

- Fishery and aquaculture sectors
- Primary production, processing and marketing of agricultural products
- Road Freight
- Services of general economic interest
- Export related activities and activities favouring domestic over imported goods

A number of additional sectors are ineligible for grant support under ERDF. These are:

Innovation Support for Business Programme
Tel:01865 897181

- Coal, steel and shipbuilding sectors
- The synthetic fibres sector
- Generalised (school age) education
- Banking and insurance companies
- Retail businesses (ineligible for capital expenditure only)
- Social Care Services & Social Welfare (hospitals, housing associations, sports facilities)
- Child-minding facilities

4. Procurement

Please read this section carefully.

A condition of ERDF is that you are required to demonstrate that you are procuring products or services for your innovation project in line with EU Procurement regulations as follows:

- For individual purchases/procurement activities of up to £24,999 (total value excluding VAT), you must provide 3 written quotations per individual item to be purchased. You are not obliged to accept the lowest quotation received, but a written explanation of the rationale behind any such decision will be required which demonstrates the supplier's experience and/or value for money. For smaller or generic goods/services, it is acceptable to use print-outs from websites. Please complete the Procurements table in Section D: Planned Expenditure in the application form with the details of any quotations obtained.

The evidence that you need to provide for all procurement is:

- copies of all of the quotations/screenshots or copies of the advertised procurement opportunities you have published on the portal(s) (such as Contract Finder), together with details of the assessment criteria used for each purchase and how you selected the winning bidder based on these criteria (e.g. scoresheet).

If you cannot demonstrate that you will assess the quotations or tenders received in accordance with EU Procurement regulations as outlined above, we will not be able to consider your grant application.

We do not anticipate that any individual procurement under a Go-Create Grant project will exceed £24,999. If you think that one might, you MUST contact the ISfB team prior to submitting your application.

We STRONGLY advise you to speak with a member of the ISfB team for help in completing this section.

5. Evidence of expenditure

For all expenditure on your innovation project (regardless of whether this is grant or match funding) you will need to meet the ERDF audit trail requirements including evidence of defrayal (monies leaving your bank account).

For a salary to be included in the grant project, an individual must be new staff specifically appointed for the project. You will be required to provide proof of job advertisement and the contract start date with your claim.

- For new project specific job salaries (including NI, pension and any other contractual benefits):
 - Job description / HR letter referencing ERDF
 - Timesheets (where a staff member is not 100% on the grant project)
 - Payslips
 - Evidence of defrayal of salaries
- For other expenditure:
 - Invoices/receipts
 - Evidence of defrayal of expenditure

We STRONGLY advise you to speak with a member of the ISfB team for help in completing this section or if you intend to include any staff costs in your project.

6. Decision-making process

As soon as your application is received the ISfB team will send an e-mail to confirm that the documentation has been received.

There will be an initial triage on all applications to ascertain applications that fall into and out of scope as per our eligibility scope document. We will also check to see if all areas of the application have been correctly completed and signed where required. You will be notified within 14 days of receipt of your application if your application is eligible to progress or not.

Applications that are ineligible for the grant will be notified as to the reason why.

Applications will be assessed by the Go-Create Grants Panel, which will assess your grant application against the other applicants. The Panel has the right to recommend refusal of grant assistance or recommend on the actual grant awarded against eligible expenditure and may also recommend any other grant conditions which might be imposed in the Grant Offer Letter.

We anticipate that the Panel will be able to review 20 grant applications after each cut-off date. If fewer than this have been received then all applications will progress to the panel; while if more than this have been received then only a shortlist of applications will progress to the Panel.

The final grant award decision is made by a senior member of the ISfB team and considers the Panels recommendations. This decision is final.

You will receive written confirmation of the decision within four weeks of the Go-Create Grant Panel meeting, see grant rounds table for final decision dates. **Any expenditure incurred before receipt of the formal offer letter is deemed to be ineligible expenditure for grant assistance.**

The details of Go-Create Grant awards will be outlined in the Grant Offer Letter to successful applicants and will include any grant conditions. You may not be awarded the full Go-Create grant you have requested in your application and/or you may need to satisfy certain conditions to unlock the all the grant funding you have been provisionally allocated. All unsuccessful Go-Create Grant applicants will be given feedback and are welcome to submit a revised or new application in a future Go-Create Round subject to available funding. You may only receive one Go-Create grant under Phase 2 of the ISfB programme.

Innovation Support for Business Programme
Tel:01865 897181

The Go-Create Grants have limited availability and applications will be assessed on the following criteria:

Gateway criteria (which will be reviewed as per your ISFB application form):

- Eligible to receive ERDF grant as an SME?
- Compliant with *De Minimis* requirements?
- Compliant with procurement rules?
- Proposing an innovation project?

Scored criteria:

| Criteria | Description | Scoring | |
|---------------------------------|---|------------|----|
| | | | |
| Level of innovation | How innovative is the proposed innovation? | High | 10 |
| | | Medium | 5 |
| | | Low | 1 |
| Impact on the applicant SME | Potential impact of innovation on the applicant SME | High | 10 |
| | | Medium | 5 |
| | | Low | 1 |
| Impact on the economy | Potential impact of innovation on the economy | High | 10 |
| | | Medium | 5 |
| | | Low | 1 |
| Outcome achievement | Potential achievement of outcomes and how likely to be achieved? <ul style="list-style-type: none"> • Co-operation with research institutions • Introduction of new to the market products • Introduction of new to the firm products • Employment increase in the applicant enterprise | High | 10 |
| | | Medium | 5 |
| | | Low | 1 |
| | | | |
| | | | |
| Likelihood of commercialisation | Likelihood of the technology being commercialised (even if too late to count against an ERDF outcome) | High | 10 |
| | | Medium | 5 |
| | | Low | 1 |
| Value for money | How far does the proposed project represent value for money for the programme and what grant rate is requested? | VfM | |
| | | High | 10 |
| | | Medium | 5 |
| | | Low | 1 |
| | | Grant rate | |

Innovation Support for Business Programme
Tel:01865 897181

| | | | |
|--|--|-------------------------------------|----|
| | | High Significantly more match | 10 |
| | | Medium Exceeds requirements | 5 |
| | | Low Meets requirement | 1 |

These scores will be weighted as follows to achieve a score out of 100:

| Criteria | Weighting |
|---------------------------------|------------------|
| Level of innovation | 2x |
| Impact on the applicant SME | 2x |
| Impact on the economy | 2x |
| Outcome achievement | 1x |
| Likelihood of commercialisation | 2x |
| Value for money | VfM |
| | 1x |
| | Grant rate |
| | 1x |

The Go-Create Grants are funded in partnership with ERDF and Oxfordshire Local Enterprise Partnership (OxLEP).

7. Nature of grant offer

Go-Create Grants cannot contribute to projects that are already underway. Any grant offer will be invalid if work commences prior to the date of the ISfB Grant Offer Letter. Retrospective grant applications are not permitted.

An offer of a Go-Create grant is time limited, and will expire 30 days after the date the Grant Offer Letter is issued. Although the ISfB team will endeavour to follow up Grant Offer Letter which have not been returned by applicants, it is your responsibility to ensure that the Grant Offer Letter is signed and the original returned to the ISfB team within the deadline.

Please note: we need a hard copy of the form with an original “**wet ink**” signature. **We are unable to accept electronic forms or forms with scanned or electronic signatures.**

8. Making your grant claim

Any Go-Create grant that is approved is only for the purpose stated in the Grant Offer Letter.

If the circumstances on which a grant application was based change, you must contact the ISfB team to discuss before committing to making any payments. This may include, but is not limited to, a change of expected completion date, change of supplier, change to the project value, expected project outcomes, or cancellation of the project. If you are in any doubt, please contact the ISfB team to discuss.

Grants should be claimed in line with the dates set out in Section D: Planned Expenditure - 'Spend Profile' with in your application form and no more frequently than at quarterly milestones. Please contact the ISfB team at the earliest opportunity if your project is delayed and you are unlikely to claim within the timescale of the grant offer. All extensions to grant claims will need to be agreed by the ISfB team and it must not be assumed that funds will be available if the deadline is missed.

To claim the grant, you must provide ISfB with a signed Claim Form (which we will provide with your Grant Offer Letter), along with evidence of defrayal of the costs. This would include a copy of any supplier invoice(s) and proof of payment, namely a redacted business bank statement showing the relevant payment(s). If a credit card has been used, the minimum payment paid, must be at least the value of the item being claimed and we need to see evidence of this via bank statement etc. Payment of supplier invoices cannot be made by cash or contra arrangements. All bank statements and payment evidence will need to be signed, dated and labelled with the statement:

'All documents are true copies of originals'.

If you cannot provide this evidence, we will not be able to process your grant claim.

Funding cannot be awarded as retrospective payment for goods or services procured before a formal offer of grant has been received and accepted.

All grant payments are based on the net cost of goods and services procured. If your business is not VAT registered, the full cost will be used to calculate the final grant payment.

Your grant claim is time limited, and you will only be able to reclaim your grant within 30 days of the grant claim date that you specify in your application and which is set out in the Grant Offer Letter. Any extension to the grant claim date must be agreed with the ISfB

Innovation Support for Business Programme
Tel:01865 897181

team in advance. Although the ISfB team will endeavour to follow up a grant claim which has not been submitted, it is your responsibility to ensure that the grant claim is returned to the ISfB team within the deadline.

9. Impact deliverables

In Section C: Costs and Deliverables of the grant application form, you will need to provide details of any Impact Deliverables (i.e. new co-operations with research institutions, new products to market or new products to the firm, employment increase) to be achieved. Once you have claimed your grant, ISfB will provide you with 'Form ISfB-04B Impact Declaration' which you must use to confirm the details of the impacts achieved. A member of the ISfB team will follow up with you if you have indicated that you will be able to achieve an impact deliverable from the support of the grant.

As you will see from the scoring matrix, applications which offer impact deliverables will score more highly than those which do not. However, you must ensure that any deliverables promised are realistic as these are commitments not aspirations and we reserve the right to claim the grant funding back from you if you do not achieve the impact deliverables.

If you experience difficulties in creating the impact deliverables as outlined in the Grant Offer Letter, please contact us at your earliest convenience so that we can understand and discuss the options in relation to the grant payment. Please note that we reserve the right to claim the grant funding back from you if you do not achieve the impact deliverables.

Co-operation with research institutions

A new co-operation with a research institution undertaken, as a result of your support from ISfB.

The co-operation:

- must have been created as a result of the activity supported by the grant
- cannot have been in place before the grant was awarded
- focuses on collaborations which are about transferring good ideas, research results and skills between the knowledge base and business to enable innovative new products and services to be developed and includes:
 - Research collaborations and free dissemination of research
 - Joint and long term development of new business or services
 - Formation of joint ventures and spin-out companies
- is intended to be long-term and sustained, and is distinct from enterprise support
- benefit must be conditional on some form of formal co-operation

Please note that you will be asked to provide a copy of the letter or other form of agreement (e.g. a memorandum of understanding (MOU) or a contract), which explains what each party's role is in the collaboration, including shared objective and aims, along with evidence of outcomes during the operation.

You will also need to provide basic evidence about the research entity: i.e. name, address, including post code, evidence of primary research activity, i.e. charter. A research entity is an organisation whose primary activity is research and development (R&D).

New to market products

A new to the market product that you develop, as a result of your support from ISfB.

Support must be for an enterprise to introduce one of the following:

- Product - when it is either at pre-launch or launched to the market
- Process - when it has been introduced into the business
- Service - when it has been introduced to the market

The indicator measures if an enterprise receives support to develop a 'new to the market' product in any of its markets. It includes process innovation, as long as the process contributes to the development of the product.

A product is new to the market if there is no other product available on a market that offers the same functionality, or the design or technology that the new product uses is fundamentally different from the design or technology of already existing products. Products can be tangible or intangible (incl. services and processes).

Supported operations that aimed to introduce new to the markets products, but did not succeed are still counted.

If a product is new both to the market and to the firm, you should also be counted as supported to introduce new to the market products as well as supported to introduce new to the firm products.

Please note that you will be asked to provide a self-declaration to confirm the product/process or service is new. This should confirm the date the new product was launched and should provide further documentation to confirm details of product, which could include marketing information or literature. If product has not progressed to market, the enterprise should provide information on the status of the product.

New to firm products

A new to the firm product that you develop, as a result of your support from ISfB.

The indicator measures if an enterprise is supported to develop a “new to the firm” product, including:

Innovation Support for Business Programme

Tel:01865 897181

- Product - when it is either at pre-launch or launched to the market
- Process - when it has been introduced into the business
- Service - when it has been introduced to the market

It includes process innovation, as long as the process contributes to the development of the product. Projects without the aim of actually developing a product are excluded. If you introduce several products or receive support for several operations, you are still counted as one enterprise. If you are in any doubt, please contact a member of the ISfB team.

A product is new to the firm if you did not produce a product with the same functionality or the production technology is fundamentally different from the technology of already produced products. Products can be tangible or intangible (including services).

Supported projects that aimed to introduce new to the firm products, but did not succeed are still counted.

If a product is new both to the market and to the firm, you should be counted in both indicators.

Please note that you will be asked to provide a self-declaration to confirm the product/process or service is new. Evidence might include the date a new or improved process became operational or the date the new product or service was launched from market information or marketing literature. If product has not progressed to market, the enterprise should provide information on the status of the product.

Employment Increase

A new full time equivalent (FTE) job that you create as a result of your support from ISfB.

The job(s):

- must have been created as a result of the activity supported by the grant
- cannot have been in place before the grant was awarded
- should have an intended life expectancy of at least 12 months and be for at least 36 hours per week

Please note that you will be asked to provide a copy of the contract of employment demonstrating these criteria for audit purposes.

You will also need to provide basic information about the gender, age, disability status and ethnicity of the job holder on the 'Form ISfB-04B Impact Declaration. This information will be treated in strict confidence.

Innovation Support for Business Programme
Tel:01865 897181

If you plan on including staff time on your innovation project for a new staff member who you would like to include as an impact deliverable you must contact the ISfB team to discuss. To be considered, the job(s) should continue to exist after the innovation project has finished and the new staff members must revert to performing business as usual activities (and distinct from work they undertook on the innovation project). We will review the specific case of each staff member to ensure the jobs created meet ERDF guidelines.

10. Further Information

Applications must be made on the official 'Form ISfB-02B Go-Create Grant Application'.

In line with EU State Aid regulations, you must sign a *De Minimis* State Aid Declaration covering the last 3 years. This will need to include all previous aid received from all sources. If in doubt please talk to an appropriate member of your organisation to check the *De Minimis* State Aid your company has received to date before submitting your application form. This may take the form of other grants or innovation and business support received in the past.

You must inform us if you receive other public funding towards your project as this will have an impact of the level of grant funding that we can offer.

ISfB reserves the right to visit you to ensure the grant has been used for the purpose it was intended as stated in the application form and to inspect records to show costs have been incurred by you.

Your grant activity may also be subject to auditors from the Ministry of Housing, Communities and Local Government, ERDF and the European Court of Auditors.

You should have already completed a *De Minimis* State Aid Form as part of your initial ISfB application form. If there are any changes since then please request another form.

11. Notes to assist with completing the Grant Application Form

All applications must be completed electronically and then printed, signed and posted or delivered in hardcopy with supporting documentation to the ISfB team at: Innovation Support for Business, OxLEP Ltd, First Floor, Jericho Building, City of Oxford College campus, Oxpens Road, Oxford, OX1 1SA by 12:00 hours (midday) on the deadline date – late applications cannot be accepted.

Key Information: Please provide basic information about you and your company.

Executive Summary: Please provide a brief overview of the contents of your Go-Create Grant Application which highlights key points in your application.

Public Summary: Please provide a description of your proposed innovation project in laymen's terms. This will facilitate the application review process for assessors and panel members who are not experts in your field. The description of your proposed innovation project could be published in the public domain and used for marketing purposes.

Section A: Your Business and Innovation

Tell us about your business and innovation project, the history and your aims and aspirations for the future including what is the potential impact of your innovation project on your business (this might include viability, sustainability, future growth, increase in employment, new areas of investment or research activity), what is the potential impact of your innovation project on the economy and any key challenges that you have /need and any market research you have conducted.

Please quantify the results wherever possible, for example, an estimated % increase in sales, improvements in profitability or productivity or anticipated annual cost savings. Also list any other benefits.

Please explain the innovation, what it does, how it works, how it is innovative and what work has been done to date. Include comparisons to existing competing solutions and the advantages your innovation offers.

Section B: Your Innovation Project

Please provide us with an overview of the project that you are planning and how the grant will help to develop your innovation towards a commercial product or service. Please describe how you intend to use the grant money and how you will develop your innovation towards a marketable product, service or process including an indication of the likelihood of commercialisation.

Don't be too brief. Be really clear with what you intend to use the grant funding for i.e. "to purchase research consultancy" would be deemed insufficient detail for the grant panel to

Innovation Support for Business Programme

Tel:01865 897181

seriously consider. A much better response would be to include details of how the consultancy will contribute to develop the innovation, why you need it, how it will be used in the business and how it may complement other activities that you are already conducting.

Section C: Costs and Deliverables

Please provide the total estimated cost of the project to which the grant will contribute (excluding VAT). Please ensure that you follow the European Union procurement requirements set out in Section 4 of the above Guidance Notes. State the value of the grant you are applying for. Applications in which grants are one third or less of the total eligible expenditure will be viewed more favourably.

If you are not VAT registered you can claim VAT back. Please include VAT in the spend profile and note "INC VAT". Grants can not be increased following award to take into account VAT.

Please supply the date on which the project is due for completion.

Please tell us about any new co-operations with research institutions that you intend to create / undertake as a result of this project. If you are awarded a grant, we will ask you to provide confirmation that these co-operations have been created.

Please tell us about any new products / services that you intend to introduce to the market as a result of this project. If you are awarded a grant, we will ask you to provide confirmation that these products / services have been created.

Please tell us about any new products / services that you intend to introduce to your firm as a result of this project. If you are awarded a grant, we will ask you to provide confirmation that these products / services have been introduced.

Please tell us about any jobs that you intend to create as a result of this project. If you are awarded a grant, we will ask you to provide confirmation that these jobs have been created. We will also ask you to provide some basic equality and diversity data about the post holders once the jobs have been created. This data will be treated as strictly confidential and submitted anonymously to the government for the project for monitoring purposes. The definition of a job is a role that is at least 36 hours per week for a minimum of 12 months. FTE jobs can be accepted (i.e. part-time jobs that add up to at least 36 hours per week can be counted). Jobs are created as a result of the grant project and do not include freelancers, subcontractors or volunteers.

You must provide a copy of your business plan and financial forecasts to support your business idea/creation. You will also need to provide a copy of your most recent full-year profit and loss accounts and balance sheet.

Please confirm the main point of contact for the application.

Section D: Planned Expenditure

Innovation Support for Business Programme

Tel:01865 897181

A condition of the ERDF grant is that you are required to demonstrate that you have procured the product or service for which the grant is being sought in line with EU Procurement regulations, as follows:

- For individual purchases/procurement activities up to £24,999 (total value excluding VAT), you must provide 3 written quotations per individual item to be purchased. You are not obliged to accept the lowest quotation received, but a written explanation of the rationale behind any such decision will be required which demonstrates the supplier's experience and/or value for money. For smaller or generic goods/services, it is acceptable to use print-outs from websites. Please complete the Planned Expenditure table in the application form with the details of quotations obtained.

The evidence that you need to provide for all procurement is:

- copies of all of the quotations/screenshots or copies of the advertised procurement opportunities you have published on the portal(s) (such as Contract Finder), together with details of the assessment criteria used for each purchase and how you selected the winning bidder based on these criteria (e.g. scoresheet).

If you cannot demonstrate that you have procured the product or service for which the grant is being sought in line with EU Procurement regulations as outlined above, we will not be able to consider your grant application.

We do not anticipate that any individual procurement under a Go-Create Grant project will exceed £24,999. If you think that one might, you MUST contact the ISfB team prior to submitting your application.

We **STRONGLY** advise you to speak with a member of the ISfB team for help in completing this section.

Section E: Declarations

Please then review the Go-Create Declaration and sign in wet ink – electronic signatures cannot be accepted.

12. Submission

When you have signed the application form this must be submitted hardcopy to the ISfB team together with your **business plan, cash flow/financial forecast, last full-year profit and loss accounts, balance sheet and supplier quotations/evidence of tendering.**

Whilst we are not specific as to the form of your business plan we do require enough detail to enable us to assess your project and application. For guidance on a summary business plan template see:

<http://oxonbe.co.uk/resources/>

Please note: we need a hardcopy of the form with an original “**wet ink**” signature. **We are unable to accept electronic forms or forms with scanned or electronic signatures.**

You will be expected to:

- Provide all evidence required to process and verify the grant application;
- Provide all evidence as set out on the Form ISfB-04B Impact Declaration, which will ask details of jobs created and outcomes as a result of the funding;
- Co-operate, if requested, with ISfB to promote and publicise success stories in the form of press releases, case studies, Freedom of Information Act requests or other communications unless there are clear reasons not to (for example, confidentiality around commercial issues, intellectual property or patents etc.);
- Participate in any evaluation activities by ISfB, the funding body and the external evaluator.

13. Contact Us

Please send any supporting documentation, such as copies of quotations/procurement evidence, your accounts or current business plan to the address below. If you have any queries, please contact the ISfB team on 01865 897181 or email innovation@oxfordshirelep.com.

Our postal address is:

Innovation Support for Business, OxLEP Ltd, First Floor, Jericho Building, City of Oxford College campus, Oxpens Road, Oxford, OX1 1SA

Annex: Go-Create Grants Eligibility Matrix

- Grants are only available to **small and medium size enterprises (SME)** providing B2B or B2C type activity – some sector exclusions apply and are listed at the back of this document.
- The SME can be based anywhere in England but must demonstrate an economic benefit within **Oxfordshire**.
- All grants are paid **less** VAT unless business **is not** registered for VAT.
- Minimum grant value £1,000.
- Grants **cannot** be paid retrospectively.
- All grants should be claimed, submitted and paid **as set out in the agreed claim schedule, which applicants will submit**.
- If goods/services have been paid by credit card - **proof** that the full amount of the expenditure has been **paid** against the credit card has to be submitted.
- Purchase of vehicles and land **are not permitted** – other exclusions apply.
- **All training** is exempt from ERDF funding applications.
- **Packages of support are allowable** e.g. £x amount of website support, £x design consultancy & £x on print.

See below for examples of projects that are in scope and are out of scope. Please note this list is not exhaustive, but should be used to give an idea of what might be acceptable. Each application will be viewed on an individual basis.

| Project Type | In Scope | Out of Scope |
|---|--|---|
| Investment in product and service development | <ul style="list-style-type: none"> • Early stage development work • Exploitation of intellectual property • Implementing findings of the planning process, such as in areas of new product development, manufacturing and design • Accessing expert services for Intellectual Property registration, including patents, designs and trademarks • Developing alternative uses and markets for waste products • Implementing the results of industrial research, including the creation of pre-production prototypes | <ul style="list-style-type: none"> • Minor incremental changes to existing products and/or services • Innovations for or at the behest of a specific customer • Training for staff |

Innovation Support for Business Programme
Tel:01865 897181

| Project Type | In Scope | Out of Scope |
|--|--|---|
| Technological and applied research | <ul style="list-style-type: none"> • Collaborative and contract research and development • Creation of productive innovation partnerships • Applied research • Research and development, including specialised consultancy • Collaborating with universities and colleges, and sourcing facilities, equipment and expertise to solve technical problems and develop further innovation • Researching the development of new products or technologies, or significant improvements to existing ones | <ul style="list-style-type: none"> • Research funded by other sources, e.g. Research Councils • Research which does not have a specific commercial application |
| Developing pilot lines | <ul style="list-style-type: none"> • Implementing findings of the planning process, such as in areas of new product development, manufacturing and design • Investigating the technological and commercial viability of transforming innovative ideas into new products, processes and technologies | <ul style="list-style-type: none"> • Commercial lines • Minor incremental changes to existing products and/or services • Innovations for or at the behest of a specific customer |
| Early product validation actions | <ul style="list-style-type: none"> • Technology demonstrator projects • IP searches and protection • External testing / validation of products • Assisting with the exploitation costs of new products or processes, including marketing, publicity and attendance at trade fairs | |
| Supporting advanced manufacturing capabilities | <ul style="list-style-type: none"> • Accessing equipment or services that support a technology 'step-change' for the business | |
| First production | <ul style="list-style-type: none"> • Commercialisation of new products and business processes and initiatives • Use of social innovation to bring new products and processes to the market • Activities to support / facilitate first production / commercialisation • Services to provide additional production capacity to exploit innovation | <ul style="list-style-type: none"> • Commercial scale ongoing production activities |

Innovation Support for Business Programme
Tel:01865 897181

Ineligible Sectors: Please be aware ERDF change these regularly so may be subject to change.

- Fishery and aquaculture sectors
- Primary production, processing and marketing of agricultural products
- Coal, steel and shipbuilding sectors
- The synthetic fibres sector
- Generalised (school age) education
- Banking and insurance companies
- Retail businesses (ineligible for capital expenditure only)
- Social Care Services & Social Welfare (hospitals, housing associations, sports facilities)
- Child-minding facilities