Application form guidance

# Section 1 – Organisational information

1. **Contact name**

Please state the name all correspondence should be directed to in relation to the innovation call process.

1. **Job title**

Please state your role within the organisation.

1. **Organisation name**

Please include the full organisation name.

1. **Phone number**

Please provide a contact telephone number.

1. **Email address**

Please include contact email address.

1. **Website**

Please include a link to your organisation website address.

1. **Address**

Please include the full registered address for your company, including town/city, region, country and postcode.

1. **Location where majority of work will be completed?**

If operating from multiple locations, please identify the location from which the majority of your work would be completed from if selected by this programme. (e.g. Scrabster, Scotland).

1. **Number of employees (FTE)**

Please state how many full-time equivalent (FTE) employees are employed in your organisation.

1. **Annual turnover**

Please provide the organisation turnover for the last financial year accounts.

If no accounts (for example as a start-up) please make an estimate for the whole year April 2023 to March 2024 (excluding any additional income that might result from this programme). Please identify that this is an estimate (e.g. £250k (estimate)).

1. **Trading since**

Add date organisation started trading. Please input date as DD/MM/YYYY.

1. **Organisation registration number**

If applicable, please include the organisation registration number.

1. **Type of organisation**

Please indicate if you are a charity, sole trader, self-employed, partnership, limited company, B-Corp, other.

1. **VAT registration number**

Please enter VAT registration number or state N/A if not applicable.

1. **Organisation background and principal activities (500 words max)**

Please provide a detailed summary of your organisation including a list of activities, market, and clientele.

# Section 2 – Project information

1. **Project title**

Please provide the full name for the project.

1. **Which R&I Programme challenge does the project address?**

Please clearly state which challenge your project addresses.

1. **Please give a description of the project/activities you wish to undertake and how this addresses the West of Orkney Windfarm specific challenge? (500 words max)**

Please provide a brief summary about the organisation’s innovative project, what you are trying to achieve, and how this benefits the West of Orkney Windfarm and other wind farms.

Please upload any supporting documentation that adheres to the below criteria.

*A maximum of two additional supporting documents up to a maximum two sides of A4 each may be submitted. All documents to be in pdf format and font size 10pt or higher.*

*Sketches, diagrams, infographics, spreadsheets, and similar documents can be submitted at up to A3 size but will count as two A4 pages.*

1. **Explain how the project will reduce the time, costs, and/or risk in the development of the West of Orkney Windfarm (500 words max).**

Please list how the project will reduce time, costs such as CAPEX and OPEX, and/or risk in the development of the West of Orkney Windfarm. You may also wish to consider the impact of the project on current and future market size and competition. At a later stage, projects will be asked to benchmark against appropriate existing known metrics, such as Technology Readiness Level (TRL).

1. Please demonstrate how your project will maximise Scottish supply chain content and bring benefit to the region (500 words max).

Please provide a brief summary on how your organisation will utilise the Scottish supply chain and list any direct/indirect benefits to the region. You may also wish to consider how this project will affect and make use of the wider UK supply chain. If your innovation means setting up a new operation in the region or expanding an existing one, please provide an estimate of the capital to be deployed and/or any short/medium/long term additional employment likely to result.

1. **Does your organisation have the skills required to deliver on this project? Has your organisation undertaken anything significant or similar previously? (200 words max)**

Please provide a brief summary of key personnel including experience, expertise, and key role in the project delivery.

Please provide evidence as an appendix as appropriate.

If appropriate, please provide evidence of previous work in PDF format.

1. **Please provide a description of the key risks relating to the project and any mitigating action that will be taken (200 words max).**

Please provide a short summary of the key risks to the project and any mitigations that will be put in place.

1. **Is the proposed project built upon any existing projects, and if so, are there any anticipated conflict of interest in relation to funding? (200 words max).**

Please provide a brief summary of the previous projects the proposed project is built from or co-dependent upon and the outputs. If there is risk of conflict, or non-delivery of the prior project, please describe the risk fully, along with any mitigation actions anticipated.

# Section 3 – Funding purpose and requirement

1. Please provide an overall estimate of the funding required for this project. This can be rough estimate at this point and will be refined at the business case submission.

Please provide an overall estimate of the funding required and estimated breakdown into categories including labour, subcontracting, consumables and equipment etc.

1. **Are you able** to provide match funding for this project? If yes, please indicate the source of proposed match funding. \*

Please state if your organisation would be willing to provide match funding for the project, and if so, to what extent. Please also indicate the source of proposed match-funding for example internal R&D budget, grant funding etc.

EMEC can provide advice and guidance to help with match funding if required.

1. **Why is R&I funding needed; describe the impact it will have in the success of your project (e.g. deliverability timescale, business performance)?**

Please provide a summary on what will be gained by using the funding and why funding is required rather than normal sources (e.g. bank loan).

1. **If you have applied for funding elsewhere in the last 12 months, either unsuccessfully or successfully, please provide details.**

Please detail any funding you have recently applied for whether unsuccessful or successful. If successful, please provide a summary on the type of activity funded and any outputs.

# Section 4 – Declaration by applicants

1. **Organisation statement: accuracy of information**

I certify that the information given on this form regarding my organisation and project is accurate to the best of my knowledge. I understand that if it is later established that my organisation does not qualify for this programme then the organisation will be required to repay any grant awarded in full.

Tick ‘I agree’

1. **Organisation statement: sharing of information**

From time to time EMEC appoints trusted partners / subcontractors to support its activities. I agree to EMEC sharing application information with any sub-contractor/partner who will support in the appraisal of the application.

Tick ‘I agree’

1. **Organisation statement: Scope and Guidance**

I agree to the Scope and Guidance document of the Offshore Wind Research and Innovation Programme if the project application is successful.

Tick ‘I agree’

1. **Organisation statement: due diligence**

The organisation agrees to financial due diligence checks being conducted if the project application is successful.

Tick ‘I agree’

1. **Organisation statement: authority**

I agree I have authority to submit this application on behalf of my organisation.

Tick ‘I agree’