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 a 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 2024 to March 2025 (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**

Please include the organisation registration number or state N/A if not applicable.

1. **Type of organisation**

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

# 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. **Summary (150 words max)**

Please provide a brief summary of your project.

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

Please describe the organisation’s innovative project as a whole, including (i) what you are planning to achieve and the core innovation(s), (ii) how you intend to achieve the planned outcome in the planned budget and timescale, and (iii) how this innovation would be implemented so as to benefit the West of Orkney Windfarm.

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 and/or improve its overall performance when operational (500 words max).**

Please explain how the project will reduce the time, and/or DEVEX and/or CAPEX costs, and/or risk in the development and construction phases of the West of Orkney Windfarm, and/or improve its overall performance when operational (e.g., by reduced downtime, reduced OPEX, increased electricity generation). 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. Explain if / how your project will enhance Scottish / UK supply chain content and bring benefits to Scotland / UK (500 words max).

Please explain clearly where the project work will be undertaken (e.g., Highlands & Islands region, rest of Scotland, UK or other). Provide an estimate of, and explanation for, the expected Scottish content of the project and any later products or services. If the project will utilise or enhance the existing Scottish / UK supply chain, explain how and list any direct/indirect benefits and the relevant region/country. If the project will set up a new operation or expand 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 and the relevant region/country.

1. **Describe how your organisation will deliver the project (500 words max)**

Please describe how the project will be delivered, including:

* expected timescale;
* current development stage of the innovation (e.g., concept (TRL1-3), basic validation (TRL4-5), prototype demonstration (TRL6-7));
* summary of previous work relevant to your project that your organisation/team has undertaken.
* summary of the key personnel that will be involved in the project, including experience, expertise, and their role in the project delivery.

If required, you can upload one PDF document providing evidence of previous work (maximum 5 pages) and up to five CVs (maximum 1 page each) as an appendix.

1. **Describe the key risks relating to the project and any mitigating action that will be taken (300 words max).**

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

1. **Describe any project dependencies or potential conflicts (200 words max).**

Please explain if the project is dependent on the outcomes of any other current or planned future project. If there is risk of conflict (e.g., due to other funding), or non-delivery of the other project(s), please describe the dependency / conflict fully, along with any mitigation actions anticipated. Please also describe any information/inputs required from West of Orkney Windfarm in order for the project to be successful.

# Section 3 – Funding purpose and requirement

1. Provide an overall estimate of the funding required for this project. This can be a 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. Please submit your answer in GBP.

1. **State if you are able** to provide match funding for the project. If yes, indicate the source of proposed match funding (max 250 words).

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 any proposed match-funding, e.g., internal R&D budget, grant funding etc.

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

1. **Explain why R&I programme funding is needed; describe the impact it will have on the success of your project (e.g. deliverability timescale, business performance) (max 250 words).**

Please explain why R&I programme funding is required, rather than the use of other funding sources (e.g. bank loan) and describe how the funding will impact your proposed project (e.g., reducing timescale, improving outcome etc.).

1. **Detail any other funding applications in the last 12 months relevant to the project (max 500 words).**

Please detail any funding relevant to the project that you have applied for in the past 12 months, whether successful, unsuccessful or outcome presently unknown. If successful, please provide a summary of the activity funded, any outputs, and how the R&I programme application relates to the prior funded activities.

# 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 confirm that I have read the Scope and Guidance document of the Offshore Wind Research and Innovation Programme and confirm that (if successful) the project will be undertaken in accordance with all the requirements outlined therein.

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’