

Application Form Guide

ECME Mini Project Grant Awards - COVID-19 Response

Please read these notes carefully before completing the application form.

- The closing date for submission of all application is Friday 24th April 2020. Applications received after this date cannot be considered.
- The Assessment and Evaluation Panel will meet on the week commencing Monday 27th April and information on awards will be released to applicants on or before Thursday 7th May 2020.
- All applications forms must be submitted by email to ecme@ulster.ac.uk together with any supporting documentation.
- Only one application per company may be submitted. Incomplete applications cannot be accepted for assessment.
- Additional documentation can be provided especially regarding the project budget breakdown. But where possible please stick to the word count suggested.
- All applicants permit information regarding any successful award to be made public by ECME and its partners.

SECTION A: COMPANY INFORMATION

Please complete all the relevant contact information.

SECTION B: PROJECT DETAILS

Q6: Please provide a brief overview of your company including technologies, markets served, customer segments and any areas of specific expertise related to the COVID-19 response. Maximum 50 words.

Q7: Please provide a Project Name to allow for easier assessment of your application.

Q8: Please provide a summary, in no more than 100 words, of how your proposal that has the potential (within the period of the award) to deliver a significant contribution to the understanding of, and response to, the COVID-19 pandemic and its impacts with specific reference to the themes and challenges highlighted in the ECME Draft Call for Proposals.

Q9: Please provide a summary, in no more than 100 words, of the Project Deliverables. A deliverable is a tangible or intangible good or service produced as a result of the project that is intended to be delivered to a customer (either internal or external). A deliverable could be a product, a report, a document, a software product, a server upgrade or any other building block of an overall project.

Q10: State the total grant award you are applying for and outline any financial assumptions underlying your budget. Under this First Call ECME are offering a grant of up to £30,000 (inclusive of VAT) to cover the costs of input into the Mini Project.

Q11: Provide a concise but itemised budget breakdown for the total grant being applied for. Add this as a separate document if required.

Q12: Please refer to the ECME Draft Call for Proposals – Section 8 - Scope of Work and Deliverables.

Q13: Please provide a summary of the company's current capacity to deliver the project with reference to facilities, production lines, processes, platforms, teams, services etc.

Q14: How long do you expect this project to take to complete? It is our expectation that these projects should be completed within 12 weeks from the date of commencement, but this time period should be adjusted depending on the nature of the project and the evolving needs of the COVID-19 response. Please include a brief project plan with indicative milestones.

Q15: Please outline how the project will be monitored and evaluated and those individuals, or functional roles, within the company who will assume overall project responsibilities.

Q16: The award of grants through the ECME programme should be considered State Aid and as such all successful applicants need to comply with European Community De Minimis regulations. If you use the de minimis regulation you don't need to formally notify the aid to the European Commission or get prior approval, but you must comply with all of the conditions of the regulation. If you are going to use the de minimis regulation for State aid cover, you must be able to justify your decision, and you must understand the requirements of the regulation and be sure that you can meet them. Further information can be found here: <https://www.economy-ni.gov.uk/articles/state-aid-rules-regulations-and-guidance>

The following is a guide / suggested De Minimis Statement:

Eligibility to receive De minimis aid.

I have read, understand and agree to the limits on Innovation Aid.

1. The assistance made available through the Connected Competitive Fund is awarded under The Industrial Development (Northern Ireland) Order 1982 and is State Aid (Innovation Aid for SMEs) under Article 28 of Commission Regulation (EU) No. 651/2014 of 17 June 2014 (the "General Block Exemption"), notification no. SA.40270 "Skills, Strategy and Innovation Solutions".

2. Your business must not have received more than €200,000 of Innovation Aid for SMEs in the last 3 fiscal years. Where an undertaking is part of a group of companies, the Innovation Aid limit applies to the combined group and not individual companies or undertakings within the group. Please note that it is your responsibility to check whether the support you have received was classed as Innovation Aid. If in doubt, please check with whoever provided the support to you.

Signed on behalf of the business:

Please type your full name. Applications must be authorised, in the case of a Limited company, by a Director or the Secretary and in the case of a Sole Trader or Partnership, by a Proprietor or Partner.

SECTION C: SIGNATURE

Once completed the form should be signed by an authorised company signatory.

FURTHER INFORMATION

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