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| Department for Business, Energy & Industrial Strategy logo |
| Thermal Efficiency Innovation Fund |
| Application Form |
| Curve image |
| October 2017 |

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# Guidance

Further information and guidance about the Thermal Efficiency Innovation Fund can be found in the Guidance Notes (available at <https://www.gov.uk/guidance/funding-for-low-carbon-industry>**)**. A brief summary is provided below on the application process.

* **Registration Email:** Applicants must submit a registration email to BuiltEnvironmentInnovation@beis.gov.uk using the title ‘Thermal Efficiency Innovation Fund’ in the email subject and containing the following information:
* the name of the lead project organisation (project co-ordinator);
* the project title; and
* confirmation of intention to submit an application.

The deadline for submitting registration emails is Wednesday 12 December 2017.

* **BEIS confirmation:** Within a week of receipt of the Registration Email, BEIS will issue a confirmation email to the applicant with an individual reference number. Please use this reference number to submit any subsequent application or when submitting any questions about the Competition.
* **Questions about the Competition:** If you have read the guidance notes and still have questions, you may address any queries regarding the competition process to the following email address: BuiltEnvironmentInnovation@beis.gov.uk. Questions must be received by 5pm, 28 November 2017. Questions and answers will be published on the GOV.UK page by the 05 December 2017.
* **Submission process and deadline:** The full proposal for the Thermal Efficiency Innovation Fund must be emailed to BuiltEnvironmentInnovation@beis.gov.uk using the title ‘Thermal Efficiency Innovation Fund’ - (name of lead applicant)’ in the email subject by the deadline **5pm, 2nd January 2018**.
* **File format and size:** Completed application forms and the completed finance templates and any supporting information should be submitted electronically. The completed finance form should be submitted as a spreadsheet (.xls) file; the completed application form should be submitted in pdf format.

The maximum size email you can send is 10 MB. If your application is larger than 10MB, please break the submission down into smaller sizes and ensure the subject line of each additional email takes the following format ‘Thermal Efficiency Innovation Fund’ - (name of lead applicant) – email x of y’.

* **Submission content:** Each proposal must include the following documents:
* Completed application form
* Completed finance form
* Completed project Gantt chart or outline project plan

You should endeavour to answer all of the questions on the application in full. Incomplete applications and any containing incorrect information will very likely be rejected although BEIS may, at its discretion, request clarification or additional data before making a final decision.

Any applications or supporting documentation received after the application deadline will not be considered.

# Proposal Summary

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| Summary Information |
| Name of Applicant Business |       |
| Project Title |       |
| Estimated Start Date |       |
| Project Duration | 0 mths |
| Total Eligible Project Costs | £ 0.00 |
| Total private sector contribution to project costs | £ 0.00  |
| Total BEIS Grant applied for | £ 0.00 |
| Is this a collaborative application? | Click to enter | If Yes please provide contact and business details for all partners in Annex 1. |

# Contact and Company Details

|  |
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| Contact Details |
| Title | Choose title | Name |       |
| Position |       |
| Email |       |
| Telephone |       | Mobile |       |
| Organisation name |       |
| Address |       |
|   |       |
| . |       |
| . |       |
| Town/City |       |
| Postcode |       |
| Business Type | Choose type |
| If type of business is ‘other’, please describe here: |  |
| **Business Details**  |
| Number of employees (including directors) | 0 |
| Business Registration Number |       |
| Turnover (in most recent annual accounts) | £ 0.00 | as at | enter date |
| **Balance Sheet Total** (total assets net of depreciation) | £ 0.00 | as at | enter date |
| Business maturity | Choose maturity |
| Does the business have a parent company? | Choose an item |
| How is the business currently funded? (Choose all that apply) |
| [ ]  | No Funding | [ ]  | Founders (including bank loans) | [ ]  | Friends and Family | [ ]  | Public Sector Grants\* |
| [ ]  | Private Investment | [ ]  | Stock Market Floatation |
| **Other public sector funding:** With respect to this project or the technology it is based on, please list briefly any public sector support you are receiving or have received in the past 10 years, or which is currently being sought (please add further details in a separate annex if necessary). |  |

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| Parent Company Details (if applicable) |
| Organisation name |       |
| Address |       |
|  |       |
|  |       |
|  |       |
| County |       |
| Postcode |       |
| Turnover (in most recent annual accounts) | £ 0.00  | as at | enter date |
| **Balance Sheet Total** (total assets net of depreciation) | £ 0.00 | as at | enter date |
| Company maturity | Choose an item. |

# Eligibility Criteria

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| This section seeks information to address the Competition Eligibility Criteria: all projects will be assessed against these eligibility criteria before progressing to evaluation against the Assessment Criteria. Please see Section 4 of the Guidance Notes for further information. |

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| Scope  |
| Is this a proposal for a technology, process or business model? |       |
| Please give a brief overview of the type of thermal efficiency measure this proposal is for? |       |
| What types of building does this innovation apply to? |       |
| To the best of your knowledge, is this technology, process or business model already commercially deployed in the UK or elsewhere? If yes, please describe the extent of commercial deployment. |        |

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| Innovation and technology readiness |
| Is this a brand new measure or an innovation of an existing measure?  |       |
| Please describe the *current* technology readiness level of the technology, process or business model to be developed during the project. |       |
| Please describe the progress in technology readiness expected to be secured for the technology, process or business model by the end of the project.  |       |

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| Project activity |
| What is the main research, development and innovation category applicable to your project? (see section 4.1.3 of the Guidance Notes) | Choose an item. |
| Please identify any additional research, development and innovation category applicable to your project. | Choose an item. |

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| Project status |
| Please describe any work which has been carried out on the proposed project already (BEIS is unable to fund retrospective work on projects). |       |

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| Additionality |
| Please describe the why public sector funding is required to take the innovation forwards.  |       |

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| Grant size |
| Maximum grant funding requested for Industrial Research project activity (in £) |       |
| Maximum grant funding requested for Experimental Development project activity (in £) |       |
| Maximum total grant funding requested (in £)  |       |

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| Grant intensity |
| Please complete the Table below to confirm the proposed grant intensity for each project partner.

| **Name of partner organisation** | **Size and type of partner[[1]](#footnote-2)** | **Partner’s eligible project costs (in £)** | **Partner’s project costs as a proportion of the total eligible project costs (%)** | **Partner’s grant funding request from BEIS (in £)** | **Partner’s grant funding request as a proportion of their eligible project costs (%)** |
| --- | --- | --- | --- | --- | --- |
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|  |  |  |  |  |  |
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|  |  |  |  |  |  |
| *Please add extra rows for additional partner, if required* |
| **Total:** |  |  |  |  |  |

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| Project location |
| Please describe the location or locations where the proposed project will be carried out. If more than one location, please provide an estimate of the total project costs to be delivered at each location. |       |

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| Project duration and end-date |
| Please state the length of the project – including completion of all reporting requirements.  |       |
| Please state the completion date for the project – including completion of all reporting requirements. |       |

# Public Description of the Project

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| The public description of the project should be a brief non-confidential description of the project that BEIS may use in online or printed publications; please describe the project objectives and key deliverables and the expected project benefits. (maximum 250 words) |
|       |

# Assessment Criteria

Please use supporting evidence to quantify the potential benefit of this innovation.

Bidders must demonstrate that the innovation:

* Is technically feasible
* Will improve building fabric energy performance
* Will support the installation of thermal efficiency measures in existing buildings that have previously been difficult or expensive to treat

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| This section seeks information to address the Assessment Criteria: these criteria will be used to rank projects. Please see Section 8 of the Guidance Notes for further information. |

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| Full Project Description |
| The full description of the project should be a thorough technical description of the project to be used by BEIS to assess the application (maximum 750 words).  |
|       |

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| Unintended consequences |
| Does the project team understand the potential unintended consequences associated with building retrofit? How will unintended consequences associated with building retrofit be avoided (maximum 250 words)?  |
|       |

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| Cost  |
| *(25% weighting)* How will this innovation reduce the upfront/lifetime costs of retrofit to improve the thermal efficiency retrofit of a building/buildings as a whole? (maximum 500 words) Please provide details of the current retrofit costs (if applicable), and how retrofit costs are expected to change as a result of innovation. Include the following:* Capital costs
* Installation costs
* Operating costs
* Maintenance costs
* Life expectancy

Note that evidence for the current and expected costs provided *must* be provided as part of the application.**Please *also* complete Table 5a.** |
|       |

**Table 5a – Current and Expected Cost Metrics**

|  |  |  |  |
| --- | --- | --- | --- |
| Cost element | Current costs of thermal efficiency measure | How costs will change over the next 5 years as a result of your innovation activity | Notes - Provide a brief explanation of:* the status of the current costs
* all expected substantial cost reductions

(Maximum 200 words per cost element)  |
| Capital Costs |  |  |  |
| Installation costs |  |  |  |
| Operating costs |  |  |  |
| Maintenance costs  |  |  |  |
| Life expectancy  |  |  |  |

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| * 1. Performance
 |
| *(25% weighting)* How will this innovation enhance the performance of building thermal efficiency? How is the performance of your innovation better than measures currently available on the market (maximum 500 words)? You should consider:* How performance metrics will be calculated
* Current and anticipated performance parameters
* Consumer experience

Please provide explanation and supporting evidence. |
|       |
| How applicable is the innovation to the UK building stock (maximum 250 words)? Please address the following: * How the innovation will affect the thermal performance of an individual building
* How broadly applicable the innovation is across the UK building stock
 |
|       |
| How does the innovation integrate with other thermal efficiency measures and low carbon heating systems (maximum 250 words)? Please address the following: * Integration with/of other thermal efficiency measures
* Integration with low-carbon heating technologies
 |
|       |

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| Market potential  |
| *(20% weighting)*What is the market potential for your innovation both in the UK and internationally (maximum 500 words)? Please describe:* The size and nature of the market opportunities
* The proposed exploitation route and timescales to market
* How value is expected to be generated from the innovation
* Any further technology development needed to secure sales
 |
|       |

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| Project delivery  |
| *(20% weighting)*Please provide details below of the **relevant skills, qualifications and experience** of the project team, including descriptions and evidence of previous relevant work carried out, including the date, location, client and project size (maximum 2 pages).Brief CVs of lead project team members should be provided in an Annex to this Application (CVs should be no longer than 1 page each). |
|       |
| Please provide a separate **high level Gantt chart** or outline project plan listing the key tasks and timescales for the proposed project. |
| Please complete Table 5b below to list the **key project milestones**. |
| Please complete Table 5c below to outline the **key project risks and risk mitigation** techniques |
| Consortium **roles and governance**: please outline below the **key roles for each partner** and the proposed **governance arrangements** between the partners to ensure effective project delivery (maximum 500 words). |
|       |
| Please list any **external party** responsible for delivering goods or services worth more than 10% of the total project value and explain how you will ensure that these parts of the project do not give rise to delays in the delivery of the project (maximum 500 words). |
|       |

**Table 5b – Project Milestones**

|  |  |  |  |
| --- | --- | --- | --- |
| Milestone number | Milestone name | Project partner lead for milestone delivery | Brief description of milestone, including deliverables |
| **M1** |  |  |  |
| **M2** |  |  |  |
| **M3** |  |  |  |
| *Please add further rows as necessary for each milestone* |

**Table 5c – Risks and Risk Management**

*(Applicants can provide their own Risk Table as a separate Annex if preferred)*

|  |  |  |
| --- | --- | --- |
| Risk(Identify and describe all key project risks, including: financial, technology, supply chain, regulatory, etc) | Overall risk rating: (Probability x Impact)High, Medium or Low  | Mitigation actions(Describe the actions taken or planned responses to reduce the impact and/or probability of the risk) |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| *Please add further rows as necessary*  |

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| Wider objectives |
| How does the innovation contribute to the wider objectives of this Thermal Efficiency Innovation Fund (maximum 500 words)? You may wish to address the following: * Fuel poverty
* Consumer acceptance and desirability
* Supply chain strengthening

Please provide explanation and supporting evidence for the benefits claimed. |
|       |

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| Project Financing  |
| *(10% weighting)*Please complete the project finance summary below: |
| Total private sector contribution | £ 0.00 |
| Total BEIS grant applied for | £ 0.00 |
| Other public sector funding applied for | £ 0.00 |
| Total eligible project costs | £ 0.00 |
| Project Start Date | Click here to enter a date |
| Project End Date | Click here to enter a date |
| Please explain why public sector funding is required to take this innovation forward (maximum 300 words)? |
|       |
| You **must** also complete a separate Finance Form and submit it with your completed Application Form. |

# Application Approvals

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| Please ensure a suitable representative from the lead applicant business and for a formal collaboration project, a representative from each of the project partners who are seeking BEIS funding, checks and signs this application before returning it to BEIS to indicate their knowledge and approval of the application. |

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Organisation | Name of Signatory & Position in Organisation | Signature | Date |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Add additional rows if needed. |

# Annex 1: Partner Information (for Collaboration Projects only)

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| --- |
| Contact Details – Partner 2 |
| Title | Choose title | Name |       |
| Position |       |
| Email |       |
| Telephone |       | Mobile |       |
| Organisation name |       |
| Address |       |
|   |       |
| . |       |
| . |       |
| Town/City |       |
| Postcode |       |
| Business Type | Choose type |
| If type of business is ‘other’, please describe here: |  |
| **Business Details – Partner 2** |
| Number of employees (including directors) | 0 |
| Business Registration Number |       |
| Turnover (in most recent annual accounts) | £ 0.00 | as at | enter date |
| **Balance Sheet Total** (total assets net of depreciation) | £ 0.00 | as at | enter date |
| Business maturity | Choose maturity |
| Does the business have a parent company? | Choose an item |
| How is the business currently funded? (Choose all that apply) |
| [ ]  | No Funding | [ ]  | Founders (including bank loans) | [ ]  | Friends and Family | [ ]  | Public Sector Grants\* |
| [ ]  | Angel Investment | [ ]  | Venture Capital | [ ]  | Private Equity | [ ]  | Stock Market Floatation |
| **Other public sector funding:** With respect to this project or the technology it is based on, please list briefly any public sector support you are receiving or have received in the past 10 years, or which is currently being sought (please add further details in a separate annex if necessary). |  |

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| --- |
| Parent Company Details (if applicable) – Partner 2 |
| Organisation name |       |
| Address |       |
|  |       |
|  |       |
|  |       |
| County |       |
| Postcode |       |
| Turnover (in most recent annual accounts) | £ 0.00  | as at | enter date |
| **Balance Sheet Total** (total assets net of depreciation) | £ 0.00 | as at | enter date |
| Company maturity | Choose an item. |

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| Additional Partners:*If required, please add further tables for Contact, Business Details and (if relevant) Parent Company Details for any additional partners.*  |

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1. SMA-Small enterprise, MED-Medium enterprise, IND-large enterprise, HE-University, RES-Research organisation, OTH-Other – please describe. *See Guidance Notes for definitions of Small- and Medium-sized enterprises* [↑](#footnote-ref-2)