**Competition Title:**

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| **IMPORTANT**  Before completing this form please read the accompanying Guidance Notes.  This form must be submitted TO  <INSERT WEBLINK OR RELEVANT DETAILS>  BY 12 noon ON <deadline tbc>.   |  |  |  |  | | --- | --- | --- | --- | | pROJECT nUMBER  (INTERNAL USE ONLY) |  | document id  (internal use only) |  | |

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| 1. Application (Mandatory) |
| **Project Title:**  **Contract Duration:**  (months)  **Total Contract Costs (£GBP):**  **What is the best way to describe your innovation?**  (Please tick one):  Existing Technology New Application  Existing Technology with New Modifications  New Technology Prototype  New Technology Concept |

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| 2. Details of Lead Applicant Organisation (Mandatory) |
| **Organisation Name:**  **Registered Address:**  **Town/City:**  **Postcode:**  **County:**  **Country:**  **Region:**  **Company Registration:**  **VAT Registration Number:**  **Website:**  **Size:**  (Please tick one)   |  |  | | --- | --- | | Micro < 10 Employees  Small < 50 Employees  Medium <250 Employees  Large > 250 Employees |  |     **Status:**  (Please tick one)  Pre-start-up   |  |  | | --- | --- | | Start up: < 1 year  Established: 1 – 5 years  Established: 5 – 10 years  Established: > 10 years |  |   **Main Activity Business Sector:**  (Please tick one)   |  |  |  |  | | --- | --- | --- | --- | | Aerospace and Defence  Agriculture Forestry and Paper  Automotive: Vehicle and Parts  Banks and Insurance  Chemicals  Construction and Materials  Electronics and Electrical Equipment  Food and Beverage  Healthcare  Industrial and General Engineering  Industrial Goods and Services  Industrial Metals |  | Media  Mining  Oil and Gas  Personal and Household Goods  Pharmaceuticals and Biotechnology  Retail  Technology – Hardware and Software  Telecommunications  Transportation  Travel, Leisure and Leisure Goods  Utilities  Other |  |   **Type of Organisation:**  (Please tick one)   |  |  | | --- | --- | | Private Sector  Public Sector  Academic  Not for Profit (Third Sector) |  | |

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| 3. Contact Details (Mandatory) |
| **Title:**  **Name:**  **Position:**  **Organisation:**  **Main Correspondence Address:**  **Town/City:**  **Postcode:**  **County:**  **Country:**  **Phone:**  **Mobile:**  **Email:**  **Who made you aware of this competition?**  (Please tick one)   |  |  | | --- | --- | | KTN Knowledge Transfer Network  Innovate UK  Technology Strategy Board (direct contact)  Home Office  UK Science Parks Association  KTP Advisors  RDA Devolved Assemblies  Incubator Hubs  Business Link  Business Angel Network  Venture Capital Network  CBI/SBF/IOD  Trade Association  Supply2gov  Other |  |   If other, please state who: |

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| a) Your Solution: (Mandatory) |
| 1. Please provide a brief ‘Dragon’s Den’ style public facing elevator pitch of your project.   (250 words) |
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| 1. Please provide a brief description of your solution and how it will meet the needs of this challenge outlining the benefits and what areas of your solution are innovative.   (1500 words) |
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| b) Readiness and Project Plan: (Mandatory) |
| 1. Please describe the project management process and provide a project plan, detailing the key project milestones.   (1000 words) |
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| 1. Please explain what challenges you foresee including any risks and any mitigation activities.   (1000 words) |
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| 1. Please tell us about your delivery team, their relevant expertise including relevant recognised professional qualifications and any memberships of Chartered Institutions and the time that they will be spending on this project.   (1000 words) |
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| 1. Please detail your current state of readiness in order to deliver this project within the dates outlined in the challenge brief. (including sourcing equipment and resources)   (1000 words) |
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| c) Testing: (Mandatory) |
| 1. Please provide Please provide a brief description of how you will provide assurance that your solution will be fit for purpose, including any testing requirements, validation and specialist resources that may be required.   (1000 words) |
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| d) Finance: (Mandatory) |
| 1. Please provide a summary and justification of your project costs (including VAT)   (1000 words) |
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| 1. Please provide a Payment Schedule for your project costs   Payment will be made on completion of agreed deliverables with 20% of total project cost being held on completion of project and production of project closure report. If there are any reasons why this arrangement is not suitable to your circumstances, outline these on the application form along with a desired payment schedule.  Consideration will be given to this during the assessment process, and whilst the inclusion of a staged payment may be authorised, there will be no circumstances where full payment will be made in advance.  (1000 words) |
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| e) Commercialisation: (Mandatory) |
| 1. Please describe how you plan to commercialise your product expanding on how your project is unique within the market place, also to include any partners you will be working with, and any additional funding streams.   (1000 words) |
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| 1. Please detail timescales for full product roll out including sourcing, manufacture, availability and delivery.   (1000 words) |
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| 1. Please provide detail of value for money to the NHS and public sector organisations leading this challenge along with any potential favourable terms.   (1000 words) |
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1. **Declarations (Mandatory)**

Lead applicants are expected before submitting applications, to have discussed their proposals with their own company or any other body whose co-operation will be required in the conduct of the project. By submitting the application you are confirming that the information given, in this application, is complete and that you are actively engaged in this project and responsible for its overall management and agree to administer the award if made.

**PLEASE DO NOT SEND COMPLETED APPLICATIONS BY POST OR BY ANY OTHER MEANS THAN THROUGH THE PORTAL.**