

## Inspiring Innovation Workshop Programme

### Guidance Notes on Completing the Application, SME Declaration and Funding Form.

This single form covers both your application to join the Inspiring Innovation Workshop programme, and your declaration that your business is an eligible Small to Medium sized Enterprise (SME) for 100% funding of the programme under Innovate 2 Succeed. The form consists of five main areas:

| Area:  | Completed By:   | Description:   |
|--------|---|--|
| Part A | The applicant company   | Company information & Innovation Background.                               |
| Part B | The applicant company   | Eligibility relating to company size and turnover.                         |
| Part C | The applicant company   | Eligibility relating to company ownership.                                 |
| Part D | The applicant company and<br>Coventry University<br>Enterprises Ltd | Company declaration and demographic information.                           |
| Part E | Coventry University<br>Enterprises Ltd                              | For internal review of the application and acceptance on to the programme. |

For each part of the form (parts A to D) notes have been added to assist you with the application (just move the cursor over the note to see what it applies to). If additional information is required when completing the form then web links to some additional resources have also been included in the document. If further guidance is required then please email:

[tgoodwin@cad.coventry.ac.uk](mailto:tgoodwin@cad.coventry.ac.uk)

We will endeavour to respond to all such enquires within 3 working days.

If when completing the form you require additional space for your response then either:

Expand the section if completing the form electronically to accommodate the extra information.

or

Append the information with a reference to the relevant appendix in the form (this applies equally to electronic or physical completion).

## Inspiring Innovation Innovate2Succeed SME declaration of eligibility and registration form

You are required to complete this declaration form to confirm your company's eligibility to participate in the Inspiring Innovation Workshop Programme (delivered under the Innovate2Succeed (i2s) Programme), and to meet the requirements of the funding bodies. i2s Programme is part funded by European Regional Development Fund (ERDF).

### Part A:

Office use: At a minimum Part A and Part B and Part C of the form should be completed prior to the Innovation Adviser visiting the potential beneficiary organisation.

|  |  |                              |  |
|--|--|------------------------------|--|
| <b>Company Name:</b>   |  |                              |  |
| <b>Company Address:</b>  |  |                              |  |
|  |  | Post code:                   |  |
| <b>Main Telephone No.:</b>   |  | <b>Contact name:</b>         |  |
| <b>Fax no.:</b>  |  | <b>Position:</b>             |  |
| <b>Email Address:</b>  |  | <b>Contact Email:</b>        |  |
| <b>Website:</b>  |  | <b>Contact Tel no.:</b>      |  |
| <b>Company registration Number:</b>  |  | <b>Date of registration:</b> |  |
| How would you describe the activities of the company? (e.g. architects, consultancy, engineers)  |  |                              |  |
| Which sectors does your business sell to?  |  |                              |  |
| Please provide an overview of what the company is about and its services, its history or innovation and why it considers itself to be a suitable candidate for this support. |  |                              |  |
| What experience does the current management have of innovation?  |  |                              |  |
| Have you launched any new products / services in the last two years?   |  |                              |  |
| Does innovation (the creation of new products and services) feature in your Business Plan / Company vision? If yes, please outline.  |  |                              |  |

**Commented [TG1]:** This is simply the details of the company. If the company is registered under a different name to that which it trades under then clearly state both names.

The address and contact details should be those of where the business trades.

**Commented [TG2]:** This is just a simple one sentence description of the services or products the business offers

**Commented [TG3]:** Again a simple one or two sentences covering the main sectors you sell to. i.e. Construction, Professional or legal, Automotive, Oil & Gas, Chemicals. Etc...

**Commented [TG4]:** Give a simple description of what the business started as, where it is now and where would it like to go along with how it thinks it might achieve this.

**Commented [TG5]:** In this section give a brief overview of the management team and what new products and services they have been involved with developing. This can cover both this company and past companies they have worked for.

**Commented [TG6]:** List any new products or services introduced by the company in the past 2 years. These can be new to the market or new to the company. If the company has any patents (IP) then please give brief details.

**Commented [TG7]:** In this section cover what new product or business areas you would like the business to develop. This can be new business sectors or customer groups, and include projects currently in development. If applicable include developing new business models to harness technology or change the way a market operates if this is applicable.

In simple terms this about describing growth and innovation journey that the business is on or would like to undertake

**Commented [TG8]:** For a business to be eligible to join this programme it **must** be an SME. Further details of the criteria are on the next page.

This covers the current trading position of the business. If for any reason the business is not currently trading then put "N/A" in the turnover and profits sections..

### Part B:

#### SME Eligibility

1. Company turnover in the last 12 months or  
Company's balance sheet last year?

£

£



2. Number of Full Time Equivalent employees (do not include apprentices or students).  
3. Pre Tax Profits in previous accounting year

|   |
|---|
| £ |
|---|

#### Part C:

1. Does the Applicant have a holding of 25% or more in another enterprise?  
Percentage of holding:  
2. Is the Applicant 25% or more owned by another company?  
Percentage of holding:  
3. Is the Applicant part of a Group of companies that draws up consolidated accounts?

|     |    |
|-----|----|
| Yes | No |
| Yes | No |
| Yes | No |

**Commented [TG9]:** The applicant in this Part is the company and not the individual completing the application. If the company does have interests in other businesses, or is indeed itself partly owned by another company, then we would need to do an additional review.

If the answer is YES to any of the questions above you will need to complete additional declaration forms for the other company or companies involved in your Partnership.

To be eligible for funding support through this programme your company must comply with the definition of an SME. The category of micro, small and medium-sized enterprises (SMEs) is made up of enterprises which employ fewer than 250 persons and which have an annual turnover not exceeding 50 million euro, and/or an annual balance sheet total not exceeding 43 million euro. Further detail on the SME definition – User guide and model declaration can be found at [http://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition/index\\_en.htm](http://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition/index_en.htm) if you require additional information on the data that needs to be provided.

#### Part D:

##### SME Declaration

The company qualifies as a Small to Medium-sized Enterprise (SME) Yes ☐ No ☐

##### State Aid Declaration

Has the company received grants, consultancy support or state aid in the last 3 years? If YES, please provide further details below Yes ☐ No ☐

| Date of agreement | Name of provider | Amount | State Aid Scheme | Purpose of funding/project | Was this funding related to an innovation project? |
|-------------------|------------------|--------|------------------|----------------------------|--|
|                   |                  |        |                  |                            |  |
|                   |                  |        |                  |                            |  |
|                   |                  |        |                  |                            |  |
|                   |                  |        |                  |                            |  |
|                   |                  |        |                  |                            |  |

**Commented [TG10]:** As stated earlier participation in this programme depends on the company being an SME that is economically active. In simple terms this means:

- Having less than 250 employees (if part of a group then employees in the group)
- Having a turnover of less than £40m (if part of a group then the turnover of the group).
- Having a balance sheet of less than £32m (if part of a group then the assets of the group).

If your company falls outside these definitions then it might still qualify but we would need to conduct a more detailed review.

**Commented [TG11]:** This section will be completed by CUE Ltd once we have received your application and reviewed it to confirm that the business meets our SME criteria.

**Commented [TG12]:** This covers any government funding or support the business has received in the past three years. Such support could be grants or financial awards from national bodies, educational establishments or local government. If you have received such an award then the provider must have written to you confirming it is state aid and its value.

Items such as events or workshops organised by national bodies, educational establishments or local government are generally not state aid.

It is perfectly permissible for a business to receive such support from one or more institution, even running at the same time provided it does not exceed £160k in any 3 year period.

#### Data Protection

This information you have provided will be stored in our records in accordance with our obligations under the Data Protection Act 1998 and may be passed onto other partner organisations, including Innovate UK, the Department for Local Government and Communities (DCLG) and the European Union and other programmes within Coventry University Enterprises Ltd. The information you provide will be shared with other organisations for the purpose of administration, statistical and research purposes and **at no time will your information be passed to organisations for marketing or sales purposes.**

- I agree to Coventry University Enterprises Limited processing the data contained in this form for any purposes connected with our organisation's consultancy and support. I consent to my records being held on a computer system.



Innovate UK



- I give my permission for the Department for Local Government and Communities (DCLG), Innovate UK or other data users to contact us if necessary.
- I confirm that all of the information on this form is correct and I understand that if we have declared false information the provider may take action against us to reclaim any support costs incurred.
- I do not want to be contacted by Coventry University Enterprises Ltd or DCLG or Innovate UK about other support available please tick the box. ☐

**Commented [TG13]:** Only check this box if **DO NOT** want to be made aware of funding and support for your business.

#### Working with the Programme

The Innovate2Succeed Programme is part funded by the European Commission (ERDF) and Innovate UK, to enhance business performance through innovation. The value of i2s support per SME (for State Aid purposes) is estimated to be £5,040.

- **The Innovate2Succeed Commitment:**  
To provide an Innovation Adviser's support for up to 7 days to help the company improve its innovation management capacity and to complete all actions to an agreed timescale.
- **Company Commitment:**  
To complete reasonable requests in a timely manner, including availability for meetings and workshops. To complete paperwork and provide information to the Innovation Adviser during the i2s programme to enable the Innovation Adviser to deliver an efficient service, and via subsequent contact to monitor the impact of the i2s support.

#### Diversity and Equality

Monitoring race, gender and disability is a statutory duty for all public authorities and publicly funded programmes. We are monitoring the companies that use the i2s Programme, to have a better understanding of the profile of our client base; your co-operation will help us to do this. The specific information received will not be shared outside of the i2s Programme. It will not be used to decide if you are eligible for the programme.

We would like to know about the ownership of your company. If there is more than one owner, please tell us about the majority.

|  |   |
|--|---|
| <b>Is your business majority owned by:</b>   |   |
| <b>A. White</b><br><input type="checkbox"/> British<br><input type="checkbox"/> Irish<br><input type="checkbox"/> Other  | <b>D. Asian or Asian British</b><br><input type="checkbox"/> Indian<br><input type="checkbox"/> Pakistani<br><input type="checkbox"/> Bangladeshi<br><input type="checkbox"/> Other |
| <b>B. Mixed</b><br><input type="checkbox"/> White and Black Caribbean<br><input checked="" type="checkbox"/> White and Black African<br><input type="checkbox"/> White and Asian<br><input type="checkbox"/> Other   | <b>E. Black or Black British</b><br><input type="checkbox"/> Caribbean<br><input type="checkbox"/> African<br><input type="checkbox"/> Other  |
| <b>C. Chinese or other ethnic group</b><br><input type="checkbox"/> Chinese<br><input type="checkbox"/> Other Ethnic Group   | <b>F. Prefer not to say</b><br><input type="checkbox"/>   |
| <b>Is your business majority owned by:</b>   | Male <input type="checkbox"/> Female <input type="checkbox"/> No Majority <input type="checkbox"/>  |
| <b>Is your business majority owned by people with a disability:</b>  | Yes <input type="checkbox"/> No <input type="checkbox"/> Prefer not to say <input type="checkbox"/>   |
| Under the 1995 Disability Discrimination Act, this could be a physical or mental impairment which has substantial and long-term adverse effect on the ability to carry out day to day activities (e.g. dyslexia, hearing/visual impairments, mental health issues, epilepsy and cancer). |   |

**Commented [TG14]:** This section is a legal requirement that we have to ask.

**Commented [TG15]:** This section is a legal requirement that we have to ask.

**Commented [TG16]:** This section is a legal requirement that we have to ask.



Innovate UK



|  |                             |                 |
|--|-----------------------------|-----------------|
| <b>Declaration: I declare that the details given on this form are correct to the best of my knowledge.</b> |                             |                 |
| <b>Signature of Applicant:</b>   | <b>Name (print):</b>        | <b>Date:</b>    |
|  | <b>Position in company:</b> | __ / __ / 20 __ |

**Commented [TG17]:** There is no need to fill in this section at this point. This can be completed once eligibility has been confirmed and a lead coach appointed to the company. A "wet ink" signature will be required at that point.

SAMPLE



Innovate UK

Office use only: The following section to be completed internally by the i2s PM or PE:

- [illegible]

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Signature

## Position

Date \_\_\_\_\_

Signature

Name

## Position

Date \_\_\_\_\_