**Innovate UK Textile Fund**

### HOW TO APPLY

The Innovate UK Textile Fund is part of the tripartite UKRI Circular Fashion and Textile Programme and is being administered by the Leeds Institute of Textiles and Colour (LITAC), University of Leeds on behalf of Innovate UK.

This is a singlestage process. Once submitted this **Full Application** will go to the **Textile Fund Investment Committee** for review and formal assessment. Before completing this form, please read the Call Briefing document. To submit please upload the form, prior to the Call deadline, to this folder; you may need to copy and paste this URL into your browser if the link doesn’t work.

[IUK Textile Fund Link](https://docs.google.com/forms/d/e/1FAIpQLSc1w0sLCtzb0-c8LPWOPb9U5sYpdUMedhWtf97Uc4QWc4E5mA/viewform?usp=sf_link)

**Gateway Criteria**

* An application must be led by an industrial partner. Applications can be submitted by one company or by a group of companies with a common purpose / challenge.
* The lead industrial partner must be a micro or small organisation and have a turnover of at least £50,000 per year.
* To be classified as a micro or small company you must meet at least two of the three following conditions:
  + have annual turnover of no more than £10.2 million
  + a balance sheet of not more than £5.1 million
  + an average employee headcount of not more than 50
* The lead industrial partner must have been established since at least 1st March 2023.
* Academic institutions cannot lead an application but the project must include formal academic input, either as a partner or subcontractor, from one or more of the named academic institutions to provide connectivity with the UK knowledge-base and facilitate knowledge exchange activity.
* Involvement of academic institutions must be demonstrated to be proportional to project need.
* The project must be innovative and address a genuine challenge. Generic business support / business growth projects cannot be supported via this funding mechanism.
* The project must align with one or more of the [UKRI Circular Fashion and Textile Programme](https://www.ukri.org/publications/ukri-circular-fashion-and-textile-programme-funding-decisions/) key themes.
* The project must complete, with all expenditure defrayed, no later than 31st March 2025.

Before submission of this **Full Application** the whole project delivery team, both your industrial collaborators and your associated academic partners, must be clearly identified.

**Document Overview**

I have read the Call Briefing document

I understand that, should I be awarded cash funding via this mechanism, it will be paid in arrears on proof of defrayal of the amounts being claimed.

I understand that funds being awarded are inclusive of VAT in line with UKRI Circular Fashion and Textile Programme guidance.

I acknowledge, understand and accept that the intellectual content of this **Full Application**, where pre-submission support has been provided, has been co-created by the industrial applicant and the LITAC team. The contents cannot be re-used or re-worked for innovation funding elsewhere without the explicit permission of all parties.

**Title of Project:** Insert Project Title

**Proposed Start Date:** Insert Start Date  **Project Duration:** Insert project duration

**Proposal Summary / Public Statement**

Describe your proposal in no more than 100 words using language suitable for an intelligent lay audience. This may be used for promotional purposes if awarded.

Insert Proposal Summary

***\*\*LITAC reserves the right to use this project description in promotional information & formal funder reporting so please ensure this includes no commercially sensitive detail.***

**SECTION 1: PROJECT CONCEPT**

**Opportunity / Challenge – why is this project exciting?**

## Describe the opportunity or challenge your project seeks to address. Include what you hope to achieve, what benefits it will bring to the company (and other project participants, in the case of a collaborative application), and applicability to the wider industry / UK sector as a whole. Maximum 500 words.

Insert Opportunity/Challenge

**Has anyone done something like you are proposing before?**

Tell us why your project is unique / innovative. Explain your USP, tell us if anyone else has done something similar. Who are your closest competitors? Maximum 500 words.

\*\*you must include an up-to-date competitor analysis

Insert evidence for Innovation / Competitor Analysis

**Technical Feasibility / Scale-up Potential**

Describe the Technology Readiness Level (TRL) of your innovation. Tell us how far through your envisaged development and / or scale-up journey you are, what are the remaining development risks you foresee and how will successful delivery of this project help to overcome these. Maximum 500 words.

Insert Technical Feasibility / Scale-up Potential

**Do you expect to generate Intellectual Property (IP)?**  Yes  No

**If you expect to generate IP how will you protect it?**

Tell us how you anticipate generating IP, how you will protect it, and indicate IP ownership / commercial exploitation in the case of a collaborative project involving multiple industrial members. Maximum 250 words.

Insert IP information

**SECTION 2: BUSINESS MODEL**

**Project Outcomes**

Describe the expected outputs and deliverables of your project e.g. a report, a prototype, a new technology, a new method, a new capability, etc. Maximum 250 words.

Insert Project Outcomes

**Exploitation**

Describe how you will generate income from the outcome of this project, what will your revenue stream(s) be, how will project delivery impact on future business growth. Make clear the anticipated impact on the lead applicant, and any other project participants, of successful project completion in terms of both revenue and jobs created / safeguarded. How will this impact on the Business Readiness Level (BRL) of the innovation. Maximum 500 words.

Insert Exploitation

**Project and Business Risk**

Explain what risks, in terms of both technical project delivery and business / market barriers, this project will help to overcome. Applicants should demonstrate a good knowledge of their target market and challenges to market entry. Proof of market interest, including evidence of potential clients who are willing to trial the innovation, would be beneficial. You can attach up to three Letters of Support with this application. Maximum 500 words.

Insert Project and Business Risk

**SECTION 3: TEAM AND PARTNERSHIPS**

**Delivery Team**

## Describe why your team is best placed to deliver this project, highlight previous project experience and / or existing relationships as well as team member’s commitment to project delivery. Where any skills required by the team to deliver this project may be missing, please make clear how they will be acquired. Provide information on the track record of individual team members including the specialist role of each project partner. Detail actions to be taken by the company, academic partners (and others). Maximum 500 words.

Insert Delivery Team

**Operational Delivery Plan**

## Describe how your project will be carried out. You should break the project down into Work Packages and assign leadership of these to the project participant(s) so it is clear what each party is contributing. Individual Work Package budgets should be shown & must add up to the financials in the ***Costing & Contributions*** section. Maximum 500 words.

\*\*inclusion of a Gantt Chart, or similar, would be an advantage

Insert Operational Delivery Plan

**Costing**

This section of the application form is important and is in two parts. The first part details any funding that the Lead Business and other partner businesses (if applicable) will require for project delivery. The second part details costs to be incurred by the academic partner(s).

***You need to work with your academic partner to make sure that costs are correct and approved by the partner University prior to submission of this application.***

Eligible ‘Cost Type’ for this project are: Labour, Overheads, Materials, Capital Usage, Subcontractors, Travel and Subsistence, Other.

Further guidance can be found for non-academic costs at [Costs guidance for non-academic organisations – UKRI](https://www.ukri.org/councils/innovate-uk/guidance-for-applicants/costs-we-fund/costs-guidance-for-non-academic-organisations/)

**PART 1: Company Expenditure**

|  |  |  |  |
| --- | --- | --- | --- |
| **Work Package** | **Item (including description)** | **Cost Type** | **Value £** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  | Total |

**Total Company Expenditure £**

*\*\*additional lines should be inserted as appropriate*

Further guidance can be found for academic costs at [Costs guidance for academics – UKRI](https://www.ukri.org/councils/innovate-uk/guidance-for-applicants/costs-we-fund/costs-guidance-for-academics/)

Please note that where an academic institution is a full project partner their full cost breakdown needs to be shown in the PART 2 table (Academic Expenditure), where the academic institution is a subcontractor then this figure can be shown in the PART 1 table (Company Expenditure).

**PART 2: Academic Expenditure**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Work Package** | **Item (including description)** | **Cost Type** | **100% FEC (£)** | **80% FEC (£)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  | Total |

**Total Academic Expenditure £**

*\*\*additional lines should be inserted as appropriate*

**Expected Impacts** – Please tick the relevant boxes

|  |  |  |  |
| --- | --- | --- | --- |
| Development of new products |  | Reduced costs/increased production efficiency |  |
| Development of new services |  | Improved quality of products or services |  |
| Development of new processes |  | Increased employment of R&D staff |  |
| Increased revenue from sales |  | Increased employment of non- R&D staff |  |
| Increased revenue from licensing |  | Reduced employment (e.g. due to efficiency increase) |  |
| Increased revenue from exports |  | New business models |  |
| Increased use of research infrastructure |  |  |  |

## **Programme Contribution**: Alignment with UKRI Circular Fashion and Textiles Programme key themes:

|  |  |  |  |
| --- | --- | --- | --- |
| PRIMARY KEY THEME ALIGNMENT (Choose one) | | SECONDARY KEY THEME ALIGNMENT (Tick all that apply) | |
| Circular Business Models |  | Circular Business Models |  |
| Novel Technologies |  | Novel Technologies |  |
| Sustainable Manufacturing |  | Sustainable Manufacturing |  |
| Sustainable Fashion Ecosystem |  | Sustainable Fashion Ecosystem |  |
| Diverse and Future-Proof Workforce |  | Diverse and Future-Proof Workforce |  |
| Green Growth |  | Green Growth |  |

**Management Notes**

**Subsidy Control Mechanism:**

Grants are made under the [Subsidy Control Act 2022 (legislation.gov.uk)](https://www.legislation.gov.uk/ukpga/2022/23/enacted).

The awards are made under [Minimal Financial Assistance](https://www.legislation.gov.uk/ukpga/2022/23/enacted#:~:text=to%20subsidy%20schemes.-,CHAPTER%202,Minimal%20financial%20assistance,-36) and the [De Minimis Regulation](https://eur-lex.europa.eu/eli/reg/2023/2831/oj) 2023/2831.

All funding recipients will need to complete a declaration of any previous funding received under this Act as part of the contracting process. Please indicate whether you have remaining allocation within the MFA Subsidy Threshold, £315,000 over three consecutive financial years.

Yes – I have remaining provision

No – I have exceeded £315,000 over the last three financial years

**IP:** IP will be handled through the mechanism of an IUK Textile Fund-specific Lambert Agreement, previously been agreed with the University of Leeds RIS legal and Faculty Research & Innovation Office (FRIO) and Innovate UK.

**APPLICANT DECLARATION**

I have read the Call Briefing document.

I understand that, should I be awarded cash funding via this mechanism, it will be paid in arrears on proof of defrayal of the amounts being claimed.

I understand that funds being awarded are inclusive of VAT in line with UKRI funding guidelines for the IUK Textile Fund.

I understand that any third-party suppliers / sub-contractors must be procured by requesting at least three comparable quotes.

*\*Please tick boxes above to confirm understanding of Award Terms & Conditions*

## Lead Business – Contact Details

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Contact Name: Title |  | First Name |  | Surname |  |
| Contact E-Mail Address |  | Contact Telephone Number |  |  |  |
| Business Name |  | | | | |
| Registered Address |  | Companies House Number or Unique Taxpayer Reference |  | SIC Code |  |
| Trading Address (if different) |  | Postcode Where Most of the Work will be Carried Out |  | Company Focus Area |  |
| Total Staff currently employed by Company |  | When was the business founded? |  | SOC Codes & Number of Staff Involved in Project. |  |

## SIC=Standard Industrial Classification of economic activity, see web-link for guidance [**Standard industrial classification of economic activities (SIC) - GOV.UK**](https://www.gov.uk/government/publications/standard-industrial-classification-of-economic-activities-sic)SOC=Standard Occupational Classification, see web-link for guidance [**ONS Occupation Coding Tool**](https://onsdigital.github.io/dp-classification-tools/standard-occupational-classification/ONS_SOC_occupation_coding_tool.html)

## Lead Academic – Contact Details

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title |  | First Name |  | Surname |  |
| Institution |  | E-Mail Address |  | Telephone Number |  |

**Company Impact Baseline Information (information required by AHRC, FFF Programme Funders)**

|  |  |  |  |
| --- | --- | --- | --- |
| Last Full Year Turnover (£) |  | No. Employees FTE |  |
| Of which exports (£) |  | No. Employees dedicated to R&D |  |
| R&D Expenditure in Last Full Year (£) |  | R&D Expenditure Three Year Average £ |  |
| Estimated revenue from new products/services introduced in the last 3 years (% of annual turnover) |  | Has the business previously received funding from any funding body within UKRI, e.g. Innovate UK? If yes, please give brief details in the table below. |  |

**Previous Funding Received:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project Scheme / Call** | **Funding Body** | **Value of Total Project** | **Value of Funding** | **Date Received** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**NB:** where more than one company is involved in a project then information should be provided on each, please cut & paste the boxes above as required

**SUBMISSION**

Completed forms should be submitted via this link: [IUK Textile Fund Link](https://docs.google.com/forms/d/e/1FAIpQLSc1w0sLCtzb0-c8LPWOPb9U5sYpdUMedhWtf97Uc4QWc4E5mA/viewform?usp=sf_link)

(you may need to copy and paste this URL into your browser) no later than **16:00 on Wednesday 31st July 2024**.