

ZERO2FIVE FOOD INDUSTRY CENTRE

Knowledge Transfer and Innovation Programme

2020-2023

Programme Information and Application Guidance.

Application Form.

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1.0 PROGRAMME INFORMATION

1.1 Introduction

Knowledge Transfer and Innovation Programme (KTIP) is a pan Wales strategic initiative developed and delivered by three partners under Food Innovation Wales - ZERO2FIVE Food Industry Centre at Cardiff Metropolitan University, The Food Technology Centre at Grŵp Llandrillo Menai and Food Centre Wales at Horeb (Ceredigion County Council).

The overall objective is to deliver knowledge transfer to Welsh Food and Drink businesses, as part of the Welsh Government Rural Communities - Rural Development Programme 2014 – 2020. The objectives of the programme are to:

* Deliver a comprehensive support package to Welsh food businesses to maximise their potential to become more competitive in the market
* Provide businesses with expert knowledge of how to achieve the efficiencies, product innovation and technical and operational knowledge required for success in food manufacturing.

The business plan also aligns with our commitment to deliver the wider Welsh Government goals set by the [Well-being of Future Generations (Wales) Act 2015](http://gov.wales/topics/people-and-communities/people/future-generations-act/?lang=en) which identifies seven goals that public bodies have a legal duty to work towards.  These are:

* A healthier Wales.
* A globally responsible Wales.
* A prosperous Wales.
* A resilient Wales.
* A more equal Wales.
* A Wales of cohesive communities; and
* A Wales of vibrant culture and thriving Welsh language.

The Knowledge Transfer Programme is a partnership between a Food and Drink Manufacturing and Processing Businesses (FDMPB) and ZERO2FIVE. As part of the programme an affiliate (often a graduate) is based within a FDMPB with the full support from ZERO2FIVE, which may include support from academia.

The whole Project is focused on the “development journey” of small and medium-sized enterprises

(SMEs) in the sector through identification of knowledge gaps, knowledge transfer interventions and verification that the knowledge has become embedded to assure sustainability of the outcomes beyond the lifetime of the project.

1.2 KTIP Project Objectives

The KTIP Project has very clear objectives and the outputs of these objectives are collated and measured.

1.2a Outputs

The KTIP Project aims to achieve the following outputs:

* Increase the number of businesses supported
* Increase the number of unique individuals supported in training
* Support new business start ups
* Support the development of new food and drink products
* Support access into the markets
* Support the creation of new jobs
* Support the number of jobs safeguarded
* Supporting the number of companies gaining third party accreditation

1.2b Vision

Businesses, organisations, and communities should be working together to increase their resilience by tackling issues such as:

* Rural poverty
* Financial sustainability
* Climate change and the environment
* In-work poverty and social exclusion

1.2c Principles

The principles of the Project are to:

* Build capacity and confidence
* Act as a catalyst for further intervention
* Developed shared visions through diverse approaches and practices

# 1.3 Funding Available

Funding is available for companies that meet the programme and funding criteria. Funding is granted via *State Aid*. For more information please visit this website: <https://gov.wales/state-aid>

1.3a *De Minimis* Aid

The funding currently available to eligible FDMPB via the KTIP is up to £50,000 per year (typically £40,000 grant aid and a £10,000 company contribution). Company contribution payments will be broken down into equal monthly instalments paid by standing order to Cardiff Metropolitan University.

*State* Aid granted to any single enterprise must not exceed €200,000 over any period of three fiscal years (i.e. for each new application of *State* Aid, the total amount of *State* Aid received by the beneficiary during the current and previous two fiscal years needs to be determined). The upper limit applies to transparent forms of aid, irrespective of the purpose for which it is awarded. State Aid rules are complex and subject to change, please visit <https://gov.wales/state-aid> for the latest regulations. It is recommended that you obtain professional guidance from your financial advisor on this regulation.

### 1.3b KTIP Partnership availability

There will be a limited amount of funding available for Knowledge Transfer and Innovation Programmes per year, including technical and sales and marketing roles. The actual sum will be determined on an annual basis and is subject to Welsh Government policy, company requirements and budget restrictions.

1.4 Timescales

It is anticipated that the programme will run from August 2020 until December 2022.

Details for applications will be published on the ZERO2FIVE website.

1.4a Programme Duration

The successful applicants will receive funded support for an initial period as agreed as part of the project scope, typically for a period of 12 months, however longer programme terms may be agreed, this will be discussed as part of the initial project meeting. The programme will be subject to quarterly and annual reviews and approval of the KTIP affiliate programme is subject to the client’s agreement

1.4b Selection Process Timeline

Applicants may be invited to a scoping meeting to discuss the proposal in more depth prior to application approval. Scoping meetings are usually requested within 14 days of application.

Applicants will be notified of their success in writing. Unsuccessful applications may appeal via the formal appeals process, details of which can be obtained from the Food Industry Centre by emailing [busopsFIC@cardiffmet.ac.uk](mailto:busopsFIC@cardiffmet.ac.uk)

The selection process:

* Application submitted
* Applicant contacted within 30 working days of submission
* Scoping meeting to be carried out [as required]
* Application reviewed by independent panel and approved or not approved

Approved applications:

* Affiliate is recruited
* Programmes begins

Non approved applications

* Option to appeal [if applicable]

In the event of an application being unsuccessful the company may be supported via alternative ZERO2FIVE mechanisms. Please refer to the website for a range of products and services available at ZERO2FIVE: [www.cardiffmet.ac.uk/health/zero2five/Pages/default.aspx](http://www.cardiffmet.ac.uk/health/zero2five/Pages/default.aspx).

1.5 Eligibility and application

1.5a Eligibility

FDMPBs in Wales with a micro or SME (Small Medium Enterprise) status, operating within the *State Aid funding* limits (Refer: Section 1.3a) and manufacturing products defined by the programme may be eligible to apply for the KTIP.

1.5b How to apply

Please read the following Guidance notes carefully as they explain how the application process for the EU funded projects will be operated and how to apply.

FDMPBs must complete the Application Form contained within this document.

The application should demonstrate the business resources, experience and commitment in its chosen (or new) manufacturing field, and how the business can develop its capacity and strategy to bring forward a detailed proposal (‘business cases’) for growth, innovation, efficiency and / or strategic change. All proposed business cases should reflect an identified transformational change for the sector, by explaining how the proposed investment will contribute to achieving the aims of the programme outputs (Refer: Section 1.6c).

The application will include a proposal that meets the needs of the programme and must include a justification and rationale which clearly demonstrates how the FDMPB and proposal will contribute to the KTIP outputs identified as selection criteria (Refer: Section 1.6c).

Please note: Applications must be submitted electronically. The entry sections can be expanded as required, to a minimum of 500 words, maximum of 1500 words. Please note that all supporting information must be provided within the application form, additional documents will not be accepted at this stage.

Completed application forms should be submitted via email to: [busopsFIC@Cardiffmet.ac.uk](mailto:busopsFIC@Cardiffmet.ac.uk)

1.6 UNDERSTANDING THE SELECTION PROCESS

As programmes are limited, a number of factors will be considered when assessing and selecting successful programmes. These include:

* + Managing expectations about the likelihood of success
  + Offering an equal opportunity for applicants to apply
  + Having an open and transparent process for considering proposals.

Applications will be submitted in direct competition with one another and it is expected that there will be significant demand for the funding available.

1.6a Allocation of programmes

Programmes may be selected based on delivery of outputs assessed against the set of criteria, not on a first come, first served basis. Application windows will be published on the ZERO2FIVE website:

[www.cardiffmet.ac.uk/health/zero2five/Pages/default.aspx](http://www.cardiffmet.ac.uk/health/zero2five/Pages/default.aspx)

1.6b Outline of the selection process

Specific criteria will be set for each KTIP which will be published in advance on the ZERO2FIVE website. The criteria are designed to assess potential applications in line with the Project priorities. The criteria may change over time to reflect any changes in WG, EU and Cardiff Metropolitan University’s policy priorities. Any changes will be published on the ZERO2FIVE website.

The key level objective of the KTIP is to provide aligned support to meet the aims of the Welsh Government Rural Development Programme (RDP) 2020-2023 by increasing the Gross Domestic Product in the Food and Drink Sector in Wales.

The selection criteria that has been set is intended to align with the key elements of the KTIP. It is up to the applicant to explain, in sufficient detail, how the proposed investment will deliver against that objective and against the specific criteria.

The application forms will be assessed by a review panel. Each proposal will be assessed only on the basis of the information submitted and, against the criteria set out in the specific guidance.

Any application forms that are not fully completed will not be assessed. Queries and advice on the completing of the forms can be obtained by contacting the ZERO2FIVE team.

Following the application assessment, you will be notified with one of 3 outcomes.

1. Your application has been selected to progress to the next stage and the FDMPB may be invited to a scoping meeting.
2. The proposed programme has not been selected to progress, at this time but may be reconsidered at a later date. Feedback on FDMPB'S application can be sort from the ZERO2FIVE.
3. Your application has not met the selection requirement and is not eligible for progression, you will be informed of the reason in writing.

1.6c Selection criteria

Applications will be considered using the criteria relating to the objectives of the KTIP Project.

|  |  |  |
| --- | --- | --- |
|  | Criterion | Explanation |
| 1 | Financial Impact (rather than sales) | Activities that will contribute to the Financial Impact will include increased sales, increased productivity and reduced wastage |
| 2 | Number of new products developed. | Number of new products developed (including reformulation of existing products) both in concept and to reach market. Indication of development of ‘Healthier’ products to be included as applicable |
| 3 | Number of jobs created | Number of new employees you would aim to employ and the roles in which these jobs will be created i.e. operative / manager |
| 4 | Number of jobs safeguarded | Number of employees remaining, as a direct result of the programme |
| 5 | Number of training days | Anticipated training / mentoring needs across the full workforce |
| 6 | Number of participants in training | Number of employees to be trained/ mentored |
| 7 | New markets accessed | Potential new markets for products (during the proposed TKP) |
| 8 | Third party accreditation | Activities will be carried out that will enable the company to gain or maintain third party accreditation |

All successful FDMPBs progressing to a Knowledge Transfer Programme will be required to attend periodic ‘business review meetings’ to capture programme progress and project / business outputs.

2.0 Project HELIX Knowledge Transfer Programme APPLICATION Form

|  |  |
| --- | --- |
| **Section 1: Business Information**  ***To be completed by the business making the application*** | |
| Business Name (Legal): |  |
| Trading Name (if different): |  |
| Have you completed the Project KTIP eligibility process in the past 12 months? | Yes ☐  If yes, please state date of completion: DD/MM/YYYY  Please go straight to sections 4 and 5 only.  No ☐  If no, please continue to the next question. |
| Is the Business part of a larger group or owned by a parent company | Yes ☐  If Yes, please detail parent company name and address:  NAME.  ADDRESS  No ☐ |
| Please state the year the business was established | DD/MM/YYYY |
| Registered Business Address | ADDRESS.  Has the Company name or address changed in the last 12 months, if yes, please confirm previous name and date of change  NAME.  ADDRESS. |
| Primary Business address: | PRIMARY ADDRESS. |
| Manufacturing Business address (if different from above): | Manufacturing Site Address (if different):  MANUFACTURING SITE ADDRESS. |
| Number of years at current location: |  |
| Main contact full name |  |
| Position |  |
| Contact number/s |  |
| Email address |  |
| Company Registration Number: |  |
| VAT Registration Number: |  |

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| --- | --- |
| Total Employee number (full time equivalent): |  |
| Part Time |  |
| Full Time |  |
| Annual Gross Turnover (for last Financial Year) | £ |
| Are you currently, or have you previously undertaken any projects with any other Food Innovation Wales Food Centres? | ☐Yes, ZERO2FIVE Food Industry Centre, Cardiff Metropolitan University  ☐Yes, Food Centre Wales, Horeb  ☐Yes Food Technology Centre, Coleg Menai  ☐Yes, other  ☐ No |

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| **Section 2: Products** | | | | | |
| What products do you currently manufacture: | |  | | | |
| What are your production volumes?  *Please include weekly and annual figures* | |  | | | |
| Please indicate with an cross (X) which of the following product categories you feel your company fits into best: | | | | | |
| 1 | Raw red meat – chilled/frozen |  | 10 | Ready meals and sandwiches; ready to eat desserts – chilled/frozen |  |
| 2 | Raw poultry – chilled/frozen |  | 11 | Low/high acid in cans/glass - Ambient stable products with pasteurisation or sterilisation as heat treatment |  |
| 3 | Raw prepared products (meat and vegetarian) – chilled/frozen |  | 12 | Beverages |  |
| 4 | Raw fish products and preparations – chilled/frozen |  | 13 | Alcoholic drinks and fermented/brewed products |  |
| 5 | Fruits, vegetables, and nuts – Fresh |  | 14 | Bakery - Ambient/frozen |  |
| 6 | Prepared fruit, vegetables, and nuts – chilled/frozen |  | 15 | Dried foods and ingredients |  |
| 7 | Dairy, liquid egg – chilled/frozen/ambient |  | 16 | Confectionery |  |
| 8 | Cooked meat/fish products – chilled/frozen |  | 17 | Breakfast cereals and snacks |  |
| 9 | Raw cured and/or fermented meat and fish – chilled |  | 18 | Oils and fats |  |
| 19 | Non-Food (i.e. co-packers) |  | Other: | |  |

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| **Section 3: Accreditation** | | | | |
| Are you currently:   * Applying for food business registration and approval? | | |  | |
| * Pending approval (conditional approval)? | | |  | |
| * A fully registered and approved food business with the Local Authority, please provide details of status and Authority: | | |  | |
| What is your current Food Hygiene Rating score and date of your last audit? | | |  | |
| Have you had any EHO/TSO convictions or improvement notices in the past 5 years? Please provide details: | | |  | |
| Please indicate what type of accreditation you hold and provide a copy of all third party certificates: | | | | |
| Scheme | Scope | Number of years certified | | Date and result of last audit |
| SALSA |  |  | |  |
| BRCGS |  |  | |  |
| ORGANIC |  |  | |  |
| PGI/PDO |  |  | |  |
| OTHER |  |  | |  |
| Is the business working towards any new / further or first time audits for certification or accreditation standards?  Please list all that apply below and outline timescale for target completion of 1st audit against the new standard/s:   |  |  |  | | --- | --- | --- | | New scheme Name | Target Timescale to 1st Audit (i.e. August 2021) | Are resources currently in place to support additional scheme needs? Y/N | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  |   . | | | | |

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| **Section 4: Proposed Project Knowledge Transfer Details**  *Please explain below, in no more than 1000 words your proposed project.*   * *Background to project* * *Project summary* * *Objectives and likely outputs* * *Timings (start and finish)* * *What knowledge is to be transferred?* * *Why a Knowledge Transfer Affiliate will help your proposed project to deliver against the KTP selection criteria?* * *Do you require a full-time Affiliate* |
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| **Please indicate which of the following are likely to result from the project:** | |
| Growth in employment - please indicate possible increase in Full Time Equivalent Employees, and where these additional roles are likely placed i.e. general operatives / management / other? |  |
| Sales - please indicate the retained sales turnover for the current year (£).  *If it is anticipated that turnover will decrease please indicate the projected negative sales turnover and contributing factors* |  |
| Sales - please indicate possible increased turnover from previous financial year (£) projected for the next year |  |
| Profitability (please indicate possible profit increase) (£) |  |
| Please outline any current mechanisms the business has for recording manufacturing waste and targets for improvement: |  |
| Please outline any investments which are targeting improvements of productivity within in the business |  |
| Please outline any investment the company has made in the past 12 months i.e. Capex on equipment / process improvements; investment in skilled workforce / investment in branding or marketing: |  |
| Trained staff members (please indicate number of potential staff members who will undergo training in the next 12 months) |  |
| Retained jobs (please indicate possible number of existing jobs that will be retained in the next 12 months) |  |
| New markets entered (please indicate number and type of new markets possible to enter in the next 12 months) |  |
| New products :  Please indicate the likely number of product lines (including reformulation, new development and blue sky ideas) you will work on in the next 12 months:  AND  Indicate the likely number of new/reformulated or redeveloped products likely to launch for sale in the next 12 months: | Developed:          Launch: |
| Please indicate the number of products under development that may be considered “Healthier” and the intended sales market: |  |
| Other benefits (please detail in no more than 100 words) |  |
| Who will the Knowledge Transfer Affiliate report to? |  |

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| **Section 5 – Additional questions**  *The following questions are relevant to Welsh Government procurement.* | |
| Regulation 23(1) of the Public Contracts Regulations 2006 sets out grounds on which a bidder will be deemed ineligible to tender for, or be awarded, a public contract.  Has the bidding organisation or its directors or other people with powers of representation, decision or control been convicted of any of the following offences?   1. Conspiracy; 2. Corruption; 3. Bribery; 4. Fraud, including:    1. Cheating the Revenue/HMRC;    2. Conspiracy to defraud;    3. Fraud or theft;    4. Fraudulent trading;    5. defrauding the Customs/HMRC;    6. an offence in connection with taxation in the European Community; or    7. destroying, defacing or concealing of documents or procuring the extension of a valuable security; 5. Money laundering; or 6. Any other offence within the meaning of Article 45(1) of the Public Sector Procurement Directive (2004/18/EC). | Yes ☐  If yes, please state the details.  No ☐ |
| What is the status of your business? i) a public limited company ii) a limited company iii) a partnership iv) a limited liability partnership (LLP) v) other (please specify). |  |
| Provide your acid-test ratio from your last set of audited accounts. If you do not have audited accounts provide the ratio from your last set of year end accounts. This ratio is defined as: = (Cash + Accounts Receivable + Short Term Investments) divided by (Current Liabilities) |  |
| If you have Public Liability insurance provide the level of insurance or indemnity limit. Enter “0” if you do not have Public Liability insurance |  |
| If you have Professional Indemnity Insurance provide the level of insurance or indemnity limit. Enter “0” if you do not have Professional Indemnity Insurance. |  |
| If you have Employer’s Liability Insurance provide the level of insurance or indemnity limit. Enter “0” if you do not have Employer’s Liability Insurance. |  |
| Has your organisation been convicted or had a notice served upon it for infringement of environmental legislation in the last three years? | Yes ☐  If yes, please state the details.  No ☐ |
| Do you have a company Health and Safety Policy? | Yes ☐  No ☐ |

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| Section 6: Confirmation and Agreement | | | |
| Each Party shall keep confidential any proprietary information of the other disclosed to it under or in connection with this eligibility process, including any Intellectual Property or information as to the business of the other Party and the terms of the Contract, and shall neither use the same other than for the purpose of the services nor disclose the same to any third party. | | | |
| I declare that the details given on this form are true and to the best of my knowledge. I am aware that this project is part financed by the European Union through the Welsh Government. Your information will be added to a database which will be used to pass information to the Welsh Government and the European Commission, for project monitoring and audit purposes under the Data Protection Act 1998. | | | |
| On behalf of the company: | | | |
| Signed: |  | Date: |  |
| Name: |  | Position: |  |

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| --- | --- | --- | --- |
| All details sent to the Welsh European Funding Office (WEFO) will be held securely by WEFO for the lifetime of the programme and only used for research purposes. Following the end of the programme lifetime these details will be destroyed. If you do not consent, all identifying information will be removed. I hereby consent you may pass my details to WEFO. | | | |
| On behalf of the company: | | | |
| Signed: |  | Date: |  |
| Name: |  | Position: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Some data captured may be used to inform the Food Industry Centre database held at the centre for research purposes only, no company or personal details will be used publicly, all data is presented anonymously. I hereby consent you use my details for research purposes. | | | |
| On behalf of the company: | | | |
| Signed: |  | Date: |  |
| Name: |  | Position: |  |

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| On behalf of ZERO2FIVE: | | | |
| Signed: | FIC Delivery Team | Date: |  |
| Name: | FIC Delivery Team | Position: |  |

Any personal information that is processed as part of this project, will be done so in accordance with the legislative requirements of the UK Data Protection Act (2018).  For further information on why we process personal data and how we remain compliant with the Data Protection principles, please visit our website [at Cardiff Met](http://www.cardiffmet.ac.uk/health/zero2five/Pages/ZERO2FIVE-Privacy-Statement.aspx)

*If you have previously provided consent for the processing of your personal data, you also have the right to withdraw this consent at any time, without affecting the lawfulness of the processing based on consent before its withdrawal.  In order to withdraw consent, please contact us at* [*FICBusOps@cardiffmet.ac.uk*](mailto:FICBusOps@cardiffmet.ac.uk)