ZERO2FIVE FOOD INDUSTRY CENTRE

Knowledge Transfer and Innovation Programme

2023 - 2025

Programme Information and Application Guidance.

Application Form.

Contents

|  |  |  |
| --- | --- | --- |
|  |  |  |
| 1.0 | PROGRAMME INFORMATION | 2 |
| 1.1 | Introduction | 2 |
| 1.2 | KTIP Project Objectives | 2 |
| 1.2a | Outputs | 3 |
| 1.2b | Vision | 3 |
| 1.2c | Principles | 3 |
| 1.3 | Funding Available | 3 |
| 1.3a | *Subsidy control* | 4 |
| 1.3b | KTIP Partnership availability | 4 |
| 1.4 | Timescales | 4 |
| 1.4a | Programme Duration | 4 |
| 1.4b | Selection Process Timeline | 4 |
| 1.5 | Eligibility and Application | 5 |
| 1.5a | Eligibility | 5 |
| 1.5b | How to Apply | 5 |
| 1.6 | Understanding the selection process | 6 |
| 1.6a | Allocation of Programmes | 6 |
| 1.6b | Outline of the selection process | 6 |
| 1.6c | Selection criteria | 7 |
| 2.0 | APPLICATION FORM | 8 |

1.0 PROGRAMME INFORMATION

1.1 Introduction

Knowledge Transfer and Innovation Programme (KTIP2) 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 Development Programme – Transition Funding 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 the knowledge and skills to achieve efficiencies, product innovation and technical and operational knowledge required for success in food manufacturing.

The initiative 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 and Innovation 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, medium and large sized enterprises 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 KTIP2 Project has very clear objectives and the outputs of these objectives are collated and measured.

1.2a Outputs

The KTIP2 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 *Subsidy Control*. For more information, please visit this website: <https://gov.wales/state-aid>

1.3aSubsidy Control

The funding currently available to eligible FDMPB via the KTIP is determined by the project scope and is typically based on an 80% grant funded and 20% company contribution model [to be confirmed with individual companies]. Company contribution payments will be broken down into equal monthly instalments paid by standing order to Cardiff Metropolitan University.

Subsidy Control Act 2022 (“the Act”) – Minimal Financial Assistance

Under the Act, a subsidy is where a public authority provides support to an enterprise that gives them an economic advantage, meaning equivalent support could not have been obtained on commercial terms. This can take the form of a grant, a tax break, a loan, guarantee or equity investment on favourable terms, or the use of facilities below market price, amongst other kinds of support.

The service provided by us is offered under Minimal Financial Assistance (“MFA”). Under the Act, MFA allows public authorities to award low value subsidies without needing to comply with the majority of the subsidy control requirements. MFA has a financial threshold so no recipient can receive more than £315,000 over the applicable period under section 36(1) of the Act.

Cumulation rules apply to MFA. This is essential to ensure that the UK is complying with its international obligations. MFA subsidies cumulate with each other and with other subsidies that fall within the category of ‘Minimal or SPEI financial assistance’. This captures all the different low value exemptions an enterprise could receive in support from UK public authorities. The following should all be taken into account during the current and previous two financial years:

* Minimal Financial Assistance
* SPEI assistance
* Aid given under the EU State aid de minimis regulations before the end of the implementation period of 31 December 2020 and
* Subsidies given as small amounts of financial assistance (SAFA) under Articles 364(4) or 365(3) of the UK-EU Trade and Cooperation Agreement after the end of the implementation period but prior to this section of the Act coming into effect.

If you are in doubt about how previous support is classed, please contact the organisation that provided it.

### 1.3b KTIP2 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 1st July 2023 until 31st March 2025.

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, programme duration terms to 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

The selection process:

* Application submitted
* Applicant contacted within 10 working days of submission
* Scoping meeting to be arranged [as required]
* Application reviewed by independent panel and approved or not approved

Approved applications:

* Affiliate is recruited.
* Contract documents completed.
* Programme 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

All FDMPBs in Wales, operating within the *Subsidy control funding* limits (Refer: Section 1.3a) and manufacturing products defined by the programme may be eligible to apply for the KTIP.

It is also mandatory for each company to hold and evidence *Employer’s Liability insurance before any CardiffMet member of staff can be sent to work****for****a third-party organisation.*

1.5b How to apply

Please read the following Guidance notes carefully as they explain how the application process for the Welsh Government 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, management and business 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 business will need to demonstrate its organisational structure and ability to support and develop the affiliate on site.

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. Receipt of all applications will be sent within 48 hours of us receiving them.

1.6 UNDERSTANDING THE SELECTION PROCESS

As programmes are limited, several 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 [section 1.6c] will be used to assess potential applications in line with the Project priorities. The criteria may change over time to reflect any changes in Welsh Government 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 – transition funding by increasing the Gross Domestic Product in the Food and Drink Sector in Wales.

The selection criteria that have been set are intended to align with the key elements of the KTIP. It is the applicant’s responsibility 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 based on 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 three outcomes.

1. Your application has been selected to progress to the next stage. A member of the delivery team will make contact to progress.
2. The proposed programme has not been selected to progress, at this time but may be reconsidered at a later date. Alternative support packages are available, and information will be provided as part of the feedback process.
3. Your application has not met the selection requirement and is not eligible for progression, you will be informed of the reason[s] 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 |
| 9 | Business partner commitment  | To ensure the effectiveness of the Knowledge Transfer Programme, businesses are asked to commit to allocating an on-site Company Supervisor for the affiliate who will supervise working activity whilst the affiliate is working on-site.  Furthermore, the Company Supervisor should be available for regular dialogue with the affiliate (which typically includes 1-2-1 meetings) and university supervisor.  Effectiveness communication between the Company Supervisor, university supervisor and the affiliate is key throughout the programme, and will support the programme deliver agreed outputs.  The Company Supervisor will also support formal review meetings with ZEREO2FIVE, Food Industry Centre to review project progress and outputs.  |

All successful FDMPBs progressing to a Knowledge Transfer Programme will be required to attend periodic ‘business review meetings’ [typically every 3 months and at project closure] to capture programme progress and project / business outputs.

Failure to engage with these meetings could result in a suspension of the programme.

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): |  |
| Single or multi-site: |  |
| Have you completed the Project KTIP eligibility process in the past 12 months? | Yes ☐ If yes, please state date of completion: DD/MM/YYYYPlease 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. ADDRESSNo ☐ |
| 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: |  |
| Has the Company name or address changed in the last 12 months, if yes, please confirm previous name and date of change |  |
| Main contact full name |  |
| Position |  |
| Contact number/s |  |
| Email address |  |
| Company Registration Number: |  |
| VAT Registration Number: |  |
| *Employer’s Liability insurance:* | Please confirm expiry date and provide a copy with your application. Expiry date: Value of cover: |
| *Public and product Liability Insurance:* | Please confirm expiry date and provide a copy with your application whererelevant: Expiry date: Value of cover: |

|  |  |
| --- | --- |
| Total Employee number (full time equivalent):  |  |
| Part Time |  |
| Full Time |  |
| Annual Gross Turnover (for last Financial Year) | £ |
| Are any external consultant(s) Supporting the business? If yes, please provide details |  |
| 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 |

|  |
| --- |
| **Section 2: Products**  |
| What products do you currently manufacture: |  |
| What are your production volumes?*Please include weekly and annual figures* |  |
| Please indicate all product claims |
| Free from: |  |
| Health claims: |  |
| Please indicate with a 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: |  |

|  |
| --- |
| **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:Food Hygiene Rating Scheme Score: 1 /2 /3 /4 /5(circle as appropriate) Date of your last audit? |  |
| Have you had any EHO/TSO convictions or improvement notices in the past 5 years? Please provide details: |  |
| Please detail any product withdrawals or recalls in the past 12 months (Product name and date) and the reason for the withdrawal/recall. Please indicate if there have been any complaints in relation to the withdrawal/recall. |  |
| 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 |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

 |

|  |
| --- |
| **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*
 |
|  |

|  |
| --- |
| **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? |  |

|  |
| --- |
| **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 companyii) a limited companyiii) a partnershipiv) 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 ☐ |

|  |
| --- |
| Under the Subsidy Control Act 2022 (“the Act”), a subsidy is where a public authority provides support to an enterprise that gives them an economic advantage, meaning equivalent support could not have been obtained on commercial terms. This can take the form of a grant, a tax break, a loan, a guarantee, partial funding of services, provision of services without cost, or equity investment on favourable terms, amongst other kinds of support.1. The KTIP provides services without cost and (where applicable) 80% of the cost of the project as grant funded and these services are offered to you by us as Minimal Financial Assistance (“MFA”). Under the Act, MFA allows public authorities to award low value subsidies without needing to comply with the majority of the subsidy control requirements. MFA has a financial threshold so no recipient can receive more than £315,000 over the applicable period under section 36(1) of the Act.
2. Cumulation rules apply to MFA. This is essential to ensure that the UK is complying with its international obligations. MFA subsidies cumulate with each other and with other subsidies that fall within the category of ‘Minimal or SPEI financial assistance’. This captures all the different low value exemptions an enterprise could receive in support from UK public authorities. The following should all be taken into account during the current and previous two financial years:
* Minimal Financial Assistance
* SPEI assistance
* Aid given under the EU State aid de minimis regulations before the end of the implementation period of 31 December 2020 and
* Subsidies given as small amounts of financial assistance (SAFA) under Articles 364(4) or 365(3) of the UK-EU Trade and Cooperation Agreement after the end of the implementation period but prior to this section of the Act coming into effect.

Please detail any subsidies you have received over the last 3 financial years, including state aid/EU subsidies. Confirmation must be given by someone who is authorised to do so on behalf of your organisation, you may wish to get advice from your business accountant.This is information gathering. You will be required to make a formal declaration as part of the project agreement, should this application progress. |
| On behalf of the company: |
| Date Subsidy/ Aid Awarded: | Type / Name of Subsidy/ Aid | Value of Assistance(£): | Source of Subsidy / Aid |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |
| --- | --- |
| Are you or any staff at your organisation under criminal investigation / CCJS? If yes, please provide details to support. |  |
| Is the organisation or its directors or other people with powers of representation, decision or control, engaged or involved in or otherwise subject to: * 1. any litigation or other proceedings before any court, tribunal, governmental, regulatory body or similar body
	2. or any dispute/investigation/inquiry/enforcement proceedings by any governmental, regulatory or similar body or agency?
 |  |
| Are you aware of any third party intellectual property claims over your intellectual property? This includes challenges to your intellectual property and allegations of infringement. |  |
| Are you aware of any third party intellectual property claims over your intellectual property? This includes challenges to your intellectual property and allegations of infringement. |  |
| Do you have a current business plan? If yes, please attach a copy. |  |

**Finance Overview:**

|  |  |  |  |
| --- | --- | --- | --- |
| Please confirm your financial year end date |  | Please confirm the date your accounts were last audited |  |
| Please confirm your sales turnover for the past 3 years and an estimation of your turnover for the current year. [only current year required for P1 projects] |
| Current Year estimate | Previous Year | Previous Year -1 | Previous Year -2 |
|  |  |  |  |
| Please confirm your net profit for the past 3 years and an estimation of your net profit for the current year |
| Current Year estimate | Previous Year | Previous Year -1 | Previous Year -2 |
|  |  |  |  |
| Please confirm your assets and liabilities figures for the past 3 years and an estimation for the current year |
| Current Year estimate | Previous Year | Previous Year -1 | Previous Year -2 |
|  |  |  |  |
| Please confirm company investments in business over the past 3 years (£) and an indication of company investments in business for the current year |
| Current Year estimate | Previous Year | Previous Year -1 | Previous Year -2 |
|  |  |  |  |
| 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 (authorised signatory): |
| Signed: |  | Date: |  |
| Name: |  | Position: |  |

|  |
| --- |
| All details sent to the Welsh Government will be held securely 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: |  |

|  |
| --- |
| 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

*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*