**Recovery Innovation Fund Application Form**

The Recovery Innovation Fund can provide your small or medium-sized business with up to £7,500 to engage with Kent’s expertise, with the opportunity to foster a long-term partnership. You will get tailored advice and support from one of academic experts.

We can help you with:

* exploring ways to inspire your company’s evolution
* allowing your employees to improve and grow
* discovering or cultivating new products
* cultivating business efficiency
* solving problems
* engaging with viability studies
* exploring a new business initiative

The fund can provide 50% of the total value of the project (ex VAT), with companies funding the remaining 50%.

This form must be completed by the business and member of University of Kent staff applying for the funding. Please contact the Business & Industry Relationship team [businessrelationships@kent.ac.uk](mailto:businessrelationships@kent.ac.uk) who will assist with you application and answer any questions or queries.

*To be completed by the company*

|  |  |
| --- | --- |
| 1. **Company Information** | |
| Full company name |  |
| Company number *(as shown on Companies House)* |  |
| Company address |  |
| **Company contact details** | |
| Contact Name |  |
| Role/Job Title |  |
| Email address |  |
| Telephone number |  |
| Description of company activity / SIC code |  |
| Is the company a small or medium-sized business? | Yes / No |
| Has the company worked with the University of Kent before? (if yes, please detail) | Yes / No |
| Have you received any state aid (either De Minimis or through General Block Exemption Regulation) over the last 3 years? | Yes / No  If yes, please provide your Business & Industry Relationship contact with detail of the sums, dates received, and the purpose of the aid. |

*To be completed by the company and University of Kent*

|  |  |  |
| --- | --- | --- |
| 1. **Project Details** | | |
| Project Title |  | |
| Project Objectives, including: outputs envisaged, impact expected and potential next steps. *(max 250 words)* |  | |
| Description of expected work and business need- what expertise and support is required from the University? *(max 250 words)* |  | |
| Identify any risks to successfully completing the project and how these would be mitigated. *(max 150 words)* |  | |
| Proposed start date and duration of the project | Start date:  Duration: | |
| *N.B. the project must be completed by the 30th June 2021 with all outputs completed by the 31st July 2021.* | |
| Who will undertake work at the University of Kent: | Name(s): | Department(s): |
|  |  |
|  |  |

*To be completed by the company and University of Kent*

|  |  |
| --- | --- |
| 1. **Funding Details** *(Amounts shown excl. VAT)* | |
| Equipment costs |  |
| External costs (such as consultants, services) |  |
| Travel costs |  |
| Consumables costs |  |
| Staff costs |  |
| Other costs (please provide details) |  |
| **Total project costs (excl. VAT)** |  |
| **Cost to business (excl. VAT)** |  |
| **Innovation Voucher funding available:** |  |

|  |  |
| --- | --- |
| By signing this application, I confirm that I am aware that if successful, the project monies will have to be spent by the 30th June 2021 with all outputs and reports completed by the 31st July 2021. | |
| **Signature of Academic Applicant:**  **Date:** | **Signature of Head of School(s):**  **Date** |

Please email this application form to [businessrealtionships@kent.ac.uk](mailto:businessrealtionships@kent.ac.uk) once completed. Applications for the Recovery Innovation Fund are reviewed by a panel of University staff. This will take 2 weeks and you will get an update from your Kent Knowledge Exchange & Innovation contact.

*To be completed by Business & Industry Relationship staff*

|  |  |
| --- | --- |
| KEI reference number | RIF- |
| Name of BIRO lead submitting application |  |
| Date circulated to internal panel |  |

*To be completed by Kent Knowledge Exchange & Innovation panel*

|  |  |  |  |
| --- | --- | --- | --- |
| Decision (please highlight) | Approve | Reject | More information required |
| Explanation of the decision: |  | | |