## **SME & Other Engagement Fund**

## **Application for funding of £5,000 to support first time engagement**

## **with a named SME\* or other client organisation**

**Please read the relevant fund guidance before completing this form**

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| **Please specify which project/ initiative is being supported:** |
| **Type of KE project being supported (tick box)** |
| Contract Research |  | Intellectual Property commercialisation  |  |
| Consultancy |  | Other, please specify below |  |
| Hire of specialist facilities or equipment |  |  |  |
|  |  |  |  |
| **Please specify the nature of the problem or requirement you are intending to address for this client.****Longer-term objectives for client relationship/s (as far as possible these should be specific and measurable):****Income generation goals: please explain how this award will make a contribution to longer-term income generation****Impact goals: please explain how this award will make a contribution to your research field.****Impact goals: please explain how this award has the potential to lead to socio-economic impact** |
| **Describe which Manchester Met expertise is to be deployed. (max 100 words)** |
|  |
| **Have you sought advice yet from RKE on the protection of Intellectual Property (IP) and copyright issues? Y/N** **Further details:** |

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| **SME or other PARTNER DETAILS (if more than one please provide details on a separate sheets)** |
| **Name of Company** **or Organisation/s** |  |
| **Company number:** |  |
| **Business address with postcode** |  |
| **Name & job title of main contact** |  |
| **E-mail address** |  |
| **Telephone Number** |  |
| **Business sector** |  |
| **Date business commenced:** |  | **Number of staff:** |  |
| **Has the company received any state aid in the last 3 years?** |  |
| **If yes, approximately how much has the company received?**  |  |
| **Has the company worked with MMU in the last 3 years?** |  |
| **Any additional information that you consider relevant including any existing relationship you have with the company** |
| **Cost of project: Please insert MMU FEC cost and attach a copy of costings in KE costing tool.** |
| **Price the client will be charged (ex VAT):** |
| Proposed payment schedule: (Where the award is used to provide a discount to the client, 50% of the payment is required in advance. This may be increased to 100% if the client does not pass due diligence checks.) |
| Amount of discount: How much of the award will be offered as a discount to the client? If less than 100%, what will the remainder be used for?  |
| **APPLICANT’S CHECKS** |
| Please check you have attached:[ ] Full economic costing for the project.Is the client an SME[[1]](#footnote-1)\*? : [ ] Yes [ ] NoIf the client is not an SME, please outline why you think the award should be applied, including the impact of non-award. |
| **Approvals-** *should be completed by Head of RKE Centre for all applications.* |
| **Head of Centre** *(signature confirms that the activity proposed is in line with Centre priorities and strategy)* |  |
| **Date** |  |
| **Faculty Head of RKE** |  |
| **Date** |  |
| **Business Development Manager Comments** *– if you would like to make any further comments in support of this application then please do so below.* |
| **RKE CHECKS** |
| Credit score: |
| Additional notes from Finance: |
| State aid declaration sent: Y/N |
| Additional conditions: |

**All contracts will be handled via the RKE office**

1. \* An SME is defined as an organisation employing no more than 250 people, with an annual turnover of up to €50m. [↑](#footnote-ref-1)