## **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**

|  |  |  |  |
| --- | --- | --- | --- |
| **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:** | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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  No  If 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)