

Modern Energy Cooking Services -Technology Research Innovation for International Development (MECS-TRIID)

April 2019

**Grant Application Form**

# Project Title

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| Click here to enter text. |

**Company/ Organisation name**

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| Click here to enter text. |

**Competition applying for**

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| Choose an item.Choose an item. |

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| Application code | Internal use only. |

**Notes**

Please ensure you have read the MECS-TRIID Guidance Document, the MECS-TRIID Grant Specification document and the FAQs carefully before completing this form, they will provide valuable information for applicants.

All information relating to your application should be included in this Grant Application Form. Only information included in this form will be assessed. It is not permissible to submit additional documentation as part of your application and all graphs, charts, diagrams and figures must be contained within the text box areas on this form. The text in charts and diagrams is not included in the word count.

The deadline for applications is **23:59 hours BST on 4th June 2019** and applications submitted after this date will not be assessed. Your completed Grant Application Form should be emailed to mecs@lboro.ac,uk .

For further assistance, please also direct your query to the email address above.

The text will be made available in full on Loughborough University’s website. The text may be freely [downloaded](http://www.mecs.org.uk/challenge/mecs-triid) and translated by individuals or organisations for conversion into other accessible formats. If you have other needs in this regard, please contact Loughborough University at mecs@lboro.ac.uk.

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| **A. AWARENESS OF MECS-TRIID COMPETITION** |
| How did you learn about this MECS-TRIID competition? (Tick all that apply)  |
| A.1 | Informed by MECS programme |[ ]
|  | Informed by DFIDInformed by Loughborough University  | [ ] [ ]  |
|  | Twitter |[ ]
|  | LinkedIn |[ ]
|  | Informed by KTN (Knowledge Transfer Network) |[ ]
|  |  |  |
|  |  Media/ Newsletters |[ ]
|  | (please specify) Click here to enter text. |  |
|  | Other social media channels |[ ]
|  | (please specify) Click here to enter text. |  |
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|  | Other  |[ ]
|  | (please specify) Click here to enter text. |  |

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| **B. LEAD COMPANY/ ORGANISATION INFORMATION** |
| B.1 | Full company/ organisation name. *(If this application is successful, this is the name that will be used in publicity, unless an alternative name is clearly specified here)* | Click here to enter text. |
| B.2 | Registered office address | Click here to enter text. |
| B.3 | Company/ organisation VAT registration number | Click here to enter text. |
| B.4 | Is your company/ organisation start-up, micro, SME, large, academia?(Select from list) | Choose an item. |
| *Other (please specify)* |  Click here to enter text. |
| B.5 | Is your company/ organisation a voluntary, community or social enterprise organisation? | Choose an item. |
| *Other (please specify)* |  Click here to enter text. |
| B.6 | Name of your immediate parent company (if applicable) | Click here to enter text. |
| B.7 | Are you collaborating with another company? If you answer Yes, please provide details in section D. | Choose an item. |
| B.8 | Details of authority involved (e.g. local authority, energy suppliers etc.), if applicable (authority name, contact person, address and their involvement in the project) | Click here to enter text. |

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|  **C. LEAD COMPANY/ ORGANISATION CONTACT**  |
| C.1 | Name | Click here to enter text. |
| C.2 | Position | Click here to enter text. |
| C.3 | Address | Click here to enter text. |
| C.4 | Telephone number | Click here to enter text. |
| C.5 | Mobile number | Click here to enter text. |
| C.6 | E-mail address | Click here to enter text. |
| C.7 | Finance contact (for providing financial documents) | Click here to enter text. |
| C.8 | Finance contact’s Telephone and email address | Click here to enter text. |

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| **D. PARTNER COMPANY/ ORGANISATION CONTACT**  |
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| D.1 | Name 1 | Click here to enter text. |
| D.2 | Position 1 | Click here to enter text. |
| D.3 | Address 1 | Click here to enter text. |
| D.4 | Telephone number 1 | Click here to enter text. |
| D.5 | Mobile number 1 | Click here to enter text. |
| D.6 | E-mail address 1 | Click here to enter text. |
| *Please insert details for your second partner if applicable* |
| D.7 | Name 2 | Click here to enter text. |
| D.8 | Position 2 | Click here to enter text. |
| D.9 | Address 2 | Click here to enter text. |
| D.10 | Telephone number 2 | Click here to enter text. |
| D.11 | Mobile number 2 | Click here to enter text. |
| D.12 | E-mail address 2 | Click here to enter text. |

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| **E. FUTURE OPPORTUNITIES** |
| E.1. Can Loughborough University contact you about other innovation research competitions?  | Yes [ ] No [ ]  |
| E.2. If your application is successful, Loughborough University would also like to share your project details with partners who may be interested in working with you to progress the results of the project. Please tick if you are content for Loughborough University to share your project details with others listed below.The project is funded by the Department for International Development (DFID) and hence they will be able to access the contact details of all applicants.Loughborough University has contracted the day-to-day project management of MECS-TRIID to Simone Surveys Limited (SSL) and the Knowledge Transfer Network (KTN). Hence, these organisations will have access to the project and contact details of all applicants.**Note: Details will only be shared if you give permission by ticking the boxes below.**Innovate UK [ ] Energy Suppliers [ ] Energy Systems Catapult [ ] Other Government Departments [ ] Other [ ]  |

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| **F. PREVIOUS APPLICATIONS** |
| F.1. Have you previously applied to other Loughborough, DFID or other cooking energy grant schemes? | Yes [ ] No [ ]  |
| If you answered yes to F1, please tell us which competition round(s) you applied to by ticking the relevant box(es) below and specifying which specific competition e.g. Efficiency for Access, Low-Energy Inclusive Appliances [ ]  Click here to enter text. [Economic and Energy Growth](https://energyeconomicgrowth.org/) [ ]  Click here to enter text.[Research for Community Access Partnership](http://research4cap.org/SitePages/Home.aspx) [ ]  Click here to enter text.Other *(Please specify)* [ ]  Click here to enter text. |
| F.2. Have you previously received funding from other Loughborough University, DFID programmes or other energy grant schemes?  | Yes [ ] No [ ]  |
| If you answered yes to F2, please tell us which competition round(s) you were funded?  Click here to enter text.  |

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| **G. PROJECT PROPOSAL** |

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| **PROJECT TITLE** |
| Click here to enter text. |

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| **PROJECT OUTLINE (one sentence; 20 words max)** |
| Click here to enter text. |

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| **PUBLIC PROJECT SUMMARY** |
| Please expand on your single sentence outline. This description will only be published if your project is funded. This text will not be assessed. Please ensure it is suitable for public disclosure as it may be shared with others*.***Maximum words: 250** |
| Click here to enter text. |

The following five sections form the main body of the Application and the assessment criteria relate to these. When answering these sections you may find it useful to refer to the Specification document and DFID’s [Priorities.](https://www.gov.uk/government/organisations/department-for-international-development/about#priorities) For the assessment criteria and details of how applications will be evaluated please see the *MECS-TRIID Guidance Document*.

Evaluation process:

1. Initially, **only questions 1, 2 and 3** (The Challenge, Innovation and Local Partner/Knowledge Transfer in country supported by DFID) will be evaluated by at least two expert assessors. Only those applications receiving an aggregated score of **50% or greater for the three questions** (30 or more out of 60) will progress to a full evaluation.
2. During the full evaluation, **all six questions** will be reviewed by at least a further two expert assessors at Loughborough University and the KTN.

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| **INTITIAL ASSESSESSMENT PROCESS****Only those applications receiving an aggregated score of 50% or greater (30 or more out of the 60 maximum score) on questions 1, 2 and 3 will progress to a full assessment.** |
| **Questions** | **Weighting****factor** | **Maximum****score** |
| 1. **The Challenge**

What is the challenge being addressed by the proposed project? | 1 | 10 |
| 1. **Innovation**

How is your Application innovative? | 4 | 40 |
| 1. **Local Partner / Technology Knowledge**

What measures are being taken to ensure the knowledge is retained in the country being supported by DFID? | 1 | 10 |
| **TOTAL** | 6 | **60** |

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| **FULL ASSESSMENT PROCESS****Applications will be assessed on all six questions by at least three expert assessors from IMC Worldwide and partner organisations.** |
| **Questions** | **Weighting****factor** | **Maximum****score** |
| 1. **The Challenge**

What is the challenge being addressed by the proposed project? | 1 | 10 |
| 1. **Innovation**

How is your Application innovative? | 4 | 40 |
| 1. **Local Partner / Technology Knowledge Transfer**

What measures are being taken to ensure the knowledge is retained in the country being supported by DFID? | 1 | 10 |
| 1. **Project Management and Team**

What is your project plan to deliver the project? What are the relevant skills and expertise of the team? | 1 | 10 |
| 1. **Impact and Maximise Outcome**

How will the outcome from this research have a beneficial impact on cooking energy market? | 2 | 20 |
| 1. **Project Finances/ Value for money**

How much will the project cost to deliver and how will this be spent to ensure value for money? | 1 | 10 |
| **TOTAL** | **10** | **100** |

# In addition to these criteria, applicants must demonstrate an ability to communicate their ideas effectively by writing clearly and succinctly throughout.

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| **Question 1: The Challenge** |
| * What is the challenge being addressed by the proposed project?
* Please specify:
* The cooking energy challenge being addressed.
* How this aligns with the ideas from the Specification document.
* How this aligns with the [DFID priorities](https://www.gov.uk/government/organisations/department-for-international-development/about#priorities).
	+ strengthening global peace, security and governance
	+ strengthening resilience and response to crisis
	+ promoting global prosperity
	+ tackling extreme poverty and helping the world’s most vulnerable
	+ delivering value for money
* Why you consider this to be a challenge.
* The wider economic, social, environmental or cultural benefits (expected/ potential) of this project.
* Do not describe your proposed solution at this stage. You may wish to discuss how your solution will assist in meeting the challenge.
* Maximum score available: 10
* Maximum words: 500
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| **Question 2: Innovation** |
| What is the focus of the innovation in your proposal? (e.g. is your solution applying existing technologies in new areas, developing new technologies for existing areas or is it a totally disruptive approach?) Innovative Applications could include:* Novel ideas, technology, processes, apps, devices, software, business case.
* Ideas, concepts or solutions from other sectors that could be applied to cooking energy.

If similar research has been commissioned or carried out previously please explain why your Application is still a novel approach.Clearly describe the concept, technology or approach that you intend to use to meet the challenge described in question 1. Include relevant diagrams or figures. It would be helpful to demonstrate any evidence or previous work to support / validate your idea.If applicable, describe what is currently considered state of the art and how your Application differs. How are you improving on the current state of the art?**Maximum score available: 30****Maximum words: 1000 plus diagrams/figures. Maximum 3 sides of A4.** |
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| **Question 3: Local Partner/Technology Knowledge Transfer to country supported by DFID** |

**Is the Lead/ Partner company based in a country supported by DFID Yes/ No** (*Whilst this Grant is open to organisations across the world, preference will be given to those with local knowledge and plans for knowledge transfer to the country supported by DFID where this project could be implemented 10% more points are on offer to these applicants*.

Which country is this project being designed for/implement in?

What measures are being taken to ensure the knowledge is retained in the country being supported by DFID?

What activities (for example trials, lab testing etc. if applicable) will happen in the country being supported by DFID? Name the companies/organisations you will be cooperating/collaborating with.

**Maximum score available: 10**

**Maximum words: 400**

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| **Question 4: Project Management and Team** |
| What is your project plan to deliver the project? What are the relevant skills and expertise of the team?Your answer should include:* Aims and objectives.
* Skills and expertise of who will deliver the project.
* Clear deliverables.
* Timescales, with milestones (including deliverables).
* An assessment and analysis of the risks to the project and risk mitigation measures especially with regarding Safeguarding and Whistleblowing measures for staff and the general public if interacting with them.
* Gantt Chart.

**Maximum score available: 10****Maximum words: 500 plus Gantt Chart** (*Please note that the wording used on Gantt chart and other charts are not included in the word count*). |
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| **Question 5: Impact and Maximise Outcome** |
| How will the outcome from this research have a beneficial impact on cooking energy market in countries supported by DFID? Outline the future potential for further development.* Align the project to one or more of the DFID priorities: *strengthening global peace, security and governance, strengthening resilience and response to crisis, promoting global prosperity, tackling extreme poverty and helping the world’s most vulnerable, and delivering value for money*.
* If this project is part of wider programme, discuss both how the outputs/outcomes from this project support the wider programme and how the wider programme will deliver impact.
* What difference is the MECS-TRIID funding going to make to your innovation idea?
* List the deliverables you expect to produce as part of this project to maximise the benefits from the results. A final report is expected as a minimum (please note if a report is confidential, a public version is also required).
* Should you obtain this funding, what are the next steps for developing this project? Please consider options such as prototype product testing, software, demonstrations, presentations, publishing journals and other dissemination activities. Please also include these deliverables in the timescale and milestones in question 3 above.
* How much funding/investment do you require for next steps of this project?
* If successful, how would you seek further funding to develop the outputs of this project?
* If this project was to be scaled up, which country(ies) supported by DFID would you target?

**Maximum score available: 20****Maximum words: 800** |
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| **Question 6: Project Finances**What will the project cost to deliver and how will this be spent to ensure value for money? |
| **Costings**Use this table to detail your costings for the project. List each person involved, along with their daily rate and number of days worked. Also include other costs, such as equipment, material and contracting.  |
| **Name of employee** | **\*Daily rate (£)** | **Company** (esp. if collaborating) | **Number of days per employee** | **Total budget (£) (highlight field(s) and press F9 to calculate/ update grey cells)** |
|  |  |  |  | 0 |
|  |  |  |  | 0 |
|  |  |  |  | 0 |
|  |  |  |  | 0 |
|  | Consultancy costs (£) | 0 |
|  | Material costs (£) | 0 |
|  | Equipment cost (£) | 0 |
|  | Laboratory/testing cost (£) | 0 |
|  | Other expenses (£) (please specify) | 0 |
|  | 1. **Total cost (£)**

**(highlight field and press F9 to calculate/ update grey cells)** | 0 |
|  | 1. **Total funding sought from MECS-TRIID (£)**
 | 0 |
|  | If the total project cost **(A)** is greater that the funding being sought **(B)** please explain how you plan to fund the difference. |

**\* To include Full Economic Cost (FEC)/ overhead charges.**

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| Grants will be paid upon final report approval. Successful applicants will have the choice to claim 25% of the funding against as an early payment to help with costs. Please indicate your preferred payment option. Tick one box only.  |
| I wish to receive payment of 25% of the funding at an approved progress report followed by the remaining 75% upon final report and Statement of Grant Usage approval by Loughborough University.  |[ ]
| I wish to receive 100% at the end of the project and upon final report and Statement of Grant Usage approval by Loughborough University. |[ ]

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| Please explain the costs in the table above and describe how you plan to spend the Grant funding. Your answer should:* Demonstrate value for money e.g. competitive day rates (vs benchmark), equipment, services used etc.
* Justify the costs, showing how they relate to the project plan, and how they reflect fair market value.
* Include sufficient relevant detail in the cost breakdown for the assessor to understand what the money will be spent on.
* Clearly explain the staff costs, using reasonable, fair market value rates.
* Explain any other costs, such as materials.
* List and justify any sub-contracting costs.
* Any submissions where the travel and associated expenses exceed one third of the total grant application will be considered as out of scope. If you there is a legitimate reason for the costs to be higher, please contact Loughborough University by 14th May 2019 to get approval.

If you expect to pay VAT during the delivery of the research, (e.g. for consultancy/ sub-contracting charges, material costs and other expenses), and you are unable to recover VAT from HMRC or other national revenue authority, you must ensure that the cost of this VAT payment is included in question 5 of your Grant Application Form and the justification for claiming VAT is noted in the box below.**Maximum score available: 10****Maximum words: 500** |

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| **H. Final Check List before application submission** |
| H.1. Please tick box that you have answered all questions in sections A-G [ ]  |
| H.2. Please tick box that you have read the following MECS-TRIID documents before completing the application:* + Guidance Document [ ]
	+ Specification Document [ ]
	+ FAQs [ ]
 |
| H.3. Please tick box that you have reviewed the terms on the template for the Grant Disbursement Agreement (Funding Agreement or Terms and Conditions) and you accept them \*  |
| H.4. Please tick box that you will be attaching the Due Diligence form with this application  |
| *Having examined the Guidance Document, Grant Specification, FAQs and Grant Disbursement Agreement with Funding Agreement template, I hereby submit our application on the full understanding that any resulting Grant Offer shall be subject to the provisions of the Funding Agreement and I accept these terms and conditions.* |
| Name: | Click here to enter text. |
| Company: | Click here to enter text. |
| Position: | Click here to enter text. |
| Signature:  |  |
| Date: | Click here to enter text. |

*\* If you wish to query or want further clarifications on any terms and conditions, please email Loughborough University* ***by******14th May 2019*** *with a subject heading MECS Grant Disbursement Agreement to* *mecs@lboro.ac.uk* *.*