



Modern Energy Cooking Services –
Electric Cooking Outreach
(MECS-ECO)
December 2019

Grant Application Form

Project Title

Company/ Organisation name

Competition applying for



Loughborough
University



**Modern Energy Cooking Services - Electric Cooking Outreach (MECS-ECO) Grant Application Form
November 2019**

Application code

Notes

Before completing this form, please ensure you have read:

- the MECS-ECO Guidance Document,
- the MECS-ECO Grant Specification document
- and the FAQs

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 26th January 2020** 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 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 .

A. AWARENESS OF MECS-ECO COMPETITION

How did you learn about this MECS-ECO competition? (Tick all that apply)

- | | |
|-----|--|
| A.1 | Informed by MECS programme
Informed by DFID
Informed by Loughborough University
Twitter
LinkedIn

Media/ Newsletters
(please specify)
Other social media channels
(please specify)

Other
(please specify) |
|-----|--|

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B. LEAD COMPANY/ ORGANISATION INFORMATION		
B.1	Full company/organisation name. <i>(If this application is successful, this is the name that will be used in publicity, unless an alternative name is clearly specified here)</i>	
B.2	Registered office address	
B.3	Company/ organisation VAT registration number	
B.4	Is your company/ organisation start-up, micro, SME, large, academia? (Select from list)	
	<i>Other (please specify)</i>	
B.5	Is your company/ organisation a voluntary, community or social enterprise organisation?	
	<i>Other (please specify)</i>	
B.6	Name of your immediate parent company (if applicable)	
B.7	Are you collaborating with another company? If you answer Yes, please provide details in section D.	
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)	

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

D. PARTNER COMPANY/ ORGANISATION CONTACT		
D.1	Name 1	
D.2	Position 1	
D.3	Address 1	
D.4	Telephone number 1	
D.5	Mobile number 1	
D.6	E-mail address 1	
<i>Please insert details for your second partner if applicable</i>		
D.7	Name 2	
D.8	Position 2	
D.9	Address 2	
D.10	Telephone number 2	
D.11	Mobile number 2	
D.12	E-mail address 2	

E. FUTURE OPPORTUNITIES

E.1. Can Loughborough University contact you about other innovation research competitions?

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.

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

F. PREVIOUS APPLICATIONS

F.1. Have you previously applied to other Loughborough, DfID or other cooking energy grant schemes?

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

Economic and Energy Growth

Research for Community Access Partnership

Other (*Please specify*)

F.2. Have you previously received funding from other Loughborough University, DfID programmes or other energy grant schemes?

If you answered yes to F2, please tell us under which competition round(s) you were funded?

G. PROJECT PROPOSAL

PROJECT TITLE

PROJECT OUTLINE (one sentence; 20 words max)

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

Evaluation process

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 For the assessment criteria and details of how applications will be evaluated please see the *MECS-ECO Guidance Document*.

During the evaluation **all six questions** will be reviewed by at least a further two expert assessors.

ASSESSMENT PROCESS		
Applications will be assessed on all six questions by at least two expert assessors from partner organisations.		
Questions	Weighting factor	Maximum score
1. Theme specific question: The Challenge What is the challenge being addressed by	1	10
2. Theme specific question: The electric cooking outreach or market assessment	2	20
3. Local Partner/ Technology Knowledge Transfer: What measures are being taken to ensure the knowledge is retained in country	1	10
4. 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
5. Impact and Maximise Outcome How will the outcome from this research have a beneficial impact on cooking energy market?	4	40
6. Project Finances/ Value for money How much will the project cost to deliver and how will this be spent to ensure value	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.

PLEASE ANSWER THE QUESTION RELEVANT TO YOUR CHOSEN THEME FOR QUESTIONS 1 and 2

THEME 1 – Community scale pilot studies to accelerate the uptake of efficient electric cooking appliances

Question 1: The Challenge

- Why do you think your chosen community will respond positively to electric cooking outreach?
- The wider economic, social, environmental or cultural benefits (expected/ potential) of this project to your community
- Please specify:
 - How this aligns with the .
 - 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

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

THEME 2 – Market Assessments

Question 1: The Challenge

- Why do you think your chosen market may be ready for an outreach on electric cooking?
- What will be the wider economic, social, environmental or cultural benefits (expected/ potential) of this project to your community?
- Please specify:
 - How this aligns with the .
 - 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

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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THEME 1: Community-scale pilot studies to accelerate the uptake of efficient electric cooking appliances

Question 2: The electric cooking outreach action

- What is your action plan for an electric cooking outreach
 - Describe the community, the existing state of cooking that exists there and what the end state might look like
 - Describe the financing mechanism for the outreach and the research that will be carried out to capture learning

 - Be clear on what mechanisms you are using for data capture on the use of the equipment

THEME 2 – Market Assessments

Question 2: The market assessment

- What scale is this assessment to be carried out at: national, county or local?
- What is your action plan for the market assessment?
- Which stakeholders will be key to your study, and how will you engage with each stakeholder group?
- How will you capture the impact of a changing market on the supply of electricity and the changing load demand?

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: 20

Maximum words: 500

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BOTH THEMES

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/implemented 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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BOTH THEMES

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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Please upload Gantt chart here

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BOTH THEMES

Question 5a: 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.

Impact :-

- 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.*
- 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).

Maximum score available: 20 (5a and 5b)

Maximum words: 400

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Question 5b: Impact and Maximise Outcome

Outcome :-

- 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.
- 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 (5a and 5b)

Maximum words: 400

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BOTH THEMES

Question 6: Project Finances/Value for money

How much 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 (£)
	Consultancy costs (£)			
	Material costs (£)			
	Equipment cost (£)			
	Laboratory/testing cost (£)			
	Other expenses (£) (please specify)			
(A)	Total cost (£)			
(B)	Total funding sought from MECS-ECO (£)			
If the total project cost (A) is greater than the funding being sought (B) please explain how you plan to fund the difference.				

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

Grants will be paid in instalments and upon final report approval. Details of payment plans are outlined in the Challenge Fund Specification document.

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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 16th January 2020 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 the box to show that you have answered all questions in sections A-G	
H.2. Please tick the box to indicate that you have read the following MECS-ECO documents before completing the application: <ul style="list-style-type: none">• Background Research – A Review of Current Thinking• Guidance Document• Specification Document• FAQs	
H.3. Please tick the box to say that you have reviewed the terms on the template for the Grant Disbursement Agreement (Funding Agreement or Terms and Conditions) and you accept them*	
<i>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.</i>	
Name:	
Company:	
Position:	
Signature: Please sign by uploading a signature	
Date:	

Any terms and conditions queries, please email Loughborough University **by 16th January 2020 with a subject heading MECS Grant Disbursement Agreement to mecs@lboro.ac.uk*