A picture containing clipart

Description automatically generated

**Supporting supply chains in Tanzania: Jiko Fanisi La Umeme Seed Fund**

October 2024

**Grant Application Form**

**Project Title**

|  |
| --- |
| Click here to enter text. |

**Company/ Organization name**

|  |
| --- |
| Click here to enter text. |

**A picture containing graphical user interface

Description automatically generated** A blue text on a black background

Description automatically generated A close up of a sign

Description generated with very high confidence

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| --- | --- |
| Application code | Internal use only. |

**Notes**

Before completing this form, please ensure you have read:

* Guidance Document,
* Grant Specification Document
* FAQs

All information relating to your application should be included in this Grant Application Form, including any graphs, charts, diagrams, figures etc. **However, we expect to see an excel of your business plan which can be attached as a separate document.** If you have queries regarding the Grant Disbursement Agreement, please attach those as a separate document too.

The deadline for applications is **23:55 hours BST on 1st December 2024** and applications submitted after this date will not be assessed.

The completed Grant Application Form should be submitted to [mecs@lboro.ac.uk](mailto:mecs@lboro.ac.uk) with the subject heading **‘Jiko Fanisi La Umeme**

|  |  |
| --- | --- |
| **A. AWARENESS OF JIKO FANISI LA UMEME SEED FUND COMPETITION** | |
| How did you learn about this STARSS competition? (Highlight/underline all that apply) | |
| A.1 | Informed by MECS programme |
| Informed by FCDO  Informed by Loughborough University |
| Twitter/X |
| LinkedIn |
|  |
| Media/ Newsletters |
| (please specify) Click here to enter text. |
| Other social media channels |
| (please specify) Click here to enter text. |
|  |
| Other |
| (please specify) Click here to enter text. |

|  |  |  |
| --- | --- | --- |
| **B. LEAD COMPANY/ ORGANISATION INFORMATION** | | |
| B.1 | Full company/organization 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.4 | Is your company/ organization 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/ organization a voluntary, community or social enterprise organization? | 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. |

|  |  |  |
| --- | --- | --- |
| **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** | | |
| 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 and copy table below for more than 2 partners.* | | |
| 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. |

|  |  |
| --- | --- |
| **F. PREVIOUS APPLICATIONS** | |
| F.1. Have you previously applied to other Loughborough, DfID, FCDO 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/FCDO programmes or other energy grant schemes? | Yes  No |
| If you answered yes to F2, please tell us under which competition round(s) you were funded?  Click here to enter text. | |

|  |
| --- |
| **G. PROJECT PROPOSAL** |

|  |
| --- |
| **G1. PROJECT TITLE** |
| Click here to enter text. |

|  |
| --- |
| **G2. PROJECT OUTLINE (one sentence - 20 words max)** |
|  |

|  |
| --- |
| **G3. 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.  **Maximum words: 250** |
|  |

**H. APPLICATION QUESTIONS**

The following six questions form the main body of the application. The assessment criteria provided in the application guidance document relate to these questions. Applicants must also demonstrate an ability to communicate their ideas effectively by writing clearly and succinctly throughout. All responses must be provided in English.

|  |  |  |
| --- | --- | --- |
| Question | Weighting factor | Maximum score |
| 1: Outline your innovative configuration and explain the learning objective of your proposal | 2 | 10 |
| 2: Existing sales/distribution experience to support the provision of appliances | 1 | 5 |
| 3: Market description | 1 | 5 |
| **4:**  Business model and financing | 2 | 10 |
| 5: Project Management | 1 | 5 |
| 6: Project Finances | 1 | 5 |
| TOTAL |  | **40** |

**Question 1: Outline your business plan and explain the learning objective of your proposal.** Stick to an outline/brief overview. More details on specific elements are covered in later questions.

***Learning Objective*** - What are you trying to learn?Is this a pilot or the beginning of a sustainable supply? Are you exploring new configurations of technology, different business models, customer acquisition, preparation for new financing models, etc? Describe your intended learning process and how you will assess the business model and update the cost models. Providing a strong description here will demonstrate to the reviewers that you are aware of the importance of understanding what you’re trying to learn/find out and that you also understand how to document it so that it can be useful in the future.

Text in diagrams or in tables is excluded from the word count.

**Word count\_\_\_\_\_\_\_ (Maximum 500)**

**Maximum score available: 10**

---- ENTER RESPONSE BELOW ----

**Question 2: Existing experience of provision**. You should explain your experience to date, the challenges and barriers you have faced, how you overcame them and why you think that starting or adding eCooking will build on your existing experience. You should explain how this past experience has influenced the design of your application. Applicants who don’t have previous experience of provision but are seeking to enter these new markets should document their observations on the sector's experience and show why this has led you to propose this application.

Text in diagrams or in tables is excluded from the word count.

**Word count\_\_\_\_\_\_\_ (Maximum 400)**

**Maximum score available: 5**

---- ENTER RESPONSE BELOW ----

**Question 3: Market description.** What type of user are you going to target? It is acceptable to have a mixed size of users if the basic technology is modular. Are you working in a specific geographic region? Etc. It is important to describe why you are targeting a specific market as it will demonstrate that you have understood who your customers are (new, potential, and existing).

Text in diagrams or in tables is excluded from the word count.

**Word count\_\_\_\_\_\_\_ (Maximum 400)**

**Maximum score available: 5**

---- ENTER RESPONSE BELOW ----

**Question 4: Business model and financing**

***Outline of the business model to be used*** – What is the proposed business model? How will customers be acquired and what expenditure do you expect? What could be the mechanisms for supporting the uptake of the product/services? Do you intend to do demonstrations? How will after-service be implemented? Etc. Try to be as detailed as possible in your response as this will show that you have understood the market gap and how customers might access your product/service.

***Financing model for customers/users*** – How will the user/customer gain access to finance to cover the upfront cost? Is the model a service provision, leasehold, pay-as-you-go, cash sale or some other form of provision? Describe the intention to support your customers/users.

***Leveraging other finance -*** Describe whether the proposed project is part of or in preparation for use of some other form of Results Based Finance programme. If you are intending in the longer term to use carbon finance, describe any existing experience of accessing the carbon market. Please note – this is not a mandatory requirement of the proposal. However, if a proposal mentions RBF or carbon financing without explaining why it would be useful/important or what the existing experience is then the reviewers will mark the answer down. Don’t just include the terms as ‘buzz words’, it will not help the overall score.

Text in diagrams or in tables is excluded from the word count.

**Please attach your business plan as an excel attachment. Please ensure that you enable us to see your working so only attach an excel and do not lock it.**

**Word count for main response\_\_\_\_\_\_\_ (Maximum 600)**

**Maximum score available: 10**

---- ENTER RESPONSE BELOW ----

**Question 5:** **Project Management.** The response should include a Gantt chart of activities. Clearly describe relevant risks to this project and how you plan to mitigate them, especially relating to safeguarding and whistleblowing.

Describe the roles, skills, and relevant experience of the project team, including any sub-contractors (bios of up to 250 words each can be provided for up to 5 team members). Details of other team members should be provided briefly in a tabular format. The response should demonstrate that there is a team capable of completing all the required tasks within the 10 months available.

**Word count for main response\_\_\_\_\_\_\_ (Maximum 300)**

**Word count for team bios\_\_\_\_\_\_\_ (Maximum 250 each for up to 5 team members)**

**Maximum score available: 5**

---- ENTER RESPONSE BELOW ----

**Question 6: Project Finances**

* All cost information provided should be clearly explained and all rates must reflect fair market value.
* It is not expected that staffing will be needed on a full-time basis for the entire duration of the project. Appropriate staffing should be included.
* Sub-contractor costs should be justified.
* The response should clearly describe what you will spend the funding on and should demonstrate value for money.
* 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 are unable to recover this from HMRC, you must ensure that the cost of these VAT payments is included at this stage.
* Only eligible costs directly associated with the Tanzanian Jiko Fanisi La Umeme project will be reimbursed. Please also refer to the section on Eligible Expenditure paragraphs 10-13 of the Grant Disbursement Agreement. Any claims made for items listed in the Non- Eligible Expenditures will not be paid.

**Word count\_\_\_\_\_\_\_ (Maximum 300)**

**Maximum score available: 5**

---- ENTER RESPONSE BELOW AND COMPLETE THE BUDGET TABLE ----

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **BUDGET TABLE**  Use this table to detail your project costings– not all lines will be relevant for every organization.  All values must be completed in **GBP** (Pound Sterling)  Use [OANDA](https://www.oanda.com/currency-converter/en/?from=GBP&to=USD&amount=1) to do currency conversion if needed.  If a currency conversion rate is used please state the rate here:\_\_\_\_\_\_ | | | | |
| **Name of team member** | **\*Daily rate (£)** | **Organization** | **Number of days** | **Total budget (£)** |
| *List each person* |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| *Add more lines if needed* |  |  |  |  |
| **Consultancy/Sub-contracting costs** | | Brief details | |  |
| **Partners and grant recipients** | | Brief details | |  |
| **Equipment and material costs** | | Brief details | |  |
| **Laboratory/testing cost** | | Brief details | |  |
| **Travel and Subsistence costs** | | Brief details | |  |
| **Communication and events** | | Brief details | |  |
| **Research costs (e.g. enumerators, data collection software)** | | Brief details | |  |
| **Other expenses (£) (please specify in a separate table below)** | |  | |  |
|  | | 1. **Total cost (£)** | |  |
| ***Total funding available is £58,000.00*** | | 1. **Total funding sought from MECS (£)** | |  |
| 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/VAT

**Other Expenses**

|  |  |  |  |
| --- | --- | --- | --- |
| **Expense type** | **Number of units** | **Unit cost** | **Total cost** |
|  |  |  |  |
|  |  |  |  |
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| I**. Final Check List before application submission** | | **Mark** |
| I.1. Please put a mark in the right-hand column to show you have answered all questions in sections A-H | |  |
| I.2. Please put a mark in the right-hand column to indicate that you have read the following Jiko Fanisi La Umeme documents before completing the application:   * + Guidance Document   + Specification Document   + FAQs | |  |
| I.3. Please put a mark in the right-hand column to indicate that you have reviewed the terms of the Grant Disbursement and you accept them.  *Any terms and conditions queries should be emailed to Loughborough University* ***by 29th November 2024*** *with a subject heading ‘****MECS Grant Disbursement Agreement’*** *to* ﷟ [mecs@lboro.a](mailto:%20mecs@lboro.ac.uk)c.uk | |  |
| ***Having examined the Guidance Document, Grant Specification, FAQs and Grant Disbursement Agreement, 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.***  ***NOTE: If you are unable to accept UK jurisdiction in the contract terms, we are unable to progress. This item is non-negotiable.*** | |  |
| 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. |  |