



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

## Frequently Asked Questions



## Competition organisation

### 1. When does the competition open and close?

The competition opens for applications on Monday 21<sup>st</sup> October and closes at 23:59 GMT 2<sup>nd</sup> December 2024. The Expression of Interest for the workshop must be submitted by 1<sup>st</sup> November at 23:55pm GMT.

### 2. How can I find out more information about the competition?

By attending the webinar planned on Tuesday 12<sup>th</sup> November at 11.30am GMT. The competition details will be reviewed and there will be an opportunity to ask questions.

### 3. If we do not attend the webinars does this put us at a disadvantage?

No. A recording of the webinar shall be available on the [MECS website](#) by COB on Wednesday 13<sup>th</sup> November 2024. Any questions can be sent to [mecs@lboro.ac.uk](mailto:mecs@lboro.ac.uk) before 29<sup>th</sup> November. Questions after this date will not be answered.

### 4. Which documents do I need to enter the competition?

To enter the competition, you must submit your completed Grant Application Form, including your budget breakdown. Do NOT add a password on the document. If you cannot submit the application, please contact [mecs@lboro.ac.uk](mailto:mecs@lboro.ac.uk) for alternate document format options.

All documents must be completed in English.

You must have read the Guidance Document, Grant Specification and Grant Disbursement Agreement document prior to submission of your application.

### 5. Are there any pre-registration requirements?

No. However, to ensure you receive all the relevant information about subsequent MECS Opportunities, it is recommended that you [Register Your Interest](#) to the MECS online community to receive more information on future competitions. Applicants can view the full set of documents via the MECS website.

### 6. When do I submit the Due Diligence form?

If your application is successful, you will be asked to submit your Due Diligence Questionnaire, **along with all supporting documentation**. This must be submitted within 10 working days of the email being sent requesting this information. Failure to do so will result in a disqualified application.

Please note that if the Due Diligence Assessment is failed, the application will be disqualified.

**1 Can an organisation submit more than one proposal?**

Organisations can only be named on one proposal as either the lead or as a consortium member. A consortium member is defined as an organisation who is actively involved in the implementation of activities. If an organisation is listed as either the lead or as a consortium member on more than one proposal, then all of them will be rejected. Only suppliers of devices and suppliers of specialist research capability can provide their services to multiple projects and be named in multiple proposals.

**7. My company is based in Europe, Canada or the USA, can I enter?**

Yes. MECS would consider an application from a company based anywhere in the world. Organisations who can acquire (import, assemble, or manufacture) and distribute (e.g. sell for cash, sell on credit, PAYG, subsidised<sup>1</sup> etc) efficient electrical cooking appliances in Tanzania are eligible.

**8. Can we apply to work in multiple countries?**

Applications suggesting working in more than one country will be rejected.

**9. Can I partner with an organisation in a country that is supported by FCDO?**

Yes, entries from partnerships/consortiums are welcomed. Organisations working in partnerships should only submit a single application and a lead applicant needs to be specified.

**10. Can an organisation be in a partnership with a university?**

No, this is purely for businesses and a university partner would not be eligible.

**11. How big does an organisation have to be to apply?**

This seed fund is aimed at new or early-stage organisations, so we particularly welcome start-ups and small/medium enterprises (SMEs).

**12. Does an organisation applying for grant support need to have a trading history, or would a start-up company be eligible?**

A start-up company is eligible to apply if it can meet the requirements of the due diligence process.

**13. Is my personal data included in the application protected under GDPR?**

Yes. Please see the Loughborough University [Data Privacy Policy](#) for further information.

**14. Will unsuccessful applicants receive feedback?**

We will provide high-level feedback and an overall score to all applicants after the date at which successful applicants have been notified.

## Funding and costs

### 15. How much funding is available?

The competition fund is available up to £58,000.

### 16. When will funding be disbursed?

Forty (40) per cent of the first grant payment will be made after contract signing. A further 30% will be released submission of an order and initial payment, ten (10%) on proof of the delivery of appliances and the final payment (20%) will be made on the submission and **approval** of the final report in December 2025.

Funding will be disbursed subject to the submission and approval of deliverables as set out in the Grant Disbursement Agreement. If the Grant Recipient fails to comply with any of the conditions of the Grant Disbursement Agreement Loughborough University may reduce, suspend, or withhold Grant payments.

### 17. Can a profit margin be added to costs?

No. The grant is provided to support research, not provide profit. Only costs incurred through the research can be claimed.

### 18. What can be included in the costs?

Please use the following categories of costs in your application (as noted in Q6 of the application form):

Cost Items
Staff: Broken down by name of employee, number of days and a date rate. (e.g. John Smith, 10 days, £100/day)
Consultancy/Sub-contracting charges
Partners and grant recipients
Equipment and Materials costs
Laboratory/testing costs
Travel and subsistence costs
Communication and events costs
Research costs (e.g. enumerators, data collection software)
Other Expenses (please specify)

### 19. What are the rules on VAT?

VAT should not be added to any invoices for Grant payments.

Grant payments fall outside the scope of VAT as this is deemed as income from non-business activities and you do not return anything for this funding.

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 these VAT payments is included in question 6 of your Grant Application Form (i.e. they must be costed into the project at the start).

Any VAT payment during delivery of research that is not recoverable from HMRC or other national revenue authority and not identified in question 6 of the Grant Application Form will not be paid by Loughborough University.

#### **20. Should overheads be included in the salary rates or shown separately?**

Salary rates should already include some reasonable/proportionate overhead costs and therefore there should be no need to add further overheads.

#### **21. What salary rates should be used?**

The salary rates must be appropriate and not higher than market values. Rates applied will be judged on a value for money basis considering the level of expertise, where staff are located, and market rates. The evaluation panel will assess whether the number of staff days on offer will deliver the proposed project and whether the number of total staff days offered signifies value for money.

#### **22. Do we need to keep receipts of expenses?**

Yes, you will need to submit relevant receipts/ invoices for expenses as evidence of project costs throughout the duration of your project when a Statement of Grant Usage is submitted. You should retain all originals in case of an audit.

## **Implementation and Grant Management**

#### **23. What are the expectations on the deliverables?**

All progress reports, deliverables, and final reports should be of a standard suitable for external publication. All reports must be submitted in English.

All deliverables should be suitable for non-specialists with all acronyms and unavoidable technical language clearly explained.

All deliverables will be reviewed and where necessary, improvements will be requested before final sign-off.

#### **24. What is the position on IPR? How do I deliver a quality report to the MECS team for publishing and protect the IPR on my research?**

Excerpt from the Grant Disbursement Agreement (*paragraphs 61-62*).

Intellectual property in all material (including, but not limited to, reports, data and designs, whether or not electronically stored) produced by the Partner or its personnel, members or representatives in the course of this Arrangement (“the Material”) will be the property of the Partner.

In signing this Arrangement, the Partner hereby grants to FCDO a worldwide, non-exclusive irrevocable and royalty-free licence to use all the Material, where “use” shall mean, without limitation, the reproduction, publication and sub-licence of all the Material and the intellectual property therein, including the reproduction and sale of the Material and products incorporating the same, for use by any person or for sale or other dealing anywhere in the world.

In signing this Agreement, the Downstream Partner hereby grants to the Partner and to FCDO a worldwide, non-exclusive irrevocable and royalty-free licence to use all the Material, where “use” shall mean, without limitation, the reproduction and publication for UK Government purposes as well as academic teaching and research.

**25. When should the project start?**

The project will start on 10<sup>th</sup> February 2025. Project kick off meetings are expected to take place shortly after the project starts.

**26. When does the project work have to be completed by?**

The final report is due by 12<sup>th</sup> December 2025. There is no leeway on the final deliverable as MECS funding is due to complete in March 2026 and we will need to collate this work for final submission in March 2026.