

# Call for Assessors for Innovation 4 Growth Grant Funding Call

The University of the West of England (UWE Bristol), as part of its Swindon & Wiltshire based [Innovation 4 Growth](#) (I4G) programme, is looking for Assessors to assess applications to its grant funding scheme.

## About the scheme

I4G is an ERDF funded programme, providing grant funding and workshops to SMEs in Swindon & Wiltshire that want to scale and grow. As part of the grant funding workstream, businesses can apply for grants of £10,000 to £40,000 to cover 35% of total project costs. Projects must be innovation or R&D and create jobs, products and services as an outcome of the funding awarded.

## About UWE Bristol

UWE Bristol has successfully run a large number of economic development programmes across the South West, including Scale Up 4 Growth in the West of England and Gloucestershire ([www.scaleup4growth.co.uk](http://www.scaleup4growth.co.uk)) and the Digital Innovation Fund ([www.digitalinnovationfund.co.uk](http://www.digitalinnovationfund.co.uk)). The University is passionate about supporting local economies and has awarded over £7m of grants to the region's businesses, generating £15m of local investment and creating and safeguarding over 1000 jobs.

## The role of assessors

Assessors are required to review and score SME application forms that are submitted to the University. Each application form will be scored against the following headings (given a score between 1 and 5) based on the content of the application form.

- Applicant and business
- Innovation
- R&D
- Business proposition
- Work plan
- Additionality
- Jobs created
- Justification of costs
- Value for money

Assessors will also be asked to provide a short paragraph (ideally 1 – 2 sentences) to feedback to applicants. This paragraph may be given to the applicant, but the Assessor's identity will remain anonymous at all times.

Each application is scored by three assessors. We aim to have at least one assessor who has some knowledge of the business/project sector and at least one who does not – in order to provide fair and broad assessment of an application.

## Commitment

- Assessors will assess no more than 20 applications.
- **This grant funding is an open call**, with applications being reviewed as they are received rather than at a given deadline. Applications **can will need to be reviewed during the full 18 months of the programme from June 2021 and Dec 2022**, with most of this work expected in the first 6 months. We will ask you to notify us of any time periods when you will not be available during this time frame.
- **We will notify you via email when an application is ready for review and has been assigned to you, and we ask that you reply within 1 working day to confirm that you have received the application so that we know you are still available.** You will also be required to let us know immediately if you have a conflict of interest with any of the companies you are assessing. If you are unable to review, or do not respond within 1 working day, we will reassign the assessment.
- Each application takes a minimum of 2-3 hours to review, and will need to be returned within 5 days (including weekends).
- You will be required to attend an hour long training session prior to the undertaking any assessments. Further details will be provided once successful Assessors have been notified.
- We will provide you with a guidance document for assessing, and a template for providing your scores and comments.
- All assessing will be done electronically. Documents will be shared via Microsoft's One Drive, and assessments returned as Microsoft Word documents.

## Payment

Each application assessed is paid at £100, payments will be made monthly on submission of an invoice to the project team. We will also pay £25 for the training session.

## Relevant experience

- Prior experience assessing grant funding applications or similar is essential.
- Knowledge of the business landscape in Swindon & Wiltshire is highly desirable.

We are looking for assessors to have strength in one particular sector, or experience of scaling up businesses. Please ensure your specialism is clearly stated in your submission email. Please submit your CV, detailing the information above, to the Innovation 4 Growth team ([innovation4growth@uwe.ac.uk](mailto:innovation4growth@uwe.ac.uk)) no later than 11.59pm on 18 July 2021. Assessors will be selected to ensure we have a wide range of expertise.

The team will get in touch to let you know if you've been successful shortly afterwards. You will need to be set up as a supplier on the University systems and sign a contract prior to undertaking work.