

# Call for Assessors for Swindon & Wiltshire Innovation 4 Growth Grant Funding Call

The University of the West of England (UWE Bristol), as part of its [Swindon & Wiltshire Innovation 4 Growth](#) (SWI4G), is looking for Assessors to assess applications to its grant funding scheme.

## About the scheme

SWI4G 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.

- Innovation
- Work plan
- Business proposition
- Applicant and business
- Additionality
- Jobs created
- New to market products
- 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.

Initial assessment: Each application is scored by two assessors. We aim to have one assessor to has some knowledge of the business sector, and one who does not – in order to provide fair assessment of an application.

Third assessment: Once all of the assessment scores have been returned, we will send a small number of applications for an additional review (this can be for a multitude of reasons).

## Commitment

- Assessors will assess no more than 20 applications between the first and third assessments (see below).
- First assessment: This is when the bulk of assessments will be undertaken. This window normally spans 2 weeks and 2 weekends. We will send reviews out on Monday 21 June 2021 May, and these will need to be returned by 10am on Monday 5 July 2021.
- Third assessment: There are normally only a small number to review in this window and it typically spans 1 week. We will send these out on Wednesday 7 July, and require them to be returned by 10am on Wednesday 14 July.
- Each application takes a minimum of 2-3 hours to review.
- You will be required to attend a 30 minute 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.
- You will be required to let us know immediately if you have a conflict of interest with any of the companies you are assessing.
- All assessing will be done electronically. Documents will be shared via Microsoft's One Drive, and assessments returned as Microsoft Word documents.
- *Please note: 'Second assessment' has been omitted intentionally*

## Payment

Each application assessed is paid at £100. 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 Katy Sensier ([kathryn2.sensier@uwe.ac.uk](mailto:kathryn2.sensier@uwe.ac.uk)) no later than 11.59pm on **3 June 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.