**CONTEST & SOC S&T Programme 2015**

**Application for Funding – Cover Sheet**

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|  | CAST Use Only – Unique Proposal ID |  |
|  **Section A**: To be completed by the bidder.  |  |
| Bidding organisation |  |
| Proposal Title (maximum 25 words) |  |
| Short Title (maximum 10 words) |  |
| Proposed Project Leader |  |
| Requirement No.(s) Addressed |  |
| No. of Pages (excluding this) |  |
|  |  |
| **Section B**: To be completed by the Home Office |  |
|  | Unique Proposal ID |  |
| Date Received |  |
| Checked and logged by |  |
| Distributed to / on date |  |
| Evaluation(s) received back |  |
| Proceed to second stage | Yes | No |
| Round Table to be held on |  |
| Proceed to S&T Board | Yes | No |
| Proceed to Commissioning | Yes | No |
| Commissioned on / by |  |
| CONTEST Project No. |  |
| Lead Working Group |  |
| Lead Department |  |
|  |  |
| Feedback: |
| Feedback sent: |  |
| Comments: |

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**CONTEST and Serious & Organised Crime Science & Technology Programme 2015**

**Fast Parcel Phase 1**

**– Application for Funding**

*This form must be completed using* ***Arial point 10 and word limits where specified****. Excluding the Cover Sheet and Annex A (which does not form part of the application)* ***must not exceed 10 pages****. Any application which does not conform to these in or has been modified (example, the margins changed, page breaks removed) may be rejected without further evaluation. Only information provided on the form will be considered.*

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| PART ONE – REFERENCE INFORMATION***This section must not exceed TWO pages.***  |
| 1.1 Reference information |
| Proposal Title of Project(maximum of 25 words) |  |
| Short Project Title (maximum of 10 words) |  |
| Bidding OrganisationOrganisation name and address |  |
| Main Point of ContactInclude contact details |  |
| Proposed Project LeaderInclude contact details |  |
| Commercial Department Details Include contact details |  |
| Finance Department Details Include contact details |  |

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| PART TWO – EXECUTIVE SUMMARY*Note to bidders: the purpose of this part is to summarise why the bid should be funded. It is recommended that bidders should bear this purpose in mind when completing this part of the application form. The initial sift of bids will be based mainly on the information in this part of the application form.* |
| 2.1 Executive summary |
| *In 200 words or less, explain why this bid should be funded. It is recommended that this section should summarise the key selling points contained in the rest of the proposal. Clearly state: how the project will help address the requirement, the level of innovation, what the outputs (for Phase 1 and any subsequent Phase 2) will be and the exploitation path. It should not introduce new information that is not presented and justified elsewhere. Bidders should note that any content in this section beyond the first 200 words will be ignored.* |
| 2.2 Overall Phase 1 Duration (months) | 2.3 Total Phase 1Cost (£) – inc. all fees but ex. VAT |
|  | £  |

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| **PART THREE – PROPOSAL OF WORK***Note to bidders: the purpose of this part is to provide an overview of how the work as a whole (Phase 1 and any subsequent Phase 2) will be conducted. This should provide sufficient evidence to allow the assessors to have a clear understanding of what you proposes to do and how, as well as demonstrating your understanding of the requirements.* ***This section must not exceed THREE pages.*** |
| 3.1 Overall Objectives |
| *State the overall objectives of the work (Combined Phase 1 and Phase 2)? It is recommended that objectives are expressed in terms of the expected outputs and specifically how these will help address the stated requirements.* |
| **3.2 Innovation** |
| *Briefly outline your understanding of how your proposed approach to addressing the requirement is innovative, making it clear the advantages it will provide compared to other approaches. Please state your understanding of any IP issues which may exist or arise as a result of the innovation.* |
| **3.3 Concept of Use** |
| *Give details of how you envisage the end product would be used, including the likely resources requirements, screening rate, skill level of operator, etc. Ensure you identify any third party input or collaboration that you would seek, either during the project or during the exploitation phase.*  |
| 3.4 Technical approach |
| *Outline the proposed technical approach for the project as a whole (Phases 1 and Phase 2). The purpose of this section is to demonstrate to the assessors that the bidder has a clear and logical concept of how the objectives can be met. The important information is, therefore, the overall relationship of planned scientific activities, decision points and milestones.* |
| **3.5 Risk** |
| *Give details of the significant risk, to the success of the project overall and at each stage or deliverable, as appropriate. Give details of how you propose to manage both the risk and your mitigation strategies.*  |

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| PART FOUR – PROPOSAL OF PHASE 1 WORKNote to bidders: the purpose of this part is to provide details of how the Phase 1 work will be conducted. This should provide sufficient evidence to allow the assessors to have a clear understanding of what you propose to do and how, as well as demonstrating your understanding of the requirements. This section must not exceed THREE pages. |
| 4.1 Phase 1 Objectives |
| *State clearly the objectives of the Phase 1 work. It is recommended that these are expressed in terms of the expected outputs and how this will demonstrate the proof of concept.* |
| 4.2 Phase 1 Technical approach |
| *Outline the proposed technical approach. The purpose of this section is to demonstrate to the assessors that the bidder has a clear and logical concept of how the objectives can be met. The important information is, therefore, the overall relationship of planned scientific activities, decision points and milestones. Ensure you give details, and reasoning, for any suggested break points in the project.* |
| **4.3 Phase 1 Risk** |
| *Give details of the significant risk, to the success of the project overall and at each stage or deliverable, as appropriate. Give details of how you proposed to manage both the risk and your mitigation strategies.*  |
| **4.4 Phase 1 Deliverables and Outputs** |
| *Give details of the output(s) of the project, stating clearly what, on completion, the project will have delivered or expected to have achieved.* |
| **4.5 Phase 1 Deliverables** |
| *List the project deliverables and state clearly what the format of the deliverable will be (e.g., a report, a work shop), what it will provide (e.g., laboratory findings, stakeholder input) and the context of the deliverable relative to the project as a whole. All work is funded by payment on deliverable. Please state the cost of each separate deliverable (excluding VAT).*  |
| Deliverable No. | Deliverable Date | Details of the Deliverable | Cost of Deliverable (£k) |
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| **PART FIVE – COSTS***Note to bidders: the purpose of this part is to state, and explain, what the cost of completing this work will be.* ***This section must not exceed ONE page****.* |
| **4.1 Expected Phase 1 Costs** |
| Cost information should be at current cost base, including all fees but excluding VAT. |
| Financial year | **FY1** | **FY2** |
| Total Cost | £ | £ |
| VAT Do you expect VAT to be levied on this project? | Yes / No | If ‘Yes’, at what rate? |  |
| 4.2 Breakdown of Phase 1 Cost |
| *Provide details of the composition of the cost cited. This should indicate the extent to which cost arise from manpower cost, overheads, disposables, project management or subcontractors, etc. Clearly indicate any* ***capital expenditure****, as defined by your organisations audit rules. If aspects of the work are to be undertaken by a third party, please highlight the ‘value added’.* |
| 4.3 Estimated Phase 2 Cost |
| *Give an estimate of expected Phase 2 cost. This should include an indicative breakdown (manpower, overheads, etc.), along with a brief rationale for the cost. Clearly identify any third party cost and a justification for these.* |

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| **PART FIVE – Supporting Information***Note to bidders: the purpose of this part is to provide evidence to support your proposal and provide an opportunity for you to provide greater clarity.* ***This section must not exceed TWO pages****.* |
| 5.1 Project team and track record |
| *Outline the key individuals/organisations that would form the project team. Highlight relevant past achievements and track record. The purpose of this section is to give the assessors confidence that the proposed project team has the necessary skills and expertise to meet the project’s objectives.*  |
| 5.2 Related work |
| *Outline any related work that you, as an organisation, or members of the Project Team have undertaken related to this proposal. Differentiate between work that has already been completed, work that is already funded and on-going and work that is still subject to bidding.* |
| 5.3 Any additional information |
| *Provide any other information that you consider would be of benefit to the assessors when evaluating your proposal.* |