



THE QUEEN'S AWARDS FOR ENTERPRISE: INNOVATION 2020



This PDF version of the Innovation Award application is for **reference only**.

Please do not send in this form to apply for this award. To apply for this award, you must complete the online form.

Submission deadline: 16 May 2019 at 00:00am

COMPANY INFORMATION:

About this section

We need some essential information about your organisation so that we can undertake due diligence checks with various agencies if your application is shortlisted.

Government Departments and Agencies we undertake due diligence checks with:

- Biotechnology & Biological Sciences Research Council
- Charity Commission
- Companies House
- Competition and Markets Authority
- Crown Commercial Service
- Department for Business, Energy and Industrial Strategy
- Department for Communities and Local Government
- Department for Culture Media & Sport
- Department for Education
- Department for Environment, Food & Rural Affairs
- Department for International Trade
- Department for Transport
- Department of Economic Development, Isle of Man
- Department for the Economy NI
- Department of Health
- Environment Agency
- Financial Conduct Authority
- Food Standards Agency
- Forestry Commission
- Guernsey Government

- Health and Safety Executive
- HM Courts & Tribunals Service
- HM Revenue & Customs
- Home Office
- Insolvency Service
- Intellectual Property Office
- Invest NI
- Jersey Government
- Ministry of Defence
- Ministry of Justice
- Medical Research Council Technology
- National Measurement Office
- Natural England
- Natural Environment Research Council
- Office of the Scottish Charity Regulator
- Scottish Government
- Scottish Environment Protection Agency
- Scottish Funding Council
- Serious Fraud Office
- UK Export Finance
- Wales Government

Small organisations

Queen's Awards for Enterprise is committed to acknowledging efforts of organisations of all sizes. When assessing we consider what is reasonable performance given the size and sector of your organisation. If you are a small organisation, do not be intimidated by the questions that are less relevant to you - answer them to a degree you can.

A1. Are you applying on behalf of your:

- Whole organisation (with ultimate control)
- A division, branch or subsidiary



Where we refer to 'your organisation' in the form, enter the details of your division, branch or subsidiary.

A2. Full/legal name of your organisation

If applicable, include 'trading as', or any other name your organisation uses/has used. Please note, if successful, we will use this name on any award materials – for example in award certificates.

A3. Does your organisation operate as a principal?

We recommend that you apply as a principal. A principal invoices its customers (or their buying agents) and is the body to receive those payments.

Yes

No

A3.1. Explain your relationship with the invoicing unit, and the arrangements made.

Answer this question if you selected 'No' in question A3.

Word limit: 100

A4. Are you a company or charity?

Company

Charity

A4.1. Provide your company or charity registration number or enter 'N/A'.

If you're an unregistered subsidiary, enter your parent company's number.

A4.2. Provide your VAT registration number or enter 'N/A'.

If you're an unregistered subsidiary, enter your parent company's number.

A5. Date started trading

Organisations that began trading after 16/05/2017 aren't eligible for this award (or 16/05/2014 if you are applying for the five-year award).

Day Month Year

A6. In the last ten years have you applied, whether you have won or not, for a Queen's Awards for Enterprise award in any category?

Yes

No

A6.1. List the Queen's awards you have applied for in the last 10 years.

A6.2. Have you changed the name of your organisation since your last entry?

Answer this question if you selected 'Yes' in question A6.

Yes

No

A6.3. Name used previously

Answer this question if you selected 'Yes' in question A6.2 and if you selected 'Yes' in question A6.

A7. Have you won any other awards in the past?

Yes

No

A7.1. Please describe them.

Answer this question if you selected 'Yes' in question A7.

If you can't fit all of your awards below, then choose those you're most proud of.

Word limit: 250

A8. Is this application part of a joint entry with any contributing organisation(s)?

If two or more organisations made a significant contribution to the product, service or business model then you should make a joint entry. Each organisation should submit separate, cross-referenced, entry forms.

Yes

No

A8.1. Please enter their name(s).

Answer this question if you selected 'Yes' in question A8.

Word limit: 100

A9. Did any external organisation(s) or individual(s) contribute to your innovation?

Yes

No

A9.1. Are they aware that you're applying for this award?

Answer this question if you selected 'Yes' in question A9.

Yes, they are all aware

No, they are not all aware

! We recommend that you notify all the contributors to your innovation of this entry.

A9.2. Explain why external organisations or individuals that contributed to your innovation are not all aware of this application.

Answer this question if you selected 'Yes' in question A9 and if you selected 'No' in question A9.1.

Word limit: 200

A10. Is your innovation under licence from another organisation?

Yes

No

A10.1. Briefly describe the licensing arrangement.

Answer this question if you selected 'Yes' in question A10.

Word limit: 100

A11. Trading address of your organisation

Building:

Street:

Town or city:

County:

Postcode:

Region:

A12. Main telephone number

A13. Website address

A14. The Standard Industrial Classification (SIC) code

The Standard Industrial Classification (SIC) is a system for classifying industries. If you are a registered company, this is the same code you would have provided Companies House.

Select The Standard Industrial Classification (SIC) code

A15. Do you have a parent or a holding company?

Yes

No

A15.1. Name of immediate parent company

Answer this question if you selected 'Yes' in question A15.

A15.2. Country of immediate parent company

A15.3. Does your immediate parent company have ultimate control?

Answer this question if you selected 'Yes' in question A15.

Yes

No

A15.4. Name of organisation with ultimate control

Answer this question if you selected 'No' in question A15.3 and if you selected 'Yes' in question A15.

A15.5. Country of organisation with ultimate control

A16. Upload an organisational chart (optional)

You can submit a file in any common format, as long as it is less than 5mb.

What are the allowed file formats?

You can upload any of the following file formats: chm, csv, diff, doc, docx, dot, dxf, eps, gif, gml, ics, jpg, kml, odp, ods, odt, pdf, png, ppt, pptx, ps, rdf, rtf, sch, txt, wsdl, xls, xlsx, xlt, xml, xsd, xslt, zip.

YOUR INNOVATION:

About this section

This section enables you to present the details of your innovation and to give us the evidence of its commercial impact on your business.

Please avoid using technical language in this section of the application form. We need to understand what your innovation is without having any specific knowledge of your industry.

Small organisations

Queen's Awards for Enterprise is committed to acknowledging efforts of organisations of all sizes. When assessing, we consider what is reasonable performance given the size and sector of your organisation. If you are a small organisation, do not be intimidated by the questions that are less relevant to you - answer them to a degree you can.

B1. This entry relates to:

Select all that apply.

- A product
- A service
- A business model

B1.1. Briefly describe your innovative product, service or business model.

This summary will be used in publicity material if your application is successful.

For example:

- Fibre optic device to reproducibly modify the amplitude, direction or frequency of laser light.
- Innovative software testing tool to improve the efficiency and quality of software.
- Innovative person-centred, non-medical home care for the elderly.
- Leadership in the design and project management of biomethane gas-to-grid

connections.

Word limit: 15

B1.2. Summarise your innovative product, service or business model.

Describe the product, service or business model itself. Explain any aspect(s) that you think are innovative, and why you think they are innovative. Consider its uniqueness and the challenges you had to overcome. Explain if and why your innovation is hard to copy, for example, patents held, market position. Also explain how it fits within the overall business, for example, is it your sole product.

Word limit: 750

B1.3. Select the description that best reflects the type of your innovation

- Disruptive innovation: A new or creative in thought innovation that does not seem to have been done before. While having a financial return, it may not yet have secured substantial market impact and did not displace many other firms and products

- Continuous innovation: Innovation that adds new function or benefit to the existing product, service or business model

- Adoptive innovation: Innovation that has been done elsewhere but is used in a new way

B2. Do you hold the existing patent for this innovation?

- Yes

- No

B2.1. Provide details of the patent. If you do not have a patent, please explain the reasons why not.

Include patent number.

Word limit: 100

B3. Was the whole of your innovation conceived and developed in the UK?

Yes

No

B3.1. Describe in what other countries (and by what parties) it was developed. Estimate what proportion of the innovation was developed there.

Answer this question if you selected 'No' in question B3.

Word limit: 400

B4. Name any external organisation(s)/individual(s) that contributed to your innovation, and explain their contribution(s) or enter "N/A".

Word limit: 400

B5. Describe the market conditions that led to the creation of your innovation. Or otherwise, how you identified a gap in the market.

Word limit: 500

B6. Describe the degree to which your innovation solves previous problems, and any difficulties you overcame in achieving these solutions.

Word limit: 750

B7. How does the innovation benefit your business?

For example, increased efficiency, reduction in costs, design/production/marketing/distribution improvements, better after-sales support, reduced downtime or increased reliability. You will have the opportunity to include more details of the financial benefits to your organisation in the Commercial Performance section of the form.

Word limit: 400

B8. Does the innovation benefit your customers and, if so, how?

For example, increased efficiency, reduction in costs, design/production/marketing/distribution improvements, better after-sales support, reduced downtime or increased reliability. Please quantify if possible. You can also include testimonials to support your claim.

Word limit: 400

B9. Beyond your immediate customers, does the innovation bring benefit to others, and if so how and to whom?

Word limit: 400

B10. Who offers similar or different products, services or business models that compete with yours? Explain how your innovation differs from other offers in your field, including direct competitors and those that offer alternative solutions.

We ask this so that we can assess how outstanding your innovation is, compared to others in your field.

Word limit: 250

B11. Have you received any grant funding to support your innovation?

We ask this to help us carry out due diligence if your application is shortlisted.

Yes

No

B11.1. Please give details of date(s), source(s) and level(s) of funding.

Answer this question if you selected 'Yes' in question B11.

Word limit: 250

B12. Select the date when your innovation was launched in the market.

Your innovation isn't eligible for this award if it was launched in the market after 16/05/2017 (or after 16/05/2014 if you are applying for the five-year award).

Day Month Year

B13. Additional comments (optional)

Use this box to explain if your innovation was launched by someone else, or any other unusual circumstances.

Word limit: 200

COMMERCIAL PERFORMANCE:

About this section

All applicants for any Queen's Award must demonstrate a certain level of financial performance. This section enables you to show the impact that your innovation had on your organisation's financial performance.

Small organisations

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Estimated figures

You will have to submit data for your latest financial year that falls before the **16 May 2019** at midnight (the submission deadline). If you haven't reached or finalised your latest year-end yet, you can provide estimated figures for now. If you are shortlisted, you will have to provide the actual figures that have been verified by an independent accountant by November.

! You can provide estimated figures for now but, should you be shortlisted, you will have to provide the actual figures that have been verified by an independent accountant by November.

C1. How would you describe the impact of your innovation on your organisation's financial performance?

Your answer here will determine whether you are assessed for outstanding innovation (over two years) or continuous innovation (over five years).

Continuous Commercial Performance: innovation has improved commercial performance over five years

C2. Enter your financial year end date.

You will have to submit data for your latest financial year that falls before the 16 May 2019 at midnight (the submission deadline). If you haven't reached or finalised your

latest year-end yet, you can provide estimated figures for now. If you are shortlisted, you will have to provide the actual figures that have been verified by an independent accountant by November.

Day Month

C2.1. Did your year-end date change during your 2 or 5 year entry period?

We ask this to obtain all of the commercial figures we need to assess your application. You should ensure that any data supporting your application covers two or five full 12-month periods.

No

C2.2. Enter your year-end dates for each financial year.

Answer this question if you selected 'Yes' in question C2.1.

If you have selected "Outstanding Commercial Performance: innovation has improved commercial performance over two years" in C1, you will only need to provide information for the last two years.

Financial year 1

Financial year 2

Financial year 3

Financial year 4

Financial year 5 (current)

C2.3. Please explain why your year-end date changed.

Answer this question if you selected 'Yes' in question C2.1.

Word limit: 100

C3. Enter the number of people employed by your organisation in the UK in each year of your entry.

If you have selected "Outstanding Commercial Performance: innovation has improved commercial performance over two years" in C1, you will only need to provide information for the last two years.

You can use the number of full-time employees at the year-end, or the average for the

12-month period. Part-time employees should be expressed in full-time equivalents.

Financial year 1:

Financial year 2:

Financial year 3:

Financial year 4:

Financial year 5 (current):

C4. Company Financials

Group entries

A parent company making a group entry should include the trading figures of all UK members of the group.

Estimated figures

If you haven't reached or finalised your latest year-end yet, you can provide estimated figures for now. If you are shortlisted, you will have to provide the actual figures that have been verified by an independent accountant by November.

Figures - format

You must enter financial figures in pounds sterling (£). Round the figures to the nearest pound (do not enter pennies). Do not separate your figures with commas.

Please note C4 is just a heading for the following subquestions.

C4.1. Total turnover

If you have selected "Outstanding Commercial Performance: innovation has improved commercial performance over two years" in C1, you will only need to provide information for the last two years.

Financial year 1:

Financial year 2:

Financial year 3:

Financial year 4:

Financial year 5 (current):

C4.2. Of which exports

If you have selected “Outstanding Commercial Performance: innovation has improved commercial performance over two years” in C1, you will only need to provide information for the last two years.

Enter '0' if you had none.

Financial year 1:

Financial year 2:

Financial year 3:

Financial year 4:

Financial year 5 (current):

C4.3. Of which UK sales

If you have selected “Outstanding Commercial Performance: innovation has improved commercial performance over two years” in C1, you will only need to provide information for the last two years.

This number is automatically calculated using your total turnover and export figures.

Financial year 1: 0

Financial year 2: 0

Financial year 3: 0

Financial year 4: 0

Financial year 5 (current): 0

C4.4. Net profit after tax but before dividends (the UK and overseas)

If you have selected “Outstanding Commercial Performance: innovation has improved commercial performance over two years” in C1, you will only need to provide information for the last two years.

Use a minus symbol to record any losses.

Financial year 1:

Financial year 2:

Financial year 3:

Financial year 4:

Financial year 5 (current):

C4.5. Total net assets

If you have selected “Outstanding Commercial Performance: innovation has improved commercial performance over two years” in C1, you will only need to provide information for the last two years.

As per your balance sheet. Total assets (fixed and current) minus liabilities (current and long-term).

As at Financial year 1:

As at Financial year 2:

As at Financial year 3:

As at Financial year 4:

As at Financial year 5 (current):

C4.6. Explain any drops in the total turnover, export sales, total net assets or net profit, and any losses made.

Sustained or unexplained drops or losses may lead to the entry being rejected.

Answer this question if you have any dips or losses in turnover, export sales, total net assets or net profits.

Word limit: 300

C4.7. Explain how your business is financially viable, in terms of cash flow and cash generated.

If you are reporting drops or losses, to consider your application, we require an explanation of how your business is financially viable.

Answer this question if you have any dips or losses in turnover, total net assets or net profits.

Word limit: 300

C4.8. Please describe your investment strategy and its objectives, and, if applicable, the type and scale of investments you have received.

This information is particularly useful when ascertaining your company's financial viability, especially when you have drops in total turnover and losses.

Word limit: 300

C5. How does the innovation that forms the basis of this application fit within the overall business?

It is important that we know whether or not your innovation is the key thing your business does or forms part of a wider approach. This is so we can understand the value of your innovation in the context of your overall commercial performance.

- It's integral to the whole business
- It affects a single product/service

C6. Innovation Financials

About this question

Some sub-questions may not apply to your innovation. Answer the ones that are relevant to help us understand the financial value of your innovation.

Estimated figures

If you haven't reached or finalised your latest year-end yet, you can provide estimated figures for now. If you are shortlisted, you will have to provide the actual figures that have been verified by an independent accountant by November.

Figures - format

You must enter financial figures in pounds sterling (£). Round the figures to the nearest pound (do not enter pennies). Do not separate your figures with commas.

Please note C6 is just a heading for the following subquestions.

C6.1. Number of innovative units/contracts sold (if applicable)

If you have selected “Outstanding Commercial Performance: innovation has improved commercial performance over two years” in C1, you will only need to provide information for the last two years.

Financial year 1:

Financial year 2:

Financial year 3:

Financial year 4:

Financial year 5 (current):

C6.2. Sales of your innovative product/service (if applicable)

If you have selected “Outstanding Commercial Performance: innovation has improved commercial performance over two years” in C1, you will only need to provide information for the last two years.

Financial year 1:

Financial year 2:

Financial year 3:

Financial year 4:

Financial year 5 (current):

C6.3. Of which exports (if applicable)

If you have selected “Outstanding Commercial Performance: innovation has improved commercial performance over two years” in C1, you will only need to provide information for the last two years.

Enter '0' if you had none.

Financial year 1:

Financial year 2:

Financial year 3:

Financial year 4:

Financial year 5 (current):

C6.4. Of which royalties or licences (if applicable)

If you have selected “Outstanding Commercial Performance: innovation has improved commercial performance over two years” in C1, you will only need to provide information for the last two years.

Enter '0' if you had none.

Financial year 1:

Financial year 2:

Financial year 3:

Financial year 4:

Financial year 5 (current):

C6.5. Explain any drop in sales or number of units sold (if applicable).

Word limit: 250

C6.6. Average unit selling price/contract value (if applicable)

If you have selected “Outstanding Commercial Performance: innovation has improved commercial performance over two years” in C1, you will only need to provide information for the last two years.

If your innovation is a product, you must provide the unit price.

Financial year 1:

Financial year 2:

Financial year 3:

Financial year 4:

Financial year 5 (current):

C6.7. Explain your unit selling prices/contract values, highlighting any changes over the above periods (if applicable).

Word limit: 250

C6.8. Direct cost, to you, of a single unit/contract (if applicable)

If you have selected “Outstanding Commercial Performance: innovation has improved commercial performance over two years” in C1, you will only need to provide information for the last two years.

If you haven't reached your latest year-end, use estimates to complete this question.

Financial year 1:

Financial year 2:

Financial year 3:

Financial year 4:

Financial year 5 (current):

C6.9. Explain your direct unit/ contract costs, highlighting any changes over the above periods (if applicable).

Word limit: 250

C7. Are any of the figures used on this page estimates?

If you haven't reached or finalised your latest year-end yet, it is acceptable to use estimated figures. If you are shortlisted, you will have to provide the actual figures that have been verified by an independent accountant by November.

Yes

No

C7.1. Explain your use of estimates, and how much of these are actual receipts or firm orders.

Answer this question if you selected 'Yes' in question C7.

Word limit: 200

C8. Describe how, when, and to what extent the innovation has improved the commercial performance of your business. If further improvements are still anticipated, clearly demonstrate how and when in the future they will be delivered.

For example, new sales, cost savings, and their overall effect on turnover and profitability, new investment secured, new orders secured.

Word limit: 250

C9. Enter details of all your investments in the innovation. Include all investments made both during and before your entry period. Also, include the year(s) in which they were made.

This should include both capital purchases, and investments, grants, and loans received, as well as the cost of staff time and other non-cash resources.

Word limit: 250

C9.1. How long did it take you to recover the investment indicated above? When and how did you achieve this?

If your innovation is expected to recover its full costs in the future, explain how and when this will happen.

Word limit: 250

DECLARATION OF CORPORATE RESPONSIBILITY:

About this section

The Declaration of Corporate Responsibility is a chance for you to show your responsible business conduct and its social, economic and environmental impact. All applicants for a Queen's Award for Enterprise must demonstrate how they meet commonly accepted standards for corporate responsibility. Applicants who are not able to demonstrate corporate social responsibility will not be successful.

Small organisations

We recognise that for many smaller organisations the extent to which they can deliver high impact Corporate Responsibility may be limited. Given this, please answer the questions in a way that best suits your organisation.

Answering questions

The guidance notes below each section are not exhaustive. Where possible, please support your answers with quantitative evidence of your initiatives, improvements and successes; and describe any relevant policies or handbooks that you have in place.

! You may have answered some of the questions in this section in other parts of the form. If you believe this is the case, you do not need to repeat the information, but make it clear by referencing other parts of the form.

Please use this section to give us additional information about corporate responsibility that you have not covered elsewhere in the form and would like us to see.

D1. The impact of your business operations on society

How does your business try to ensure a beneficial impact of all your practices and activities on society?

What activities do you undertake to foster good relations with local communities? Outline how you evaluate and report on their impact.

If you have operations in emerging or developing markets, are these conducted with proper regard for the current and future welfare of the people employed there?

Word limit: 250

D2. The environmental impact of your business operations

Describe any environmental considerations within your business. For example, energy efficiency strategies, recycling policies, emissions reduction policies.

State if and how you undertake environmental impact assessments of major projects.

How are environmental considerations and efficient use of resources built into your business/ products/ services?

Word limit: 250

D3. Relations with employees

Do you have a code of conduct or employee policies? For example, health and safety, training, staff welfare, whistleblowing and equal opportunities.

Do you offer any special employment conditions? For example, flexible working, extended maternity pay.

How do you keep your employees engaged? For example, communication, assessments, incentives, opportunities for career development.

How are you training and developing your staff?

Do you encourage/support them to learn new skills and gain new qualifications?

Do you take on apprentices, and if so, how many?

Word limit: 250

D4. Relations with customers and suppliers

How do you encourage your suppliers to meet ethical standards?

To what extent are you sourcing or encouraging your supply chain to source UK goods and services?

By what criteria do you select clients and ensure they are appropriate for your services?

How do you measure customer satisfaction and what have been the results?

By what criteria do you select clients and ensure they are appropriate for your services?

Word limit: 250

- D5.** I am not aware of any matter which might cast doubt on the worthiness of my organisation to receive a Queen's Award for Enterprise.

ADD WEBSITE ADDRESS/DOCUMENTS:

- E1. If there is additional material you feel would help us to assess your entry, then you can add up to 3 files or website addresses here.**

Please include any vital information in the form as we can't guarantee the additional material will be reviewed. It is also essential to reference these in your application to ensure the assessors are aware of them and can relate this information to the relevant questions.

You can upload files in all common formats, as long as they're less than 5mb each. You may link to videos, websites or other media you feel relevant.

We won't consider business plans, annual accounts or company policy documents. Additional materials should not be used as a substitute for completing sections of the form.

What are the allowed file formats?

You can upload any of the following file formats: chm, csv, diff, doc, docx, dot, dxf, eps, gif, gml, ics, jpg, kml, odp, ods, odt, pdf, png, ppt, pptx, ps, rdf, rtf, sch, txt, wsd, xls, xlsx, xlt, xml, xsd, xslt, zip.

AUTHORISE & SUBMIT:

F1. Head of your organisation

Title

First name:

Last name:

Personal Honours:

Job title/role in the organisation

Email address

F2. Confirmation of consent

- I confirm that I have the consent of the head of my organisation (as identified above) to submit this entry form.

F3. Confirmation of contact

- I am happy to be contacted about Queen's Awards for Enterprise issues not related to my application (for example, acting as a case study, newsletters, other info).

- F3.1.** I am happy to be contacted by the Department for Business, Energy and Industrial Strategy.

F4. Confirmation of entry

- By submitting this entry for consideration for The Queen's Awards for Enterprise 2020, I certify that all the given particulars and those in any accompanying statements are correct to the best of my knowledge and belief and that no material information has been withheld. I undertake to notify The Queen's Awards Office of any changes to the information I have provided in this entry form.

- F4.1.** I am not aware of any matter which might cast doubt on the worthiness of my organisation to receive a Queen's Award for Enterprise. I consent to all necessary enquiries being made by The Queen's Awards Office concerning this entry. This includes enquiries made of Government Departments and Agencies in discharging its responsibilities to vet any business unit which might be granted a Queen's Award to ensure the highest standards of propriety.
- F4.2.** I agree that if the application is shortlisted, I will supply commercial figures verified by an independent accountant before the specified November deadline. I understand, that if verified figures are not provided by the specified deadline at shortlist stage, the entry will be rejected.

Submission deadline: 16 May 2019 at 00:00am