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| biomass feedstocks innovation programme: phase 1 |
| Application Form – Lot 2 – (**4887/02/2021**)  March 2021 |
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| biomass FEEDSTOCK Innovation Programme – PHase 1 |
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## **Application Guidance**

Further information and guidance about the Biomass Feedstocks Innovation Programme: Phase 1 can be found in the Competition Guidance Notes found alongside this application form. The Guidance notes are applicable to Lot 1 and Lot 2.

This application form is for **Lot 2** **only**.

This Competition is being delivered using the Small Business Research Initiative (SBRI) approach as a pre-commercial procurement and the programme will have two phases.

**Phase 1, project development** (total budget of up to £4 million across both Lots, up to £200,000 available per contract, maximum of 4 multi-site demonstrator projects): project teams will deliver a publishable project development report that will provide:

* Demonstrator design study, including:
  + The principles on which innovations will be included. Note, the different innovations chosen for a multi-site demonstrator do not have to be directly linked to each other in their purpose, but the choice of them needs to be underpinned by a clear vision. A finalised set of innovations and a rationale for their inclusion, including how the chosen innovations will deliver benefits in terms of the overall competition objectives.
  + A co-ordination plan, describing how the different innovations and their supporting organisations will be built into a coherent, functioning, work programme.
  + Detailed rationale and description of the locations chosen for the demonstrator.
  + Plans to use the demonstrator to showcase the innovations and provide a public platform for the programme
* A thorough project plan for Phase 2, covering in detail:
  + Timelines for deliverables.
  + Project management.
  + Risks and risk management.
  + Quality assurance.
  + Project oversight and governance.
  + Reporting plans.
  + Any other relevant material to demonstrate good practice in project delivery

BEIS will appoint a monitoring officer[[1]](#footnote-2) to oversee Phase 1 projects, which must deliver a draft report to BEIS by midday 04 January 2022 and a final report by midday 31 January 2022.

In **Phase 2,** we envision the best of the Phase 1 designs will be selected for construction, operation, test, refinement and evaluation. Phase 2 is expected to run from April 2022 to March 2025.

This application form covers applications for **Lot 2, Phase 1 of this Competition only**. Applicants should also complete the Declaration forms contained in the separate documents labelled “Declarations”. All documents can be downloaded from the Biomass Feedstocks Innovation Programme website. All documents can be found alongside this application form, on the gov.uk Biomass Feedstocks Innovation Programme page.

**Please refer to the Section Competition Structure, Timetable, Application and Assessment Process of the Biomass Feedstocks Innovation Programme Competition Guidance Notes for further information on the application and submission process.**

## **Contact and Bidder Details and Proposal Summary**

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| Summary Information | |
| Name of Bidding Organisation  (This should be the lead organisation/project co-ordinator for the proposed project. Please note that this will be the organisation with whom BEIS contracts for Phase 1 of this Competition) |  |
| Individual reference number  (provided by BEIS in response to the registration email) |  |
| Project Title |  |
| Estimated Start Date |  |
| Phase 1 Project Duration | 0 mths |
| Total proposal price for Phase 1 Project Development | £ 0.00 |
| Estimated costs of Phase 2 Demonstration  Note that this value will not be assessed, is only indicative at this stage and is for BEIS information only. | £ 0.00 |

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| Bidder Contact Details | | | | | | | | | | | | | | |
| Title | | Choose title | | | | Name | | |  | | | | | |
| Position |  | | | | | | | | | | | | | |
| Email |  | | | | | | | | | | | | | |
| Telephone |  | | | | Mobile | | | | | | | | |  |
| Organisation name | | | |  | | | | | | | | | | |
| Address | | | |  | | | | | | | | | | |
| Town/City | | | |  | | | | | | | | | | |
| Postcode | | | |  | | | | | | | | | | |
| Organisation Type | | | | Choose type | | | | | | | | | | |
| If type of business is ‘other’, please describe here: | | | |  | | | | | | | | | | |
| Organisation Details | | | | | | | | | | | | | | |
| Number of employees (including directors) | | | | | | | 0 | | | | | | | |
| Business Registration Number | | | | | | |  | | | | | | | |
| Turnover (in most recent annual accounts) | | | | | | | £ 0.00 | | | | as at | enter date | | |
| **Balance Sheet Total** (total assets net of depreciation) | | | | | | | £ 0.00 | | | | as at | enter date | | |
| Business maturity | | | | | | | Choose maturity | | | | | | | |
| Does the business have a parent company? | | | | | | | Choose an item | | | | | | | |
| How is the business currently funded? (Choose all that apply) | | | | | | | | | | | | | | |
| No Funding | | | Founders (including bank loans) | | | | | Friends and Family | | | | | Public Sector Grants\* | |
| Angel Investment | | | Venture Capital | | | | | Private Equity | | | | | Stock Market Floatation | |
| **Other public sector funding:** With respect to this project or the technology it is based on, please list briefly any public sector support you are receiving or have received in the past 10 years, or which is currently being sought (please add further details in a separate annex if necessary). | | | | | | | | | |  | | | | |

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| Parent Company Details (if applicable) | | | |
| Organisation name |  | | |
| Address |  | | |
| Town/City |  | | |
| Postcode |  | | |
| Turnover (in most recent annual accounts) | £ 0.00 | as at | enter date |
| **Balance Sheet Total** (total assets net of depreciation) | £ 0.00 | as at | enter date |
| Company maturity | Choose an item. | | |

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| Details corresponding to BEIS Key Performance Indicators (KPIs) | |
| Number (and size) of Organisations supported to deliver the project (Project Co-ordinator and Sub-contracts with other Organisations) |  |
| Number of active Business Relationships and Sub-contracts likely to be supported (Formal and Informal, Overall and New) through this Project |  |

## **Public Description of Project**

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| **The public description of the project should be a brief non-confidential description of the project that BEIS may use in online or printed publications; please describe the project objectives and key deliverables and the expected project benefits**  **(maximum 300 words)** |
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## **Eligibility Criteria**

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| This section seeks information to address the Competition Eligibility Criteria: all projects seeking Lot 2 funding will be assessed against these eligibility criteria before progressing to evaluation against the Assessment Criteria. |

**Please answer all eligibility criteria questions. Mark “YES or NO” with and “X”**

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| **Eligibility Criteria** | **Eligibility Question** | **YES** | **NO** |
| 1. **Scope -** This Competition supports the development of innovative approaches to sustainable biomass feedstocks supply, with specific requirements for technology, feedstock type and innovation location (i.e. within the farm-gate/forest road boundary). Further details can be found in the Competition Guidance Notes. | Will your multi-site demonstrator allow for testing of innovations within the technology scope? Does it fit within the required boundary? Is it based on an allowed feedstock type(s)? |  |  |
| 1. **Innovation and technology readiness -** This Competition supports the development of technologies that are not yet commercially viable, from **Technology Readiness Levels (TRLs) 4 to 7 (inclusive) at the start of the projects.** (Further information on TRLs can be found in Appendix 2 of the Competition Guidance Notes). | Will your multi-site demonstrator allow for testing of innovations at TRL 4 – 7? |  |  |
| 1. **Programme scope**   Contracts will be awarded to secure pre-commercial development, and piloting. | Does your proposal cover detailed design of solutions in addition to whichever of the following activities are necessary to show how you will operate the multi-site demonstrator: prototyping, field testing, trials, demonstrations and dissemination of knowledge obtained from the demonstration activity. |  |  |
| 1. **Project Status** - BEIS is unable to fund retrospective work on projects. | Can you confirm that your application does not seek retrospective funding for work already carried out on this project, or to be carried out before June 2021? |  |  |
| 1. **Additionality -** Projects can only be funded if innovation would not be taken forwards (or would be taken forwards at a much slower rate) without public sector funding. | Can you confirm that this project would not be taken forward (or would progress at a much slower rate) without public sector funding? |  |  |
| 1. **Project lead (referred to as project co-ordinator) -** The project co-ordinator must be a UK registered company, academic, research, public[[2]](#footnote-3), third sector or community organisation | Can you confirm that the project co-ordinator meets eligible organisation requirements? |  |  |
| 1. **Budget -** For Phase 1 a maximum contract award of £200,000 per project is available.A full list of eligible project costs are set out in Appendix 3 of the Competition Guidance Notes. | Can you confirm that the requested project funding for Phase 1 is under £200,000 and is for eligible costs only? |  |  |
| 1. **Timescales -** Phase 1: Projects must complete by **31 January 2022** | Please confirm that eligible project activities will complete by 31 January 2022. |  |  |
| 1. **Risk-Benefit sharing -** The sharing of *risks and benefits* is an important aspect to the SBRI approach. Projects receive financial support and retain any intellectual property generated, with certain rights of use retained by BEIS. Project outputs are also expected to be shared widely and publicly and project teams are not permitted to include profit in the eligible project costs (for Phase 1 or Phase 2). | Have you accounted for risk-benefit sharing in the cost of your application? |  |  |
| 1. **Delivering multiple projects**   If project team member(s) are part of multiple successful bids, then the project co-ordinator must ensure that sub-contractors are able to deliver on them and they must not have applied for funding for the same piece of work more than once. | 1. If you or your team are part of multiple successful bids would you be able to successfully deliver all projects if necessary? |  |  |
| 1. If you or your team are part of multiple successful bids could you please confirm that you have not applied for funding for the same piece of work more than once? |  |  |
| 1. **Terms and conditions**   The applicant must agree to the BEIS Terms and Conditions as included in the tender pack and found alongside this application form. | Please confirm acceptance of the BEIS Terms and Conditions. |  |  |

## **Assessment Criteria**

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| This section seeks information to address the Competition Assessment Criteria: these criteria will be used to rank projects during the assessment process. Please see the Section on Assessment Criteria in the Competition Guidance Notes for further information. |

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| 1. Demonstrator feasibility |
| Weighting - 30% |
| This criterion will assess the rationale for your demonstrator.  Applicants should provide the following information:   * An overarching statement of aims and objectives for the demonstrator. * How the demonstrator will be designed such that it helps support the aims of the programme as a whole, in particular focusing on:   + How the demonstrator can help improve our understanding of innovations in different geographic locations   + How the demonstrator can help improve our understanding of innovation performance in boosting feedstock supply   + How the demonstrator can help to promote the programme and showcase innovation activity * An initial assessment of the environmental benefits and trade-offs associated with running the demonstrator (to be further described and quantified during Phase 2). Where there are significant risks identified, mitigation actions must be described. Depending on the project, relevant metrics may include:   + GHG emissions   + Environmental pollutants   + Biodiversity impacts   ***Please limit your response to 1,500 words*** |
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| 1. **Social value** |
| Weighting - 10% |
| Applicants demonstrate Social Value by demonstrating howthis project will (a) deliver jobs for UK citizens, (b) support regional and rural economies and (c) bolster the UK’s reputation as a pioneer in green technologies.  This question is specific to Phase 1 activities.  ***Please limit your response to 500 words.*** |
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| 1. **Demonstrator approach** |
| Weighting - 20% |
| This criterion will assess your plan for running the demonstrator. This will give confidence to the assessors that your proposal is coherent, feasible and based on robust design principles and that it will deliver benefits to the programme as a whole.  Applicants should provide the following information:   * Initial high-level plan for which innovations or which categories of innovations will be brought into the demonstrator. This will be accompanied by a description of the types of evidence (and how this will be gathered) that will be used to determine which innovations will be adopted. * A description of how other organisations will be engaged to make the demonstrator operational, where required. * A strategy for how the locations of the demonstrator will be determined.   ***Please limit your response to 1000 words.*** |
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| 1. **Project Team** |
| Weighting - 20% |
| Describe the skills you have and assure BEIS that the team has the required capacity and expertise needed to deliver the Phase 1 project.  A strong commitment from all participating organisations will need to be demonstrated and any skill gaps that will be addressed by subcontractors should be identified and stated.  For example, this could include team member biographies and sub-contractors highlighting relevant experience.  ***Please limit your response to 1,000 words.*** |
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| 1. **Project Delivery** |
| Weighting - 20% |
| This criterion will assess the proposed project plan for Phase 1. This will be assessed by looking at a range of factors, including the:   * completeness and quality of the proposed project delivery plan; * appropriateness and realism of the project milestones and deliverables; * quality of risk assessment and contingency planning; * approach to project design, research, quality assurance and data quality. * framework for oversight and governance of the project   Additionally, this criterion will assess the robustness of the project cost estimate for Phase 1 – i.e. whether the proposed eligible costs are realistic and justified in terms of the project plan and sufficient to yield the deliverables sought.  Note that in their risk assessment, bidders must explicitly include a description of how the risk of catching and transferring COVID-19 between, to, or from members of the project team will be minimised and controlled.  ***Please limit your response to 1,000 words. In addition, please provide your project delivery plan (Gantt chart), Finance Form and risk assessment as annexes. An example risk table is provided below. Please use the Finance Form provided alongside this application form.*** |

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| **List of any supporting documentation provided** |
| Please note, as stated in the Guidance notes, you should not assume that any additional information will be cross-referenced or reviewed as part of the selection process. |
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***Example* Risks and Risk Management table – Biomass Feedstocks Innovation Programme – Phase 1 – Lot 2 – Project Development**

*(Bidders can provide their own Risk Table as a separate Annex if preferred)*

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| --- | --- | --- | --- |
| **Risk**  (Identify and describe all key project risks, including: financial, technology, supply chain, regulatory, etc) | **Overall risk rating:** (Probability x Impact)  High, Medium or Low | **Mitigation actions**  (Describe the actions taken or planned responses to reduce the impact and/or probability of the risk) | **Residual risk rating, after mitigation applied:** (Probability x Impact)  High, Medium or Low |
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**Please ensure that all declaration forms (1-5) have been filled in, signed, and provided with the submission of your proposal. These declarations are provided alongside this application form and can be downloaded from the Biomass Feedstocks Innovation Programme page on gov.uk.**

## **Application checklist**

Applicants are encouraged to use the following checklist to ensure that they have submitted all the necessary materials.

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| **Checklist** | **Yes/No** |
| Read all Q&A documents released by BEIS (released 19/03/2021 and 15/04/2021) |  |
| Include your individual reference number in any email correspondence |  |
| Complete the relevant application form (Lot 1 or Lot 2) |  |
| Include a Project Delivery Plan (Gantt chart) for Phase 1 activities |  |
| Include a risk assessment table (example format provided in the application form) |  |
| Include a Finance Form (please use the provided format) |  |
| Declaration 1: signed Statement of Non-collusion |  |
| Declaration 2: signed Form of Tender |  |
| Declaration 3: signed Conflict of Interest |  |
| Declaration 4: completed and signed Standard Selection Questionnaire |  |
| Declaration 5: completed and signed GDPR assurance questionnaire |  |
| A list of any additional supporting documentation should be documented in the application form |  |

The required documents must be emailed to [bioenergy@beis.gov.uk](mailto:bioenergy@beis.gov.uk) with ‘Phase 1 – Biomass Feedstocks Innovation Competition (name of project co-ordinator)’, and the individual reference number provided, in the subject line. Note your reference number is issued in response to BEIS receiving a registration email by midday 31 March 2021.  
  
The maximum size email you can send is 10 MB. If your application is larger than 10MB, please break the submission down into smaller sizes and ensure the subject line of each additional email takes the following format ‘Biomass Feedstock Innovation Competition (name of project co-ordinator) – individual reference number provided – email x of y’.

1. In most instances the monitoring services will be provided by an external organisation [↑](#footnote-ref-2)
2. Under SBRI competition rules, Non-Departmental Public Bodies and Arms Length Bodies are eligible to bid for funding as the project co-ordinator, but Government Agencies are not. [↑](#footnote-ref-3)