



**Funded by  
UK Government**



**UK SHARED PROSPERITY FUND DUNDEE  
LOCAL BUSINESS SUPPORT  
PROOF OF CONCEPT – LIFE SCIENCES**

<b>Invitation to bid opens</b>	12:00 on Wednesday 4 <sup>th</sup> September
<b>Invitation to bid closes</b>	16:00 on Wednesday 18 <sup>th</sup> September or when all funds have been allocated, <b>whichever is soonest</b> . It is therefore advised to apply ASAP.
<b>Minimum application level</b>	£50,000
<b>Maximum application level</b>	£100,000
<b>Match Funding</b>	50%
<b>Timing</b>	Projects must be completed by 31 March 2025
<b>Application process</b>	<p>Apply via the online portal from <a href="https://www.dundee.gov.uk/service-area/city-development/planning-and-economic-development/the-uk-shared-prosperity-fund-ukspf">https://www.dundee.gov.uk/service-area/city-development/planning-and-economic-development/the-uk-shared-prosperity-fund-ukspf</a></p> <p>Applications submitted late or via any other method will not be accepted. Please ensure you read the full guidance before submitting your application.</p> <p>Before submitting a bid, you must register your interest at <a href="mailto:externalfunding@dundee.gov.uk">externalfunding@dundee.gov.uk</a>. The funding team will confirm they status of the challenge fund and if there remains budget to be allocated.</p>

**Section 1 - Intervention Specific Guidance**

**Aim of intervention**

This challenge fund is focused on **Proof of Concept – Life Sciences** (*UKSPF intervention S16 Research and development grants supporting the development of innovative products and services*)

The UKSPF Dundee Proof of Concept Fund aims to support the early-stage development of life science projects, methods or ideas which demonstrate commercial potential. This call invites applications from research organisations to design and deliver an in-house competitive Proof of Concept (PoC) fund which will accelerate the commercialisation of promising research results towards investable proposals. This call will fund just **one** project.

Dundee will be home to a new Life Sciences Innovation Hub, scheduled to open in Spring 2025. This creates the necessity to have a strong pipeline of spin-out life science company opportunities to maximise the operation and potential of the Hub in its early days.

Bids must cover the entire process – from the initial design of the PoC fund to the evaluation of propositions.

The PoC fund will be designed for projects that:

- Aim to develop a novel product or service
- Are based on underlying research
- Take proposals to investment stage
- Are life science focused

Applications will only be accepted from organisations with a successful record of delivering similar projects. Bids must also demonstrate an in-depth knowledge of the local life sciences ecosystem and must have existing contacts and relationships within the city.

### **Eligible applicants**

Any legally constituted organisation/body can apply as long as 100% of the activity takes place within Dundee City Council's boundaries and supports organisations/individuals/companies located in Dundee. Applicant organisations must have been operational for a minimum of 18 months. Priority will be given to projects that are delivered by research organisations with significant knowledge of the local economy and experience of supporting life science organisations.

### **Eligible costs**

Maximum £100,000 – investment in research development opportunities.

### **Life Sciences in Dundee**

Dundee is one of the most exciting life sciences clusters in the UK, with world-class companies, universities and research institutes all within a 3-mile radius. Dundee is a vibrant hub of international scientific talent with over 1100 biomedical scientists from 50 different countries and a research turnover of over £75m at the University of Dundee.

Both of Dundee's universities, the University of Dundee and Abertay University undertake world-class research activities and collaborations while Dundee & Angus College offers our industrial partners customised training for the life sciences sector. Dundee is home to one of the largest and best teaching hospitals in the UK housing the School of Medicine and NHS Tayside clinical research innovation and clinical trials.

BioDundee, hosted at Dundee City Council, is a partnership of over 25 years between public, private, academic organisations to build the strength of the life sciences and healthcare sectors in Dundee and the wider Tayside region.

Dundee will also be home to the new Life Sciences Innovation Hub, scheduled to open in Spring 2025. It is forecasted to support over 800 new life sciences jobs by 2053 and to deliver over £190million of benefit to the local economy.

## Section 2 – How to complete the application form

Please answer all questions directly in the online application form, do not attach any supplementary information. When completing the application please assume that the Assessment Panel who will be scoring bids has no prior knowledge of your organisation or proposal therefore outline as clearly as possible the need for the project, why your organisation is best placed to deliver the project, the proposed outcomes/outputs and how your project will deliver the aims and objectives of the UK Shared Prosperity Fund and local, regional and/or national strategies.

### **Initial Questions**

This section will act as a gateway to ensure your project meets the required criteria and is therefore eligible to apply for funds from the UK Shared Prosperity Fund Dundee. There are two Yes/No questions in this section. Applicants must be able to answer Yes to both or their project will not be eligible for UKSPF Dundee funding.

### **Applicant Information**

Applicants should complete this section with as much information as possible. When identifying a main contact person please consider who would be the most appropriate person to receive correspondence regarding the UK Shared Prosperity Fund within your organisation.

### **Project Summary**

In this section, include the project title and start and end dates. Confirm which geographical location(s) your project will operate in by stating which ward(s) that will be. Multiple selections are allowed here.

There is also a short section (approx. 200 words) to provide a high-level summary of your project. This information may be used to promote your project and to report back to the UK Government on the projects that are being funded by the UK Shared Prosperity Fund in Dundee. Please also enter what your project costs will be, along with how much you are requesting from UKSPF Dundee.

### **Project Information**

This section is divided into several different questions and is where you have an opportunity to explain the rationale behind your project, what it will deliver and what it will achieve as a result of the funding. This is the section that will be scored by the Investment Panel so specific guidance for each question is provided below. Please try and answer concisely, ensuring that the relevant points are covered, while keeping within the suggested word count.

#### **What will your project deliver? What will you do with the funds? (400 words)**

Please state exactly what you aim to deliver with your project. Be specific, what activities will you deliver? Will you recruit staff to deliver the activities described? The more information you provide, the more accurately we will be able to assess your application. Explain your activities, deliverables and timeline. It should be concise and clear and refer specifically to the scope of your project and what the funding will be spent on. You will have the opportunity to explain the need and rationale of your project in follow-up questions.

#### **What is the need for your project and how have you identified it? Please provide evidence of the need (400 words)**

In this question we want to understand why your project is needed. A strong application will support this with qualitative and/or quantitative data to demonstrate the need and may be based on evidence provided through community engagement or direct interaction with the relevant client or user group. We also want to know how your project will fill existing gaps within service provision in the city and what steps you will take to ensure that your project is not duplicating existing activity or funding.

**Demonstrate your track record as a leader of supporting and developing spin-out companies (400 words)**

Provide evidence of previous/current experience of supporting spin-out companies, either through direct support and/or by sign-posting spin-out companies to appropriate support delivered by other organisations. Please provide examples of success and the support that was offered.

**What previous experience of designing and delivering Proof of Concept competitive schemes does your organisation have? Please provide examples (400 words)**

Strong applications will demonstrate their previous track record of delivering similar competitive schemes by providing information on the processes around the design of the funds, including insight into the budget levels managed, and the aims and objectives of the programme and success in delivering the outcomes. This should also include the skills, knowledge and expertise of your project delivery team and any assets that you have that will support the delivery of the project – space, buildings, equipment etc.

Applicants must all provide examples of schemes.

**Explain how your project fits with local, regional and national strategies (400 words)**

Strong applications will explain how the project and activities to be delivered fit within the UK Shared Prosperity Fund objectives as well as relevant local, regional and national plans including, the Dundee City Plan and the Regional Economic Strategy. Name the strategy, indicate which priorities your project addresses and how your project will deliver the outcomes of the strategy.

Plans to consider include (note this is not a comprehensive list and there may be other equally or more relevant plans to consider depending on the intervention):

- [Dundee City Council City Plan 2022-2032](#)
- [Tay Cities Regional Economic Strategy](#)
- [UK Shared Prosperity Fund Prospectus](#)
- [Scotland's National Strategy for Economic Transformation - gov.scot \(www.gov.scot\)](#)
- [National Strategy for Economic Transformation: annual progress report June 2023](#)
- [Scotland's National Innovation Strategy 2023 to 2033](#)
- [Life Sciences Strategy for Scotland 2025 Vision](#)

**What will be the short (outputs) and long (outcomes) term benefits of the project for its beneficiaries and the wider community? (400 words)**

The outputs and outcomes for each intervention can be found in the [UKSPF outputs and outcomes guidance](#). Answer this question by providing some details around the expected outputs and outcomes that you anticipate your project will achieve. For example, if you select “Increased number of visitor numbers” as an outcome, provide details here on what the existing visitor numbers are, how you will achieve your proposed target and how this will be measured.

Consider the benefits for the individuals and organisations involved in the project, and the positive impact it will have on the wider local community.

**Provide information on your organisation/group's fair work practices (300 words)**

As Dundee City Council is committed to supporting the Fair Work Agenda, please provide some details about your organisation or groups fair work practices. This could include, being a Living Wage Employer, providing adequate job security for employees or providing an inclusive and diverse environment for people to work in.

### **Checklist**

In order to complete your application, you must confirm that you have:

- Read and understood this guidance
- Completed the application supplementary information by selecting relevant outputs/outcomes
- Completed the application supplementary information by providing details on budget and costs
- Completed all the questions in the application form

### **Data protection**

This section contains a link to the [UKSPF Privacy Statement](#) which explains what we do with the personal data you provide.

### **Declaration**

Please read the declaration and tick the box to accept the conditions and acknowledge that you have read and agree to the Council's [UKSPF Privacy Statement](#) as well as confirming that you have the authority within your group or organisation to submit this application.

Once you submit your application, you can print a copy of your answers for your own records. Once you press 'submit' you will receive a message confirming your application has been received. Click on the three dots on the top right hand of the page and you will have the option to print the document or save it as a PDF.

## **Section 3 - How to fill out the Application Supplementary Information**

### **Outputs & Targets**

You will be required to submit details of your project's outputs and targets in the separate Excel sheet. This form allows you to add in the pre-determined outputs and outcomes your project will achieve. Select the output/outcome, add the target figure and add the baseline. A project baseline is the starting point for your project. For example, if it is a brand new project the baseline target figure will be zero. You can also add your own additional outputs and outcomes in the 'free text box' if relevant.

Applicants should feel free to specify any other outputs and outcomes that they think are appropriate and will be delivered by the project, but the application will be assessed based on value for money in terms of the specific outputs and outcomes.

Applicants are encouraged to be as realistic as possible, targets that are deemed unattainable will not be looked on favourably as the targets specified here will form the basis of the monitoring and evaluation of your project. Similarly, projects deemed unambitious will likely not score highly with the investment panel. We encourage applicants to give serious consideration to this section and identify appropriate targets.

The S16 intervention specific outputs and outcomes are:

Outputs:

- Number of businesses receiving non-financial support
- Number of enterprises receiving grants
- Number of events/participatory programmes
- Number of potential entrepreneurs assisted to be business ready

Outcomes:

- Increased amount of investment

- Number of R&D active businesses
- Increased number of innovation active SMEs
- Number of organisations engaged in new knowledge transfer activity
- Number of businesses adopting new or improved products or services

Applicants must also provide a baseline figure in order that we can measure progress in achieving the outcomes and outputs.

### **Budget & Costs**

You will be required to submit details of your project's budget in the budget tab of the Excel document. Applicants must specify the amount that they are requesting from the UK Shared Prosperity Fund as well as how much match funding they have available from other sources (if required and bearing in mind match funding may have a positive impact on value for money). Applicants must also specify what the other sources are, i.e. own funds or other funding pots (name the funder).

Applicants are asked to provide a cost breakdown showing what the funding will be spent-on, i.e. staff, materials, venue hire etc. Please be as accurate as possible when providing this information.

If your organisation is providing in-kind funding to the project there is a section that will allow you to provide further details of what that will entail. This may be particularly useful for smaller organisations who are unable to provide direct match-funding for the project.

### **Subsidy Control**

As the Lead Authority in administering Dundee's allocation of the UK Shared Prosperity Fund, Dundee City Council has several obligations under the UK's Subsidy Control Act legislation. To that end, applicants are asked to answer Yes or No to a question on whether they have received any state funding within the last three financial years. This is any funding that has come from any local, regional or national public body including the European Union.

Any applicant answering Yes to this will be required to provide further information on the date, amount and source of the funding. If multiple awards were received, then multiple records should be provided. This information will be assessed by officers at Dundee City Council and if your application is deemed to constitute a potential subsidy, they will contact you to request further information.

Please note that this will not be held against your application and will not be considered positively or negatively in scoring your application. It is a requirement in line with Dundee City Council's obligations under the UK Subsidy Control Act and applicants are asked to provide the information requested as accurately as possible.

If information comes to light later that was not presented at this stage, applicants may be found to be in breach of the funding conditions and appropriate action will be taken at that stage, including exclusion from the challenge fund process, withdrawal of any funding offer or clawback of any funding allocated.

There are a small number of legal routes to award a subsidy, including Minimal Financial Assistance or by undertaking a [subsidy control principles assessment](#). If an organisation has had more than £315,000 of public funding in the last three financial years, then the grant cannot be awarded under Minimal Financial Assistance (if the grant is considered a subsidy) and an alternative route will need to be identified. This may mean it takes longer to prepare the grant offer letter as we identify an appropriate route for delivery. If it is necessary to offer the grant as a subsidy we may contact you for further information.

Once you have submitted your application via the online portal, send the completed Application Supplementary information to [externalfunding@dundee.gov.uk](mailto:externalfunding@dundee.gov.uk)

#### Further Information

[UK Shared Prosperity Fund: overview \(1\) - GOV.UK \(www.gov.uk\)](#)

[UK Shared Prosperity Fund: outputs and outcomes definitions \(2\) - GOV.UK \(www.gov.uk\)](#)

[UK Shared Prosperity Fund: reporting and performance management \(3\) - GOV.UK \(www.gov.uk\)](#)

[UK Shared Prosperity Fund: monitoring and evaluation \(4\) - GOV.UK \(www.gov.uk\)](#)

[UK Shared Prosperity Fund: assurance and risk \(5\) - GOV.UK \(www.gov.uk\)](#)

[UK Shared Prosperity Fund: branding and publicity \(6\) - GOV.UK \(www.gov.uk\)](#)

[UK Shared Prosperity Fund: subsidy control \(7\) - GOV.UK \(www.gov.uk\)](#)

[UK Shared Prosperity Fund: procurement \(8\) - GOV.UK \(www.gov.uk\)](#)

[UK Shared Prosperity Fund: equalities \(9\) - GOV.UK \(www.gov.uk\)](#)

[UK Subsidy Control Statutory Guidance](#)