

# Scottish Biofuel Programme

## Biofuel Development Fund Award

### Guidelines

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#### Purpose & Scope

The purpose of the Biofuel Development Fund is to support Scottish businesses in the assessment and development of biofuel related opportunities, especially where these may lead to commercial and resource-efficient advances. Awards will fund academic and research partners in the Scottish Biofuel Programme to deliver projects on behalf of, and in collaboration with, business.

The award can fund a range of biofuel related development projects including desk top studies, laboratory studies (and associated costs), and consultancy services.

#### Eligibility

Applications are invited from companies registered in Scotland.

Applications from companies not registered in Scotland may be considered if the company has a presence in Scotland and it can be demonstrated that the award has the potential for economic and/or resource-efficiency impact in Scotland.

This award is granted as *de minimis* aid. A company is not eligible for the award if it will cause them to exceed the *de minimis* ceiling. European Commission rules prohibit any undertaking from receiving more than 200,000 euros in *de minimis* aid over any period of three fiscal years.

Separate *de minimis* rules apply to the **Agricultural** and **Fisheries** sectors. Undertakings involved in primary agricultural production are prohibited from receiving more than 15,000 euros in *de minimis* aid over any period of three fiscal years. Undertakings involved in the production, processing and marketing of fisheries products are prohibited from receiving more than 30,000 euros in *de minimis* aid over any period of three fiscal years.

#### Financial

The value of awards is not fixed and will be determined on a case-by-case basis. However, it is expected that most projects will be funded in the range £3,000 to £8,000.

There is an expectation that the company will make an in-kind contribution to the cost of the project but this is not a requirement. It should be understood, however, that the level of company contribution will be taken into account as part of the approval process.

#### Application & Approval Process

In the first instance, the applicant should contact the Scottish Biofuel Programme to discuss the company's requirement for support. A Programme representative will work with the company to scope out a project and complete the application process.



Awards will be evaluated on the information provided on the application form. The Programme will endeavour to respond with a decision within 2 weeks of submission of the application form.

Applications will be evaluated against the following criteria:

- Knowledge of the market and business case for the project
- Potential to improve or create new products or processes
- Potential for commercial impact in the business and the wider Scottish economy
- Why funding is required
- Why specific expertise offered by the Programme is required
- Level of company contribution to project costs

## **Confidentiality, Data Sharing & Intellectual Property**

It is the responsibility of the company to consider the issues of confidentiality and intellectual property and to take appropriate measures, if necessary, to protect their interests.

Given the nature of projects funded and the value of the award it is unlikely that intellectual property will be generated as a direct result of a project. If a project has potential to generate intellectual property the company should discuss this with a Programme representative prior to submitting an application.

The Programme will not share confidential information included in the application without the company's consent except for the purpose of administering the award process. It is a condition of the award that the company agrees that information pertaining to this application may be passed to third parties for the purpose of administering the award process and that the company name and general, non-sensitive information can be used for the purpose of promoting the Programme.

## **Project Completion**

On completion of the project the company will receive a project report. A copy of this report will be retained by the Programme. Information contained in the report will not be shared with any third party without the prior consent of the company.

A representative from the Programme will follow-up with the company in order to:

- ensure the objectives of the project have been met
- evaluate the outcomes and impact for the company
- determine what follow-on support the Programme could provide

The Programme may wish to publish a case study of a project for the purpose of promoting the Programme and the Award. The company will be contacted for their permission and will be asked to approve the content prior to publication.

