

For office use only

SYNTHETIC ENVIRONMENTS IN MANAGED MOTORWAYS

IMPORTANT: THIS IS AN EXAMPLE ONLY. APPLICATION FORMS AND ACCOMPANYING GUIDANCE NOTES WILL BE SENT TO COMPANIES ONCE REGISTERED ON THE WEBSITE

Reference Number
(for office use only)

1. Application

Project Title:

Contract Duration:
(months)

Total contract cost (£'s)

Proposed Start Date:

What is the best way to
describe your innovation?

Existing Technology new application

2. Company Details

Company Name:

Registered Address:

Town/City:

Postcode:

County:

Country: United Kingdom

Region: Please Select One

Company Registration Number:

VAT Registration No:

Company Website:

Company Size: Please Select One

Company Status: Please Select One

Main Business Activity:

Business Sector: Please Select One

3. Contact Details

Title: _____ First Name: _____ Last Name: _____
Position: _____
Organisation: _____
Address: _____

Town/City: _____ Postcode: _____
County: _____ Country: United Kingdom
Phone: _____ Extension: _____
Mobile: _____ Fax: _____
Email: _____
Where did you hear about the Competition? Please select one

4. Title and Description of Proposed idea/Technology

Please provide a title and brief description of your proposed idea/technology and how this addresses the technical specification. You may wish to attach a visual separately with the application form, max 2 pages

SAMPLE

5. Technical Project Summary

Please give a short background to the key technical challenges? List the key technical deliverables? Briefly describe how these will be overcome?

SAMPLE

6. Current state of the art and intellectual property:

Detailing other products on the market and the novelty of the proposed project; include details of any other existing IP and its significance to your freedom to operate.

SAMPLE

7. Project plan and methodology:

Please describe the project plan and detail the key project milestones. Highlight what resources will be required to address the technical challenges and what the key success criteria would be?

Milestone	Date	Resources	Success Criteria

Project Management

Identify the project management processes that will ensure milestones are achieved.

SAMPLE

8. Technical Team and Expertise

Please provide a brief description of your technical team, the expertise of each member relevant to this application and the proportion of their time that they will be spending on the project

SAMPLE

9. Application finances

A summary of the finances for the contractor and any subcontractors should be provided in the table below. In addition, please provide a justification of the costs of the project.

Cost breakdown:

	Unit cost	Quantity	Total Costs (£)
Labour Costs			
Overhead costs			
Materials Costs			
Capital Equipment Costs			
Sub Contract costs			
Travel & Subsistence Costs			
Other Costs (specify)			
Other Costs (specify)			
TOTAL COSTS (Including VAT)			

Please give a proposed payment schedule for the first Phase of the project:

Month	1	2	3	4	5	6
Payment:						

Justification of costs: (All costs should included VAT)

10. Declaration

11. Declarations (Mandatory)

In order for your application to be accepted you are required to gain approval from the relevant authorities within your company. These approvals are required to ensure that the costs submitted are agreed by the company as an accurate estimate of the cost of undertaking the proposed project. Please print and sign the declaration below and submit with your application.

This application must be completed and returned by post with an electronic copy on CD/Disk to the address below. All applications must be received by 1200 noon on 11th September 2009. Please send your application to :

Department for Transport
Address xxxxxxxxx
Address xxxxxxxxx

I confirm that the information given on this form is complete and correct, and that I shall be actively engaged in this project and responsible for its overall management.

Signed: Date
(Designated contact)

I confirm that I have checked the financial details of this application and that this company is prepared to carry out this project at the stated costs and to administer the award if made.

Signed Date
(Managing Director/Finance Officer)

IN ORDER FOR YOUR APPLICATION TO BE ACCEPTED, THE CONFIRMATION OF COSTS FORM MUST BE SIGNED BY THE RELEVANT AUTHORITIES WITHIN YOUR COMPANY and A PRINTED COPY SENT WITH YOUR APPLICATION.