



Open Programme One Application Guidelines

NOTE: These application guidelines may be amended or enhanced during the application window to provide additional information. Only one version of the guidelines will be available on the website so please ensure you have the most recent version.

Introduction:	3
Overview:	4
Objectives:	4
Phases of the first Open Programme:	4
Applicant Eligibility:	5
Judging Criteria:	5
Project Scope:	7
The Application Process	9
The Application Form	9
Application Form Questions:	10
Project Plan Guidance:	11
Shortlist Interviews	12
Successful Applications	12

Introduction:

Impact Jersey's first Open Grant Programme is a competitive open call for inventive solutions that address the Island's biggest challenges. With the aim of developing a culture of innovation and creativity for Jersey, we are looking for courageous thinkers who understand the island's unique challenges, to design and implement projects that benefit the people of Jersey.

Commercial gain is not the primary driver for these projects, and we understand that curating imaginative technological solutions carries risk. Therefore, expressing the benefits of your solution and how it relates to the island's priorities throughout the application process will be key.

With our guidance and assessment, we aim to help mitigate these risks and discover new ways to deliver a stronger economy, a greener environment, and an improved quality of life for islanders.

With the assistance of these application guidelines, we intend to provide applicants with a more detailed understanding of how they can successfully enter their ideas to the first Open Programme.

Throughout this document, we will discuss our objectives for the Open Programme, the types of characteristics we are looking for as well as an in-depth breakdown of the application process and judging criteria.

Overview:

Applications are open from 29th June to midnight on 31st August and all successful applicants must be Jersey-based and registered with the Jersey Financial Services Commission (more information regarding eligibility can be found below).

This first open programme will award up to £500,000 in total. Successful applicants will be awarded up to £75,000. On completion of the due-diligence process and signing of the Impact Jersey grant agreement, typically 50% of the agreed funding will be awarded.

The second payment will be made at an agreed milestone in the project delivery.

Objectives:

An “open programme” is designed to support small-scale innovation in Jersey. This first Open programme is deliberately wide in focus across the strategic priorities.

The Open Programme will operate in a similar way to UK Smart Grants, with smaller allocations of funding released to help stimulate and support the implementation of technology solutions that meet the Island’s strategic priorities.

Our objectives for the first Open Programme are:

- **To support the progress of Jersey’s strategic priorities** – We believe that traditional ways of thinking will not be sufficient to deliver the change that is required for Jersey to meet its challenges. Encouraging Islanders to create the island’s strategic priorities can allow for new perspectives to come forward that accelerate Jersey’s progress.
- **To increase the adoption of technology throughout Jersey** – Faster adoption of technology can enable faster progress against our strategic priorities and yield economic success for the island.

Phases of the first Open Programme:

Phase 1: Applications open from 29 June 2023 to midnight on 31 August 2023.

Phase 2: Review and judging process to take place during September.

Phase 3: Winners announced, grant agreements in place, 50% of funding awarded, projects to commence within 3 months.

Phase 4: Review of project’s activity & second half of grant released after satisfactory delivery progress. The time frame for this is likely to vary for each project.

Applicant Eligibility:

To be eligible for the first Open Programme, applicants must:

Eligibility Criteria	
<ul style="list-style-type: none">• Be a Jersey-based business, registered with Jersey Financial Services Commission¹	For more information on how to register as a business, click here
<ul style="list-style-type: none">• Ensure that the lead applicant is only leading <u>one</u> application per programme call.	By this we mean that only one organisation, or one individual can apply per programme.
<ul style="list-style-type: none">• Intend to use the results of their work to create an impact in Jersey	Demonstrate how the solution will be deployed, delivered in Jersey and contribute to one or more of the strategic priorities
<ul style="list-style-type: none">• Be able to commence with the proposed project within three months of receiving the award and spend the funds within 12 months of starting.	Demonstrate how quickly your project can mobilise and how the funds will be spent within the 12 months
<ul style="list-style-type: none">• Applicants should also be aware that under current restrictions, this programme will not fund any procurement, commercial, business development, or supply chain activity under sanctions such as Russia or Belarusian entities.	No funding will be provided to organisations that are under sanctions.

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Judging Criteria:

Applications will be assessed by a panel of five independent judges, appointed by Digital Jersey. A steering committee will then approve the Judges' selected successful applicants.

All applications will need to demonstrate the following:

1. The idea and innovation (30%)

- Describe the technology solution you are proposing?
- How does your technology solution accelerate tech adoption in Jersey?
- How does your technology solution align to the Open Programme Priorities?

¹ For individuals not currently registered, this will only be required if your application is successful

2. Justification for funding (5%)

- Why do you need funding from Impact Jersey to help you succeed?

3. Potential for market (15%)

- What is the target market/audience?
- How will you engage with this market/audience?

4 Delivering your project (25%)

- What is your project plan and is it feasible?²
- Who is in your team? Describe the collective skills and experience you or your team have to successfully deliver your project?

5. Impact and benefits (25%)

- How will it create benefits for the people and economy of Jersey
- How will you spend the money, and how does this represent good value for the Jersey taxpayer?

² For successful applicants, Judges will consider the quality of the project plan and identify with the applicant a reasonable milestone for the progress assessment point to qualify for the second payment instalment.

Project Scope:

The main priority of the first Open Programme is to fund projects that will benefit the island using technology and add real value to the way we live now and in the future.

The scheme is encouraging businesses, entrepreneurs and innovators to develop creative solutions that support the delivery of the island's strategic priorities.

Articulating how your project relates to one or more of the following priorities will be crucial for a successful application:

Strategic Priority:	Ministerial Priorities:
Improve productivity in existing economic sectors.	<ul style="list-style-type: none"> - How can we increase economic vibrancy through the development of new economic sectors, products and services?
Support the development of new economic sectors.	<ul style="list-style-type: none"> - How can we improve and utilise Digital Twin technology to support our economy?
Improve health and wellbeing of Jersey's population	<ul style="list-style-type: none"> - How can we develop sustainable food production and distribution that makes it easier for islanders of all ages to access and afford nutritious food? - How can we monitor and identify hazards to health and provide interventions at the earliest opportunity? - With an ageing population, how can we help people live independently for longer?
Improve sustainable transport options for islanders.	<ul style="list-style-type: none"> - How can we support and increase active travel across the island?
Help address the islands housing and infrastructure needs.	<ul style="list-style-type: none"> - How can we enable the construction sector to be more innovative, creating more quality homes for islanders?
Improve supply chain resilience.	<ul style="list-style-type: none"> - How can we develop sustainable, secure and regenerative food production and distribution; Making it easier for Islanders of all ages to access and afford healthy, nutritious food?
Respond to the climate emergency.	<ul style="list-style-type: none"> - How can we help islanders reduce their carbon footprints?

	<ul style="list-style-type: none"> - How can we support energy innovation? - How can we take advantage of Jersey's natural resources to improve the island's sustainability?
<p>Ensure islanders have the right skills for the future economy.</p>	<ul style="list-style-type: none"> - How can we build a more connected community, including shared mobility, linking people to each other and the multitude of assets available; improve digital literacy and accessibility?

The Application Process



The Application Form

The Initial stage of the application process involves completing the application form available on the Impact Jersey website. The form consists of a series of questions, all of which must be answered, that identify the key evaluation points for the proposed project. The first section of the application form checks the applicant's eligibility. These questions must be completed correctly as applications will automatically be filtered based on these responses. These questions include:

Applicant Details:

First Name

Phone Number

Last Name

Company Name

Email Address

Do you have any potential Conflict of Interest with any employee, board member or programme manager at Digital Jersey or Impact Jersey?

Are you a Jersey Business registered with the JFSC with proof of a business license?

Does the lead applicant have a business bank account in Jersey or the UK?

Has any person named in this application ever been subject to bankruptcy, insolvency or receivership proceedings?

Does your organisation, or any other relevant organisations, have any convictions relating to bribery?

Has your organisation, or any relevant companies' Directors or Partners ever committed the offence of conspiracy to defraud?

Does your organisation, or any other relevant organisations, have any convictions relating to corruption?

Have any Directors or Senior Members of your organisation ever been found guilty of any criminal offence, or professional misconduct?

Please confirm that your organisation is working in accordance with the Control of Housing and Work (Jersey) Law 2013?

Has your organisation, or any other relevant organisations, ever been subject to a financial investigation by an accredited regulatory authority?

Does your organisation or key personnel involved in the delivery of this contract/service have any outstanding legal or financial claims against them?

Has your organisation ever been prosecuted under the Health and Safety at Work (Jersey) Law 1989 or been served with an Improvement or Prohibition Notice?

Does your organisation or any Directors have any outstanding tax liabilities or disputes?

Has your organisation or any Directors been the subject of any petty debt court judgements in the last 5 years?

The second half of the application form requires applicants to provide information relating to the project's delivery. To answer these questions, applicants should present a brief response, going into more detail in their project plan. The project plan is the applicant's opportunity to articulate the specific details of their proposal while emphasising how their idea benefits the island and can be effectively implemented.

This plan should be a maximum of three pages and can be attached to the application form. Both the application questions and guidance for the project plan can be seen in the sections below:

Application Form Questions:

Project Details:

Project Title

Description of the project

What is the total amount of funding you require for the project? (Up to £75,000)

What is the problem that your project proposal addresses?

Describe the technology solution you are proposing?

How does your technology solution accelerate tech adoption in Jersey?

How does your technology solution align to the Strategic Priorities?

Why do you need funding from Impact Jersey to help you succeed?

What is the target market/audience?

How will you engage with this market/audience?

Who is in your team? Describe the collective skills and experience you and your team have to successfully deliver your project?

How will it create benefits for the people and economy of Jersey?

How will you spend the money, and how does this represent good value for the Jersey taxpayer?

What are the plans for the project's sustainability after the grant period ends?

Please provide a project plan (recommended maximum of 3 pages) – uploaded as a PDF

Project date range (the project must begin within 3 months of the application close and must be completed within 12 months).

Confirm you have read the Terms of Use and the Privacy Notice

Project Plan Guidance: The content below is aimed at providing a guide for applicants on what should be contained in the 3-page project plan:

Executive Summary: This should provide a brief overview of the project, including its goals, objectives, and scope.

Background: This section should provide more detail on the problem or need that the project is addressing. It should also discuss the context of the project, such as the target audience, the relevant stakeholders, and the funding source.

Project Goals and Objectives: This section should clearly state the specific goals and objectives of the project. The goals should be broad and aspirational, while the objectives should be specific, measurable, achievable, relevant, and time-bound.

Project Methodology: This section should describe how the project will achieve its goals and objectives. It should discuss the research methods, the interventions, and the evaluation methods that will be used.

Project Budget: This section should provide a detailed breakdown of the project's budget. It should include line items for all of the project's costs, such as personnel, materials, travel, and marketing.

Project Timeline: This section should provide a detailed schedule for the project. It should include milestones for each stage of the project, as well as the overall timeline for completion.

Project Team: This section should list the members of the project team, along with their roles and responsibilities.

Evaluation Plan: This section should describe how the project will be evaluated. It should discuss the criteria that will be used to assess the project's success, as well as the methods that will be used to collect data.

Shortlist Interviews

Following the closure of the application period and once applicant eligibility has been confirmed, the judges will decide on a shortlist of applicants to be invited to interview. During the interviews, applicants may be asked to expand upon aspects of their project plans or provide further context to support their application.

Successful Applications

Depending on the number of applications to process and the number of interviews to undertake, we will be in contact by mid-October to confirm all successful applications.

This is a competitive process and the total funding available is limited. This is the first in a **series** of Open Programmes, so there will be future opportunities to apply for Impact Jersey funding if your application is not successful this time around.

Following final due diligence checks, successful applicants will work with Digital Jersey to agree on a performance assessment criteria for their project.

Upon signing of the grant agreement, typically 50% of the funding will be awarded and projects will need to mobilise and commence within three months. Only under rare and exceptional circumstances, will applicants receive more than 50% of the award up front. The applicant will need to provide evidence to support this request.

At an agreed milestone, an assessment will be undertaken by Digital Jersey to ensure progress has been made and milestones have been achieved. Upon satisfactory completion of assessment, the second 50% will be released.

If Digital Jersey is not satisfied that progress has been made, even after providing a reasonable time for remediation, Digital Jersey will withhold the payment. Discussions will be held with Digital Jersey on next steps.