

National Biomanufacturing Centre® (NBC) Access Fund

Guidelines for Completing Applications

These guidelines are provided as an additional source of information to the Access Fund Application Booklet. Copies of the NWDA's Terms & Conditions for Grant will be provided to all successful applicants and can also be provided upon request prior to application.

- The application form provided in the Fund Booklet provides the required template for applications but it is likely that applicants will be supplying more information than the booklet version allows and a number of the sections may require additional sheets. However, applications should not exceed five pages in total excluding the Operator Report & Feasibility Statement and copies of applicant's business plans and financial statements.
- We can provide an electronic version of the application form upon request BUT a signed, hard copy of the e-version or the booklet form is required for application plus additional pages, operator report, business plan and financial statements. In addition e-copies of these documents are welcomed from applicants wherever possible to enable the dissemination of information for the Access Fund Panel review process.
- The NBC Operator quote & report will provide a description of services to be undertaken, the service costs and a statement from them that the project is technically feasible BUT the applicant must define how this work will add value, aid business development and support commercialisation in their own organisation.
- Grant will only be provided against discrete projects that can be completed without dependency on other work.

What information should you include in response to questions on the application?

Question: How will the project described add value to your organisation and provide value for money?

- The Panel will look to see how that you have sensible business plan for your company to which the project contributes and that you have a clear vision for commercialisation of your product(s).
- The linkage between the project and your business plan must be referenced in your application. How will the NBC project inform your business development process? What will you be seeking from the project in terms of positive or negative outcomes on which to base your any decision?
- The Panel will seek evidence that your plan for commercialisation and business development is robust and includes, for example, proper protection of intellectual property and the appropriate management and ethical approvals for any clinical trials using product manufactured in the NBC.

➤ **Question: Why do you require funding from the Access Fund?**

- The Panel will wish to understand why the applicant is applying for grant and an explanation as to why this funding cannot be obtained elsewhere.
- The Panel will also wish to see that your business planning process and funding strategy will ensure that any project undertaken in the NBC will be taken forward to commercialisation as appropriate.
- You must demonstrate the financial viability of your organisation and, specifically, the organisation's ability to cover the total costs of this project and associated activities over and above grant support requested, via inclusion of standard financial statements – the minimum requirement is a three-year cash flow forecast if the application is for a pre-company project but, in general, the most recent statutory and management accounts should also be provided.

These guidelines are for information purposes only and are not intended to be comprehensive. They must be read in conjunction with the NBC Access Fund Booklet. If you require any further guidance, please submit your questions by email to bionow@nwda.co.uk