

# IBLF Awards



## Terms and Conditions

### 1. Sponsoring the IBLF Awards as a service provider to the winning SME

- a) As Sponsor of the IBLF Awards, you will be providing a service to the winning SME (awardee) to the value of £10,000, which will comprise £5,000 worth of in-kind service from you (your time, cash, freeing up a resource for a specified time etc) plus £5000, which will be paid to you upon completion of the work by the KTN Ltd
- b) The awardee will approach you to discuss their needs within 3 months of winning the award and no later than 12<sup>th</sup> May 2015
- c) As service provider you are entitled to decline the work only at the enquiry stage and only if you have already allocated your award budget to another awardee, if the work required cannot be met by your in-house expertise, or if a conflict of interest exists
- d) Individuals working on the project must be employees of the company or owner and more than one individual can work on the project
- e) Once both parties have agreed to a plan of work, one party must contact KTN Ltd to inform them of the arrangement by emailing [Simon.baty@ktn-uk.org](mailto:Simon.baty@ktn-uk.org)
- f) The work must be completed by 11<sup>th</sup> February 2016
- g) Upon completion of the project:
  - i. The awardee must complete the IBLF Award completion form, which both parties must sign. The completion form will be sent to you following notification to KTN Ltd by either party of the intended work plan
  - ii. Send the IBLF Award Completion form and a request for a PO number to [Simon.baty@ktn-uk.org](mailto:Simon.baty@ktn-uk.org)
  - iii. The KTN will return a copy of the form with the PO number to you in order for you to raise an invoice
  - iv. The invoice total should be £5000 including VAT
  - v. The PO number should be included in the invoice
  - vi. The following reference should be included: IBLF Awards
  - vii. The postal address on the invoice should read: The Knowledge Transfer Network, Bailey House, 4-10 Barttelot Road, Horsham, West Sussex, RH12 1DQ
  - viii. The invoice should be sent to [Simon.baty@ktn-uk.org](mailto:Simon.baty@ktn-uk.org)

### 2. Applying to the IBLF Awards to win a £10k voucher

- a) Your company must be either pre-revenue or less than a year since registration as of 12<sup>th</sup> February 2015
- b) University spin-outs can apply, but must be registered in Company's House
- c) Your company must be UK registered
- d) Your business must be focused on industrial biotechnology, or using biomass to produce chemicals, enzymes or biomaterials, or have developed a technology to support the bio-based industry
- e) A representative from your company must be available to attend the IB Den, if invited, on 12<sup>th</sup> February 2015
- f) The competition is a two stage process:
  - i. Two minute video submission by 28<sup>th</sup> November 2014. This deadline is non-negotiable. Applications will be accepted up to midnight on 28<sup>th</sup> November 2014

- ii. If selected, will be invited to the IB Den on 12th February 2015 in London to present a 5 minute pitch
- g) Pitch presentations can be accompanied with PowerPoint slides, or presented without slides, there is no strict format
- h) If using PowerPoint slides, these must be sent to [Simon.baty@ktn-uk.org](mailto:Simon.baty@ktn-uk.org) by 5pm Friday 6<sup>th</sup> February 2015
- i) Pitch presentations on 12<sup>th</sup> may be accompanied by a display item to be used during the pitch only. If you wish to bring a display item, you must email [Simon.baty@ktn-uk.org](mailto:Simon.baty@ktn-uk.org) by 5pm Friday 6<sup>th</sup> February 2015 indicating the nature of the item and any requirements at the venue (e.g. electricity, small table, water etc.)

### 3. Receiving a £10k voucher

- a) Once in receipt of your voucher, you must choose the company you wish to work with and approach them by 12<sup>th</sup> May 2015 to discuss the work plan. You can find the list of companies at [www.ib-showcase.co.uk](http://www.ib-showcase.co.uk)
- b) Each company offering a service will have a limited number of awards they can support. Therefore, securing the company you wish to work with will be on a first come first served basis and the company is within their right to decline the project only at the initial enquiry stage
- c) The KTN Ltd cannot be held responsible for any service type not available as this is dependent on support from that service provider and them submitting a proposal
- d) Both parties must be willing and able to work together (negating conflict of interest)
- e) Awards are not transferable once an agreement has been made between both parties
- f) Individuals working on the project must be employees of the company
- g) Once both parties have agreed to a plan of work, one party must contact KTN Ltd to inform them of the arrangement by emailing [Simon.baty@ktn-uk.org](mailto:Simon.baty@ktn-uk.org)
- h) Projects must be completed by 11<sup>th</sup> February 2016
- i) Awardee must complete the IBLF Award Completion Form upon completion of the work and send it to the service provider to be signed. The service provider will then send the form to [Simon.baty@ktn-uk.org](mailto:Simon.baty@ktn-uk.org) along with a request for a PO number in order for the invoice to be raised
- j) Both parties acknowledge that the information provided in the IBLF Award Completion Form is freely disseminated on the KTN Ltd website, in newsletters and communicated to the award funders
- k) No commercially sensitive information will be requested by KTN Ltd
- l) In case of a dispute, KTN Ltd reserve the right to resolve the dispute or ultimately withdraw the award
- m) Any work carried out under the award is done under the agreed parties H&S policies and insurances and is not the responsibility of KTN Ltd

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