



Llywodraeth Cymru
Welsh Government

SCoRE Cymru

Supporting Collaborative Research and innovation Endeavours

Guidance and Frequently Asked Questions

(Version 7 – March 2023)

**For further information, please contact the Welsh Government Horizon Europe Unit
Welsh European Funding Office
Helpline on 03000 259392
HorizonEurope@gov.wales**

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1. Description of SCoRE Cymru

SCoRE Cymru is a grant programme aimed at stimulating Welsh participation in the European Union's flagship research and innovation programme, [Horizon Europe](#). It also supports participation in similar international research and innovation, for example UKRI, Eureka and COST.

Support for early-stage activity is eligible, for example creating working relationships that can develop into larger scale collaborations with a view to leveraging in further investment at a later stage.

2. Activity supported

Funding provided to support the following activity.

Circumstances not covered by the categories below may be considered on a case-by-case basis. Applicants are encouraged to raise their ideas with the team at all times.

Partnership Development	Proposal Development
Costs associated with: <ul style="list-style-type: none"> – Identifying and building consortia – Obtaining funding from international R&I programmes – Developing R&I projects with international partners – Other purposes as detailed in specific SCoRE Cymru calls 	The cost of : <ul style="list-style-type: none"> – Writing and/or developing evidence for international R&I funding proposals – Negotiation and conclusion of consortium agreements and/or contracts
Other eligible activities that aim to increase Welsh participation in international Research and Innovation could include:	
<ul style="list-style-type: none"> – Training – Promotion of Welsh R&I, such as through events – Membership of, and attendance at, international R&I networks, such as European Technology Platforms 	

3. Grant levels and intervention rates

Partnership Development	Maximum grant for eligible costs ¹	Maximum grant rate (up to) ¹
All eligible applicants	No maximum grant, but value for money is a key criterion for all applications.	100%
Proposal development	Maximum grant for eligible costs	Maximum grant rate
Co-ordinator	£10,000	75%
Partner, not coordinator	£5,000	75%
Other Activity	Maximum grant for eligible costs	Maximum grant rate (up to)
Other activity	'Contact us'	

1. Varying grant intervention rates and amounts considered on a case-by-case basis on factors such as the likelihood of success, potential return on investment and risk. Varying grant rates and amounts maybe offered in connection with specific SCoRE Cymru calls as detailed in related call notices.

Note: Competition law may affect your ability to receive public funding (see section 11 below)

4. Who can apply for SCoRE Cymru Support

SCoRE Cymru support is available to Welsh organisations that can contribute to the activities and objectives of the programme as detailed in sections 1&2 of this guidance.

Companies registered in other parts of the UK but active in Wales may be eligible on this basis, whereas companies registered in Wales but not active in Wales may be declined funding. Organisations outside the UK should apply through a Welsh partner.

If applicants are targeting Horizon Europe, they should first check that the programme is right for them. Horizon Europe assesses **Excellence** (the extent to which the research/innovation goes beyond the state of the art), **Implementation** (the ability of the organisation or business plan to deliver) and **Impact** (how the project will do what the call requires in terms of company growth or solving EU challenges).

If you have no previous experience of European collaborative research and innovation, it would be worth seeking advice first. There are a range of organisations in Wales, the UK and Europe who can provide advice and guidance. Contact the Horizon Europe Unit at HorizonEurope@gov.wales to discuss your proposal in the first instance.

5. Eligible and Ineligible costs and significant exclusions

Costs that contribute to the activities and objectives of the programme as detailed in sections 1& 2 of this guidance are eligible. See examples below.

NOTE - Unless you have written confirmation from the Horizon Europe Unit, costs must not be incurred before an application is approved otherwise they are ineligible under the SCoRE Cymru scheme.

Eligible Expenditure
<ul style="list-style-type: none"> – Budget and/or low carbon travel and accommodation – In-country travel, including transfers and parking – Public transport, private car mileage (at 45p/mile or your organisation’s rate, whichever is lower) – Membership and/or event participation fees for international R&I networks, such as European Technology Platforms – Other costs related to the travel considered on a case-by-case basis, for example, translation or room hire for a consortium meeting – Contracted expertise for writing or reviewing proposals – Contracted expertise to develop evidence for a proposal. This may include evidence of impact or market penetration of the proposed research – Contracted facilitation of consortium meetings and proposal development workshops – Contracted expertise for concluding consortium agreements and/or the grant preparation stage – Travel costs for subcontractor – Training and interview training costs – Staff costs can be considered on a case-by-case basis where they represent additional staff time and the “best value or only means of delivering the objectives of the activity” (staff timesheets and evidence of payment will be required)
Ineligible Expenditure
<ul style="list-style-type: none"> – Costs that do not relate to SCoRE objectives or otherwise give value for money, such as regular travel costs, general trade activity or technology development not linked to SCoRE aims. – Extra costs that do not deliver the SCoRE objectives (e.g. prolonged stay after conference) – Food/subsistence costs are not eligible except when breakfast is included in the hotel price or when catering is a necessary cost for a consortium meeting. However, if you are applying for a specific SCoRE Cymru call, please look at the conditions of that call – Initial scoping of funding options is not eligible as National Contact Points (https://www.gov.uk/horizon-2020), the Enterprise Europe Network (EEN) / Innovate UK EDGE, and other organisations will be able to help identify a relevant call. Contact the Horizon Europe Unit for further information. – General feasibility studies that do not target a specific call with specific partners (if required for the call) may find more appropriate support through other Welsh Government Schemes or Innovate UK - Telephone: 03000 6 03000 https://www.gov.uk/government/organisations/innovate-uk – Costs that do not relate to a potential proposal as described in your approved SCoRE application form are ineligible, e.g. ongoing/retained company advisors. – Project consortium partners are not generally eligible to be SCoRE consultants but exceptions may be considered on a case-by-case basis. – Costs incurred before an application is approved are ineligible unless you have written confirmation from the Horizon Europe Unit.

- Costs already covered by employment contract

Value for money options must be used, taking into account the objectives of the travel. The policies of the applicant's organisation must be followed. We expect accommodation costs to be within the HMRC benchmark rates and we may limit our grant to these rates unless higher costs are justified specifically: <http://www.hmrc.gov.uk/employers/emp-income-scale-rates.htm>

Justification for more than one person travelling from each organisation is required, e.g. bringing essential skills to the meeting, health and safety or covering parallel meetings.

Significant exclusions:

Notable costs that are ineligible for SCoRE support:

- **Costs incurred before the date of approval are ineligible** unless the Horizon Europe Unit confirms otherwise in writing. Incurred costs are commitments to pay, such as flight and hotel bookings, which cannot be reclaimed in full upon cancellation.
- **Value Added Tax (VAT)** – Recoverable VAT is ineligible
- **Activity and costs that might be supported by an alternative source of funding.** This includes funds from the applicant's organisation as well as other grant schemes, which may be more suited. For example (not exhaustive list):
 - **Welsh Government's CRISP** (Collaborative Research and Innovation Support Programme).
<https://businesswales.gov.wales/innovation/sites/innovation/files/documents/CRI%202017.pdf>

6. How to apply for SCoRE Cymru support

If you are applying for a specific SCoRE Cymru call, check the conditions of that call.

In all other cases, we encourage you to speak with us before applying in order to ensure all relevant information is included in your application.

The application form is available online here: <https://gov.wales/score-cymru-application-form>

We accept signed scanned pdf applications – please send them to HorizonEurope@gov.wales.

6.1 Quotes for contracted work

All applications requesting contracted work must provide one or more quotes (Note - the total value is the cost of the sub-contracted expertise not the level of SCoRE grant requested):

- **Only one quote is required if the contract is £4,999.99 or less**, but evidence of the contractor's expertise and a breakdown of the planned work may be required.
- **For contracts over £4,999.99, three quotes from different consultants are required.** The criteria for choosing the winning contractor may include quality as well as price; we

will require a brief report to demonstrate that the choice of contractor was fair and open. Please ensure you give the consultants the same brief at the same time.

When we are not convinced that the market has been tested to a level that would withstand audit, we may require further quotes or further justification.

When an organisation has an existing written purchasing policy that ensures value for money and has been subject to due process for adoption by the organisation, we expect the organisation to follow this policy, recognising that it may use different thresholds/procedures to those recommended above.

7. Appraisal process and timescales

If you are applying for a specific SCoRE Cymru call, check the conditions and timelines of that call.

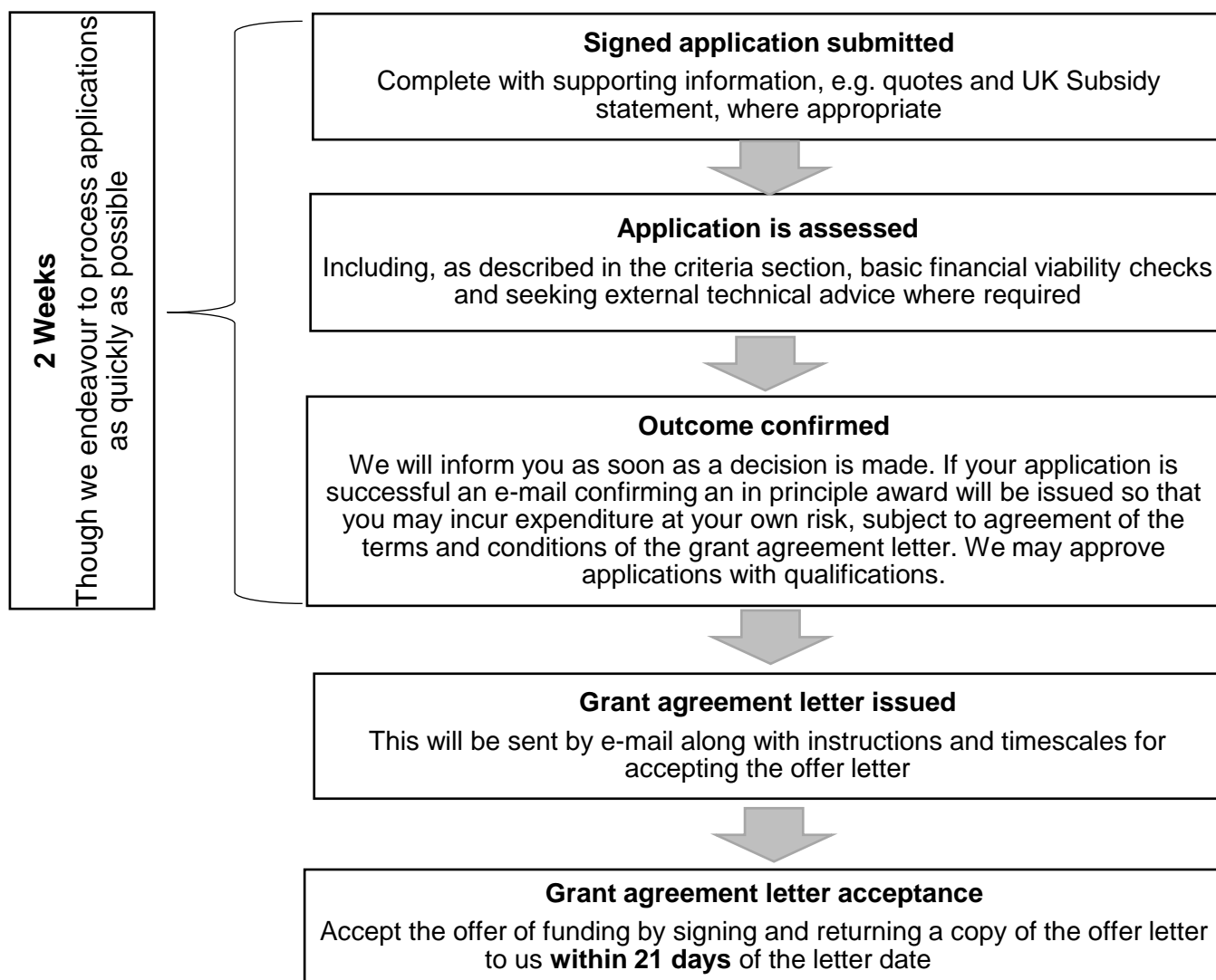
The timescale for appraisal is approximately 2 weeks, therefore we request, where possible, you should submit applications at least 2 weeks before eligible costs are likely to be incurred.

We endeavour to process applications as quickly as possible, and timescales are potentially reduced if all assessment criteria is effectively demonstrated in the application.

NOTE - Unless you have written confirmation from the Horizon Europe Unit, costs must not be incurred before an application is approved otherwise they are ineligible under the SCoRE Cymru scheme.

We will inform you as soon as a decision is made. If your application is successful an e-mail confirming an in-principle award will be issued so that you may incur expenditure at your own risk, subject to agreement of the terms and conditions of the grant agreement letter.

We reserve the right to reject applications not received by us within a reasonable timescale or which are significantly incomplete.



8. Assessment criteria

All applications assessed on a case-by-case basis against the appraisal criteria in the following table. If you are applying for a specific SCoRE Cymru call, check the conditions of that call.

The appraisal team will seek advice from within Welsh Government as necessary to ensure value for money. We reserve the right to refuse applications and to vary the grant amounts/rates.

We will carry out Due Diligence checks using such sources as Creditsafe, the National Fraud Data Base ([CIFAS](#)), Companies House and the Charities Commission.

The Unit may seek external technical advice where required, for example from National Contact Points, the Enterprise Europe Network or Innovate UK, but will use reasonable endeavours to inform applicants before doing so.

WEFO as part of the Welsh Government will make the final decision on applications, claims, payments and all other matters relating to SCoRE Cymru. While we value feedback to improve our service, our decision is final and there is no right of appeal

Assessment Criteria
<p>All Applications:</p> <ul style="list-style-type: none"> – The scale of contribution to the objectives of the programme as detailed in section 1 above. – That the anticipated eligible costs are reasonable and clearly specified. – That the requested grant rate is allowable and reasonable and within the limits set out in section 3 above. – The evidence of need for the SCoRE grant. – The scale of the expected return on investment for Wales, including avenues and levels of potential future R&I funding available, i.e. The level of funding likely to be awarded to the applicant and any other Welsh partners via successful proposals. – The importance of the international partner, region, sector or area of research/innovation to Welsh Government policy. – Relevance of experience and qualifications of the applicant – Whether the business/research team has received awards or support from Welsh Government, Innovate UK or other government or industry bodies. – That the organisation is financially viable i.e. has the necessary resources to manage anticipated future activity, including maintaining collaborative networks and financial resources to target identified funding opportunities, and subsequent projects, if awarded. – Compliance with UK Subsidy and procurement rules, where applicable. – SCoRE Cymru budget considerations <p>Proposal Development applications will also be assessed on the following criteria:</p> <ul style="list-style-type: none"> – That a specific international R&I funding opportunity and an associated deadline for submitting proposals have been identified. – The strength of the evidence that the project proposal has been adequately scoped, including contact with National Contact Points, budget, partners' commitment and the timescale. – That there is sufficient time before the associated call deadline for an eligible proposal to be developed. – The likelihood of applying, and being selected for, identified R&I funding opportunities, taking into account any risks identified by SCoRE staff during the assessment process. – The company or consortium is clearly competitive against the likely other applicants; taking into account the published evaluation criteria for the international R&I funding opportunity identified. – It is clear what the innovation is, how it goes beyond the state of the art, better than potential competitors and has a clear route to a European or global market, where relevant.

9. How to claim the SCoRE grant

First, ensure that you have accepted the offer of funding by signing and returning a copy of the offer letter to us within 21 days of the offer letter date.

Claims should be submitted promptly following the activity and **MUST** be claimed no later than the deadline stated in the offer letter.

Payment will be made upon prompt submission of the information specified at section 6 in the Offer of Grant Letter and in accordance with deadline(s) specified in schedule 4.

Information may include:

- Proof of expenditure (original paid invoices, receipts, etc.) of all eligible costs including mileage declaration if applicable.
- A completed claim form and funding report form.
- Paid invoice from contractor setting out costs.
- An invoice on your organisations headed paper, stating the amount of funding requested from the Welsh Government.
- Evidence of exchange rate applied to costs being claimed (e.g. details of exchange rate on date costs incurred).
- Bank statement to evidence all payments.
- Timesheets for staff costs with evidence of payment (e.g. screenshot of payroll).
- Evidence stating why VAT is non-recoverable.

Proposal development grants also require one of the following as appropriate:

- A copy of the complete proposal as submitted to the targeted funding opportunity along with a receipt proving filing of the proposal before the call deadline.
- A copy of the signed consortium agreement or contract.

The Welsh Government will retain 10% of the claimed amount or £500 (whichever is greater) until it is in receipt of a copy of the relevant outcome of the funding proposal, evidence required:

- A copy of the relevant outcome e.g. EC Evaluation Summary Report or e-mail confirming the result.

When it is impractical or disproportionate to withhold retention we may remove the requirement for retention or retain such lesser amounts as we consider appropriate.

10. Record keeping, the handing of information and UK GDPR

The Offer of Grant Letter contains conditions in relation to document retention but in general, invoices, timesheets, receipts and other records relating to eligible expenditure must be kept for 5 years from the date of any award resulting from this application.

All information must be made available to the Welsh Government and the European Commission, their successors or their appointed agents on request for audit purposes.

Passing information about my application to other interested parties:

In assessing your application, the Horizon Europe Unit may seek advice on its merits from within the Welsh Government. The Unit may also seek external technical advice where required but will inform applicants if that is the case.

Under Freedom of Information legislation, the Welsh Government may be required to disclose the amount of SCoRE Cymru grant awarded and the name of the recipient. The Welsh Government's current code of practice states that all recorded information provided by third parties will be considered for disclosure if it is requested. <https://gov.wales/about/open-government/freedom-of-information/?lang=en>.

The information we have collected from you will be shared with fraud prevention agencies that will use it to prevent fraud and money laundering and to verify your identity. If fraud detected, you could be refused certain services, finance or employment in future. Further details of how your information will be used by us and these fraud prevention agencies and your data protection rights, can be found by contacting Data.ProtectionOfficer@gov.wales.

The Welsh Government will want to use a text agreed with you for publicity purposes concerning the success of any application and/or any subsequent success you may have.

United Kingdom General Data Protection Regulation (UK GDPR)

The United Kingdom General Data Protection Regulation (UK GDPR) overhauls the previous Data Protection Act 1998 in the UK.

The Welsh Government provides a wide range of grant schemes to help deliver our policies and create a fairer, more prosperous Wales.

The Welsh Government will be data controller for any personal data you provide in relation to your grant application or request for grant funding. The information will be processed as part of our public task (i.e. exercising our official authority to undertake the core role and functions of the Welsh Government) and will help us assess your eligibility for funding.

Before we provide grant funding to you, we undertake checks for the purposes of preventing fraud and money laundering, and to verify your identity. These checks require us to process personal data about you to third party fraud prevention agencies.

If we, or a fraud prevention agency, determine that you pose a fraud or money laundering risk, we may refuse to provide the grant funding you applied for, or we may stop providing existing grant funding to you.

A record of any fraud or money laundering risk will be retained by the fraud prevention agencies, and may result in others refusing to provide services, financing or employment to you.

We envisage the following potential uses of personal data in the management of SCoRE Cymru. This is not an exclusive list:

- In order to process applications, we will need personal data such as the name, date of birth, NI number and contact details of the applicant.
- In order to make a decision on funding, we may request information in relation to our assessment criteria, such as the expertise of the people travelling and the experience of key individuals involved in the Horizon Europe bid. Where private investors are the only evidence of financial viability, we may require proof of their commitment.
- When you submit quotes for contracted work, the quotes may include personal data such as names on plane tickets or payment information.
- At claim stage, we will need to verify that the receipts and other documents you provide relate to the travel or contract in the application. Personal information may be included in such receipts, such as the purchasing individual's name, contact details and payment details.

It is your responsibility to ensure that you comply with UK GDPR in submitting personal data to us. If you are unable to send us personal data that we require in order to responsibly manage public funds, we may refuse payment of grant.

We will keep personal information contained in files in line with our retention policy. If successful in your application then your personal data will be kept for 7 years after the date when you, as grant recipient, are free from all conditions relating to the grant awarded and all payment have been made. However, if the funding is awarded under "Small Amounts of Funding Exemption", your personal data will be kept for 10 years from the conclusion of any aid award. If you are unsuccessful your details will be kept for one year after the date you provided them.

Under the data protection legislation, you have the right:

- to access the personal data the Welsh Government holds on you;
- require us to rectify inaccuracies in that data
- to (in certain circumstances) object to or restrict processing
- for (in certain circumstances) your data to be 'erased'
- to lodge a complaint with the Information Commissioner's Office (ICO) who is the independent regulator for data protection

For further details about the information the Welsh Government holds and its use, or if you want to exercise your rights under the UK GDPR, please see contact details below:

Data Protection Officer:

Welsh Government
Cathays Park
CARDIFF
CF10 3NQ

Email Address: dataprotectionofficer@gov.wales

The contact details for the Information Commissioner's Office are:

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Telephone: 01625 545 745 or 0303 123 1113

Website: www.ico.org.uk

11. UK Subsidy rules

The award of financial assistance given by public authorities must comply with responsibilities set out in the [UK subsidy control regime](#) and international commitments to free trade.

All applications and financial assistance sought will be assessed against the definition of a subsidy set out in the Act (the four-limbed test) and, where support meets the definition, consider the appropriate subsidy position in accordance with the Act.

For non-economic activity carried out by Higher Education Institutions or the public sector, the grant may not meet all criteria and therefore provision of support can proceed through the standard awarding process on a 'no subsidy' basis.

Provision of support to businesses and organisations engaged in economic activity by offering goods or services on a market (an "economic actor") has the potential to meet the definition of a subsidy.

The smallest subsidies are exempt from most subsidy control rules. Minimal Financial Assistance (MFA) allows public authorities to award low value subsidies without needing to comply with the majority of the subsidy control requirements. Chapter 7 of the Subsidy Control Act 2022 explains when MFA can be used, the relevant thresholds and cumulation rules.

MFA has a financial threshold that prevents enterprises being able to receive many subsidies that are in isolation considered low value, but cumulatively could create distortions if their combined value exceeds the threshold. The allowance threshold is £315,000 within the applicable period of:

- The elapsed part of the current financial year (i.e., from 1 April), and
- the two financial years immediately preceding the current financial year.

If subsidy is awarded based on MFA we will require the applicant to declare that the threshold will not be exceeded by the applicant receiving the proposed financial assistance. A table is included in the application form to list other subsidy received during the applicable period. For example, the following should all be taken into account:

- MFA;
- SPEI assistance;
- aid given under the EU State aid de minimis regulations either before the end of the implementation period of 31 December 2020 or after this date, if by virtue of the Northern Ireland Protocol; and
- subsidies given as small amounts of financial assistance (SAFA) under Articles 364(4) or 365(3) of the UK-EU Trade and Cooperation Agreement after the end of the implementation period but prior to this section of the Act coming into effect.

Additional MFA cannot be given to a beneficiary that has already reached their MFA threshold.

Further queries

Please get in touch with the Welsh Government's [SCoRE Cymru Team](#) if you have any queries on this guidance or any other aspect of SCoRE Cymru. Early discussions can avoid issues and improve the chances of a successful application.