



European Union
European Regional
Development Fund

SFSY Voucher Scheme

SFSY Connection Innovation Voucher Scheme

Applicant Terms and Conditions: Innovation Vouchers

If you are offered an Innovation Voucher, the following terms and conditions will apply. **You should read them carefully and make sure you can agree to all of them.**

1. About my Innovation voucher:

1.1: In order to meet the aims of the innovation voucher you are required to describe the current business issue/ barrier and the innovation required clearly setting out what the long term business benefits will be.

1.2: The Innovation must be enabled through the use of broadband technology.

1.3: The contract for service that you enter into with your chosen provider must be sufficient to deliver the innovation outcomes desired.

1.4: If your business operates from multiple eligible locations you may use the voucher to support the cost of more than one innovation installation up to the Scheme's maximum invoice value of £24,999 excluding VAT. Only one voucher can be awarded per business. This should be your registered office and/or trading address(es). Multiple applications from the same business will be ineligible.

1.5: You will choose your provider independently and be required to obtain a minimum of 3 quotes. You will justify your chosen supplier using the 'Quotation Scoring Matrix' on the website. If you are unable to provide three quotes there is space to explain the reasons why in the application form.

1.6: You must enter into a contract with your supplier within 28 days of the date of the offer of an Innovation Voucher. After 28 days we reserve the right to withdraw the offer and reallocate the funding.

1.7: Business tenants: You must have the permission of your landlord for the innovative installation, should it affect the premises in any way.

2. Payment of my voucher

2.1: Payment for vouchers will be made directly to your business/organisation, you will be required to supply your bank details within your application. You must send a claim form, a voucher redemption invoice, the supplier's fully itemised original invoice and evidence that that invoice has been paid in full (bank statement entry). If you need the original invoice returning, please let us know. Within your claim form you will also be required to make a declaration that the new service/ innovation has been installed/ received.

2.2: Claims must not include VAT. You will need to pay your supplier directly for any VAT charged.



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2.3: The Voucher offered will have a maximum value which will be 50% of the actual cost for the innovation provided the cost is above £5000 excluding VAT. When you submit your claim, if the innovation costs less than the voucher value, you can only claim 50% of the actual cost. If the cost falls below £5000 excluding VAT you will not be eligible for payment.

If the innovation installation costs more than the voucher value, you will be responsible for paying the difference to the supplier. The SFSY Connection & Innovation Voucher Scheme is not liable for any payment in excess of the maximum voucher amount.

2.4: Vouchers are for one-off innovation business requirements only. These costs must be reasonable and in line with current market estimates. Innovation installation costs may include installation fees; external infrastructure equipment; consultancy support; hardware; software and set-up as examples. We may ask your supplier to detail how the costs have been calculated.

2.5: You are responsible for paying any ongoing monthly charge to your supplier – that cannot be claimed for through the innovation Voucher.

2.6: You should not enter into contracts, commitments or expenditure prior to receiving a formal offer of an innovation voucher. Anything you spend before the date of your voucher offer can't be claimed back.

2.7: The SFSY Connection and Innovation Voucher scheme cannot pay for any cancellation charges incurred either for early termination of an existing contract or for cancellation charges associated with a supplier quote that you choose not to accept.

3. My application

3.1: You are responsible for providing all the information reasonably requested by the SFSY Connection and Innovation Voucher Scheme, including any additional information that may be necessary for the purposes of processing your application or deciding on your voucher award amount.

3.2: You are responsible for checking that you meet the eligibility requirements for the scheme. You will be asked on the application form to self-certify that you meet the SME criteria and are eligible to receive funding under the De Minimis Regulation¹.

3.3: If required to do so you must provide evidence of your status as an organisation. Documentation we will accept includes: VAT registration; Charity Registration; HMRC notification; sole trader UTR number; certification of incorporation (Limited Companies); business bank account statement issued within the last three months; non-domestic rates reference. Other documentation, such as business-related utility bills, may be acceptable in special conditions if combined with other documentation.

¹ Commission Regulation (EC) No 1998/2006 of 15 December 2006 on the application of Articles 87 and 88 of the Treaty to de minimis aid, L 379/5, OJEU, 28 December 2006, at: <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2006:379:0005:0010:en:PDF>



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3.4: Information submitted on applications forms to the SFSY Connection and Innovation Voucher Scheme will be shared with other associated organisations for the purposes of processing the application. You will have the right to request to see this information under data protection laws.

3.5: You must be willing to help us with promotion of the SFSY Connection and Innovation Voucher Scheme, including providing information for a case study and taking part in any evaluation surveys to measure the impact of the voucher.

3.6: As part of monitoring and audit requirements you may be required to show evidence of your voucher application form, procurement activity and associated documentation at the place of connection, and also agree for the purchased connection to be checked and tested.

4. General conditions

4.1: The SFSY Connection and Innovation Voucher Scheme is not liable in any way for lost or damaged applications or supporting information, user errors or unauthorised use of the webpage and application materials.

4.2: The SFSY Connection and Innovation Voucher Scheme is not liable in any way for incomplete, false or misleading information given by applicants or suppliers. Where incomplete, false or misleading information is given, the SFSY Connection and Innovation Vouchers Scheme reserves the right to either decline the application or reclaim the voucher in full.

4.3: The SFSY Connection and Innovation Voucher Scheme reserve the right to discontinue or otherwise vary the terms of the scheme in any way without further notice.

4.4: The SFSY Connection and Innovation Voucher Scheme reserves the right to end the scheme when funds run out, or otherwise end the scheme before 21 December 2018 or end the scheme when advised by the European Commission.

4.5: The SFSY Connection and Innovation Voucher Scheme does not endorse any particular supplier or product and you should undertake all normal checks to satisfy yourself of the standing of the supplier and suitability of the product before placing an order directly with the supplier of your choice.

4.6: The SFSY Connection and Innovation Voucher Scheme accepts no liability for any work undertaken. It is the responsibility of the supplier selected to ensure that the connection is installed correctly and without loss or damage. You should assure yourself that the connection has been correctly installed before making your claim.

4.7: Claims for payment can only be made once all the relevant documents have been received to support the application. Details of these are listed on the application form and the claim form.



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5. Useful Economic Life

The Approved Use of the Asset/s is as follows:

- (a) Major Asset(s): Acquisitions, in accordance with clause 14.2, will typically include an investment in a new e-commerce enabled website, upgrading to a superfast/ultrafast broadband connection, a new VOIP (Voice over Internet Protocol) telephone system, cloud based business systems (for managing resources online or remotely) or the acquisition of other hardware or software that represents additionality and also, stimulates business growth.
- (b) Fixed Asset(s): "Not Applicable"

The 'Useful Economic Life' of the Asset/s listed at clause 6.1 above is the period commencing on the Final Payment Date; and in the case of a Fixed Asset – Not Applicable in the case of a Major Asset expiring on the 5th anniversary of the Final Payment Date

If the applicant disposes of the asset during its 'Useful Economic Life' then the full voucher amount will be repayable.