

**UNIVERSITY OF ENERGY AND NATURAL
RESOURCES**

**CENTRE FOR ENTREPRENEURSHIP AND BUSINESS
INCUBATION**

SEED GRANTS SCHEME

2022

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Introduction

The Seed Grant Scheme of the Regional Centre for Energy and Environmental Sustainability (RCEES), is designed to stimulate entrepreneurship and to promote innovative product, service and technology development. This scheme is to further facilitate research activities which can be developed into creative ventures.

Objectives

1. To support ideas worth commercial value.
2. To aid a faculty and students to advance research activities that has the potential to attract funds from both internal and external agencies.
3. To test a novel idea and to generate preliminary results before submitting proposals to external agencies.
4. To promote generation of Intellectual Property Rights (IPR), product, service, technology and process development.

Funding Sources

1. Through Centre's Internal Generated Funds (IGF) from sources such as;
Consultancy, short courses, post graduate programmes, etc.
2. Grants
3. Strategic partnership with industries and organisations
4. Support from Ministries Department Agencies (MDA's)
5. Fund raising activities
6. Allocations from the University (CEBI, CeGRI, etc)

Awards

1. Seed grant shall be awarded on case-by-case bases.
2. The duration of the seed grant will be 2 years. It could be extended after a complete review of the outcomes.

Eligibility

1. For the University's Students, Staffs and the Centre's partners
 - a) Any faculty member or student of University of Energy and Natural Resources (UENR) and RCEES with a proven track record of quality research.
 - b) They should also demonstrate that they do not have funding from external agencies for their proposed business.
 - c) Any group consisting of faculty of UENR and RCEES and partner institutions shall provide an undertaking that they will submit a proposal for an externally funded program with the same proposers during or within 6 months of the completion of the seed funded project.
2. The business idea should have a commercial value
3. There should be a well-developed business plan
4. Start-up should be a registered company in Ghana as a limited liability company and should have an active registration at the time of application
5. The start-up must be working in an innovative product, service or technology
6. The seed support will generally cater to prototype/Minimal Viable Product (MVP) stage financing for commercialisation of the indigenous ideas, innovations and technologies
7. The start-ups shall not have any pending dues or bad debts by any government agency/financial institutions and shall not be blacklisted by any government agency

Application Process

1. The centre will issue call for proposals from time to time for some strategic areas.
2. Pre-proposals should be submitted for short-listing.
3. The short-listed applicants will be asked to submit a full proposal of maximum 10 pages including figures, tables and references.
4. The full proposals will be reviewed by a selection committee. The applicant will be invited to make a presentation before the selection committee. (Refer to evaluation process)

5. Decision on the seed grant award will be announced.

Note: Candidates who have innovative ideas can also submit a proposal outside the call period for consideration.

Submission Deadline

A decision will be made within 10 weeks of the submission deadline of the application.

Selection criteria

1. Innovative interdisciplinary research or business idea.
2. Promise of sustainable research and development attracting external funds.
3. Budget matches the claimed outcomes.

Potential to generate intellectual property. (Including product, services, technology and process development)

Evaluation

The total evaluation process will follow a two-stage scheme: -

Stage 1

1. Pre-proposals will be evaluated by a rating scheme which considers each of the selection criteria.

The selection committee would comprise a core of three or more staff of the Centre or the University. The committee would also take inputs from all those applicants who have submitted the pre- proposals.

Stage 2

1. The applicants of the shortlisted pre-proposals will be asked to submit a full proposal.
2. The selection committee would comprise a core of three or more staffs (experts in the area).
3. The full proposal will be rated for commercial value, intellectual merit, and its broader impact.

4. The proposal evaluation will consider the alignment of the budget with the deliverables.

The committee may suggest that two or more proposals be combined if the committee deems it advantageous, and may award an amount greater than seed grant.

Conditions

1. The decision of the selection committee will be conveyed to the applicant who will be the contact person for all administrative matters regarding the project.
2. The beneficiary is responsible for the implementation of the business idea in accordance with the Centre's/University's policy.
3. Procurement, utilization and maintenance of equipment will be as per the Centre's/University's policy
4. The funds have to be utilised within the stipulated period.
5. The seed grant has to be utilised in accordance with the approved budget.
6. The beneficiary shall submit a progress report every six months in the prescribed format for evaluation by the committee mandated to monitor individual projects. In case it is found that proper efforts are not being made further release of funding may cease.
7. In any communication arising out of the funded project, the contribution of the Centre/University should be duly acknowledged.
8. The University's Intellectual Property policy will apply in all supported businesses.

Expected Deliverables

1. Externally funded projects should be generated as outcome of seed grant scheme.
2. Intellectual property generation including product, service, technology and process development would be expected as outcomes.