

SPARK UK Grant Finance Guidelines

Most spend is eligible in this grant as long as it drives the project forward. We expect applicants to outline spend but we will do a full breakdown and agree final award during the application process.

Some spend is not eligible and this is clarified below but for Finance Officers at Universities these should be costed at Charity Rates. Where only a single Primary Investigator is part of the project buy out of their time using this funding is allowable expenditure.

Item	Allowed	Not Allowed
Salary	<p>Basic Salary plus National Insurance and Pension. Where staff are already contracted then justification must be made as to any costs against that staff member.</p> <p>Salaries can be calculated with an annual pay rise where the grant covers timescales that cover the normal pay review period of an employee.</p>	Overhead recovery or Full Economic Costing.
Outsourcing and Subcontracting	This is allowable but we expect that you look in the first instance for a partner organisation based in the WMCA	
Capital	Capital costs will be judged on a case by case basis.	Items costing more than £5,000 will need to be discussed with the SPARK team who may have to discuss with Innovate UK.
Recruitment		No recruitment costs are allowed unless in exceptional circumstances.
Staff Start Up Costs	If new staffing is provided then equipment that is particularly bespoke to your needs may be allowable.	General costs for laptops, mobile phones, internet, home office furniture etc. are not eligible without prior consent from the SPARK team.
Conference Attendance	We are more likely to fund trade show attendance and would expect significant justification for conferences.	
Publication Costs		No publication costs will be covered.

