

## **Business Basics Fund 2020:**

# **Business Basics Fund 2020 Matchmaking Process**

The Business Basics Fund aims to support projects that test and build evidence of innovative methods that encourage SMEs to adopt productivity-boosting technology and/or management practices. It is administered by Innovate UK on behalf of the Department for Business, Energy and Industrial Strategy, with support from Nesta's Innovation Growth Lab. You can find out more about the fund [here](#).

The Business Basics Fund 2020 matchmaking process (the Matchmaking Process) is provided by Nesta's Innovation Growth Lab in partnership with the Fund.

### **1. What is the purpose of the Matchmaking Process?**

The Matchmaking Process aims to provide organisations interested in applying to the Fund with the opportunity to find project partners. Delivery organisations aiming to apply for a 'trial project' will need a robust evaluation plan, and therefore would ideally partner up with an evaluation partner. The Matchmaking Process therefore aims to collect in one place all the information about potential projects that are looking for a partner to take the role of 'research and/or evaluation'.

We set out below more information about how the Matchmaking Process work and how you can participate in it, as well as the terms and conditions that will apply if you do participate.

### **2. How do I register to participate in the Matchmaking Process?**

Only projects that have been successful in the Expression of Interest (EoI) stage of the third round of the fund are eligible to participate in the Matchmaking Process. If you have passed the EoI stage you can register your interest to participate in the Matchmaking Process by contacting Nesta's Innovation Growth Lab by email to [BusinessbasicsIGL@Nesta.org.uk](mailto:BusinessbasicsIGL@Nesta.org.uk) by no later than 5.00pm (GMT) on 17 January 2020.

Once you have registered your interest, you will be asked to complete an Information Request Form so we can find out a little more about your organisation and your proposed project. We may also ask for additional follow up information if we think this would be helpful. Your registration of interest and participation in the Matchmaking Process are subject to the Matchmaking Terms & Conditions set out at Section 4 below.

Please note that the information (except for personal information) you provide in response to the survey or in any follow-up questions may be made publicly available on the Nesta [Innovation Growth Lab website](#). It is your responsibility to ensure that your responses to the Information Request Form and any follow up questions do not include any commercially sensitive or confidential information.

### 3. What happens next?

The information you provide in response to the survey and any follow up questions, will be published on Nesta's [Innovation Growth Lab website](#). However, we will not publish any personal information in this way. For more information about how we may use or disclose personal information you provide during the matchmaking process, please see provision f) of the Matchmaking Terms and Conditions set out at Section 4 below.

Evaluation organisations who are interested in finding partners for the purposes of the Fund will then be able to access this information and can determine whether they would like to connect with you. In order to do this, these organisations must contact Nesta's Innovation Growth Lab team on [BusinessbasicsIGL@Nesta.org.uk](mailto:BusinessbasicsIGL@Nesta.org.uk), indicating their interest in connecting with you. With their permission, Nesta will then provide you with their contact details should you, in turn, wish to connect with them. Organisations that participate in the Matchmaking Process in the manner described in this paragraph are also subject to the Matchmaking Terms & Conditions set out at Section 4 below and our Privacy Policy.

The team at Nesta may also, in certain cases and at its discretion, pass on the information you provide directly to other potential partners that we think may be interested in connecting with you. Where they indicate their interest in connecting with you, we will, with their permission, provide you with the relevant contact details so you can get in touch with them.

### 4. Matchmaking Terms & Conditions

a) **Application of these terms and conditions:** These terms and conditions govern the Business Basics Fund 2020 matchmaking process provided by Nesta's Innovation Growth Lab (the Matchmaking Process) which is administered by Innovate UK on behalf of the Department for Business, Energy and Industrial Strategy. Please read these terms and conditions and our [Privacy Policy](#) carefully before participating in the Matchmaking Process. By participating in the Matchmaking Process, you confirm that you accept these terms and conditions and our [Privacy Policy](#)

b) **Nesta's details:** Nesta is a company limited by guarantee registered in England and Wales with company number 07706036 and its registered office at 58 Victoria Embankment EC4Y 0DS. Nesta is registered as a charity with charity number 1144091 (SC042833 in Scotland).

c) **No rights:** By participating in the Matchmaking Process you shall receive no rights whatsoever. Neither Nesta or any of its partners (including without limitation the Department of Business, Energy and Industrial Strategy and Innovate UK) shall have any express or implied obligations or responsibilities to you. In particular (but without limitation) neither Nesta or any of its partners (including without limitation BEIS and Innovate UK) make any commitment to you that you will be matched with a partner, that any partner you are matched with will be suitable or appropriate, that you will be successful in any

related grant application or that you will otherwise receive any work or funding as a result of your participation in the Matchmaking Process.

d) **Your participation:** You must act lawfully, ethically and in good faith and comply fully with all applicable laws, regulations, guidelines and codes of practice when participating in the Matchmaking Process.

e) **Use of Information:** Nesta reserves the right to disclose or use any information contained in your responses to the Information Request Form or any other information provided by you or on your behalf during the Matchmaking Process, including without limitation by publication of such information on the Nesta Innovation Growth Lab website. This will include (without limitation) the name of your organisation and details about your proposed project. When participating in the Matchmaking Process please do not share any commercially sensitive or confidential information with Nesta. We will not publicly share your personal information. Please see f) below for information on how we may use or disclose any personal information that you provide.

f) **Use of Personal Information:** When participating in the Matchmaking Process you will be asked to provide us with personal information such as your name, email address, organisation and type of organisation. We will use your personal information for the purpose of administering the Matchmaking Process. Nesta may share your information with:

i. the Department of Business, Energy and Industrial Strategy in connection with the administration of the Matchmaking Process. If Nesta needs to share personal information with any other partners that help us administer the Matchmaking Process, we will tell you about this. Our legal basis for sharing personal information with our partners in this way is to pursue our legitimate interest of being able to work collaboratively with other organisations to operate and administer the Matchmaking Process;

ii. SurveyGizmo, a third-party platform that we use to process Information Request Forms. They will only process your information on our instructions. SurveyGizmo operate in the US and comply with the EU-U.S. Privacy Shield Framework (for more information, you can find their [privacy policy here](#)). In using this third-party platform, we are pursuing our legitimate interest to use third party technology to achieve greater efficiency within our organisation; and

iii. other organisations participating in the Matchmaking Process who wish to connect with you. However, Nesta will not do this unless we have obtained your permission to do so. You can withdraw your consent at any time using the contact details set out below but please note that we may have already shared your details with the other organisation(s).

Nesta will keep your information for 3 years after the Matchmaking Process has ended, for monitoring and evaluation purposes and to tell you about future opportunities to

apply for similar programmes. If you do not want us to tell you about other opportunities to apply to similar Programmes, please let us know by writing to us at 58 Victoria Embankment, London, EC4Y 0DS or emailing [info@Nesta.org.uk](mailto:info@Nesta.org.uk).

For more information about how we may use personal information please see [our Privacy Policy](#).

g) **Limitation of Liability:** Nesta and our partners (including without limitation the Department of Business, Energy and Industrial Strategy and Innovate UK) will not be liable to you, your partners or anyone else in respect of any direct or indirect loss, economic loss or loss of opportunity arising as a result of your participating in the Matchmaking Process, any breach by Nesta of these terms and conditions or any reliance by you on any statement made or advice given by Nesta or any of our partners (including without limitation the Department of Business, Energy and Industrial Strategy and Innovate UK). Neither Nesta nor our partners (including without limitation the Department of Business, Energy and Industrial Strategy and Innovate UK) make any warranty about the accuracy or completeness of the information provided by each or any of them during or in connection with the Matchmaking Process.

h) **Resolving disputes:** Any dispute between you and/or your partners and/or any other organisation must be resolved between you and independently of Nesta or any of its partners (including without limitation the Department of Business, Energy and Industrial Strategy and Innovate UK). Any dispute between you and any of our partners (including without limitation the Department of Business, Energy and Industrial Strategy and Innovate UK) must be resolved with that partner. Neither Nesta nor any of our partners (including without limitation the Department of Business, Energy and Industrial Strategy and Innovate UK) shall be responsible for the acts or omissions of the other(s), nor for any representations made by the other(s).

i) **Variations:** Nesta reserves the right to modify or amend any timelines, the Matchmaking Process and/or these terms and conditions at any time in its discretion. Variations will take effect from the date they are first posted on the Nesta Innovation Growth Lab website, so you must check it regularly to see the current version.

j) **Costs:** Neither Nesta nor any of its partners (including without limitation the Department of Business, Energy and Industrial Strategy and Innovate UK) shall be responsible for any costs incurred by you for the purposes of or in connection with the Matchmaking Process (including without limitation the costs of submitting materials or information). These costs shall be your sole responsibility.

k) **Governing Law and Jurisdiction:** These terms and conditions and any disputes or claims arising out of them (including without limitation non-contractual disputes or claims) shall be governed by and interpreted in accordance with the laws of England and Wales and all parties hereby submit to the exclusive jurisdiction of the English courts.