



Open Innovation

Funding Application Guidance

1. Overview

Open Innovation at Transport for London (TfL) is focused on better, cheaper, faster with less environment impacts for the citizens of London. This is being achieved by helping UK businesses develop new products, services, and processes that can be scaled and commercialised.

Open Innovation supports innovative ideas and business' through:

- Financial Assistance
- procurements; and
- commercialisation opportunities.

This guidance is for organisations looking at and applying for Open Innovation funding opportunities to test ideas and develop innovative products and services.

Open Innovation manages various types of innovation opportunities which eligible organisations can apply to through a competitive process. Each opportunity has its own eligibility criteria and scope. These must be met by the organisations and application being made, to be considered for and to be successful in being awarded.

Applicants must refer to the opportunity brief for specific guidance. The guidance in the opportunity brief will always supersede this guidance. If you are unsure or have any questions, please contact us for so we may assist you further.

Funding is made available through Section 159 (Financial Assistance) in the Greater London Authority Act 1999. Section 169 allows Transport for London to give financial assistance to anybody or person for expenditure incurred which Transport for London considers conducive to the provision of safe, integrated, efficient and economic transport facilities or services to Greater London.

2. Before you submit an application

You must read the full eligibility, scope and guidance for the opportunity you are applying. Applications submitted retrospectively for any projects that are either in progress or have already been completed will not be considered for funding.

Any prospective projects must be 'conducive to the provision of safe, integrated, efficient and economic transport facilities or services to, from or within Greater London'.

The outputs from any funded project must not benefit the organisation receiving the funding over any other competitor to avoid the potential to distort competition. Applicants must make a declaration within their submitted application to this effect.

Before you complete your application, you are strongly advised to check [Tfl.gov.uk](https://www.tfl.gov.uk) and the [Open Innovation](#) web page to ensure other similar projects have not already been undertaken or are in progress.



3. Submitting your application

All competitions close at 12:00pm (midday) on the published date, unless stated otherwise in the competition guidance. Any technical difficulties when submitting your application caused by your own circumstances, such as poor internet connection, will not be considered for an extension. The application automatically closes on the deadline and we will not discuss any late submissions.

4. Application form

We will not send your application for assessment:

if you:

- deliberately increase word count using punctuation
- use unprofessional, aggressive, or threatening language
- submit with a notable lack of content
- apply with no clear innovation

if it is the same as, or very similar to, an application or project:

- that is receiving or has received funding
- that has already been submitted for assessment for another opportunity

5. Competition deadline

Your application automatically closes on the opportunity deadline and we will not enter into any discussion regarding late submissions. If you have missed the submission deadline for a competition, you will have to wait until the next round or apply to a different competition that you and your project are eligible for.

If you are experiencing difficulties submitting your application, please contact us at Innovationfunding@tfl.gov.uk. If we conclude that Open Innovation is at fault, your application will be progressed further in the competition. However If we conclude it is user error, then we will not progress your application and you will be asked to apply into a future round or another competition.

6. Application assessment process

Some assessments may vary and some funding may not go through a standard assessment process, as such please refer to assessment process section within the Opportunity Brief you are applying for.

7. Decisions and feedback

Once the decisions have been agreed, you are informed of the final decision on your application by email. This decision is final and there is no right of appeal.

Assessor feedback is provided to applicants only with the feedback provided in the final decision email.

The assessor feedback is intended to be constructive. Contradiction in your feedback may suggest that your proposal could be clearer or better justified, as well as reflecting the different views of assessors.

Your feedback may contain points or comments that you may disagree with. The comments provided will be based on the assessors interpretation of your project idea.

No additional feedback will be provided and addressing feedback with Open Innovation or the members is not permitted.

There is no right of appeal against the feedback provided. Open innovation will not enter any discussions or complaints regarding your application.

8. Successful Applicants

If you are eligible to receive a grant offer, your notification email will instruct you to start the project. You will be assigned an Open Innovation lead who will guide you through the project set up process.

Your funding offer may be withdrawn if project setup is not completed within the agreed timeframes, or an alternative timeframe as advised by Open Innovation.