**Prove Your Social Innovation (2021)**

**This form is to be sent electronically to** [**funding-request@innoviris.brussels**](mailto:funding-request@innoviris.brussels) **and** [**vmukendi@innoviris.brussels**](mailto:vmukendi@innoviris.brussels)

**Company name**

*Project title*

|  |  |
| --- | --- |
| Business area | *Select an area in the point A.2. Project summary* |
| Project start date | DD/MM/YYYY |
| Project duration | XX months |
| Total budget amount | XXXX€ |

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# Regulation

**General context:**

For several years, Innoviris has supported social innovation and entrepreneurship in various ways. Its annual programme for Co-Creation projects enables multi-disciplinary teams to engage in a participatory research-action approach in order to promote Brussels' medium-term resilience. Similarly, the support provided to COOPCITY, the Brussels benchmark centre in social and cooperative entrepreneurship through the funding of occasional services based on the innovation vouchers model, has already enabled nearly ten projects to obtain an outside perspective and backing. Finally, Innoviris is also operational within the BISSIB, the Brussels network for social innovation.

However, it appeared that, despite undeniable innovative qualities, projects which were part of a social entrepreneurship and innovation approach were finding it difficult to benefit from Innoviris aid intended for companies.

Consequently, Innoviris has decided to implement a specific programme to support social and democratic entrepreneurship and social innovation. As a result, the programme presented below, not only corresponds to Innoviris' mission to support innovation for and by Brussels residents, but also relates to the specific features and needs of social entrepreneurs and innovators.

**Objective and philosophy of PROVE YOUR SOCIAL INNOVATION:**

**The programme is designed to support companies that intend to develop a socially innovative product or service and which are engaged in a social and democratic entrepreneurship approach.** These different aspects are defined below.

**Development**

The project must target the development of an innovative product or service that has not yet been marketed (beyond, for example, very early contacts with the market under an incubation programme) or subject to another type of operation. There must still be uncertainties about how it will operate, uncertainties that the project carried out under this programme will aim to clarify.

**Socially and/or democratically innovative**

Under this programme, social innovation is defined as providing a new and innovative response to emerging or insufficiently satisfied social needs, while incorporating the participation and cooperation of regional actors, particularly beneficiaries, customers, operators, users, citizens, etc. in its development. The fact that this must be a new and innovative response means sufficiently large unknowns, sources of risk justifying a public intervention, and the adoption of a prototyping and validation approach.

The social innovation can relate to the product or service itself but also the organisation or distribution method, which can also have a social purpose. Social innovation can therefore be used to do "something else" (offer new products or services to respond to needs that are insufficiently met) and "do it differently" (adopt a different operating method).

A project wanting to benefit from Innoviris' support must reflect one of these two aspects of social innovation. In practical terms:

* Projects that aim to offer innovative products/services ("do something else") must also reflect the democratic principles that are the hallmark of social innovation in their organisation (see also "social and democratic entrepreneurship" below).
* Projects that innovate through their governance or internal procedures ("doing things differently") must also be clearly distinguished from the existing offer, either directly in relation to their product/service offer or by responding to significant internal challenges in the sector (e.g. precariousness of workers) which also have implications on the definition and the positioning of the offer (e.g. prototyping the activity and validation of the commercial assumptions of a cooperative in an environment characterised by precarious work). It will then be important to explain how "doing things differently" has important implications in the definition and operation of the product and service offer (the aim of the programme being to achieve a "proof of concept" and test its traction).

If the project is supported by an existing structure, the innovative character of the proposal in relation to the existing service or goods offer must be demonstrated.

**Social and democratic entrepreneurship**

The projects and the companies that back them must satisfy the three main characteristics of social and democratic entrepreneurship referred to in the Order of 23 July 2018 on the approval and support for social enterprises, namely a social and/or environmental purpose rather than purely for private profit, economic viability and democratic governance including diverse stakeholders. Economic efficiency is therefore placed at the service of the general interest, for social and/or environmental purposes.

|  |
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| The general aim of the programme is therefore to enable these companies to validate   * The **feasibility** of their product or service through a "proof of concept" * The economic **viability** and the **potential response** to the identified social need. |

The programme aims to assess the suitability between the product/service, the planned market(s) and the identified social need and not to conduct prior work to identify a social need. Applicants are therefore expected to have previously identified a specific need and now be looking to prototype the activity and validate the working assumptions used to demonstrate the relevance of a value proposition and the credibility of the planned business model.

The proposed work programme must be a minimum of 6 months and a maximum of 18 months.

**Legal framework:**

The PYSI funding is granted on the basis of Commission Regulation (EU) No. 1407/2013 of 18 December 2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to de minimis aid.

This Regulation ensures that the total sum of de minimis aid granted to a single beneficiary does not exceed €200,000 over a 3-year period including the current fiscal year as well as the two previous years. Therefore, the aid to be taken into account is that for 2020, 2021 and 2022. Indeed, as the potential PYSI subsidy is granted in 2022, this will be considered as the current tax year.

This ceiling applies irrespective of the form and objective of the de minimis aid or the (regional or national) subsidising entities.

The beneficiary should note that they must provide (to the Region) comprehensive information on other de minimis aid that they may have received over the course of the 2 previous years as well as the current year. To do this, the beneficiary must complete the sworn statement included in the appendix to the application form.

**Task and missions accepted as part of a funding application for a proof of business/proof of concept:**

The programme aims to assess the suitability between the product/service, the planned market(s) and the identified social need and not to conduct prior work to identify a social need. Applicants are therefore expected to have previously identified a specific need and now be looking to prototype the activity and validate the working assumptions used to demonstrate the relevance of a value proposition and the credibility of the planned business model.

The tasks must therefore cover both the aspects related to validating the feasibility of the planned product/procedure/service and the aspects related to the economic and social validation. The following tasks may be subject to a funding application under PROVE YOUR SOCIAL INNOVATION:

* **"Feasibility" aspects**: demonstration of the feasibility (technical, organisational, social, etc.) of the planned products, procedures or services. This may include the creation of a prototype, validation in a real-world environment and in partnership with users/beneficiaries, on site demonstrations, practical development work for the product, service or procedure, its adaptation following the confrontation with the market, etc.
* **"Economic and social validation" aspects***:* demonstration of the economic viability and validation of the potential to address the societal need. This may include a market study allowing the definition of the commercial offer or service, the development and validation of a global strategy, the preparation of a distribution network or partnerships, the validation (testing) of prices/rates, the implementation of pre-orders, the validation of the feasibility with customer/beneficiary/user tests, the study and validation of the (expected) social impact.

The following tasks are excluded de facto: improvements in the largely "fixed" margins for existing products or services, macro statistical survey, production launch, intellectual protection, accounting/marketing, etc.

The tasks put forward must be spread over the total duration of the project of between 6 and 18 months

**Funding amount:**

This financial support, capped at €100,000 per project per company, covers 100% of the associated expenditure related to the demonstration of the feasibility and social and economic validation linked to the development of the socially innovative product/procedure/service.

Eligible costs are as follows:

* **Staff costs**: costs related to staff (employees or self-employed individuals) to the extent that they are employed by the project. Salaries must comply with the uses and pay scales (where applicable) in the targeted business sector.
* **Investment costs:** costs of the instruments and equipment used provided that and for as long as they are used for the project**.**
* **Subcontracting costs:** this is principally subcontracting in the broad sense. The company may, if necessary, use relevant external expertise (e.g. advice about governance, support for prototyping, etc.).
* **Operating costs:** particularly costs of materials, supplies and similar products, born directly by the project and specific to it.
* **Overheads:** these fixed general costs amount to 10% of salaried staff costs and other operating costs.

**Eligibility criteria for applicants and projects:**

In order to be able to benefit from the financial intervention of the BCR under this programme, the applicant must:

* **be a social and democratic enterprise**: only enterprises with a legal personality in all forms (non-profit association, SC, SRL, etc.) on the closing date of the call for projects can apply.

The important thing here is that the activities are part of an economic and commercial approach and not purely non-profit.

In addition, the social and democratic enterprise must satisfy the three principles set out in the Order of 23 July 2018 on the approval and support for social enterprises, namely a social and/or environmental purpose rather than purely for private profit, economic viability and democratic governance including diverse stakeholders.

* **be submitted by a single company**: a consortium cannot apply - a project must be backed by a single legal entity. If a project originates through the activity of several existing actors, it is vital that it is developed within a separate legal structure. The collaborative approach is however still encouraged due to the definition of social and democratic entrepreneurship. Furthermore, it is possible to include the search for additional external expertise in the project in the form of subcontracting.
* **have at least one place of business in the BCR**.
* **not be in financial difficulty**: see point 20 in the guidelines regarding State aid for rescuing and restructuring non-financial undertakings in difficulty. This aspect only concerns companies that have been in existence for over three years.
* Have **submitted** your application by **12/17/2021 at 2pm**.
* **propose a project that corresponds with the scope of the action**: the project must satisfy the programme's objectives through the identity of its actors, its methodology and its purposes. The socially innovative character, the new product/procedure/service, the social and democratic entrepreneurship approach (involvement of different types of actors in the co-production and/or the co-design of the company's strategy) and the testing and prototyping process must be present.
* **where applicable, have fulfilled its obligations towards the Region for previous financial aid initiatives**.
* **demonstrate the incentive effect of the aid**: the applicant must demonstrate that the project could not be carried out, or would have to be significantly less ambitious without Innoviris' intervention.
* **justify a (potential) favourable impact on the BCR** from a social, environmental, economic and employment perspective.
* **not already benefit from public support for tasks which are part of the project** (double funding prohibited).
* The amount of the grant **cannot bring the total amount of de minimis aid** that has already been allocated to the company to an amount **greater than 200,000 euros over a period of three financial years.**

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| **Note** |
| **It is important to note that any applicant organisation must be financially ready to assume part of the project costs, given that there may be a delay between the project start date and the receipt of the first instalment of the subsidy, and that the payment of part of the subsidy is always made after the end of the project.** |

**Selection/evaluation of applications:**

Firstly, the applications are collected. An eligibility check follows, along with a first pre-selection, after which the selected applicants will be invited to defend their project in front of a jury.

The jury will comprise of at least one scientific advisor from Innoviris, one financial advisor from Innoviris, one experienced socially innovative entrepreneur and one advisor from Finance.brussels - Brusoc or equivalent.

Each application will have to be defended through an oral presentation by the team responsible for carrying out the programme of work, followed by a question and answer session, after which a closed session deliberation will take place regarding the final funding decision.

Since the award decision is made at the end of each jury, it is essential that the information provided in this form is comprehensive, detailed and substantiated. It is important to note that the following aspects will be highlighted when evaluating the applications:

* **Innovation and objectives of the project:** the social needs and challenges must be clearly identified while having a disruptive level of innovation compared with current practices. The need and usefulness of the prototyping and validation activities must also be demonstrated.

Finally, how the project will enable the organisation to contribute to its soci(et)al purpose must be explained, targeting either the interests of the community or a specific group of people.

* **Feasibility and implementation:** the programme of work must be relevant in relation to the project's execution, the allocated budget and the available expertise.
* **Strategic and economic impact:** a real potential for the project to create value and the incentive effect of the aid must be demonstrated. Assumptions are translated into figures in a financial plan demonstrating the economic sustainability of the project. The project must be part of the organisation's global strategy and reflect a viable business model.
* **Valorisation:** highlight the social and environmental impacts and those on the Brussels ecosystem

# Overview

## Identities

## Natural person

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Identity of the natural person** | **Surname** | **First name** | **Position** | **Phone number** | **Email** |
| Person(s) responsible for the project & the company |  |  |  |  |  |

## Entities

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Identity of the entity** | **Name** | **legal statues** | **registered office address** | **address of the place of business** | **company number** | **bank account number** | **date of incorporation** | **Website** |
| Entreprise |  | *SPRL/SA/SNC/ASBL/…* | *full address* | *if different from the registered office* | *BE…* | *BE…*  *(RIB in attachment)* | *dd/mm/yyyy* |  |

## Project summary (non-confidential)

|  |
| --- |
| **Explanatory note to be deleted** |
| Provide a summary of the project in a few lines: summarise your value proposition, the soci(et)al need to which the solution to be developed aims to respond, and the requested programme objective.  NB: the information contained in this summary may be used by Innoviris in the context of its external communication (e.g. annual report).  List some key words which describe the essence of your project |

***Summary of the project:***

……………………………………………………………………………………………….………………………

*……………………………………………………………………................…………….. (between 5 and 10 lines)*

***Keywords:***

*………………………………………………………………......…………………...(* *min. 3 en max. 7)*

***Area:***

|  |
| --- |
| **Explanatory note to be deleted** |
| Include the selected business area on the cover page. |

|  |  |
| --- | --- |
|  | ICT/Telecom |
|  | Chemicals/materials |
|  | Environment / Energy / Transport & Mobility |
|  | Health & Biology |
|  | Construction/urbanism |
|  | Industry/robotics |
|  | Economy/management/law |
|  | Art, education & society |
|  | Other |
|  |  |

## Project start date and duration

|  |
| --- |
| **Explanatory note to be deleted** |
| The project start date must be after the date on which INNOVIRIS receives your application. At the earliest, the project can start on the 1st of the month following submission of the application.  The maximum project duration is 18 months. |

Project lasting …….. months from... / … / 20 … to … / … / 20 …

# Presentation of the company

## Background and activities

## The company

[Be explicit but concise!]

|  |
| --- |
| **Explanatory note to be deleted** |
| This section aims to present a brief introduction to the company, in particular its background (creation, key events, experience, etc.) and its activities (description of the goods and/or service, market, personnel, etc.).  In the case of a non-profit association, refer to the development of the personnel involved (volunteers or otherwise) and adherent members as well as the share of income generated directly by the non-profit association in complete autonomy (donations, product sales, fundraising...). |

## Social and democratic enterprise

|  |
| --- |
| **Explanatory note to be deleted** |
| This section aims to provide the elements proving the social and democratic character of the organisation by satisfying the three principle characteristics of social and democratic entrepreneurship set out in the Order of July 2018:   * social and/or environmental purpose rather than purely for private profit * economic viability * democratic governance including various stakeholders   In a few lines, describe your participatory management processes within, in particular, your general assembly and your board of directors, the description and involvement of your stakeholders and, where applicable, the implementation of a moderated wage principle.  The applicant social enterprise can also prove these criteria through:   * an accreditation under the Order of 23 July 2018 on the approval and support of social enterprises; * an accreditation under the Royal Decree of 28 June 2019 setting the accreditation conditions as an agricultural enterprise and as a social enterprise; * an accreditation with the National Cooperation Council of Social Entrepreneurship and Agricultural Enterprise (CNC);   membership of a social economy federation. |

## Share capital structure

|  |
| --- |
| **Explanatory note to be deleted** |
| Provide details of the company's shareholder structure.  In the table indicate the profile of the shareholders (company, natural person, public investment companies, etc.).  In the context of a non-profit association, describe the composition of the board of directors and the management (role, competences, etc.), its implementing rules (interactions between the board of directors and management, frequency of meetings, content, etc.) and any competences allocated to the members. |

|  |  |
| --- | --- |
| **Amount of capital** | **k€** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Business name** | **Identification** | **Percentage or number of shares** | |
| ABC S.A. | BE00 1122 3344 | 10% | X |
| Mr ZYZ | Natural person | 5% | X |
| ... | ... | ... | … |
| ... | ... | ... | … |
| ... | ... | ... | … |

|  |  |
| --- | --- |
| **Total number of shares** | **X** |

## Size of the business

* Zeer kleine onderneming (micro-onderneming) of microvzw (en nanovzw)
* Kleine onderneming of kleine vzw
* Middelgrote onderneming
* Grote onderneming of grote vzw

## Financial details

|  |
| --- |
| **Explanatory note to be deleted** |
| In the appendix, provide a copy of your most recent published balance sheet/profit and loss account (if available). Also provide the provisional data for the current financial year.  Als het totale bedrag van je project hoger is dan je financieringsaanvraag, geef dan aan met welke middelen je het saldo zal verstrekken. |

## Financial aid from public authorities

|  |
| --- |
| **Explanatory note to be deleted** |
| Indicate all the aid which the business is receiving/has received **over the last three years** at regional, federal and European level (type of grant, purpose, amount and date granted).  **Also indicate any aid for which the company is currently applying, even if there has not yet been any award decision.**  Specify the purpose of the aid, the amount, the level of contribution and the applicable period.  **N.B.**: it is important to note whether the business has already benefited from de minimis aid over the last three financial years, the project can only be subsidised up to the remaining amount provided that it does not exceed the legal limit of €200,000. Where applicable, the business will have to finance the share that exceeds this amount. |

## BCR

* **Innoviris**

|  |  |  |  |
| --- | --- | --- | --- |
| **No. dossier** | **Title of the project** | **Subsidy (EUR)** | **De minimis ?** |
| *XXXX* |  | *3.000,00 €* |  |

* **Other aid in the BCR** (Brussels Economy and Employment, BIE, SRIB, SDRB, Participation Fund, Guarantee Fund, etc.):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Authority** | **No. dossier** | **Subsidy (+ period)** | **EUR** | **De minimis ?** |
| *Brussels Economy and Employment* | *XXXX* | *Training subsidies* | *€ 3.000,00* |  |

## Steun van andere gewesten / federale steun

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Authority** | **No. dossier** | **Subsidy (+ period)** | **EUR** | **De minimis** |
| *Fédéral* | *XXXX* | *Tax reduction* | *3.000,00 €* |  |

## EU

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Programme** | **No. dossier** | **Subsidy (+ period)** | **EUR** | **De minimis** |
|  | *XXXX* |  | *3.000,00 €* |  |

# Presentation of the project

## Presentation of the project

[Be explicit but concise!]

## Origin and context of the development project for the socially innovative product/procedure/service.

|  |
| --- |
| **Explanatory note to be deleted** |
| * Describe the identified social need(s) addressed by your socially innovative product/procedure/service. * Describe how they have been identified. * Describe the level of social innovation compared with current practices and how your offer is likely to provide a more effective response to this/these need(s). * Clearly set out your value proposition and precisely describe the unknowns to be tested and validated using this project. * Demonstrate the need and usefulness of the prototyping and validation activities.   Present the project's clear and practical objectives and the assumptions to be validated. |

## Technological and strategic positioning

|  |
| --- |
| **Explanatory note to be deleted** |
| * Detail and explain the company's socially innovative positioning with regards the product/procedure/service developed (methods, approaches, transfer of concept, tools and third party services used, etc.) * Detail and explain the strategic and business positioning of which the socially innovative product/procedure/services is part (identification of the market and needs of beneficiaries/customers/users, planned integration of the developed socially innovative product/procedure/service into the company's overall offer, planned business model, strategic challenges, etc.) |

## Project implementation

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| --- |
| **Explanatory note to be deleted** |
| * Describe the usefulness and the tasks to be carried out in the context of the feasibility and validation. * Explain the methodology used to conduct and manage the proposed project. * Describe the expertise needed to implement the project with regards the skills available internally. If tasks are carried out by third parties, please specify how these tasks will be coordinated and followed up by the company. |

## 

## Compliance with the legal framework covering research and development projects

|  |
| --- |
| **Explanatory note to be deleted** |
| The methodologies and applications of research and innovation projects are subject to national community and international legislation. The projects supported by Innoviris must comply with these legal provisions.    If your project is concerned with one or more of the fields listed in the table below, you must check that it complies with the legal texts. In order to support you with this self-assessment, we recommend that you refer to the ethical self-assessment questionnaire for the European Union's framework programme for research and innovation[[1]](#footnote-2).  In addition, for the relevant fields, please indicate how and/or why you comply with the legislation.  In the event that you do not comply with the legal provisions, your project cannot be supported by Innoviris.  We would also remind you that certain experiments involving human embryos, fetuses, embryonic stem cells or non-human primates and even clinical trials trigger the legal obligation to obtain ethical approval from the appropriate ethics committee before beginning any related research activity. Please be aware that the ethics authorisation procedure may take some time and you should therefore submit your ethics authorisation application to the local ethics committee in good time.  [1] Available here: https://eur-lex.europa.eu/legal-content/FR/TXT/?uri=CELEX:52020XG0313(07) (or any amended version published in the Official Journal of the European Union.) |

c I hereby certify that I comply with the national, community and international legislation covering the methodologies and applications of research and development projects, and specifically:

|  |  |  |
| --- | --- | --- |
|  | **Concerned**  **(Yes/No)** | **If yes, compliant with the legislation (Yes/No/In progress)** |
| **Section 1: Embryos and human fetuses** |  |  |
| Your project involves human embryo stem cells; human embryos; tissue or cells from human fetuses |  |  |
| **Section 2: Human beings** |  |  |
| Your project involves human participants; physical interventions on the participants in the study |  |  |
| **Section 3: Human cells/tissue** |  |  |
| Your project involves human cells or human tissue |  |  |
| **Section 4: Personal data** |  |  |
| Your project involves processing personal data whether or not these have been previously collected; the use of publicly available data |  |  |
| Your project involves the export or import of personal data from the EU to non-EU countries |  |  |
| **Section 5: Animals** |  |  |
| Your project involves animals |  |  |
| **Section 6: Third party countries** |  |  |
| If third party countries are involved, do the activities related to the research in these countries give rise to any ethical issues? |  |  |
| The plan is to use; import; export local resources (e.g. animals, human tissue, etc.) |  |  |
| In the event that the research involves low-income and/or lower middle-income countries, benefit sharing is planned |  |  |
| The situation in the country could endanger people taking part in the research |  |  |
| **Section 7: Environment, Health and Safety** |  |  |
| Your project involves the use of elements likely to harm the environment, animals or plants |  |  |
| Your project focuses on endangered fauna and/or flora/protected areas |  |  |
| Your project involves the use of elements likely to cause harm to humans, including the personnel involved in the project |  |  |
| **Section 8: Dual use** |  |  |
| The project involves dual-use goods in the sense of regulation 428/2009, or other goods for which an authorisation is required |  |  |
| **Section 9: Exclusive focus on civil applications** |  |  |
| Your project may raise concerns regarding its exclusive focus on civil applications |  |  |
| **Section 10: Possible misuse of research results** |  |  |
| There is a risk that the results of your project may be misused |  |  |

**If your project concerns the fields listed in the previous table, explain how you comply with the applicable legal frameworks.**

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

**In your opinion, are there any other ethical issues not included in the framework above that could apply to your project? If yes, which ones?**

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

## Detailed programme of work related to prototyping and validation

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| **Explanatory note to be deleted** |
| The description of the implementation programme must allow the evaluation of the relevance of the approach, the feasibility of the implementation of the objective within the given timescale, and the compatibility between the resources and the tasks to be performed.  The programme contains all the tasks relating to the demonstration of feasibility, the validation of the compatibility with the social need and the demonstration of economic viability. The programme also aims to set out in detail each technical, business or conceptual assumption to be tested under this PYSI application, in order to demonstrate the feasibility and viability of the social innovation.  It is important that each task is part of the social innovation philosophy, particularly with regards the place of beneficiaries, customers, users, etc.  **In all cases:**   * Provide a short description of the objective of each work package * Provide a more detailed description of the actions to be conducted for each work package, the methods and techniques, and give a short explanation of how each task will be carried out. * Specify when and to what extent subcontracting services may be necessary. * Describe the tangible deliverables expected at the end of each work package. * Provide an estimate of the staff time allocated to each stage. |
| *Example: Divide the work programme into work packages, indicating the following elements:*  *WP X : …..*   |  |  |  | | --- | --- | --- | | FTE | Start month | Duration | |

## Budget

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| **Explanatory note to be deleted** |
| Draw up the budget for the project for the relevant period (including subcontractors and partners), using the template provided.  If your company is liable for VAT, the expenses to be taken into consideration are excluding VAT.  **Staff costs:**  costs related to staff (employees (including volunteers) or self-employed) to the extent that they are employed by the project. Salaries must comply with the uses and pay scales (where applicable) in the targeted business sector.  **Other operating costs** (unit cost \* quantity)**:**  Current expenses related to:   * supplies, equipment, products and assignments which are directly related to the execution of the project; * the purchase of technology; * the purchase of patents or licences from third parties; * mission expenses * an experimentation area * hiring a vehicle needed for a demonstration * hosting an IT solution * etc.   **Flat-rate operating costs:**  A lump sum of 5% of the total amount of the employed personnel costs and other operating costs is calculated to cover the following operating costs:   * small IT equipment (keyboard, mouse, USB key, software, etc.) * small scientific and technical equipment (books, subscriptions, other small equipment specific to research) * publication and dissemination costs * demonstration: rental of a commercial vehicle * mission expenses in Belgium and abroad: * Public transport costs (plane ticket, train ticket, ...) or car travel costs (excluding local travel) at the applicable rate (according to the annual circular concerning the adjustment of the kilometric allowance of the SPF Strategy and Support), parking costs; * Accommodation costs (hotel and meals abroad); * Registration fees for training courses or conferences/seminars   **Costs for instruments and equipment:**  These costs correspond to the depreciation of equipment and materials used in the project, with a value exceeding EUR 999 and according to the company's valuation rules.  Amortisation is calculated *prorata* of the duration of the project and the utilisation rate of the equipment, adjusted over a period of three years for computer equipment and five years for scientific and technical apparatus.  **Amortisation formulas:**   * Computer equipment:   (Quantity x Unit costs x Number of months of use during the project x utilisation rate)/36   * Other equipment:   (Quantity x Unit costs x Number of months of use during the project x utilisation rate)/60  **Overheads:**  Fixed amount to cover additional costs incurred while carrying out the project (secretarial services, accounting, telecommunications, inspections, travel in Belgium, etc.). The fixed amount is set at 10% of the amount of the operating costs (2) and salaried staff costs (1.1).  **Subcontracting costs:**   * consulting services or equivalent, used exclusively for the project; * third party services (outsourced work);   **N.B.:** include the specifications and the tenders submitted by subcontractors in the appendices.  If applicable, please differentiate between the costs covered by Innoviris and the costs covered by the company itself (for example if the total budget exceeds €100,000) or by other grants. |



* In a few words, explain the costs indicated in headings 2, 3 and 5 of the budget:

# Valorisation of the project

## Potential for value creation

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| **Explanatory note to be deleted** |
| Present how you have constructed your value proposition, independently of the unknowns that still need to be tested as part of the project. Present the alleged benefits of your innovation compared with current products or services.  Also describe the scope of the social need addressed and the potential barriers to reaching the targeted beneficiaries and the competition. Finally, also state the solution's potential for creating value beyond the simple economic impact by substantiating these positive externalities in the form of quantifiable indicators.  Explain, in real terms, the relevance of the socially innovative project on the sustainability of the business, on its employment levels, its foothold in Brussels, its potential national or international standing. |

## Business Plan/Business model

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| **Explanatory note to be deleted** |
| Provide a detailed explanation of the planned business model, the size of the target market, and the working assumptions to be tested as part of the feasibility evaluation and commercial validation. As such, tools such as the social lean canvas, business model canvas, value proposition canvas and the social business plan can help you in your approach.  Specify the principal target groups (for example young unemployed, SMEs, asylum seekers, etc.) for the proposed project and how they will benefit from the expected achievements and results. |

## Financial plan

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| **Explanatory note to be deleted** |
| Here or in the appendix, provide a comprehensive financial plan (3 years minimum), making sure to comment on its assumptions, highlight the unknowns to be tested as part of the project and their translation in terms of the potential impact on the company's overall financial situation. |

## Valorisation of the project in the BCR

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| **Explanatory note to be deleted** |
| **Social and environmental impact and impact on the Brussels ecosystem**  Describe the positive and negative impacts of the product/service/process which is central to the project from a:   * **Social perspective** (impact on inequalities, on working conditions, on jobs established in the region, impact on the well-being of individuals and their health, etc.) * **Environmental perspective** (impact on energy and resource consumption, development or use of renewable energy, impact on ecosystems, climate change, impact on production, waste re-use or recycling, etc.) * **Regional ecosystem perspective** (collaboration with Brussels partners and the local ecosystem, creation and development of Brussels expertise/specific skills, creation of local user communities, development of a new sector with a positive impact, etc.)   For these different aspects, you can also refer to the SDGs (Sustainable Development Goals). |

# Equal opportunities test

## Equal opportunities test

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| **Explanatory note to be deleted** |
| **To be completed only if your grant request is higher than 30,000 EUR.**  In the event that the Ministerial Cabinets and/or the Government of the Brussels-Capital Region validate this application, the subsidy granted to you will be subject to the "Equal Opportunities" test. Since 1 March 2019, this test has been mandatory for all draft decrees aiming to award a grant of an amount exceeding 30,000 EUR.  The "Equal Opportunities" test is a new tool implemented by the Region in order to verify the impact of policy measures on different population groups whose situation and specific needs are often not taken into account.  For more information, you can go to the following links:  <http://equal.brussels/equal.brussels-a-presente-son-test-egalite-des-chances>, http://test.equal.brussels/  In order to help us to complete the test, please answer the questions in the following sections as clearly and succinctly as possible. |

## The project's impact on one (or more) of the following criteria

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| **Explanatory note to be deleted** |
| For each of the criteria selected, explain:  How did you identify the issues or specific points with which people may be confronted based on one or more of these criteria?  Give the identified specific points and/or issues for each criterion ticked.  Explain how you have taken them into account, or give the phases (preparation, implementation, evaluation) of your project that take account of these issues and specific points related to each criterion ticked. |

Gender

Disability

Ethnic and cultural origin

Sexual orientation, gender identity and expression

Origin and social situation

## Evaluation of the project's impact on these criteria

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| **Explanatory note to be deleted** |
| Evaluate the impact of your project: positive, neutral or negative.  State the sources that you are using to evaluate the impact of your project: statistics, research, reference documents, institutions and reference people, etc. |

## Criteria not selected

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| **Explanatory note to be deleted** |
| For every criterion that you have not ticked, explain:  What do you need to take into account the specific points or issues related to this criterion/these criteria? Specify the difficulties encountered for each criterion not ticked.  Do you plan to take these issues into account in the future?  For example, in a subsequent phase of your project; where applicable, explain how. |

# Appendices and signature

## Compulsory appendices to be supplied

* A bank statement (please note: official document issued by a bank, and not an e-banking screenshot)
* The cvs of the key persons
* The complete and detailed planning, including an electronic version
* The specifications and tenders submitted by subcontractors
* The business plan to be tested as part of the demonstration of the project's feasibility and viability (including the financial plan)
* The annual accounts for the last three years and the provisional situation for the current financial year
* The de minimis declaration
* Any other document which could support the application for aid

## Protection of personal data

The personal data collected by Innoviris, the data controller, by means of this form is used to process your funding application (which involves analysis and evaluation by Innoviris or external experts). Their processing is necessary to comply with a legal obligation to which the data controller is subject (i.e. the l’ordonnance à finalité non-économique and its arrêté d’exécution ) and to perform a task in the public interest or in the exercise of the public authority vested in the data controller.

No data is shared with third parties without the prior consent of the person concerned or unless a legal obligation obliges Innoviris to do so. Innoviris makes every effort to ensure the confidentiality and security of the data processed. The retention time shall be that necessary to accomplish the purposes of the processing concerned. If you have any questions or wish to exercise your rights under Articles 15 to 22 of the GDPR, please contact dpo@innoviris.brussels or visit our "privacy" webpage.

## Sworn declaration and undertakings

I/we, the undersigned (SURNAME(S) – FIRST NAME(S)) in the capacity of……………………………….……………………………………………………………………………………………… certify that the company …………………………………… is aware of the provisions which follow and agrees to comply with them *(tick the relevant boxes)*:

 the company is in compliance with regards to its tax and social obligations;

the project/programme has not commenced prior to the submission of the aid application to Innoviris;

 before the commencement of the project/programme, the company has, or will implement a mechanism to monitor the costs relating to the project/programme, which will make it possible to justify the costs incurred during the project/programme, and audit them;

the project/programme is not carried out, either partially or in full, on behalf of a third party;

 the company will be the owner of the results of the project/programme in the form of "expertise", or technical industrial property rights;

the costs incurred in the context of the project/programme are not covered, either partially or in full, by any public aid measure. Similarly, the company agrees not to make any new co-funding applications to other regional, national or community authorities for costs incurred during the project/programme;

the company is in good financial health and has not initiated insolvency proceedings;

 the company agrees to notify Innoviris immediately of any substantial change which occurs in the context of the project/programme (cessation, placing on standby, or decrease in the size of the project/programme, etc.) or with regards to its situation (in particular in the event of insolvency, etc.);

 the company will repay the capital grants paid, increased by the legally applicable interest rate, in the event of improper management or which does not comply with the general rules for projects/programmes, or in the event of non-compliance with one or more of its commitments.

the amount of the subsidy requested does not bring the total amount of the aid already granted under Regulation no. 1407/2013 of the European Commission of 18 December 2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to de minimis aid (published in OJ L 352 of 24 December 2013), to an amount greater than €200,000.00 over a period of 3 financial years.

## Potential conflicts of interest

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| **Explanatory note to be deleted** |
| During the evaluation process, your PROVE YOUR SOCIAL INNOVATION application is likely to be evaluated by a jury comprised of both institutional and public social entrepreneurs and innovators (e.g.: Finance.Brussels, Brusoc, BEE, etc.)   So that Innoviris can provide the best guarantee of confidentiality and neutrality when processing your application, please list in this section (where applicable) any identified conflicts of interest (person's name, position/institution represented, nature of the identified conflict of interest). |

## Authorisation and signature

I authorise Innoviris to carry out the enquiries necessary for the examination of this application and declare that the information contained within this form is accurate and correct.

|  |  |
| --- | --- |
| Date : | Authorised signature: |
|  | For the company : |

**SWORN STATEMENT**

*I, the undersigned ……………………………………….., in my capacity as ……………………………… of the company:*

**XXX  
Company number: XXX**

*Having submitted a PYSI (Prove Your Social Innovation) application to Innoviris for the execution of the project entitled……………………………………………………………………..*

*Total amount of requested subsidy\*:...........................*

*This contribution from the Brussels Capital Region has been awarded to me pursuant to Commission Regulation (EU) No 1407/2013 of 18 December 2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to de minimis aid (published in OJ L 352 on 24 December 2013).*

*I hereby acknowledge that the amount of the subsidy mentioned above does not bring the* ***total sum*** *of aid already granted to me under the aforementioned Regulation* ***to more than €200,000.00 over a period of 3 financial years.***

*This ceiling shall apply irrespective of the form of the aid or the nature of the subsidising entity. The amount of aid granted under this application must consequently be taken into account should I later benefit from a new de minimis aid.*

*I confirm that this declaration is truthful and complete.*

*Date: Signature:*

**This declaration is an integral part of the "Prove your Social Innovation" application form and must be submitted at the same time as the form, otherwise the application shall be declared inadmissible.**

1. <https://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/ethics/h2020_hi_ethics-self-assess_en.pdf> [↑](#footnote-ref-2)