**Innovation Vouchers (2021)**

**Submit in digital version (DOCX format) to** [**funding-request@innoviris.brussels**](mailto:funding-request@innoviris.brussels) **and** [**vmartzloff@innoviris.brussels**](mailto:vmartzloff@innoviris.brussels)

*The subject of the email must follow this model:*

*"[INNOVATION VOUCHERS] [Name(s) of Provider(s)] Application form - COMPANY NAME”*

**Company name**

*Project title*

|  |  |
| --- | --- |
| Start date of the project | DD/MM/YYYY |
| Duration of the project | XX Months |
| Total budget amount | XXXX€ |
| Rate of intervention requested | XX% |
| Requested subsidy | XXXX€ |
| Contribution level | XX% |
| XXXX€ |

[Part A. Overview 3](#_Toc87970224)

[A.1. Identities 4](#_Toc87970225)

[A.1.1 Individuals 4](#_Toc87970226)

[A.1.2 Entities 5](#_Toc87970227)

[A.2. Qualification 6](#_Toc87970228)

[A.3. Description of the application 6](#_Toc87970229)

[A.4. Nature of services 6](#_Toc87970230)

[A.5. Start date and duration of the project 7](#_Toc87970231)

[Part B. Company presentation 8](#_Toc87970232)

[B.1. Background and activities 9](#_Toc87970233)

[B.1.1 Company 9](#_Toc87970234)

[B.2. Share capital structure 9](#_Toc87970235)

[B.3. Company size 9](#_Toc87970236)

[B.4. Explanation of the ability of the company to contribute its financial share 10](#_Toc87970237)

[B.5. State aid received over the last five fiscal years 10](#_Toc87970238)

[B.5.1 BCR aid 11](#_Toc87970239)

[B.5.2 Other regions / Federal aid 11](#_Toc87970240)

[B.5.3 EU aid 11](#_Toc87970241)

[Part C. Project presentation 12](#_Toc87970242)

[C.1. Application description 13](#_Toc87970243)

[C.2. Project description that can be used for a presentation on the Innoviris website or in a press release 13](#_Toc87970244)

[C.3. Work programme 13](#_Toc87970245)

[C.4. Budget 13](#_Toc87970246)

[Part D. Project valorisation 15](#_Toc87970247)

[D.1. Brussels ecosystem, social and environmental impact 16](#_Toc87970248)

[Part E. Annexes and signatures 17](#_Toc87970249)

[E.1. Summary of the annexes to be provided 18](#_Toc87970250)

[E.2. Data protection policy 18](#_Toc87970251)

[E.3. Sworn declaration and commitments 18](#_Toc87970252)

[E.4. Minimis sworn statement 18](#_Toc87970253)

[E.5. Authorisation and signature 19](#_Toc87970254)

# Overview

## Identities

## Individuals

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Individual identity** | **Last name** | **First name** | **Position** | **Telephone number** | **Email** |
| Drafter(s) of the present funding application |  |  |  |  |  |
| Administrative manager for the project |  |  |  |  |  |
| Service provider |  |  |  |  |  |

## Entities

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Entity identity** | **Name** | **Legal form** | **Registered office** | **Place(s) of business** | **Company number** | **Account number** | **Date of incorporation** | **Website** |
| Industrial |  | *SPRL/SA/SNC/ASBL/…* | *Full address* | *If different from the registered office* | *BE…* | *BE…*  *(Bank details in annex if not yet provided)* | *dd/mm/yyyy* |  |

## Qualification

|  |
| --- |
| **Explanatory note to be deleted** |
| The 'Innovation Vouchers' campaign, previously 'Boost', is designed for **companies** as defined by European law, meaning every entity, regardless of its legal form, that regularly exercises an economic activity. Economic activity is defined as any offer of goods or services which corresponds to a market, and which may enter into competition with offers provided by other economic actors.  The company status is defined separately from a research organisation status or non-profit status.  The primary goal of a research organisation is to independently carry out activities in fundamental research, industrial research, or experimental development, or to widely disseminate the results of these activities through education, publications, or knowledge transfers.  A non-profit organisation is an entity, separate from a research organisation, that does not exercise an economic activity, or that exercises an economic activity in a purely ancillary nature, and which is independent from a company.  In both cases, you may, however, be considered a company if the economic activities that you exercise are sufficiently large and regular and if you meet certain other conditions. In that case, it is necessary that you submit the *Declaration regarding applicant activity qualification* so that Innoviris may determine whether you are in fact a company.  **Check the relevant box for your situation.** |

 The applicant only exercises economic activities and declares itself a company. Persuasive elements allowing verification of this must be made available to Innoviris.

 The applicant exercises non-economic activities and/or may be a research organisation or a non-profit organisation. The [*Declaration for applicant activity qualification*](http://innoviris.be/sites/default/files/documents/co-creation_declaration_qualification_du_demandeur_-2019.docx) is attached to this application so that Innoviris may determine if the applicant is an company.

## Description of the application

|  |
| --- |
| **Explanatory note to be deleted** |
| Describe in 5 lines the company's activities, context and needs |

## Nature of services

|  |
| --- |
| **Explanatory note to be deleted** |
| Please indicate and briefly justify which type(s) of services, as outlined in the Action Guide, will be provided: |

|  |  |
| --- | --- |
| **Type** | **Justification** |
| *E.g.: Confirmation of innovative product* | *E.g.: A test protocol will be confirmed and analyses made* |

## Start date and duration of the project

|  |
| --- |
| **Explanatory note to be deleted** |
| Specify here the duration of the project, indicating start and end dates.  The start date of the project must be after the date on which INNOVIRIS receives your application. The project can start at the earliest on the 1st of the month following receipt of the application.  **Examples:**   * *"If you submit a project on 28/01, your project can start at the earliest on 1/02."* * *"If you submit a project on 05/07, your project can start at the earliest on 1/08."*   Only admissible expenses incurred within the indicated duration of the project will be taken into consideration  The maximum duration of a project is 15 months. |

Project with a duration of …….. months from ... / … / 20 … to … / … / 20 …

# Company presentation

## Background and activities

## Company

|  |
| --- |
| **Explanatory note to be deleted** |
| Briefly describe the company's main activities |

## Share capital structure

|  |
| --- |
| **Explanatory note to be deleted** |
| Provide details of the company's shareholder structure.  Indicate in the table the profile of the shareholders (company, natural person, public investment companies or venture capital companies, etc.). |

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

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

|  |  |
| --- | --- |
| **Total shares** | **X** |

## Company size

|  |
| --- |
| **Explanatory note to be deleted** |
| Two documents can be used to calculate the size of your company:   * [**European guide to calculating the size of a company**](https://ec.europa.eu/regional_policy/sources/conferences/state-aid/sme/smedefinitionguide_en.pdf) * [**Form for calculating the size of a company**](https://innoviris.brussels/sites/default/files/documents/declaration_company_size.pdf)   The following table, taken from the European guide, provides a summary of the thresholds of the various categories. This table is indicative and it is advisable to consult the **Guide**.  A **change of category** occurs when a company has **exceeded the thresholds for two consecutive financial years**, so as not to penalise growing businesses. **Please note** in the event of a **shareholder change** (e.g.: acquisition by a Large Company), the loss of SME status can be **immediate**.  **If your company might not be an autonomous company** (e.g.: if it has a shareholding > 25% in another company or if another company has a shareholding >25% in your company), it is **essential** that you complete the **form for calculating the size of a company** and attach it to your application. |

|  |  |
| --- | --- |
| **Company size** | * VSE (micro-enterprise) * SE * ME * LE (**Ineligible for « Innovation Vouchers »**) |

## Explanation of the ability of the company to contribute its financial share

|  |
| --- |
| **Explanatory note to be deleted** |
| Explain how your company will contribute its financial share (25% + VAT) to the project. This may, for example, be done through recent bank statements that demonstrate sufficient funds, by proof that the own funds of the company are sufficient, etc.  **Attach in annex:**   * Accompanying documents |

## State aid received over the last five fiscal years

|  |
| --- |
| **Explanatory note to be deleted** |
| Indicate all the aid that the company has received **over the last five years** or that it currently receives at the regional, federal, and European level.  **Also indicate any aid that the company is currently applying for, even if there has not yet been any decision regarding the allocation of this aid.**  Specify the purpose of the aid, the amount, the intervention rate, and the applicable period. |

## BCR aid

* **Innoviris**

|  |  |  |
| --- | --- | --- |
| **File number** | **Project title** | **Subsidy (EUR)** |
| *XXXX* |  | *3.000,00 €* |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Authority** | **File number** | **Grant (+ period)** | **Subsidy (EUR)** |
| *Admin Eco & Employment* | *XXXX* | *Training subsidies* | *3.000,00 €* |

## Other regions / Federal aid

|  |  |  |  |
| --- | --- | --- | --- |
| **Authority** | **File number** | **Grant (+ period)** | **Subsidy (EUR)** |
| *Federal* | *XXXX* | *Reduction of withholding tax* | *3.000,00 €* |

## EU aid

|  |  |  |  |
| --- | --- | --- | --- |
| **Program** | **File number** | **Grant (+ period)** | **Subsidy (EUR)** |
|  | *XXXX* |  | *3.000,00 €* |

# Project presentation

## Application description

|  |
| --- |
| **Explanatory note to be deleted** |
| This paragraph aims to establish the innovative nature of the application, in minimum 10 lines, and should contain:   * General and technical context * If necessary, description of the R&D project pertaining to benefits * Objectives |

## Project description that can be used for a presentation on the Innoviris website or in a press release

|  |
| --- |
| **Explanatory note to be deleted** |
| This non-confidential information will be used by our communication department to promote Innoviris and to inform the general public about the projects submitted and selected. About ten lines are sufficient.  Do not forget to provide a logo (file of sufficient resolution) and some illustrative images among the electronic attachments. |

## Work programme

|  |
| --- |
| **Explanatory note to be deleted** |
| Description of tasks and deliverables |

## Budget

|  |
| --- |
| **Explanatory note to be deleted** |
| * The budget is established as a fixed amount in accordance with the Action Guide and the commitments made during authorisation or formalisation of approval of the research centre. * Quotes for subcontracting and operating expenses must be attached to the application. * The exceptional nature of operating expenses must be justified, including overhead expenses in the flat rate amount for staff costs. * Documentary proof must also be attached for the cost of instruments and materials (investment expenses) * Flat rates for infrastructure and equipment use may be included in the section 'Exceptional operating costs’ |
|  |



# Project valorisation

## Brussels ecosystem, social and environmental impact

|  |
| --- |
| **Explanatory note to be deleted** |
| 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.) |

# Annexes and signatures

## Summary of the annexes to be provided

* Bank account details (= official document from the bank, and not an e-banking screenshot)
* The specifications and the tenders submitted by sub-contractors
* The documents confirming the ability of the company to guarantee its share in the project
* The minimis declaration in section E.4 of this form
* The declaration regarding applicant activity qualification
* The form for calculating the size of a company
* Any other document that may support the application for aid

## Data protection policy

The personal data collected by Innoviris, the data controller, by means of this form are used to process your application for funding (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 non-economic ordinance and its implementing decree) and to perform a task in the public interest or in the exercise of public authority vested in the data controller.

No data is shared with third parties without the prior consent of the data subject or unless Innoviris is required to do so by law. Innoviris makes every effort to ensure the confidentiality and security of the data processed. The storage period is the necessary time to achieve the purposes of the data processing. 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 consult our "privacy" web page.

## Sworn declaration and commitments

I, we, the undersigned (LAST NAME(S) – FIRST NAME(S)) in the capacity of………………………………………………certify that the company ………………………………………:

I, we, the undersigned (LAST NAME(S) – FIRST NAME(S)) in the capacity of………………………………………………certify that the centre ……………………………………….…:

* has read the Action Guide and is committed to respecting the conditions and obligations which are set out depending on project role
* that the services did not commence before the submission of the aid application with Innoviris
* that the costs incurred in the context of the project are not covered, either partially or in full, by any other state aid measure
* that the company shall reimburse the paid capital grants, increased by the legally applicable interest rates, in the event of improper or non-compliant management of the non-performance of one or more of its commitments
* that the company and the centre undertake to provide, including after project completion, any information required by Innoviris to verify proper use of the subsidy and for subsequent monitoring of the project
* that the company has respected all commitments regarding the aforementioned aid granted by the Region
* that the company and the centre recognise the right of Innoviris to verify information accuracy and proper use of the subsidy, for example on the basis of examinations of records and/or on-site inspections, including without notice

## Minimis sworn statement

**SWORN STATEMENT**

*I, …………………………………………….…….., as the ………………………………… of the company:*

**XXX  
Company number: XXX**

Having submitted an application to Innoviris for an Innovation Voucher for the execution of the project entitled

Sum of requested vouchers\*: ................................. (subsidy corresponding to 75% of the total budget of the project.)

This grant from the Brussels Capital Region has been awarded to me by the application of COMMISSION REGULATION (EU) No 1407/2013of 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 sum of the subsidy mentioned above does not bring the **total sum** of the aid already granted me by the said Regulation **to more than €200,000.00 over a period of 3 fiscal years.**

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

I affirm that this declaration is truthful and complete.

Date: Signature

**This declaration is an integral part of the 'Innovation Vouchers' application form and must be submitted at the same time as the form, failing which the application shall be declared inadmissible.**

## Authorisation and signature

I authorise Innoviris to carry out the necessary enquiries 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:  For the research centre : |