Innovative Starters Award

Application form

Call of April 2025

*This form should be sent in*

*1 electronic version to* *funding-request@innoviris.brussels*

***by 4 pm on 11 July 2025 at the latest***

**Company name**

|  |  |
| --- | --- |
| Sector of activity |  |
| Starting date of the SIP |  |
| Duration of the SIP |  |
| Total amount of the SIP |  |
| Amount of the grant requested |  |

Innovative Starters Award

Call for applications – April 2025

General context:

The Secretary of State in charge of economic transition and scientific research has mandated INNOVIRIS to launch the call for projects concerning the "Innovative Starters Award" action initiated by the Brussels-Capital Region (BCR), as well as in order to evaluate the projects submitted. In this context, companies wishing to benefit from a financial aid for the implementation of their strategic innovation plan (SIP) are invited to complete this application form.

It is essential to make sure that the requested details are communicated accurately and in full.

Objective:

The "Innovative Starters Award" initiative aims to favour the development of high innovation potential companies, especially those proposing technologies and solutions in line with the 6 strategic innovation domains defined in the Regional Innovation Plan.

The 6 strategic innovation domains are reiterated below:

* advanced digital technologies and services (including technologies and services related to the domains mentioned below);
* climate: sustainable buildings and infrastructure;
* optimal use of resources;
* efficient and sustainable urban space and flows;
* health and personalised and integrated care;
* social innovation, government innovation and social inclusion.

The company named as the innovative start-up of the year, will benefit from an aid of a maximum of €500,000 for a maximum period of 3 years, in order to finance all or part of its strategic innovation plan.

Strategic Innovation Plan (SIP)

The strategic innovation plan is defined as an all-in programme (RDI, finance, business development, internal organisation) presenting in detail the vision and strategy of innovative start-ups. The SIP may concern several products and services. The strategic nature of the proposed plan must therefore be concrete, in the sense that it contributes to the technical and commercial development of the applicant company.

Its implementation must have a favourable impact on the economy, employment and the environment of the Brussels-Capital Region. The SIP must also address one or more key strategic issues:

* in the social field : reduction of inequalities, people's well-being and security, improvement of working conditions, etc.
* in the environmental field : sustainability, eco-design, reduced resource consumption, etc.
* on the impact on the regional R&D ecosystem: diffusion of expertise and knowledge, development of local partnerships, etc.

Below is the illustration of the scope that may be covered by the Strategic Innovation Plan financed by Innoviris (phases 2 to 5) and how it is part of the company's overall strategy.



Eligibility conditions:

Those eligible to apply for an aid from the Region with a view to implementing its strategic innovation plan (SIP):

* any small company according to the definition provided by the order of 27 July 2017 concerning the promotion of research, development and innovation with an economic aim;
* which complies with the conditions laid down in Article 22 of the General Block Exemption Regulation (GBER), with the definition of « innovative enterprise » laid down in article 2, 80 of the GBER and with that of « jeune pousse innovante » found in 4, 8° et 9° of the order of 27 July 2017;
* which is not an undertaking in difficulty [according to European legislation](https://eur-lex.europa.eu/legal-content/EN/TXT/HTML/?uri=CELEX:52014XC0731(01)&from=EN) (point 20);
* which has at least one place of business in the Brussels-Capital Region;
* which has fulfilled its obligations in the context of previous support initiatives granted by the Region;
* which has not obtained the RISE or ISA award in the past.

These conditions must be met simultaneously.

Practical information:

**Regulations are provided on** [**www.innoviris.brussels**](http://www.innoviris.brussels) **in order to specify the methods for applying!**

# Overview

## Drafter(s) of the present funding application

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **First name** | **Position** | **Company** | **Sections of the document considered** |
|  |  |  |  |  |
|  |  |  |  |  |

## Identity of the applicant

|  |  |
| --- | --- |
| Company name:  |  |
| Legal form:  |  |
| Date of incorporation:  |  |
| Size[[1]](#footnote-2):  |  VSE  SE ([Method for calculating the size of the company](http://ec.europa.eu/DocsRoom/documents/15582/attachments/1/translations/fr/renditions/native), p. 11). SEE ALSO THE FOOTNOTE! |
| Company No:  |  |
| Account No:  |  |
| Head office:  |  |
| Operational headquarters:  |  |
| E-mail:  |  |
| Telephone:  |  |
| Website:  |  |

## **Persons responsible for the SIP and the company**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Last** **name** | **First name** | **Position** | **Address** | **E-mail** | **Tel.** |
| Person legally authorised to bind the company |  |  |   |  |  |  |
| Administrative manager for the SIP |  |  |  |  |  |  |
| Technical and scientific manager |  |  |  |  |  |  |

## Summary of the SIP

|  |
| --- |
| **Explanatory note to be deleted** |
| * Summarise the SIP in a few lines;
* List some key words which describe the essence of your project.
* Indicate here the duration of the SIP and the starting date which many only be between 01/12/2025 and 31/12/2025. Only admissible expenses incurred within the indicated duration of the SIP will be taken into consideration.
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**Objectives of the SIP**:

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**Summary of the strategic plan***(between 5 and 10 lines):*

*.............................................................................................................................................................................*

*.............................................................................................................................................................................*

*.............................................................................................................................................................................*

**Keywords**:

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**Number of FTEs involved**: ................................................................................................................................

**Starting date of the SIP**: ....................................................................................................................................

**Duration of the SIP**: ...........................................................................................................................................

# Presentation of the company

## Shareholder structure

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

|  |  |
| --- | --- |
| **Amount of capital** | **€k** |
| **Business name** | **Identity** | **% of the capital** | **Number of shares** |
| ABC S.A. | BE00 1122 3344 | 10% | X |
| Mr. XYZ | Physical person | 5% | X |
| ... | ... | ... | … |
| ... | ... | ... | … |
| ... | ... | ... | … |
| **Total of the shares**  | **X** |

**Explanation of the evolution in the shareholding in recent years:**

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## Background

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| **Explanatory note to be deleted** |
| * Outline the profile and experience of key people (CEO, CTO, CFO and any other director) in the company;
* describe the evolution of the company, from its creation to the present day, indicating the key events;
* describe the evolution of the company's activity, its staff and turnover;
* describe the links and dependencies with other companies.

**Attach in annex:*** the *curricula vitae* of the key persons in the company and involved in the SIP;
* an organisation chart.
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## Activities

|  |
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| **Explanatory note to be deleted** |
| * provide a description of the activities (production, services and R&D) of the company in charge of the SIP;
* mention the products and services sold/manufactured and the processes implemented;
* explain the breakdown of activities (if several);
* explain the nature of the company's customer base, and the market covered by their proposed services/products;
* provide indexes and forecasts about changes in the market covered by the company and explain how the activity adapts over time;
* describe the company's dependencies with third parties (suppliers, customers, etc.);
* if the company is part of a group, mention all of the group's activities
* provide the name, location and main activity of all of the national and international operational headquarters.
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# Applicant's financial details

## Balance and profit-and-loss account (past 3 years)

|  |
| --- |
| **Explanatory note to be deleted** |
| * In the annex, provide the balances and profit-and-loss accounts for the past 3 years.
* Provide a provisional balance and profit-and-loss account for the year in progress established no more than 3 months ago.
 |

## Statement of debts and payment arrears

|  |
| --- |
| **Explanatory note to be deleted** |
| Indicate if the company is currently faced with bank debts, supplier debts, or debts with public administrations (NSSO, VAT, payroll tax, etc.). Where appropriate, specify payment arrears and any negotiated repayment plan.Attach any useful document in annex. |

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## R&D budget (in €k)

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| **Explanatory note to be deleted** |
| This data must make it possible to assess the evolution of the financial resources of the company allocated to R&D. |

### Detail of R&D expenditure (in €k)

|  |  |  |  |
| --- | --- | --- | --- |
| R&D expenditure | 20.. | 20.. | 20.. |
| Salaries |  |  |  |
| Equipment |  |  |  |
| Consumables |  |  |  |
| Academic sub-contracting (university, college, collective centre) |  |  |  |
| Private sub-contracting |  |  |  |
| **TOTAL** |  |  |  |

### Ratio between R&D expenditure and operating expenditure (in €k)

|  |  |  |  |
| --- | --- | --- | --- |
| Expenditure | 20.. | 20.. | 20.. |
| R&D expenditure (1) |  |  |  |
| Operating expenditure (2) |  |  |  |
| Ratio (1) / (2) |  |  |  |

**If you use annual accounts to illustrate the company's high innovative potential, please describe briefly the way in which they prove that 10% of expenditure is devoted to R&D:**

## Evolution of staff (in FTE)

|  |
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| **Explanatory note to be deleted** |
| The details pertaining to staff (in FTE - full time equivalent) must make it possible to evaluate the evolution of the proportion of the human resources of the company used in R&D, as well as the evolution of employment in the BCR. |

|  |  |  |  |
| --- | --- | --- | --- |
| Staff | 20.. | 20.. | 20.. |
| Total staff costs  |  |  |  |
| *Breakdown Salaried staff/self-employed staff* |
| Staff |  |  |  |
| Self-employed persons |  |  |  |
| *Geographic breakdown* |
| Staff employed in BCR\* |  |  |  |
| R&D staff employed in BCR\* |  |  |  |
| *Breakdown academic profile* |
| Academics |  |  |  |
| Higher education |  |  |  |
| Other |  |  |  |

(\*) BCR = Brussels-Capital Region

## Financial aids from public authorities since the creation of the company

|  |
| --- |
| **Explanatory note to be deleted** |
| Indicate all the aid which the company has received **since the creation of the company** or which it currently receives at a regional, federal and European level. Specify the purpose of the aid, the amount, the level of contribution and the applicable period. |

* Innoviris: ................................................................................................................................................
* Aids in the BCR (Brussels Economy and Employment, BIE, SRIB, SDRB, Participation Fund, Guarantee Fund, etc.):………….......................................................................................................
* Other Regions: ..………………………………………….........................................................................
* Federal: ...…………………………………………………......................................................................
* European: …………………………………………………………….....................................................

**Specify any other aid applications in progress** …..........................................................................................................................................................................….........................................................................................................................................................................

# Strategic Innovation Plan (SIP)

## Summary and objectives of the SIP

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| **Explanatory note to be deleted** |
| * Describe the research and development problem(s) which the company faces.
* Define the scope of the company's Strategic innovation plan (see p. 2): developments and projects covered by the SIP, R&D phases planned for each project (Feasibility study, prototype research, etc.) and actions planned to prepare the launch.
* What are the objectives to achieve after the SIP?
* What innovations are expected: products, services, production procedure, etc?
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## Technological context

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| **Explanatory note to be deleted** |
| * Present the technological context in which the company is evolving, as well as the technical trends which triggered the implementation of the SIP (alignment of need/product, added value)
* Describe the level of knowledge relating to your SIP, obtained by your company's technological surveillance or by preliminary research for the present SIP;
* Indicate the company's technological know-how and what it has to acquire to carry out its SIP successfully
* Detail the technological positioning (choice of material and components, third party tools and services used, techniques used [processes, engineering, programming language, etc.], etc.) and justify this positioning (*benchmark*, experience in the area, performance analysis, etc.).
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## Organisational context of the SIP

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| **Explanatory note to be deleted** |
| * Detail the organisation chart of the SIP. Indicate whether changes in the company's management and structure are planned during this SIP
* Detail the positions and skills needed to implement the SIP and if the company must recruit and/or train to achieve its objectives
* Detail if the company must use sub-contracting and its strategy in this context (selection method for sub-contractors, management method and coordination of suppliers, etc.)
* Explain the methodology(ies) used by the company to conduct and manage the programme/project
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##

## 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[[2]](#footnote-3). 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.) |

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.**

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**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?**

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## Steps of the strategic plan

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| **Explanatory note to be deleted** |
| Explain the programme and define the general strategy adopted for the implementation of the SIP (in terms of *milestones*, basic hypothesis, methodology, etc.): * Present the steps of the SIP in the form of detailed work packages, including the deliverables to be supplied. For each Work package, define the scientific or technological risks and difficulties to plan for and the way it which they can be overcome;
* Provide as precise a breakdown as possible of the tasks of the SIP based on the template presented below;
* Provide a GANTT chart to illustrate the time link of the stages of the SIP (think about the sequential or parallel nature of the tasks).

**Example**:**Attach in annex:*** The complete GANTT chart and any electronic version
* The breakdown of the tasks of the SIP, indicating for each one the deliverables planned, the resources allocated, the effort required and the planned timetable.

(*Resources are available* [here](http://www.innoviris.be/fr/soutien-financier-entreprises/programmes-bruxellois/rise-innovative-starters), *in the "Toolbox" section in order to help you to create your breakdown of tasks*) |

**WP X:**

|  |  |
| --- | --- |
| 1. Overall FTEs (days/hours)
2. Breakdown of the workload among the persons included in the budget (days/hours per person)
 | Start/End |

**Overall objective of the WP:**

*Provide a description of the overall objective(s) of the work package*

...................................................................................................................................................................

***Tasks 1: ……………………..***

|  |  |
| --- | --- |
| 1. Overall FTEs (days/hours)
2. Breakdown of the workload among the persons included in the budget (days/hours)

 **E.g.: Mr. X (10 days/hours) Mrs Y (20 days/hours) …** | Start/End |

***Objectives of task 1:*** .....................................................................................................................

***Description of the method:*** *Describe the envisaged actions, methods and techniques. Explain the way in which the task must be carried out, and in what measure existing methods/tools/techniques/software, or those which still need to be developed, will be used. The aim is not to contextualise the information but to clearly describe "what the technical work to be carried out will be, to achieve the objective of the task".*

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***Technological challenges associated with task 1:*** ...............................................................................

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***Risks associated with task 1:*** ................................................................................................................

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**Deliverables from WP X**

*Describe the expected deliverable(s) during the work package, as well as their respective deadlines*

*E.g.: L1.1 Algorithm XXX implemented on the platform (30 June 2018)*

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## Budget

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| **Explanatory note to be deleted** |
| Draw up the budget for the SIP for the relevant period (including subcontractors and partners), using the template provided (delete examples 1.1, 1.2, etc.).If your company is liable for VAT, the expenses to be taken into consideration are ex VAT.**Staff costs:**These group the staff-related costs together (researchers, technicians , business developer, and support staff) which constitute the team in charge of the SIP. A distinction must be made between salaried staff (1.1) and self-employed staff (1.2).Regarding the employees, the accepted personnel costs are based on the standard hourly cost (SHC) of the persons working on the project (all employer contributions included). This cost is multiplied by the number of hours spent on the project: calculation of the standard hourly cost (SHC) = gross monthly full-time \* 1.2%.**Other operating costs:**We would like to remind you that the operating costs concern everyday expenses directly related to the project's implementation and on behalf of the people present in the agreement budget: 1. Consumables (chemicals, materials, tools)
2. Small scientific and technical equipment
3. Costs linked to the acquisition of technologies, or purchasing patents, licenses or data, or the hiring of data storage space from third parties (according to the applicable legal basis)
4. Organisation of symposiums/seminars: meeting organisation costs (meals, external meeting room) only when relevant and dissemination other than through the publication of scientific articles
5. Logistics support for the completion of the project: hiring of equipment, rental of infrastructures and equipment
6. Miscellaneous: if not specified in the budget, to be submitted for approval to Innoviris - by email to the scientific and accounting advisors: miscellaneous costs must be small amounts and incurred as infrequently as possible.

List all sub-items (unit cost \* quantity)**Investment costs:**These costs correspond to the depreciation of the equipment and material used in the project, whose valueis higher than 999 euros, following the company's valuation rules.Depreciation is calculated on a pro-rata basis of the SIP and the rates of use of the equipment over a period of three years for computer equipment and five years for scientific and technical equipment.Amortisation is calculated *prorata* of the duration of the SIP 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. **Calculation formulae:*** IT equipment: (Quantity \* Unit cost \* Number of months of use during the SIP \* utilisation rate)/36
* Other equipment: (Quantity \* Unit costs \* Number of months of use during the SIP \* utilisation rate)/60

**General costs:**This is a fixed amount to cover additional costs incurred while carrying out the SIP (secretariat, bookkeeping, 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:**These costs cover the following expenses:* the cost of consulting services or equivalent, used exclusively for the SIP (excluding consultancy related to intellectual property issues);
* third party services (outsourced work);
* knowledge and patents purchased or licensed.

**Attach in annex:*** the specifications and the tenders submitted by subcontractors.
 |
|  |

Period from ... / ... / 20 ... to ... / ... / 20 ...



**Explain the costs indicated under headings 2, 3 and 5 of the budget.**

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 *…............................................................................................................................................... ….*

# Market study & Valorisation prospects

## Market study

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| **Explanatory note to be deleted** |
| As indicated in the presentation of the scope of the SIP (see p2), it is expected that the plan proposed by the company follows on from a study of its market. Therefore, this section aims to describe the target market (new or existing) in terms of needs, problems, and opportunities identified. In particular, this paragraph should contain the following information:* context and identification of needs;
* potential customers;
* competition and major players on the target market;
* market norms and constraints;
* signs of intent on the part of prospects.
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## Valorisation prospects

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| **Explanatory note to be deleted** |
| This section aims to describe the potential for the economic valorisation of the expected results of the Strategy innovation plan. The aim here is to understand how the amounts invested will be spent by the company. In particular, this paragraph should contain the following information:* **Business Plan for the next 3 years** (volume of sales and provisional turnover, unit sale price, business model, sales strategy, etc.).
* **Financial plan** for the next 3 years (Provisional balance, profit-and-loss account and cash-flow, explanation of hypotheses)
* The actions set up to **manage the company's growth** (adaptation of the company's organisation chart, search for investors and partners, recruitment, integration of new skills, training, etc.)
* **Strategy in terms of protection of intellectual property rights**

**Attach in annex:*** The business plan for the product or the company. (Resources are available [here](http://www.innoviris.be/fr/soutien-financier-entreprises/programmes-bruxellois/rise-innovative-starters), in the "Toolbox" section in order to help you to build your business plan)
* The company's financial plan for the next 3 years
 |

*……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………...………*

## Social and environmental impact and impact on the Brussels ecosystem

|  |
| --- |
| **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.)
 |

## Description of the project that can be used as 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 service to promote Innovative Starts Awards and inform the general public about the products submitted and selected. About ten lines are enough.Also, do not forget to provide a logo (file with a high enough resolution) and some illustrative images in the electronic annexes. |

# Equal opportunities test

|  |
| --- |
| **Explanatory note to be deleted** |
| **To be completed only if your grant request is more 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 follow the links:<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

Gender

Disability

Ethnic and cultural origin

Sexual orientation, gender identity and expression

Origin and social situation

|  |
| --- |
| **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. |

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

|  |
| --- |
| **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

|  |
| --- |
| **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. |

# Summary of the annexes to be provided

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| **Explanatory note to be deleted** |
| Below, you will find the list of annexes to provide with this form so that the company's application can be considered admissible. **Incomplete applications will be rejected.**On its website, Innoviris provides templates for the production of the Business plan and for the breakdown of the tasks of the SIP in order to provide companies that do not have standard documents for these elements with a structure. These models, which contain the minimum information expected by Innoviris, are for information purposes. Therefore, you are free to modify the format and content of these documents.Here is the list of annexes to provide for the application to be considered as admissible: * bank account details (*see section A2);*
* Document certifying R&D expenditure equivalent to a minimum of 10% of the company's total operating expenses during one of the three years preceding the awarding of the aid (in the case of an company starting out that does not have any financial history, R&D expenditure will be calculated for the tax year in progress and accompanied by a declaration by an external auditor) **or** declaration by an external expert that the company will develop, in a foreseeable future, new or substantially improved products, services, or processes with regard to the current state of the technique in the sector considered and which present a risk of technological or industrial failure
* the *curricula vitae of the key people* (*see section B2)*;
* an organisation chart of the company (*see section B2)*;
* The GANT chart and associated WBS, and their electronic version (*see section D5)*;
* the specifications and the tenders submitted by subcontractors (*see section D6)*;
* The *business plan* for the product or the company (containing the financial plan) (*see section E2)*;
* an electronic version of the company logo;
* an electronic version of some illustrative images (if available) for communication about the project.
* A signed copy of the action's Regulations

On its website, on the Innovative Starters Award action page, Innoviris provides a space in which you will find a set of resources that will help you to complete some of the afore-mentioned annexes.The company will also be able to provide any other document that supports the aid application (Signs of interest on the part of prospects, market research, publications, etc.) |

# Authorisation and signature

## H.1 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 undertakes to observe them *(tick the relevant boxes)*:

*  the company is in conformity with regards to its tax and social obligations;
*  the SIP/programme did not commence before the submission of the aid application with Innoviris;
*  the company has, or will implement before the commencement of the SIP/programme, a mechanism to monitor the costs relating to the SIP/programme, which will make it possible to justify the costs incurred during the project/programme, and audit them;
*  the SIP/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 SIP/programme in the form of "know-how", or technical industrial property rights;
*  the costs incurred in the context of the SIP/programme are not covered, either partially or in full, by any public aid measure. Likewise, the company undertakes not to make any new co-financing applications for costs incurred during the SIP/programme to other regional, national or community authorities;
*  the company is in good financial health and has not initiated insolvency proceedings;
*  the company undertakes to immediately notify Innoviris of any substantial modification which occurs in the context of the SIP/programme (cessation, placing on standby, or decrease in the size of the SIP/programme, etc.) or with regards to its situation (in particular in the event of insolvency, etc.);
*  the company shall repay the paid capital grants, increased by the legally applicable interest rate, in the event of improper or non-compliant management regarding the general rules for the SIP/programmes, or in the event of non-compliance with one or more of its commitments.
*  the project's implementation will not contravene the Code of Ethics for Scientific Research in Belgium[[3]](#footnote-4).

I authorise INNOVIRIS to carry out the necessary enquiries for the examination of this application and

declare that the information contained in this form is accurate and correct.

**Date: Authorised signature:**

1. **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 an company (available on our website) and attach it to your application.** [↑](#footnote-ref-2)
2. <https://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/ethics/h2020_hi_ethics-self-assess_en.pdf> [↑](#footnote-ref-3)
3. http://www.belspo.be/belspo/organisation/publ/pub\_ostc/Eth\_code/ethcode\_en.pdf [↑](#footnote-ref-4)