**EUROPEAN "ERA MIN" PROGRAMME Joint Call 2019**

**RAW MATERIALS FOR SUSTAINABLE DEVELOPMENT AND THE CIRCULAR ECONOMY**

**This template can be filled in by all types of Brussels beneficiaries: businesses, associations, universities and research centres**

**Please submit your application to Innoviris in one paper copy, printed on both sides, and send an electronic version to** [**funding-request@innoviris.brussels**](mailto:funding-request@innoviris.brussels) **AND to** [**bbibrowska@innoviris.brussels**](file:///C:\Users\avanlooveren\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\C18INOQ0\bbibrowska@innoviris.brussels) **by March 12, 2020 at 12h00 at the latest**

**Name of the applicant**

*"Title of the project"*

|  |  |
| --- | --- |
| **Nature of the project** | |
|  Industrial research   Experimental development | |
| **Start date of the project** | *DD/MM/YYYY* |
| **Duration of the project** | *XX* **months** |
| **Budget amount** | *XXXX* **€** |
| **Requested intervention rate** | *XX* **%** |
| **Requested subsidy** | *XXXX* **€** |

In order to facilitate a quick evaluation, it is essential to make sure that the requested details are communicated accurately and in full.

This information gives us not only a better understanding of your situation and your project; so that we can, best evaluate its admissibility,

**Eligibility conditions:**

To be able to benefit from the financial intervention of the Region, the applicant must:

- Develop all or some of its activities within the territory of the Brussels-Capital Region;

-

- demonstrate that the project has a favourable impact on the economy and employment within the Region;

- justify the incentive effect of the financial aid, i.e.

* having submitted their aid application before the start of the project execution,
* for large businesses, demonstrate that the aid will result in a significant increase in at least one of the following factors: the size, scope or speed of execution of the project, the total amount dedicated to the project or to Research and Development.

• having fulfilled its obligations in the context of previous support initiatives allocated by the Brussels-Capital Region.

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# Overview

## Personal information

|  |
| --- |
| **Explanatory note to be deleted** |
| Indicate the person(s) (internal or external) and/or organisations who/which have participated in drafting the present application (surname, first name, identity, title and possible divisions for which this person is responsible). |

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

## Identity of the applicant

Name of the business/research body/association

Legal form….…………………….......................... Date of creation................................

Company Number:.......................................................................

Bank account number.............................. (enclose bank details in the annex)

Tel................................................... Email:……….………………………………………………...

Website.........................................................................................................

Registered office

Street……………………………………………….……………Number…………Box...........

Post code..............................................Town.......................................................................

Place(s) of business (if different from the registered office)

Street……………………………………………….……………Number…………Box...........

Post code..............................................Town.......................................................................

## Persons responsible for the project realisation and the business/research body/association

**Person legally authorised to engage the company**

Surname, first name………………………………………… Title……………..…………………………………

Tel................................................... Email.......................................

Street……………………………………………….……………Number…………Box...........

Post code..............................................Town.......................................................................

**Administrative manager for the project**

Surname, first name………………………………………… Title……………..…………………………………

Tel................................................... Email:……….………………………………………………...

**Technical and scientific manager for the project**

Surname, first name………………………………………… Title……………..…………………………………

Tel................................................... Email:……….………………………………………………...

## Description of the project

|  |
| --- |
| **Explanatory note to be deleted** |
| * *Indicate the full title of the project (give details of acronyms);* * *Summarise the project in a few sentences: the information contained in this summary may be used by Innoviris in the context of external communication (e.g. annual report).* * *List some key words which describe the essence of your project.* |

***Title of the project:***

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

……………………………………………………………………..................…. *(maximum 2 lines)*

***Summary of the project:***

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

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

***Key words:***

*………………………………………………………………......………. (3 minimum and 7 maximum)*

***Determine the project area :***

**Strategic activity** area(1 choice)

 ICT - Digital economy:

 Green economy (including circular economy)

 Health - Personalised medicine

 Other area ( non strategic)

**Type of innovation - At least one choice**

 Non-ICT technology

 ICT technology

 Social

 Societal

 Economic/business

 Organisational

**Link to regional plans (if relevant)**

 Regional Innovation Plan

Regional Plan on Circular Economy

 NextTech

 bedigital.brussels

 GoodMove

 Industrial plan

 e-health plan

**Collaborations** (at least 1 choice)

**** University/Company collaboration (including sub-contracting)

 Inter-regional collaboration

 International cooperation

**Sector (**Possibility of indicating one or more project sectors in addition to the field of application of the project selected by the applicant)

 Software

 Hardware

 Data

 Networks

 Security

 Chemistry

 Additive manufacturing = 3D printing

 Advanced materials

 Mobility

 Logistics

 Energy networks and storage

 Biotechnology

 Pharmaceutics

 Medicine

 E-health

 Medical devices

 Urban development & Social geography

 Eco-construction

 Architecture

 Industrial production

 Industry 4.0

 Economy & Management

 Social economy

 Law & Politics

 HR

 Finance/insurance

 Consulting

 Psychology, Communication & Education

 Philosophy, Arts & Letters

 Creative and cultural industries

 Sustainable food

 Public administration and politics

 Social sciences

## Nature of the project & type of financial aid

|  |
| --- |
| **Explanatory note to be deleted** |
| **Industrial research**  Planned research intended to acquire new insights which are useful at mid term erm for developing new products, processes or services OR the substantial improvement of existing products, processes or services.  **Experimental development**  Activity aimingto apply the results of industrial research in the form of prototype products, procedures or services, which may not be used for commercial purposes before the end of the project. |

 Industrial research

 Experimental development

Briefly explain this choice

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

*……………………………………………………………………………………………….(maximum 5 lines)*

## Nature of the project

|  |
| --- |
| **Explanatory note to be deleted** |
| Indicate if the project is new or if it concerns an extension of a project that is financially supported by the Region, in which case specify the reference of the corresponding dossier. |

New project

Project arising from a previous project (reference of the dossier: .........................)

## 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 posterior to the date on which INNOVIRIS receives your application.  The project can only start a minimum of two months after receipt.  In all cases, the project will start on the 1st of the month.  Only admissible costs incurred during this period will be taken into account*.* |

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

## Nature of the applicant

|  |
| --- |
| **Explanatory note to be deleted** |
| Companies:  To determine the rate of financing for your business, please refer [the method for calculating the size of the company](https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en)  Associations:  To determine the funding rate for your association, please refer to the document "Declaration of the activities of the applicant"  **Attach in annex:**   * [An information statement](http://www.innoviris.be/fr/documents/declaration-de-renseignements) on the economic activities of the association (for associations) |

|  |
| --- |
| 🞏VSE (or Very Small Association) |
| 🞏SE (or Small Association) |
| 🞏ME (or Medium-sized Association) |
| 🞏LE (or Large Association)  🞏Research organisation  🞏Association without economic activity |
|  |

## Amount of the aid

|  |
| --- |
| **Explanatory note to be deleted** |
| Specify the intervention rate of the Region, expressed as a percentage of the total budget of the project. For businesses and associations, this rate depends on predefined criteria such as the size of the business or the association/structural activities of the associations and the nature of the activities carried out within the project  **As a summary:**   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | **Maximum funding rate** | | | | |  | **Large enterprises** | **Medium-sized enterprises** | **Small enterprises** | **Universities, research bodies, associations without economic activities** | | **Industrial research** | 65% | 75% | 80% | 100% | | **Experimental development** | 40% | 50% | 60% | 100% |   **Association with economic activities will be funded as private companies** |

|  |  |
| --- | --- |
| **Total budget** | **€** |
| **Intervention rate** | **%** |
| **Aid applied for**  (total budget \* intervention rate) | **€** |

# Presentation of the applicant

**For research organisations (universities, etc.), the requested information concerns the applicant unit or laboratory, not the organisation in its entirety**.

## Background and activities

|  |
| --- |
| **Explanatory note to be deleted** |
| This section is intended to present the company, university, association and in particular its background and activities.  Background   * Briefly explain the origins of the organisation and its main activity (sector of activity) * Outline the profile and experience of key people (founders, CEO, other director) in the company;   Activities   * Provide a description of the activities (production, services and R&D) of the organisation and the products/services sold/made; Indicate their respective importance. * Describe the evolution of the company's activity, its staff and sales revenues; * Describe the links and dependencies with other companies (the group of which the company is part, suppliers, customers, third parties).   Enterprise and its market (for companies and associations with economic activities)   * Explain the nature of the company's customer base, and the market covered by their proposed services/products * Indicate the name, location and main activity of all of the national and international operational headquarters.   For universities and research centres-   * Describe activities of the research unit or association, * Describe the experience of taking part in collaborative projects at national or European level * Describe the experience in exploitation ( valorisation) of results and the practical development of research projects   **Attach in annex:**   * The *curricula vitae* of the key persons in the company and involved in the project; * an organisational chart. |

…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………… (max 5 pages)

## Composition of the share capital (for companies and associations with economic activities)

|  |
| --- |
| **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 XYZ | Natural person | 5% | X |
| ... | ... | ... | … |
| ... | ... | ... | … |
| ... | ... | ... | … |

|  |  |
| --- | --- |
| **Total of the shares** | **X** |

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

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

## Size of your company/association

|  |
| --- |
| **Explanatory note to be deleted** |
| Two documents can be used to calculate the size of your business:  **European guide to calculating the size of a company:**  **http://ec.europa.eu/DocsRoom/documents/15582/attachments/1/translations/fr/renditions/native**  **Form for calculating the size of a company:**  <https://innoviris.brussels/sites/default/files/documents/declaration_taille_pme_0.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 Enterprise), the loss of SME status can be **immediate**.  **If your company might not be an autonomous enterprise** (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 |

## Financial data (for business and association with economic activities)

|  |
| --- |
| **Explanatory note to be deleted** |
| Indicate the evolution of the financial details for **the last three financial years**.  In the event that the accounts have not yet been published, we request that you provide the provisional details for the current financial year. |

| Year | 2018\* | 2017 | 2016 |
| --- | --- | --- | --- |
| *Equity (in €k)*  [Balance sheet codes 10/15] |  |  |  |
| *Turnover (in €k)*  [Balance sheet code 70] |  |  |  |
| *Operating income, EBIT (in k€)*  [Balance sheet code 9901] |  |  |  |

* *Provisional figures if not yet published*

## Explanation of the company's ability to provide its own financial contribution (companies and associations with economic activities)

|  |
| --- |
| **Explanatory note to be deleted** |
| Explain in detail the way in which your company will contribute its financial share to the project (e.g.: by existing funds, equity injection, bank loan, company's margin, etc.).  **Attach in annex:**   * Supporting documents (e.g.: order book, loan acceptance, capital increase, equity, etc.). |

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………(max 1 page)

## R&D budget in the entity (for companies, universities and associations)

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

| Year | 2018\* | 2017 | 2016 |
| --- | --- | --- | --- |
| *Total R&D budget (in €k)*  *(including public aid)* |  |  |  |
| *R&D budget in BCR (in €k)* |  |  |  |
| *Public aid for R&D from BCR (in €k)* |  |  |  |
|  |  |  |  |

## Status of debts and payment arrears (for companies and associations)

|  |
| --- |
| **Explanatory note to be deleted** |
| Indicate if the applicant is currently confronted 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. |

…......................................................................................................................................................................................................................................................................................................................................................................................................................................................................................(maximum 10 lines)

## Staff

|  |
| --- |
| **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 human resources used in R&D, as well as the evolution of employment in the BCR. |

| Year | 2018\* | 2017 | 2016 |
| --- | --- | --- | --- |
| *Total staff (in FTE)* |  |  |  |
| *university graduates (FTE)* |  |  |  |
| *higher education (FTE)* |  |  |  |
| *salaried staff (in FTE)*  [Social balance sheet code 105] |  |  |  |
| *self-employed persons (in FTE)* |  |  |  |
| *Staff in the BCR (in FTE)* |  |  |  |
| *R&D staff in the BCR (in FTE)* |  |  |  |
| *university graduates (FTE)* |  |  |  |
| *higher education (FTE)* |  |  |  |

## Financial aid from public authorities

|  |
| --- |
| **Explanatory note to be deleted** |
| Indicate all the aid which the applicant has received **over the last five years** or which it currently receives at the regional, federal and European level.  **Also indicate any aid which the applicant 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. |

* **Innoviris**

|  |  |  |
| --- | --- | --- |
| **No. dossier** | **Title of the project** | **Subsidy (EUR)** |
|  |  |  |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Authority** | **No. dossier** | **Subsidy (+ period)** | **EUR** |
| *Brussels Economy and Employment* | *XXXX* | *Training subsidies* | *€3,000.00* |

* **Aid from other regions/federal aid**:

|  |  |  |  |
| --- | --- | --- | --- |
| **Authority** | **No. dossier** | **Subsidy (+ period)** | **EUR** |
| *Federal* | *XXXX* | *Tax reduction* | *€3,000.00* |

* **European aid**:

|  |  |  |  |
| --- | --- | --- | --- |
| **Programme** | **No. dossier** | **Subsidy (+ period)** | **EUR** |
|  | *XXXX* |  | *€3,000.00* |

# Presentation of the project

## Presentation of the project: objectives, technological positioning, implementation

|  |
| --- |
| **Explanatory note to be deleted** |
| This section aims to describe in a detailed and technical manner what the projects intends to accomplish, and the resources incorporated to achieve these aims. The following aspects, detailed in the respective sub-sections, must be considered:   * Origins, objectives and innovative nature of the project * Implementation of the project * Impact - usefulness and development of the project results in the Brussels-Capital Region |

All of this section (C1.1 + C1.2 + C1.3) must be a maximum of 5 pages

C.1.1 Rationale, objectives and innovative character of the project

C.1.2 Implementation of the project

C. 1. 3 Usefulness and exploitation of the project results in the Brussels-Capital Region - which collaborations will be undertaken, what solutions may be implemented

## Place(s) where the project will be realised

|  |
| --- |
| **Explanatory note to be deleted** |
| Specify the name and location (complete address) of the units in charge of the project (including subcontractors):   * If the entire project is carried out in the BCR, please indicate in which place(s); * If part of the project is carried out outside the BCR, please indicate the place and explain why. |

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

## Detailed work programme of the applicant within the ERA MIN project

|  |
| --- |
| **Explanatory note to be deleted** |
| Explain in detail **your work programme (your tasks)** within the project: |
| **Please follow the outline shown below, without exception.**  **WP**   |  |  | | --- | --- | | 1. Overall FTE (m/h) | Start/End |   **Overall objective of the WP:**  *Provide a description of the overall objective(s) of the work package*  ....................................................................................................................................................................  ***Tasks 1: ……………………..***   |  |  | | --- | --- | | 1. Overall FTE (m/h) | Start/End |   ***Objectives of task 1:*** .....................................................................................................................  ...................  ............................................................................................................  ...................................................................................................................................................................  **Deliverables from WP X**  *Describe the expected deliverable(s) during the work package, as well as their respective deadlines*  ………………………………………………………………………………………………………………………… |

*……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………(max 10 pages)*

## Planning

|  |
| --- |
| **Explanatory note to be deleted** |
| * Provide a GANTT chart to illustrate the time link of the stages of the project   **Example**:    **Attach in annex:**   * The full diagram |

## Market study and/or valorisation ( exploitation) prospects

|  |
| --- |
| **Explanatory note to be deleted** |
| Describe the target market (new or existing), and the economic valorisation potential of the expected results.  For universities, describe the collaborations and areas for valorising the results  In particular, this paragraph should contain the following information:   * Explain the evolution of the *business model* in relation with the expected results; * Specify the desired consequences for the applicant: * impact on the turnover; * impact on the evolution of staff in the business and in the BCR; * impact on the development of the BCR (direct jobs, economy, environment, etc.). * describe the actions envisaged for the economic valorisation of the project; * List the regional public and private actors with which the applicant will collaborate during and after the project * Define the strategy for commercialising the results obtained in the project in the BCR   Indicate the kind of enhancement expected in the Brussels-Capital Region, in the other Regions and/or abroad. |

…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………(

## Budget

|  |
| --- |
| **Explanatory note to be deleted** |
| Draw up the budget for the project for the relevant period (including subcontractors and partners), using the template provided (delete examples 1.1, 1.2, etc.).  If the applicant is subject to VAT, the expenses to be taken into consideration are ex VAT.  **Staff costs:**  These group the staff-related costs together (researchers, technicians and support staff) which constitute the team in charge of the project. A distinction must be made between salaried staff (1.1) and self-employed staff (1.2).  **Operating costs:**  These costs cover related current expenses:   * for 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; * foreign travel expenses; * computers * etc.   Detail all of the budget sub-items (unit cost x quantity).  **Investment costs:**  These costs correspond to the amortisation of the equipment used for the project:   * software (user rights or licence rights); * industrial machinery; * analytical equipment; * etc.   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.  **Calculation formula:**   * 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   **General costs:**  This is a fixed amount to cover additional costs incurred while carrying out the R&D project (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 project;   third party services (outsourced work);  **TOTAL**  Specify the total amount of the project budget, the Region's intervention rate expressed as a percentage of the total project budget and deduct the amount of the aid requested. For businesses, this rate depends on predefined criteria such as the size of the business and the nature of the project. |

Budget model

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



...........

*…….… (maximum 15 lines)*

# Annexes and signatures

## Summary of the annexes to be provided

|  |
| --- |
| **Explanatory note to be deleted** |
| * the *curricula vitae* of the key people; * an organisational chart; * an explanation of the shareholder structure (only for businesses), * a copy of the statutes of the applicant (except for universities and research bodies) * the documents confirming its ability to guarantee its share in the project * bank account identity * information statement on the economic activities of the association (for associations) * a declaration of compliance to the definition of research body (for research bodies) * any other document which could support the application for financial aid |

## Sworn declaration and undertakings

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

• 🞏 the company/organisation/association is in compliance with regards to its tax and social obligations

• 🞏 the RDI project/programme did not commence before the submission of the aid application with Innoviris;

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

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

• 🞏 the company/organisation/association will own the project results of the RDI project/programme in the form of "expertise" or technical industrial property rights in accordance with the consortium agreement concluded between the project partners;

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

• 🞏 the company/organisation/association is in good financial health and has not initiated insolvency proceedings

• 🞏 the company/organisation undertakes to immediately notify Innoviris of any substantial modification 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/organisation/association shall repay the paid subsidies, increased by the legally applicable interest rate, in the event of improper or non-compliant management regarding the general rules for Research and Development projects/programmes, or in the event of non-compliance with one or more of its commitments.

## 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: |
|  |  |