Section C/D: Partner requesting Innoviris funding

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# <Name partner>

**Only to be completed by partners applying for Innoviris funding.**

This information will NOT be distributed to the external experts

To be completed only by partners requesting Innoviris funding

Do not repeat information that was already given in section B

* This template exists in English and in Dutch, use the version of your choice.
* The structure of the document, including the headers, should not be changed. It is allowed however to add subheadings.
* Please preserve the layout of the document. Mind copy pasting from other documents.
* Please delete all instructions and guiding information for completion (purple print) from the completed template!
* Don’t forget to insert the acronym of your project and your name in the footer and one the first page.
* Budget per partner: Every partner needs to complete the budget in MyProjects, no need to repeat it here. The budget information from MyProjects will be forwarded to Innoviris in the correct format.

## General information on the external partner

Exploitation seat:

Indicate the address of the exploitation seat where the project results will be valorized, if this is different from the registered seat.

X

Current number of employees:

X

Shareholders:

If the company is not quoted on the stock exchange, provide the following information for each one of the stakeholders: name and business number (in case of a legal entity), % of shares.

X

Bank account (IBAN & BIC):

To be used in case of transfer of Innoviris funding.

X

The information requested in this section will serve to create a company profile and to assess whether the company generally disposes of sufficient resources to implement the project. The intention is to create the profile once and to update it with every subsequent application, if necessary.

It is definitely allowed to refer to existing sources of information such as annual reports, websites, etc. In this case, please clearly indicate where the requested information can be found.

### History and activities

Describe the most important business and financial changes in the company, more in particular the Brussels-based branch(es). Elements that need to be addressed are the profiles and experience of key figures in the enterprise (CEO, CTO, CFO and all other board members); the evolution of the enterprise and mentioning the most important events/changes; the evolution of activities of the company, the personnel and business turnover; connections and dependencies with other enterprises.

Describe the activities (production, services and RDI) of the company that is involved in the project. Mention commercialised/manufactured products, services or processes; Explain the division of activities (if multiple); Describe the nature of the clients of the enterprise and the market that is covered by the services/products; Describe the dependence on 3rd parties (suppliers, clients, etc); If the enterprise is part of a group, please mention the whole of the activities of this group; Give name, location and main activities of all exploited national and international seats.

Annexes to be added: the resumes of the key figures of the enterprise and the project; an organization chart.

X

### Research activities and general IP approach

Give a short overview of the current R&D activities and R&D structure as well as the impact of those on Brussels, including the R&D personnel and R&D expenditure, and mention the most important developments in the past 3 years and complete the tables below.

|  |  |  |  |
| --- | --- | --- | --- |
| Year | 2014\* | 2013 | 2012 |
| *Total budget R&D (in k€)* incl. government funding) |  |  |  |
| *R&D budget in the BCR (in k€)* |  |  |  |
| *Government R&D of the BCR (in k€)* |  |  |  |

*\* Estimates if not published yet*

|  |  |  |  |
| --- | --- | --- | --- |
| Year | 2014 | 2013 | 2012 |
| *Total personnel FTE)* |  |  |  |
| *Employers (FTE)*  [Social balance code 105] |  |  |  |
| *Contractors (FTE)* |  |  |  |
| *Personnel in the BCR (FTE)* |  |  |  |
| *R&D personnel in the BCR (FTE)* |  |  |  |
| *university degrees (FTE)* |  |  |  |
| *college degrees (FTE)* |  |  |  |
| *others (FTE)* |  |  |  |

Describe the approach the company applies with respect to the protection of intellectual property.

X

### Annual reports

With every application for funding by a company, Innoviris undertakes a financial analysis of that company. To this purpose, Innoviris uses the company’s official and deposited annual accounts. Please send along the official annual accounts of the past 3 years and a preliminary balance of the first 6 months of 2015.

We would like to draw attention to the fact that most SMEs need to submit only a concise version of their annual accounts. However, the official concise annual accounts do not contain some essential information, required to make an adequate financial analysis. If you apply for funding for SMEs, we therefore kindly request you to complete the table below with the indicated data that are not included in the concise annual accounts. Your finance department should be able to provide you with this information.

If your company files a concise financial annual account, please complete the table below:

|  |  |  |  |
| --- | --- | --- | --- |
| Year | 2014\* | 2013 | 2012 |
| *Owner’s equity* (in k€)  [Balance code 10/15] |  |  |  |
| *Turnover (in k€)*  [Balance code 70] |  |  |  |
| *Exploitation results, EBIT (in k€)*  [Balance code 9901] |  |  |  |
| *Tangible assets (in k€)*  [Balance code 22/27] |  |  |  |
| *Intangible assets (in k€)*  [Balance code 20/21] |  |  |  |
| *Total burden of debt (in k€)*  [Balance code 16/17] |  |  |  |

*\* Estimates if not published yet*

If you do not have an annual report (i.e., a start-up), please include a clearly elaborated finance or cash plan (can be derived from the business plan) in your application, together with a copy of your bylaws. Please also include the current state of affairs of the loss/profit account at the time of the application.

If your company is in start-up phase, please add a short history of the activities performed by your company since its constitution, and document it, if possible.

### Overview of prior government funding

Provide an overview of funding since 2004, granted by government on regional, federal and European level.

Provide title of the project, the granted amount, the funding percentage and duration.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Authority** | **Project** | **Amount (€) and %** | **Duration** |
| **Funding BCR\*** |  |  |  |  |
| **Other regions** |  |  |  |  |
| **Federal** |  |  |  |  |
| **European** |  |  |  |  |

\* B.E.W., B.I.E., G.I.M.B., Citydev., Participatiefonds, Garantiefonds, etc

## Requested funding

The requested funding comprises the basic funding percentage, depending on the qualification of the project, and possible extra funding. The requested own evaluation will be further discussed with the Innoviris advisors. The way in which the funding percentage will be determined can be found here:

For Research: <http://www.innoviris.be/nl/financiele-steun-aan-ondernemingen/brusselse-programmas/explore-industrial-research>

For Development: <http://www.innoviris.be/nl/financiele-steun-aan-ondernemingen/brusselse-programmas/shape-experimental-development>

### Basic funding percentage

Indicate how the imec.icon project (i.e., including the work performed by the research institution) should be qualified:

• Research project (basic funding percentage 50%)

• Development project (basic funding percentage 25%)

• Combined research & development project

In general, projects should be treated in its entirety. However, in the latter case, please indicate which parts (work packages, tasks) should be considered research and which should be viewed as development, and what the contribution is of each partner within this part of the project.

Justify the project’s principal uncertainties, risks and challenges (for your company).

X

### Extra funding

Indicate what type of extra funding is being requested (multiple choices are possible):

• **Extra funding for small enterprises (SE +20%) and medium-sized enterprises (ME +10%)**

X

**• Extra funding for collaboration (with an SME)**

The extra funding for substantial collaboration will be granted to all project partners if, for the part of the project for which Innoviris funding is requested, the rule at least one SME participates and that the budget of none of the partners constitutes more than 70% of the budget is being complied with.

http://www.innoviris.be/nl/documenten/effectieve-samenwerking-explore-shape-upgrade

X

### Requested funding percentage

Basic funding percentage + extra funding = xx% (minimum 25%; maximum 80%).

*This funding percentage needs to be filled in in MyProjects, please make sure that this percentage matches the one in this document.*

X

## Specific valorization information per partner

This section has to be read in combination with Section B.

The information included in Section C3 (and the preceding Section B) will be used to determine whether the proposed project offers sufficient economic potential. This valorization potential is the 2nd most important criterion in the selection of projects for funding.

Section B is made available to the external experts and this contrary to Section C, which will not be divulged. Based on Section B, the experts can get a good idea of the reality value of the proposed innovation.

Section C3 deals with extra information that is needed to determine the Innoviris funding. It is therefore an addition to Section B en does not contain repetitions of what has been written down in Section B. If necessary you can refer to Section B in this Section C3.

### Economic leverage

Focus specifically on the planned valorization activities in the Flemish branch where the results of this project are used.

Give a realistic estimate of the economic added value generated in the Brussels Capital Region (BCR) from the exploitation of the project results. This means that you estimate the impact of the project on employment and material investments in the Brussels branch or possibly at third parties in Brussels (if the relationship can be clearly demonstrated) over the life cycle of the product/process/service (reasonable period of time).

Base this on the financial projections for the same period from the business case. Give an estimation of the staff deployment for the different valorization activities. The staffing can be substantiated by historical data (e.g. current employment in the activities concerned, relation between turnover or production volumes and employment, etc.) and forecasts of the impact of the project (e.g. impact on turnover or production volumes, number and size of valorization projects, etc.). Estimate the added value, e.g. using the average added value per employee per year or the average value of the relation between added value in Brussels and turnover or production volumes for similar activities.

Indicate clearly how the situation would be different without the project (e.g. provide a scenario without the implementation of the project and a scenario with the implementation of the project).

X

### Anchoring

Describe the existing risks/opportunities in relation to anchoring the economic valorization.

For an international enterprise, give the departments of the Brussels branch which are relevant for the project, specifying each department's main activities and employment. Situate the Brussels departments in the international concern: other branches with similar activities, activities and employment in these branches, strengths/weaknesses of the Brussels branch. Also describe the impact this innovation project will have on anchoring the enterprises activities in Brussels.

X

### Intellectual property

Please provide a description of the approach taken to manage and protect intellectual property rights (freedom to operate, patent position…), in particular with respect to the results of this project.

If you provided information about this in Section A, you can refer to it, and limit yourself to specific information here.

X

### Additional confidential information on the impact

If necessary, you can add confidential information about the impact (discussed in Section B), which will not be forwarded to the experts.

X

## Additionality for the business partner

European regulations require that industrial R&D funding shall only be granted if there is clear additionality.

This information should allow Innoviris/imec to submit accurate reports in this respect. For the sake of clarity: the information will be grouped in the reporting to the European Commission and no details will be provided about the situation of individual beneficiaries.

### Additionality

Show that granting of the funding will have a demonstrable increase for at least one of the elements mentioned below. (Argument in a few sentences for at least one of the elements mentioned here, multiple choices are possible):

* Increase in size of the project
* Increase in scope of the project
* Shortening of lead time of the project
* Increase of the total budget granted to R&D
* Other

Please describe any other types of impact of the Innoviris funding on the project or company.

If possible, please provide a very brief (quantitative) explanation with your answers.

X