Section C/D: Partner requesting funding from Agentschap Innoveren & Ondernemen

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# <Name partner>

**Only to be completed by partners applying for funding from Agentschap Innoveren & Ondernemen**[[1]](#footnote-1)**.**

This information will NOT be distributed to the external experts.

To be completed by the partners requesting funding from Agentschap Innoveren & Ondernemen.

Do not repeat information that was already given in section B.

* Preferably, use the Dutch template (although the English template will be accepted as well).
* 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 Agentschap Innoveren & Ondernemen in the correct format.

The costs that are provided are, of course, estimates, but it is important that these costs are estimated as accurately as possible. The method for calculating project costs is explained in detail in the guidance document “Aanvaardbare kosten in projecten (Kostenmodel)”: <http://www.iwt.be/subsidies/documenten/kostenmodel-pdf>

## 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 funding from Agentschap Innoveren & Ondernemen.

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.

If imec or Agentschap Innoveren & Ondernemen already have the most recent information, i.e., in connection with a different project proposal, please refer to this earlier proposal by means of the imec project acronym and only include important changes and/or more recent information with respect to this older information.

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.

### Important business changes in the past two years

Briefly describe the most important business and financial changes in the company over the past 2 years, and more specifically their impact on Belgian branch(es). These could constitute capital increases or decreases, changes in shareholder structure, changes in activities, changes in strategic partnerships, changes in business model, …

X

### Research activities and general approach to intellectual property

Provide a brief description of the current R&D activities and structures and their impact in Flanders, including R&D personnel and R&D expenditures. Also mention the major developments in the past 3 years.

Indicate the company’s general approach to intellectual property protection.

X

### Annual reports

With every application for funding by a company, Agentschap Innoveren & Ondernemen undertakes a financial analysis of that company. To this purpose, Agentschap Innoveren & Ondernemen uses the company’s official and deposited annual accounts. If you draw up Belgian annual reports, you do NOT need to enclose them, unless the latest report has not yet been filed. International annual reports: provide the web link to or attach a copy of the latest international annual report.

*If Agentschap Innoveren & Ondernemen already has the latest information at their disposal, for example because of another recent project proposal, please refer to this earlier proposal using the Agentschap Innoveren & Ondernemen project number and mention only the most important changes and/or more recent data with respect to this older information.*

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:

|  |  |  |  |
| --- | --- | --- | --- |
| **Annual account** | | | |
|  | 20.. | 20.. | 20.. |
| 70/74 company revenue |  |  |  |
| 70 turnover |  |  |  |
| 71 inventory changes |  |  |  |
| 72 produced fixed assets |  |  |  |
| 74 other business revenues |  |  |  |
| 60 commercial goods, raw materials and additives |  |  |  |
| 61 services & miscellaneous goods |  |  |  |

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 the subsidies over the past three years from Flemish, Belgian and European governments. The funding granted by Agentschap Innoveren & Ondernemen or IWT is known and does not need to be listed.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Authority** | **Project** | **Amount (€)** | **Duration** |
| **Flemish** |  |  |  |  |
| **Belgian** |  |  |  |  |
| **European** |  |  |  |  |

## 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 advisors from Agentschap Innoveren & Ondernemen. The way in which the funding percentage will be determined can be found in annex 1 of the guidance document “Template for submitting an application for an industrial R&D project”:

http://www.iwt.be/sites/default/files/subsidies/documenten/O&O\_Guidance\_document\_industrial\_R&D\_project\_march2016.pdf

### 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

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

X

For the definition of research vs development, please have a look at the document from Agentschap Innoveren & Ondernemen ‘Guidance document for submitting an application for an industrial R&D project’ (Annex 1, page 33):

http://www.iwt.be/sites/default/files/subsidies/documenten/O&O\_Guidance\_document\_industrial\_R&D\_project\_march2016.pdf

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.

### 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%)**

Mention whether your company is a small enterprise or a medium-sized enterprise.

Please add a block diagram of your company with its shareholders and participations (including the percentages of capital/voting rights that those companies own in one another). This information is necessary to ascertain whether your company complies with the definition of SME. For this block diagram, you can use a model, as shown in a few examples on the website:

http://www.iwt.be/english/documents/block-diagram-shareholder-structure-doc

X

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

The extra funding for substantial collaboration will be granted to all project partners if, for the part of the project for which funding from Agentschap Innoveren & Ondernemen 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.

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 funding from Agentschap Innoveren & Ondernemen. 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 Flanders from the exploitation of the project results. This means that you estimate the impact of the project on employment and material investments in the Flemish branch or possibly at third parties in Flanders (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 Flanders 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).

In case several projects with valorization in the same activities have been funded by Agentschap Innoveren & Ondernemen, provide an assessment of the cumulative impact resulting from all those projects, in addition to the estimation for the project under application.

If necessary, refer to the chapter “Toelichting: de economische hefboom” in annex 2 of the document “Toelichting voor het indienen van een aanvraag voor een O&O-bedrijfsproject” to complete this section of the project application:

<http://www.iwt.be/english/documents/guidance-application-pdf>

X

### Anchoring

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

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

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 Agentschap Innoveren & Ondernemen and 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

Please indicate which of the benefits listed below will be brought to the company and the project by the funding from Agentschap Innoveren & Ondernemen in comparison to a non-funded situation (multiple choices are possible):

• If funding from Agentschap Innoveren & Ondernemen is not granted, the project will be aborted

• Granting R&D funding will lead to an increase of the total project scope (in terms of man-months or costs)

• The funding will render the project more ambitious / in-depth, compared to a project without funding from Agentschap Innoveren & Ondernemen

• The funding will allow to complete the project sooner than without the funding from Agentschap Innoveren & Ondernemen

• The funding will allow the acquisition of a broader knowledge (i.e., through a broader collaboration) than without it

• The total amplitude of company expenditure for research, development and innovation will increase

• Other

Please describe any other types of impact of the funding from Agentschap Innoveren & Ondernemen on the project or company.

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

X

To be completed by every research partner by order of a partner with funding from Agentschap Innoveren & Ondernemen.

The research partner also needs to fill a section B.

Please inform your imec Program manager if you wish to use this formula.

This information will NOT be shared with the external experts.

# Research partner paid by partners with funding from Agentschap Innoveren & Ondernemen

**Research partner <name>**

## General information

Name of the research institution:

Name of lab or services directly involved:

Name of the person in charge of the project implementation at the research partner:

Website:

Address (for non-Flemish research partners only):

## Main competencies (for non-Flemish research partners only)

Please provide a short overview of the relevant competencies with the research partner.

X

## Total budget for the research partner

Give an overview of the budget for the research partner.

The budget for the research partner should be composed in the same way as the budget for the business partner.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Total MM | Total personnel costs | Total operational costs | Own contribution | Budget total cost |
|  |  |  |  |  |

The budget of <onderzoekspartner> applicable for the industrial partners will be divided amongst the industrial partners as follows:

|  |  |
| --- | --- |
| Partner 1 | % |
| Partner 2 | % |
| Partner 3 | % |
| Partner 4 | % |

1. With support from the Hermesfonds. Het Agentschap Innoveren & Ondernemen fulfills the operational functioning in name of and on behalf of the Hermesfonds. [↑](#footnote-ref-1)