

## **FORMAT PROJECT PLAN APPLICATION FOR INNOVATION FUND SCHEME**

You must enclose a project plan as an appendix to the grant application. This project plan must provide a picture of the project for which you are applying for a subsidy. The project plan is needed to properly assess your application. To help you with this, we have created this format. That way, you know what matters to us. For each component, it is indicated which aspects you should deal with. If a certain aspect does not apply to your project, you obviously do not have to comment on this.

### **1. Title**

Enter the title of the project as indicated on the application form.

### **2. Project description**

#### **2.1 Background**

- In a broader sense, the problem definition of the project.
- The current international state of the technology (brief overview why this is new)
- The alternatives on the market or at the development stage and the advantages and disadvantages thereof.
- A description and explanation of available information (for example literature, patents).
- Briefly explain the results of any preliminary research that preceded this project.

#### **2.2 Problem definition**

- Describe which process, product or service this project is aimed at.
- Indicate what (technical) knowledge must be acquired.
- Indicate the bottlenecks that may arise.
- Indicate the phase of development of your project (research, development or demonstration).

#### **2.3 Intended results and objectives**

- Describe the intended end result of this project.
- Describe the market-oriented objectives that the consortium wants to achieve with the product, process or service developed in this project.
- What steps must / will the consortium take after the completion of this project to achieve the market-oriented objectives?

#### **2.4 Innovativeness**

- Describe the (technological) innovativeness of the result compared to the international state of the art
- Indicate which step must be taken to achieve the result.
- Describe the risks and the strategy that you follow to minimize them.
- Opportunities for knowledge protection (the Netherlands, Europe or world).

### **3. Partnership**

The project must be carried out by a cooperation of at least two parties. This partnership must consist of at least 1 applicant and 1 partner. In this chapter you describe the partnership.

#### **3.1 Description of applicant, partners and third parties**

Short description of the organizations involved in this project. Think of their core activities and the most important markets and the role within the project.

#### **3.2 Motivation**

Motivate the choice for the applicant, partners and third parties and indicate how the work to be carried out fits in with existing business activities.

### **4. Work description and planning**

Subdivision of the project into phases and tasks. The following information is provided per phase:

- Dependencies on other phases
- The go / no go decisions (also explain why they are go / no go decisions)

For each task you enter:

- Task description
- Scheduled start and end date
- Executive party (s)
- Location (s) where implementation takes place

### **5. Social tasks and economic spin-off**

#### **5.1 Social issues**

Describe both qualitatively and quantitatively how the application of this innovation contributes to solving social challenges in the region.

#### **5.2 Economic spin-off**

Describe, both qualitatively and quantitatively, how the application of this innovation leads to more regional economic spin-off in terms of realized employment, activity and external investments. In terms of employment, also consider the creation of jobs for people currently receiving benefits.

### **6. Budget**

You must prepare a sufficiently specified budget (excl. VAT) of income and expenses. This concerns income and expenditure directly related to the project. You can think of: a) the wage costs of the personnel involved in the implementation of the project (specific number of hours and hourly rate); b) the costs of deploying external parties (specific number of hours and hourly rate); c) costs for promotion and publicity; d) costs of the machines, equipment and means of production purchased for the project. e) costs of using the project machines and equipment owned by a participating partner; f) costs of materials and resources used; g) travel and subsistence costs for domestic and foreign journeys.