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# Innovation Challenge fund 4th Call

## Application Instruction Windows 2 - ISO

IPA 2017 Action Programme for Albania  
IPA II Sector Competitiveness and Innovation



The 'EU for Innovation' project, funded by the European Union, the German Federal Ministry for Economic Cooperation and Development (BMZ) and the Swedish International Development Cooperation Agency (Sida) is implemented by Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH and Embassy of Sweden Tirana.

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## Contracting Authority

Embassy of Sweden Tirana – Project ‘Eu for Innovation’

### Innovation Challenge fund 4<sup>th</sup> Call

Application Instruction  
Windows 2 – ISO  
for grant applicants

IPA 2017 Action Programme for Albania

IPA II Sector Competitiveness and Innovation

Deadline for submission of online Application form: March 15<sup>th</sup> 2021

The European Commission Instrument for Pre-Accession (IPA II) 2014-2020, through its Action Programme 2017 supports growth and competitiveness with the aim to facilitate Albania in its accession process. Such support includes improving the innovative eco-system and boosting start-ups creation in Albania. Funded by the European Union, and with additional support from the German Federal Ministry for Economic Cooperation and Development (BMZ) as well as the Swedish International Development Cooperation Agency (Sida), the “**EU for innovation**” project interventions will support the capacity for innovation among the innovation ecosystem actors (start-ups, innovation support providers and policy-makers), build linkages within the Albanian innovation ecosystem and internationally and fund innovative startups and innovation support providers. The project will run until September 2021 and is implemented by GIZ and the Swedish Embassy Tirana. The project



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has a budget of up to 7.539.238 EUR (EU contribution: 6.600.000 EUR, German contribution: 719.238 EUR; Swedish contribution: 220.000 EUR).

# ''Innovation Challenge Fund 4<sup>th</sup> call''

## Application Instruction

### Window 2- Innovation Support Organisations

Version 2.0 (Mar. 2019)

This document relates to the ''Innovation challenge fund 4<sup>th</sup> call'' **Window 2**, accessible to selected innovation service providers in Albania and provides information on the content and format of the ''Innovation challenge fund 4<sup>th</sup> call'' online application form. This document is for information purposes only and is meant to function as a helpful tool for the applicants when filling out the online application form.

- In case of discrepancy between this document and the online application form, the online application form prevails.
- Please note that the text within [ ] is only serving as a guideline when answering and should not be entered into online application form.
- At the final stage of the application, you will be requested to upload the following supporting documentation; business registration document, NUIS identification number issued by tax administration,



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profit loss accounts, balance sheets and CV of key team members. Make sure to have the relevant documents ready for upload.

- Applicants should have read through the Guideline Document before applying to “Innovation challenge fund 4<sup>th</sup> call” in order to ensure an adherence to the “Innovation challenge fund 4<sup>th</sup> Call” rules and criteria.
- We advice all potential applicants **not** to wait until the deadline for submission to fill out their application.



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**giz** Deutsche Gesellschaft  
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Zusammenarbeit (GIZ) GmbH



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## General Tips to Help You with Your Application

Before filling out the online application form, the following relevant aspects should be taken into account:

- It is only possible to submit a project proposal via the online form. Applications received by mail (printed form), by fax or in any other way, will not be evaluated.
- Once you have submitted your application, you will not be able to make any changes.
- Ensure that the e-mail address you wish to link your application to is valid and will be active and accessible for the complete duration of the selection procedure.
- It is highly recommended to gather all relevant information before starting to fill out the online application form.
- All fields have character limitations. The maximum number of characters allowed is stated in each field. Be aware that characters in excess will not be recorded.
- The application must be filled out in English.
- When answering longer sections, please remember to regularly save your data, in order to avoid data loss in case of interruptions of the Internet connection or other technical issues.





## 1. DETAILS ON BUSINESS ENTITY

A. APPLICANT DATA	
Name of business entity	
ID	
NUIS	
Address	
Location	
Registration type	<input type="checkbox"/> Sole Trader (Person Fizik) <input type="checkbox"/> Limited Liability company (Shoqëri me përgjegjësi të kufizuar) <input type="checkbox"/> Command Company (Shoqëri komandite) <input type="checkbox"/> General Company (Shoqëri Kolektive) <input type="checkbox"/> Joint Stock Company (Shoqëri anonime) <input type="checkbox"/> Branch of another company (Degë e një shoqërie tjetër)
Date of registration	
Number of employees	
Description of current activities	<i>[Characters: Limit 1 000]</i>
B. OWNER OF BUSINESS ENTITY	
Name	
Surname	
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Birth year	
C. DIRECTOR OF BUSINESS ENTITY	
Name	
Surname	
Gender	<input type="checkbox"/> Male





	<input type="checkbox"/> Female
<b>Birth year</b>	
<b>D. CONTACT PERSON</b>	
<b>Name</b>	
<b>Surname</b>	
<b>Position</b>	
<b>Phone</b>	
<b>Email</b>	
<b>F. PREVIOUS SUPPORT</b>	
<b>Have you received any type of support previously?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If, yes - when and for what activities?</b>	<i>[Does the ISO have any business loans? Investors? Has the team participated in trainings, seminars or other initiatives? Have you received donor support? Is your initiative connected to other collaborations, networks or mentors?]</i> <i>[Characters: Limit 500]</i>
<b>How are your current activities funded?</b>	<i>[Characters: Limit 500]</i>

## 2. ADDITIONAL DATA

<b>A. PARTNERSHIPS</b>					
<b>Do you have partners on this project?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>If yes, indicate who and what function they will have in the initiative</b>	<i>[Who is/are your partner/partners? Why have you initiated a collaboration with this particular partner? For how long have you cooperated?]</i> <i>[Characters: Limit 500]</i>				
<b>4 FINANCIAL INDICATORS</b>	<b>2017*</b>	<b>2018*</b>	<b>Projected for 2019**</b>	<b>Projected for 2020**</b>	<b>Projected for 2021**</b>
<b>INCOMES (EUR)</b>					
<b>1. Operating income</b>					
<b>2. Financial income</b>					
<b>3. Extraordinary income</b>					
<b>EXPENDITURES (EUR)</b>					
<b>1. Operating expenditures</b>					
<b>1.1 Staff cost</b>					





<b>1.2 Administrative cost</b>					
<b>1.3 Financing cost</b>					
<b>1.4 Marketing cost</b>					
<b>1.5 Other cost</b>					
<b>2. Financial expenditures</b>					
<b>3. Extraordinary expenditures</b>					
<b>FINANCIAL RESULT (EUR)</b>					
<b>Number of activities to be performed (for type of activities reported in section b, row 4)</b>					
<b>Price per each activity (provide as much as possible details on how you estimated price per each activity)</b>					
<b>Current ratio (current assets / Current liabilities)</b>					
<b>Debt to Equity ratio (Total Liabilities / Equity)</b>					

\*) For entities registered for 12 month and more but without two full years of financial data, please fill out the data from the registration date to the submission date of the application.

\*\*\*) Please provide the budgeted financial information, to the best of your estimation

### 3. PROJECT PROPOSAL

<b>A. Your proposal</b>	
<b>Project Name</b>	[Characters: Limit 100]
<b>Project Objective</b>	[Please describe project purpose]







	<i>Characters: Limit 500]</i>
<p><b>Describe the problems or needs that will be solved</b></p>	<p><i>[Please provide the following information:</i></p> <ul style="list-style-type: none"> <li>• a description of the current situation in this sector / market</li> <li>• a description of the <b>problem or needs</b> of the sector or target groups</li> <li>• what is the reason for launching this project?</li> </ul> <p style="text-align: right;"><i>Characters: Limit 1 500]</i></p>
<p><b>What is your solution/value offering and what is the uniqueness of your setup and services?</b></p>	<p><i>[Please provide the following information:</i></p> <ul style="list-style-type: none"> <li>• a description of your value offering to the Albanian start-ups</li> <li>• a description of the uniqueness of your service</li> <li>• how will your services <b>offer solutions</b> in relation to the existing alternatives (from an aspect of quality, accessibility and price)?</li> <li>• outline the uniqueness of the proposed services in the Albanian context and in relation to other existing actors in the Albanian Innovation Ecosystem?</li> </ul> <p style="text-align: right;"><i>Characters: Limit 2 500]</i></p>
<p><b>Does your proposal fall under the following focus areas?</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Programmes that support female entrepreneurship</li> <li><input type="checkbox"/> Programmes that facilitate linkages / access to potential investors and private sector</li> <li><input type="checkbox"/> Programmes that facilitate access to regional and / or international networks / programs that better connect the Balkan Ecosystem</li> <li><input type="checkbox"/> Programmes that support Green / circular economy</li> <li><input type="checkbox"/> Programmes that support Digital solutions</li> </ul>
<b>B. PROJECT FEASIBILITY</b>	
<p><b>How will you contribute to and improve the Albanian Innovation Ecosystem?</b></p>	<p><i>[Please provide the following information:</i></p> <ul style="list-style-type: none"> <li>• in addition to your advantage in comparison to other actors in the field, how will your value offering <b>support</b> the Albanian innovation Ecosystem as a whole?</li> <li>• how will your ISO contribute to the Albanian Innovation Ecosystem in a short and long term perspective?</li> <li>• Will you initiate any collaborations (local/regional/international)?</li> </ul> <p style="text-align: right;"><i>Characters: Limit 1 500]</i></p>





<p><b>Why is your initiative needed?</b></p>	<p><i>[Characters: Limit 500]</i></p>	
<p><b>Internal capacities for implementation of the proposed project (technical and human)</b></p>	<p><i>[Please provide the following information:</i></p> <ul style="list-style-type: none"> <li>• <i>organizational and technical capacities of applicants and partners in terms of quality and availability of human resources</i></li> <li>• <i>available equipment for project implementation</i></li> <li>• <i>administrative capacities for project management and project reporting</i></li> </ul> <p style="text-align: right;"><i>Characters: Limit 1.500]</i></p>	
<p><b>Define and describe key activities to be carried out during the 6 months project implementation</b></p>	<p><i>[Include and describe the key activities that will be realized during the implementation of the project and how they will contribute to the project objectives. Activities must have a logical link with budget items (if possible, define a direct link between activities and budget lines, e.g.: A 1: Procurement of equipment - budget line 2.1)</i></p> <p style="text-align: right;"><i>Characters: Limit 1.500]</i></p>	
<p><b>Apart from funds, what kind of other support and assistance would be most beneficial for you to succeed with your initiative?</b></p>	<p><i>[Trainings? Certifications? Technical assistance? Characters: Limit 1 000]</i></p>	
<p><b>How will your initiative continue to thrive post funding?</b></p>	<p><i>[Characters: Limit 500]</i></p>	
<p><b>C. CROSS-CUTTING ISSUES</b></p>		
<p><b>Will the project have an influence on women's economic empowerment?</b></p>	<p><i>[Will the implementation of the project contribute to a greater involvement of women as a target group e.g.:</i></p> <ul style="list-style-type: none"> <li>• <i>involving women in economic activities (is there a specific focus on female entrepreneurship, women's self-employment or women's employment)?</i></li> <li>• <i>facilitate access to certain products or services targeting women?</i></li> </ul> <p style="text-align: right;"><i>Characters: Limit 1 000]</i></p>	
<p><b>Will the project have a positive impact on the environment?</b></p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	<p style="text-align: center;"><i>If Yes, in what kind?</i></p>





	<p><i>[If the project has a positive impact on the environment, explain the positive aspects of the project, e.g.: reducing waste or converting waste into new products, using new energy sources, reducing emissions, reducing energy consumption, or similar.</i></p> <p style="text-align: right;"><i>Characters: Limit 1 000]</i></p>					
<b>Who will benefit the most from your initiative?</b>	<p><i>[Characters: Limit 500]</i></p>					
<b>Will the project create new jobs with an applicant or partners?</b>	<input type="checkbox"/> Yes  <input type="checkbox"/> No		<p><i>If <b>Yes</b>, indicate the number of directly employed (with the applicant or partner).</i></p>			
	<p>Totally new employed (directly)</p>			<p>Younger than 35</p>		<p>Women</p>
	<p><i>[Describe how the project will create <b>new direct jobs during the project implementation in business entities with the applicant or in partner organizations</b></i></p> <p style="text-align: right;"><i>[Characters: Limit 1.000]</i></p>					

## 4. BUDGET

The budget is presented in EUR. Costs and unit values are rounded to the nearest euro. Amounts are automatically calculated after entering new data.

Any grant requested from the [inser name of CF] **Window 2** may not exceed the maximum amount of 100 000 EUR. The minimum co-financing share of an applicant's own contribution must not be below 50% of the overall costs of the project implementation. The maximum co-financing procantage share of an applicant's own contribution is not limited. All information on eligible costs and activites can be found in the Guideline Document.



Please specify the time frame of project implementation in months

Budget line	Unit of measure	Quantity	Price (EUR)	Amount (EUR)	Item explanation
1. Staff**					
		1	0,00	0,00	
2. Administrative costs**					
		1	0,00	0,00	
3. Implementation cost***					
		1	0,00	0,00	
4. Total project budget (EUR) (1 + 2 + 3):					
5. The amount of co-funding by the applicant (EUR):					50% of total project budget
6. The required amount of co-funding by Sida (EUR) (4-5):					

\* Staff costs include direct compensation for the costs of employees working on the project (salaries, taxes, contributions, etc.)

\*\* For the procurement of equipment (budget group 2), please specify each product you are planning to purchase during the project implementation. The need for this kind of costs must be explained in detail in the project proposal, and the equipment cannot be subject of transfer of ownership for at least two years after project completion.

\*\*\* For this budget group (budget group 3), please describe with more details and budget lines all costs necessary for the successful implementation of the project. The budget group includes all other costs necessary for implementation of the project and the achievement of project objectives

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SAVE
PROCEED TO STEP 4 >

The project budget table includes the following headings: *Staff*, *Administrative costs*, and *Implementation costs*.

- Staff costs include direct compensation for the costs of employees working on the project (salaries, taxes, contributions, etc.).
- For the procurement of equipment, please specify each product you are planning to purchase during the project implementation. The need for this kind of costs must be explained in detail in the project proposal, and the equipment cannot be subject of transfer of ownership for at least two years after project completion.



The “Innovation challenge fund 4<sup>th</sup> call” grant is given on a cost share basis, i.e. the applicant is expected to co-share the costs. The total grant amount may not exceed 50 % of the total value of the project for which the grant is awarded. The co-shared amount may include in-kind contributions such as time, salaries, reinvested profits etc.



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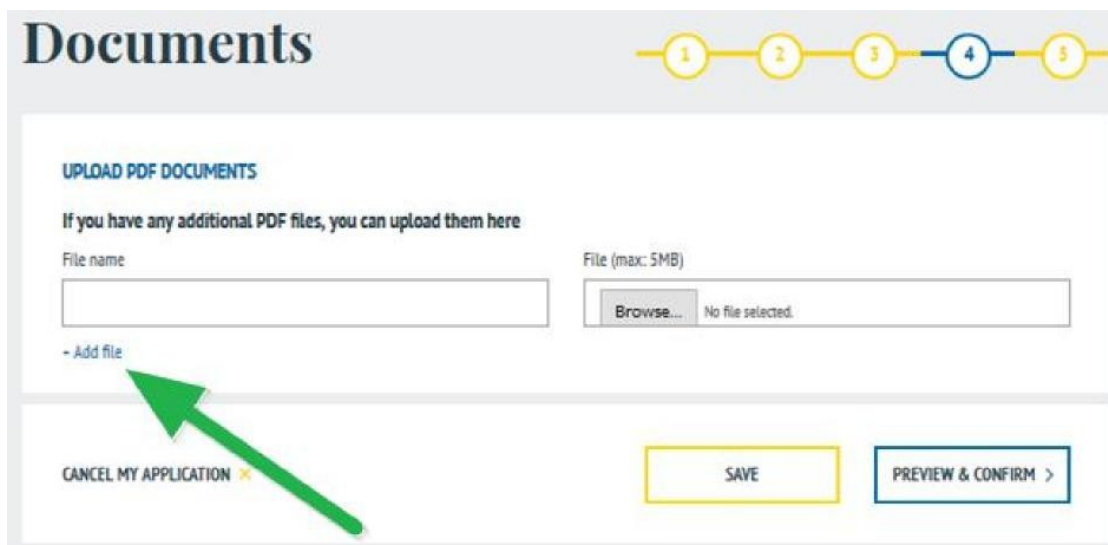
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## 5. ATTACH RELEVANT DOCUMENTS

The following documents should be attached (scanned as PDF and uploaded):

- a) The registration acts in accordance with relevant national law;
- b) Identification number issued by tax administration;
- c) Profit Loss Accounts;
- d) Balance Sheets.
- e) CV of relevant team members



Please ensure that take care that your file is properly optimized, the maximum size of one uploaded pdf. file is 5 MB.

## 6. PREVIEW AND SUBMISSION



After completing the application form and attaching all necessary supporting documents, it is recommended to check your application once again.

After the submission of the application, the applicant will receive an automatic email confirmation. Once submitted no modifications to the project proposal will be possible.

*□ By sending in this application the applicants accepts the rules, regulations and criteria stipulated on the "Innovation challenge fund 4<sup>th</sup> call" website and specified in the guidelines. The applicant ensures that the information provided by the applicant in this application is truthful and correct. The applicant is responsible for the credibility of the information provided in the application. Accuracy and verification of data will be carried out during the evaluation process, and applicants who give inaccurate data in the application will be eliminated. If selected, the applicant agrees to attend a one-day boot camp in Tirana, fulfil all obligations as stated and submit to necessary legal and financial controls.*

## Help and Technical Support

If you experience any technical difficulties or problems please send an email to [insert relevant email].

Please note that questions related to each call for proposals may be sent in writing via e-mail no later than 15 days before the deadline of the submission of applications.

