

**EU4INNOVATION
CHALLENGE FUND
1st Call for Applications**

APPLICATION FORM

Lot 2 – Growth stage

1. INFORMATION ABOUT THE START-UP

A. APPLICANT DATA	
Start-up name	
LOT	Lot 2 – Growth stage
Registration date	<i>[Enter here the date and year of registration at the National Business Center (QKB). The growth stage is up to 1 year of establishment from the publication date of this Call for Applications. Applicant for this Lot should be registered at the QKB, before the publication date of this Call for Applications]</i>
Registration Type	<p><i>[Select one of the options listed below]</i></p> <p><input type="checkbox"/> Sole trader (Person fizik)</p> <p><input type="checkbox"/> Limited Liability Company (Shoqëri me Përgjegjësi të Kufizuar)</p> <p><input type="checkbox"/> Command Company (Shoqëri Komandite)</p> <p><input type="checkbox"/> General Company (Shoqëri Kolektive)</p> <p><input type="checkbox"/> Joint venture Company (Shoqëri Aksionere)</p>
Size of the start-up	<p><input type="checkbox"/> Less than 10 employees and a total annual balance not bigger than 10 million LEK</p> <p><input type="checkbox"/> Less than 50 employees and a total annual balance not bigger than 50 million LEK</p> <p><input type="checkbox"/> 50 – 249 employees and a total annual balance from 50 million LEK to 250 million LEK</p>
NUIS	

Location	<i>[Insert here the name of the municipality where the start-up is located]</i>
Address	<i>[Insert full address where the start-up is located]</i>
Total budget for the implementation of business idea	<i>[Insert here the total budget (including Challenge Fund grant and applicants' own contribution, not less than 20% of the total budget) needed for the implementation of proposed business idea]</i>
Funds requested from Challenge Fund	<i>[Insert here the amount of funds requested by Challenge Fund, taking into consideration that it should not exceed 80% of the total budget of the proposed business idea]</i>
Applicant's own contribution	<i>[Insert here the applicant's own contribution which should be not less than 20% of the total budget]</i>
Duration	<i>[Insert here the duration of the implementation of the business idea with funds from Challenge Fund (insert number of months). Please consider that the maximum duration should be 12 months]</i>
Number of key staff	<i>[Insert here only the number of persons that will be involved with the implementation of the proposed business idea]</i>
Webpage/other social media accounts	<i>[If applicable, insert here any social media account of the start-up. If these will be developed after the grant, insert N/A]</i>
Number of registered employees	
Description of current activities of the start-up	<i>[Characters: Limit 500]</i>
Have you received business support previously for the business idea?	<i>[Have you applied for a business loan? Investors? Won a pitching event? Participated in trainings, seminars, or other initiatives? Have you received donor support? Is any received support still on-going (provide details)? Do you have any mentor, or have you been selected for an incubator or accelerator program?]</i> <i>[Characters: Limit 500]</i>

B. LEGAL OWNER or ADMINISTRATOR

Name	
Surname	
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Year of birth	

C. CONTACT PERSON

Name	
Surname	
Position in the start-up	
Phone number	
Email address	

2. BUSINESS PROPOSAL

A. START-UP IDEA					
RELEVANT SECTOR	<p><i>[Select one of the options listed below]</i></p> <p><input type="checkbox"/> IT and Digital Solutions</p> <p><input type="checkbox"/> Business services</p> <p><input type="checkbox"/> Tourism</p> <p><input type="checkbox"/> Sustainable Agriculture, food processing, forestry, and fishing</p> <p><input type="checkbox"/> Green and digital transition</p> <p><input type="checkbox"/> Circular economy</p> <p><input type="checkbox"/> Wood processing</p> <p><input type="checkbox"/> Clothing and textile industry</p> <p><input type="checkbox"/> Footwear and leather processing industry</p> <p><input type="checkbox"/> Renewable energy</p> <p><input type="checkbox"/> Waste management and remediation activities</p> <p><input type="checkbox"/> Recycling and upcycling</p> <p><input type="checkbox"/> Other (please specify) _____</p>				
What is your business idea?	<p><i>[Pitch your business idea, highlighting the problem/s you are addressing, the solution/s provided, what is the product or the services that you will develop, and how are you doing it.]</i></p> <p><i>[Characters: Limit 1 000]</i></p>				
Is your business idea new to the Albanian market or within a specific region in Albania? Explain the innovation behind your business idea.	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; border-right: 1px solid black; padding-right: 5px;"><i>Yes</i></td> <td style="padding-left: 5px;"><i>[If Yes, Explain the type of innovation characterizing your proposal. Why is it innovative, what is its uniqueness? Is this a new business model, a new / improved product, service, process, or marketing approach, or is it an innovation in your offer (logo/brand, or contracts with clients)? Do you have an innovation patent for your idea or can your idea be patented in the future?]</i></td> </tr> <tr> <td style="border-right: 1px solid black; padding-right: 5px;"><i>No</i></td> <td style="padding-left: 5px;"><i>[Characters: Limit 1 000]</i></td> </tr> </table>	<i>Yes</i>	<i>[If Yes, Explain the type of innovation characterizing your proposal. Why is it innovative, what is its uniqueness? Is this a new business model, a new / improved product, service, process, or marketing approach, or is it an innovation in your offer (logo/brand, or contracts with clients)? Do you have an innovation patent for your idea or can your idea be patented in the future?]</i>	<i>No</i>	<i>[Characters: Limit 1 000]</i>
<i>Yes</i>	<i>[If Yes, Explain the type of innovation characterizing your proposal. Why is it innovative, what is its uniqueness? Is this a new business model, a new / improved product, service, process, or marketing approach, or is it an innovation in your offer (logo/brand, or contracts with clients)? Do you have an innovation patent for your idea or can your idea be patented in the future?]</i>				
<i>No</i>	<i>[Characters: Limit 1 000]</i>				

	<p><i>[Please keep in mind that innovation is defined as ‘the implementation of a new or significantly improved product (good or service), or process, a new marketing method, or a new organisational method in business practices, workplace organisation or external relations (OECD).’ In relation to the Innovation Challenge Fund – Phase II, innovation will be assessed in the Albanian context, i.e. is this a pioneering venture within this region?]</i></p>
<p>Present your team</p>	<p><i>[Present the key people in your team, their roles, and positions in the start-up. Why are you best suited to make this start-up a success?]</i> <i>[Characters: Limit 1 000]</i></p>
<p>B. FEASIBILITY</p>	
<p>Who is your customer?</p>	<p><i>[Define your ideal customer, your target group and your target market (domestic, international, etc. Add information on market size for your product/service, the percentage of the market you intend to have. What is the price of the product and the number of target clients for your product in the first year after the grant received by the program? What are the channels that you will use to sell your product/service to your customers?]</i> <i>[Characters: Limit 1 000]</i></p>
<p>Explain the income generation for the proposed business idea</p>	<p><i>[What will be the main income generation model for this start-up?]</i> <i>[Characters: Limit 1 000]</i></p>
<p>Define and describe the key activities to be carried during your business proposal implementation period</p>	<p><i>[List and describe the key activities that will be implemented during the implementation period of your business proposal. Activities should be linked to the budget items listed in your budget proposal, see Budget section.]</i> <i>[Characters: limit 1 000]</i></p>
<p>Include information on the results/outputs</p>	<p><i>[Describe the main results /outputs you expect to achieve by the end of the implementation of this grant]</i> <i>[Characters: limit 1 000]</i></p>
<p>What makes your idea/start-up sustainable long-term?</p>	<p><i>[How will your start-up continue to thrive post-funding? When do you plan to break even? What is the long-term intention with your business? If your start-up does not succeed, what is your plan B?]</i> <i>[Characters: Limit 1 000]</i></p>
<p>Is there any risk related with the implementation of your business idea?</p>	<p><i>[Describe any risks that may negatively affect the implementation of your business idea, and what are some mitigation measures to avoid / overcome these risks.]</i> <i>Characters: Limit 1 000</i></p>
<p>Apart from funding, what kind of other support and assistance would be most</p>	<p><i>[Are you in need of any trainings, mentorship, certifications, licences, patents, or other technical assistance? Are there any area/field in which you</i></p>

beneficial for you to succeed with your start-up?	<i>would be interested in receiving additional support?</i> [Characters: Limit 1 000]	
C. CROSS-CUTTING ISSUES		
Will your business idea, start-up or efforts during the upcoming business proposal implementation period and beyond have a positive impact on women, the environment, or any other social impact in the local community?	<input type="checkbox"/> Yes	<i>If YES, how?</i>
	<input type="checkbox"/> No	
	<i>[Will your business idea, start-up or efforts during the implementation of the grant and beyond will contribute to for example a greater involvement of women in economic activities (women entrepreneurship, employment or facilitate women' access to certain products or services/ if the business has a positive impact on the environment, explain the positive aspects of the business, e.g.: reducing waste or converting emissions, reducing energy consumption, recycling, or similar. Will your initiative have positive impact on other groups of beneficiaries such as people with special needs, people living in rural areas, youth, etc.? Is it based or will use local tradition?]</i> [Characters: Limit 1 000]	
What will be the main benefits from successfully implementing your business idea and who will benefit from it?	<i>[List the main benefits (social, economic, environmental, etc.) and main beneficiaries of your business idea. Link benefits with beneficiaries.]</i> [Characters: Limit 1 000]	

3. ATTACH RELEVANT DOCUMENTS

The following documents should be attached to this Application and uploaded in the specified format:

1. Financial Form, including Budget (sheet 1), Key metrics (sheet 2), Cash Flow (sheet 3), Financial Data in the first three years after the Challenge Fund grant (sheet 4); - *excel format*

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 this Call for **Lot 2: Growth Stage** should be

- Maximum 20,000.00 Euro

The 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 80% of the total value of the project for which the grant is awarded.

Minimum co-financing share of an applicant's own contribution must not be below 20% of the total value of the budget for the implementation of the business proposal. The maximum co-financing

percentage share of an applicant’s own contribution is not limited. The co-shared amount may include cash or in-kind contribution such as: salaries, reinvested profits, or assets. In case of Fix Assets, the Net book value should be equal or higher than the amount of co-shared and will be justified with proper documentation as relevant. All information on eligible costs and activities can be found in the Guidelines Document.

The project budget table includes the following headings:

- **Human Resources** - Staff costs include direct compensation for the costs of employees working for the implementation of the business idea (salaries, taxes, contributions, etc.). Staff costs should not be more than 30% of the total budget.
- **Administrative costs** – Include office rent, equipment maintenance, office supplies, transportation, communication, etc.
- **Implementation costs** – Include purchase of equipment and tools, infrastructure works, promotion and marketing, raw materials for product’ development, etc.

For the procurement of equipment, please specify each product you are planning to purchase during the implementation of the business idea. 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 grant contract completion.

2. “Canvas” business model; - *PDF*
3. ID of the administrator or legal owner; - *scanned as PDF*
4. CV of relevant key staff, including CV of the administrator or legal representative; - *PDF*
5. The registration acts (NUIS) in accordance with relevant national law, issued within one month from the application date (source: <https://e-Albania.al/>); - *scanned as PDF*
6. Historical extract issued by National Business Center (QKB), issued within one month from the application date (source: <https://e-Albania.al/>); - *scanned as PDF*
7. Last Financial statements (Profit Loss Accounts and Balance Sheets). Certified copies by Tax Authority issued within one month from the application date (if registered in 2022); - *scanned as PDF*
8. Certificate of tax payment obligations (no debt), issued within one month from the application date (source: <https://e-Albania.al/>); - *PDF*
9. Certificate of local tax payment obligations (no debt), issued within one month from the application date (source: <https://e-Albania.al/>); - *PDF*
10. Document issued by the Court certifying that the founder of the start-up has not been convicted, issued within one month from the application date; - *scanned as PDF*
11. Document issued by the Prosecution certifying that the founder of the start-up does not have any pending court cases, issued within one month from the application date; - *scanned as PDF*

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