

# EU4Innovation Challenge Fund 3<sup>rd</sup> Call for Proposals

## Application Instructions

**IPA Annual Action Plan in favour of Albania for 2021**

**IPA III window and thematic priority 4: Competitiveness and Inclusive Growth**

Deadline for submission of online Application form: 17 March 2025, 15:00

# Application Instructions

This document relates to the “Challenge Fund – 3<sup>rd</sup> Call for Proposals” and provides information on the content and format of the “Challenge Fund 3<sup>rd</sup> Call for Proposals” online application process.

This document is for information purposes only and serves as a helpful tool for the applicants to submit their online application.

In case of a discrepancy between this document and the online application form, the online application form prevails.



## General Tips to Help You with Your Application

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

1. Applicants should have read through the Guidelines for Applicants document before applying to the “Challenge Fund-3<sup>rd</sup> Call for Proposals” in order to ensure an adherence to the rules and criteria.
2. We advise all potential applicants not to wait until the deadline for submission to fill out their application.
3. It is **only** possible to submit one application via the online platform. All applications submitted by other means (mail, e-mail, hand delivery, etc.) will be rejected.
4. The application can only be prepared and submitted through a laptop or PC, NOT on mobile phone.
5. Applicants must not use VPNs or masked/false IPs when submitting their application, as this may risk the application not being delivered to the Challenge Fund platform.

## Specific Tips to Help You with Your Application

1. As a first step you should register and create an individual account in the online platform. You should enter all requested data for the registration to take place.
  - ✓ Before you press register, agree to the Privacy Policy.
2. Once the registration is complete, you will receive an automatic email to confirm and activate your registration.
  - Carefully check the junk/spam folder
3. Once the activation of the email is confirmed by your side, you will be requested to provide your log in details, in order to access your online account.
  - Ensure that the e-mail address you will link your application to, is valid and will be active and accessible for the complete duration of the evaluation and selection process!
4. Once you log in, you will be directed to the dashboard of the online application. The dashboard consists of 2 sections:
  - (i) **Home.** In the “Home” section you may find the Guidelines for Applicants document and all relevant documentation concerning the 3<sup>rd</sup> Call for Proposals, as below:
    1. Guidelines for Applicants document –*for information only*
    2. Application Instructions –*for information only*
    3. Application forms – *for information only*
    4. 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) – *to be completed in English and uploaded in excel format.*
    5. Canvas business model – *to be completed in English and uploaded in PDF format.*
    6. Indicative Action Plan Form- *to be completed in English, converted, and uploaded in PDF format.*
    7. Declaration on Honor – *to be completed, signed and uploaded in scanned PDF format, **ONLY** by applicants that will be selected for Stage 2 of the evaluation process, upon request by the Contracting Authority.*
    8. Power Point Presentation form for the Pitching Event – *to be completed and uploaded in the online platform **ONLY** by applicants that will be selected for Stage 3 of the evaluation process: Pitching event, upon request by the Contracting Authority.*

(ii) **Apply.** In the “Apply” section, information on the three LOTs of the call will appear. You have to select the LOT which is applicable to your case as follows:

- **Lot 1: Idea and Validation stage start-ups**, i.e. a founder or a team in the early stages of developing an innovative business idea (not registered in QKB).
- **Lot 2: Growth stage start-ups**, i.e. an active registered business entity (MSME) within the first 12 months of registration (from the official registration date of the business entity at QKB to the date of publishing the Call for Proposals).
- **Lot 3: Scale-up stage start-ups**, i.e. an active registered business entity (MSME) within the first 13 months to 6 years of registration (from the official registration date of the business entity at QKB to the date of publishing the Call for Proposals).

5. Once you select the applicable LOT, you will start entering the requested data and fill in the online application form.

- The application must be filled out in English.
- Every field of the application form has a help text to instruct you how to complete it. Hover the mouse over it to see the help text.
- It is possible to save the data entered in the application and access it later to continue with the application process.
- The online platform offers the opportunity to go back, change and check all the information completed before submission.
- In the moment that the applicant presses SUBMIT, the application is considered completed and from this moment it cannot be edited.

The online application form is composed of the following sections:

**(i) Information about the Start-Up.**

This section requires the applicants to enter the applicant data, such as: start-up name, registration type, location, address, date of registration, NUIS, duration of implementation, number of key staff, number of registered employees, size of the start-up, total budget for the implementation of business idea, funds requested from Challenge Fund, Applicant’s own contribution, data on the Legal owner or administrator, etc.

Note that the data requested is different for each specific LOT.

**(ii) Business Proposal.**

This section is composed of 3 categories: Start-up Idea, Feasibility and Cross-cutting issues.

- All fields have character limitations. A character might be a letter, a space, a number or a symbol. The maximum number of characters allowed is stated in each field. Be aware that characters in excess will not be allowed by the online platform.
- 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.

### (iii) Uploading of documentation

This section requires the applicants to upload all requested documentation as per Guidelines for Applicants document, Section 4.4 “Documents to be submitted”.

- Prior to uploading documents, it is recommended to save the document with the name as requested exactly in the Guideline Document.
- Please ensure that your file is properly optimized, the maximum size of one uploaded pdf. file is 5 MB.
- The maximum number of characters of the name of each document uploaded is 50 characters.
- Financial Form should be uploaded in excel format. All other documentation should be saved and uploaded in pdf format.
- Make sure to upload the completed documentation.

### (iv) Review and Submission

This section offers an overview of the completed application form.

- The mandatory sections/fields that are not completed yet are identified in red color.
- You cannot submit your application if any of the mandatory fields is not completed. When mandatory fields are not completed, when you press the SUBMIT button, the following message will appear “*You haven’t completed all the fields...*”.
- Once all mandatory fields are completed, you can press SUBMIT.
- Once you press SUBMIT, a window appears where you must accept the terms and conditions and Privacy Policy of the “Challenge Fund-3<sup>rd</sup> Call for Proposals”.
- After the submission of the application, the applicant will receive an automatic email confirmation and attached the application submitted in pdf format.
- Once submitted, no modifications to the application will be possible.
- Any questions related to the application process should be sent in writing via the e-mail address: [challengefund@euforinnovation.al](mailto:challengefund@euforinnovation.al) before the submission deadline.