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| **Instrument for support: Cofinanced grants for technology development for accelerated economic growth** |

**FUND FOR INNOVATION AND TECHNOLOGY DEVELOPMENT**

**PROJECT APPLICATION**

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| **Important notice:** Before filling out this form, please read carefully the instructions and the rulebook for the instrument. Please enter the text in the appropriate fields in accordance with the instructions provided in this document. It is recommended that when quoting information from analyses and researches the sources are referenced. If you choose to include tables, graphs, or references, please add them in the appropriate text boxes.  **Note:** The project summary stated in section II.1. Project summary may be used by the Fund for promotional purposes (e.g., excerpts from awarded projects may be published on the Fund’s website, etc). Therefore, this section should not contain information that is confidential. |

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| **NAME OF THE APPLICANT** |

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| **NAME OF THE PROJECT** |

1. **BASIC INFORMATION AND INTRODUCTION OF THE APPLICANT**

Please fill the requested information as they are provided in the official documents issued from relevant institutions:

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| Full name of the applicant |  | |
| Type of subject of entry (e.g. LLC, SPLLC, JSC, PHI) |  | |
| Registration number (EMBS): |  | |
| Tax number: |  | |
| Date of establishment: |  | |
| City: |  | |
| According to the city, to which region the applicant belongs to:  -**Polog** (Jegunovce, Tearce, Tetovo, Zelino, Bogovinje, Vrapciste, Brvenica, Gostivar, Mavrovo I Rostuse)    -**Northeast** (Lipkovo, Kumanovo, Staro Nagoricane, Kratovo, Rakovica, Kriva Palanka)  -**Southwest** (Debar, Makedonski Brod, Kicevo, Plasnica, Debarca, Ohrid, Struga, Vevcani, Centar Zupa)  -**Vardar** (Sveti Nikole, Lozovo, Veles, Caska, Gradsko, Rosoman, Negotino, Demir Kapija, Kavadarci)  -**Pelagonia** (Dolneni, Krusevo, Krivogastani, Demir Hisar, Prilep, Mogila, Novaci, Bitola, Resen)  -**East** (Makedonska Kamenica, Kocani, Probistip, Cesinovo/Oblesevo, Zrnovci, Karbinci, Stip, Vinica, Delcevo, Pehcevo, Berovo)  -**Southeast** (Radovis, Konce, Vasilevo, Bosilevo, Novo Selo, Strumica, Valandovo, Dojran, Bogdanci, Gevgelija)  -**Skopje** (Centar, Karpos, Kisela Voda, Aerodrom, Gazi Baba, Butel, Cair, Gjorce Petrov, Saraj, Suro Orizari, Sopiste, Studenicani, Zelenikovo, Petrovec, Ilinden, Aracinvo, Cucer Sandevo) |  | |
| Size of the subject (micro, small or medium): |  | |
| Revenue generated in the past two years according to the income statement (in denars): | 2019 | 2018 |
|  |  |
| E-mail: |  | |
| Name and surname of the manager: |  | |
| Telephone number of the manager: |  | |
| Name and surname of the contact person: |  | |
| Telephone number of the contact person: |  | |

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| **OWNERSHIP STRUCTURE** (according to the last Current trade registry issued by the Central Registry): | | |
| **Owners** | **Share (%)** | **Citizenship** |
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| **Affiliation with other enterprises**  Please indicate whether your enterprise is affiliated with other enterprises (as defined in the Law on Trade Companies). If there is an affiliation with other enterprises, please indicate the enterprises and the nature of the affiliation. |
| maximum 200 words |

1. **Please briefly introduce your enterprise**

* Indicate in which business sector you operate and what are your main activities
* Describe what products/services you offer and from what products/services you generate the biggest part of the revenues
* Describe on which markets you are present and what is the revenue structure based on the markets you are present (sales generated from domestic market, sales based on exports in the region, export in EU and/or wider region, share of the revenues from export in total revenues and etc.)
* Provide basic information about the management team of the enterprise (their profile)

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| maximum 500 words |

1. **PROJECT PLAN**
2. **Summary of the project, the need for starting the project and project goals**

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| Indicate which activities that are eligible for financing through this instrument you plan to realize: | |
|  | procurement and introduction of new, innovative, advanced, ‘green’ and digital technologies for transformation of the production and business processes; |
|  | development and introduction of new more ecological processes and standards for production and work; |
|  | procurement and introduction of new digital solutions (software, tools, licenses, etc.) and development of digital business models, which may include digitalization of sales and procurement channels; |
|  | capacity building of the management and the employees for application of the new technologies; |
|  | improving the productivity and efficiency of the production and / or business processes; |
|  | reduction of production and operating costs; |
|  | improving the efficiency in the use of resources; |
|  | activities to reduce the negative impact on the environment; |
|  | significant improvement of quality and addition of new or significantly improved characteristics of products and services as a result of changes in supply and demand related to the consequences of the COVID-19 crisis (including standardization and certification); |
|  | development of new sales channels and activities for entering or expanding new markets - building a more stable and sustainable network of suppliers. |

* Please provide summary for the project. The summary should contain all relevant project information. It should be written in a manner that will be understandable for first-time readers of the project. The summary should include a narrative description of the key aspects of your project, answering the questions: **WHAT, WHO, HOW, WHEN and WHERE**?
* In this section, indicate the **GOAL OF THE PROJECT**, **THE NEED FOR STARTING THIS PROJECT** as well as the key **activities** that will lead to realization of the goals and to achievement of the goals of the support instrument.

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| maximum 1000 words |

1. **Please describe the level of technology development thus digitalization, as a model for adjustment:**

* To what extent the technology that is introduced is based on modern, global digital solutions?
* Does and to what extent the project provides digitalization of processes/work/organization/services?
* To what extent it contributes to development of a new or significantly improved product, service and/or working process for the applicant?
* Level of readiness for transformation and clearly set priorities for transformation (identified needs for transformation, of the company as a whole, operational processes, supply chains, sales channels, identified know-how and technologies, etc.)

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| maximum 500 words |

1. **Risk assessment**

Please make assessment of the potential risks that you can face during project implementation period and after the realization of the project, including the expected consequences and mitigation measures from the pandemic, climate and economic crisis over the business, as well as the expected results? If necessary add category.

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| --- | --- | --- | --- |
| **Category** | **Potential risk** | **Mitigation measures** | **Expected results** |
| **Project team** |  |  |  |
| **Supply chains** |  |  |  |
| **Organization and work flow** |  |  |  |
| **Ability to acquire necessary equipment and expertise** |  |  |  |
| **Financial stability and sustainability** |  |  |  |
| **Market (demand) and revenue generation** |  |  |  |
| **Environmental impact** |  |  |  |

1. **Project team**

Please provide information on the key people who will work on the project, their role in the project, skills and competencies. Please enclose to this project application maxiumum 5 (five) short biographies of the key project team members.

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| maximum 300 words |

1. **Plan of the project activities for project realization**

Please indicate the planned activities during the project, with a brief description of each activity, the implementation period, the necessary resources for the implementation, the responsible person, as well as the expected results after the implementation of the activity (if needed add lines).

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| **Activity title** | **Activity Description** | **Period of implementation**  **(no. of months, quarters, etc.)** | **Resources needed (technical, human, financial)** | **Responsible person** | **Expected results** | |
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1. **Plan for job retention and/or increase in the number of employees**

* Please describe how the project will contribute to job retention and/or increase of the number of employees in your enterprise within a period of five years after finishing the project.

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| maximum 300 words |

* Please make a projection of the employments for the period stated below:

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| --- | --- | --- | --- | --- | --- |
| Number of employees in the moment of applying | Projection of the number of employees in the next five years: | | | | |
| 2022 | 2023 | 2024 | 2025 | 2026 |
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1. **Please describe the impact of the project activities and results on the environment protection and decrease of pollution:**

* Is there a negative impact on the air quality and the living environment
* Is the project aligned with the legal regulations for the environment that relate with air emissions, use of water or waste water and managing solid waste?
* Do the activities related with the project a subject of additional eco taxes, fines, penalties and other eco obligations (example legal proceedings that includes maters related with environment and etc.)?

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| maximum 300 words |

1. **BUSINESS PLAN**
2. **Business model**

Please provide a summary of the business model for implementation of your idea:

* how your product/service satisfies the market demand
* on what manner the project will contribute to creating additional value for your customers
* how will the working process be organized
* who are the main clients
* who are the main suppliers
* what is the pricing strategy
* what sales channels you will use and etc.

In this section you can use tools to generate a business model, such as the Business Model Canvas methodology.

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| maximum 1000 words |

1. **Market and competition analyses**

* Describe your participation on the existing markets (whether the company is present on foreign markets or just on the local market) what is its target market and how the project will contribute to retention thus increase of the market?
* What is the competition you are facing and what are your competitive advantages compared to it?

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| maximum 300 words |

1. **Potential for revenue and profit growth**

Please describe to what extent the project will contribute to revenue and profit growth. Please elaborate the logic behind the figures in the financial projection (that is part of the project budget) and on what assumptions the projections for revenue and profit growth are based within a period of five years.

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| maximum 300 words |

1. **OTHER INFORMATION**
2. **Intellectual property status**

* If the proposed project envisages activities for the analysis, preparation, acquisition and protection of intellectual property rights please indicate if you have conducted a search for a novelty of the proposed solution / technology (search of patents bases such as Google Patents, EPO, USPTO, WIPO and search of scientific databases such as Google Scholar, Science Direct etc.) and present the results of this research.
* Are there other enterprises, institutions or organizations involved in the prior development of technology, product or service, and do you have any obligations towards them in terms of intellectual property?
* If part of the project activities involves the utilization of already protected intellectual property, explain how the rights to use will be assigned.

If applicable, please enclose to this project application proof of possession of intellectual property rights or the right to use intellectual property.

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| maximum 300 words |

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| Name of the applicant (legal entity): |  |
| Signature of an authorized person and stamp: |  |

Thank you for completing this application and expressing your interest for cooperation with the Fund for Innovation and Technological Development. Our team will inform you in a timely manner for all next phases of the process of selection and evaluation. For additional questions, contact us at +389 2 3145 258 or write to us at [zabrzanrast@fitr.mk](mailto:zabrzanrast@fitr.mk).

**Annex 1: ADMINISTRATIVE DATA**

In the case of an application submitted on behalf of a consortium/partnership and/or in the case of project proposal providing for a research and development cooperation agreement with third parties, each member of the consortium / partnership should fill out questions 1, 2 and 3 separately.

1. **General data for a consortium/partnership member:**

Please indicate the data as provided in the official documents, issued by the relevant institutions.

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| Full name of the applicant |  |
| Type of subject of entry (e.g. LLC, SPLLC, JSC, PHI) |  |
| Registration number (EMBS): |  |
| Tax number: |  |
| Date of establishment: |  |
| Registered Seat: |  |
| Size of the subject (micro, small or medium): |  |
| Number of employees: |  |
| Origin of capital (domestic/foreign): |  |
| Revenue earned in the previous year: |  |
| Priority activity / Main income code: |  |
| Telephone number: |  |
| E-mail: |  |
| Name and surname of the manager: |  |
| Name and surname of the contact person: |  |
| Telephone number of the contact person: |  |

**Partner/Consortium member 1:**

* Indicate in which business sector does the enterprise belong and what are its main activities.
* Describe the main activities, products / services of the legal entity.
* Explain the business model of the legal entity.
* Provide basic information about the management team of the enterprise (their profile).
* Provide basic employee data (number of employees at the moment, their profile). Indicate whether new employment is planned as a result of the project.

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| maximum 500 words |

If necessary, add tables for other partners/consortium members.

1. **Ownership structure**

Please enter data according to the latest current Tarde Registry excerpt issued by the Central Registry.

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| **Owners** | **Share (%)** | **Citizenship** |
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If necessary, add tables for other partners/consortium members.

1. **Presentation of the consortium/partnership**

In the case of an application from a consortium/partnership, please describe the proposed partnership.

• Describe the consortium/ partnership.

• How does the proposed consortium/partnership coincide with the objectives of the project?

• Describe the main roles and responsibilities of each partner/consortium member.

• How will the partners/consortium members cooperate effectively together?

• How is the project relevant to each of them?

• How does the proposed project coincide with the strategy of the partners/consortium members?

• How do partners/consortium members complement one another (and cover the value chain), if applicable?

• What is the cooperation plan after the completion of the project?

Please enclose to this project application a consortium/partnership agreement containing clear provisions on the rights and obligations of each consortium/partnership member, as well as provisions for assignment and/or ownership of intellectual property rights.

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| maximum 500 words |

If necessary, add tables for other partners/consortium members.