**Program** **for Strengthening the Innovation of Newly Established or Existing MSMEs**

**APPLICATION FORM**

**A. INFORMATION ABOUT THE APPLICANT**

**A.1.a. Category of Applicant**

|  |
| --- |
| Choose one of the offered quotes:  Micro enterprise  Small-sized enterprise  Medium-sized enterprise |

**A.1.b.**

|  |
| --- |
| Choose one of the offered quotes:  newly established enterprises  existing enterprises |

**A.2. Information about the Applicant**

|  |  |
| --- | --- |
| Name of the company |  |
| Business activity (according to CRCE[[1]](#footnote-1)) |  |
| Date of Establishment |  |
| Number of employees on 31/12/2022 |  |
| Total income on 31/12/2022 |  |
| Total assets on 31/12/2022 |  |

**A.3. Applicant**

|  |  |  |
| --- | --- | --- |
| A.3.1. | Responsible person (Name and Surname, Position): |  |
| A.3.2. | Contact person for the project (Name and Surname, Position): |  |

**A.4. Contact details of the Applicant**

|  |  |  |
| --- | --- | --- |
| A.4.1. | Address: |  |
| A.4.2. | Place: |  |
| A.4.3. | Zip Code: |  |
| A.4.4. | Phone: |  |
| A.4.5. | Mobile : |  |
| A.4.6. | E-mail: |  |

**B. PROJECT INFORMATION**

**B.1. Project Name**

**B.1.1. Project name in Montenegrin**

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**B.1.2. Project name in ENG**

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**B.1.3. Key words of the project**

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**B.2. Duration of the project (in months - from 12 to 36 months)**

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**B.3. Areas of research**

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| Choose one of the offered quotes:  Science and mathematical  Technical and technological  Medical  Agricultural  Social and humanistic  Interdisciplinary |

**B.4. The area from the Strategy of Smart Specialization to which the project refers**

|  |
| --- |
| Choose one of the offered statements:  Sustainable agriculture and the food value chain  Energy and sustainable environment  Sustainable and health tourism  Information and communication technologies as a horizontal priority  Other |

**B.5. Project eligible activities**

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| --- |
| Choose one or more quotes:  Upgrade, design, feasibility testing, validation of completely new or improved products, technologies, processes or services, testing and pilot development;  Protection and use of intellectual property and external services aimed at the development of innovative ideas (product, process, technology, service);  Adaptation of the developed product/service/technology to market requirements, which represents the completion of an innovation (product/service) almost ready for the market that contains key functionalities (Minimum Viable Product - MVP);  Commercialization of research and development results (preparation of product/service launch);  Training of staff in newly founded companies on investment readiness;  Training of staff in newly established companies and existing companies for research and development activities;  Additional activities (new recruitment and engagement of existing staff within the company; engagement of external highly qualified and other professional staff,  investments in instruments and equipment; project audit) |

**B.6. Project summary**

**B.6.1. Project summary for publication in Montenegrin**

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| --- |
|  |

**B.6.2. Project summary for publication in ENG**

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| --- |
|  |

**B.7. Describe how you see the path from the idea to the product on the market for your project**

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| --- |
| **B.7.1. Research** |
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| **B.7.2. Proof of concept** |
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| **B.7.3. Development** |
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| --- |
| **B.7.4. Commercialization** |
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**C. INNOVATIVENESS**

**C.1. Initial research and findings**

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**C.2. Initial Intellectual Property**

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| --- |
| **C.2.1. Description** |
|  |

|  |
| --- |
| **C.2.2. Type of intellectual property** |
|  |

|  |
| --- |
| **C.2.3. Holder of intellectual property rights** |
|  |

**C.3. Description of objectives and innovation**

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| --- |
|  |

**C.4. Technical description and characteristics**

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| --- |
|  |

**C.5. Protection of new intellectual property**

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|  |

**C.6. Current technological readiness level (TRL) of the new product / service/ process or technology and the TRL at the end of the project implementation**

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**D. market**

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| **D.1. Description of the market situation** |
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| --- |
| **D.2. Market potential** |
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| **D.3. Business model** |
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**E. IMPLEMENTATION METHODOLOGY AND EXPECTED RESULTS OF THE PROJECT**

**E.1. Implementation methodology**

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| --- |
| Implementation methodology |
|  |

**E.2. Expected project results**

|  |  |  |
| --- | --- | --- |
| No. | The result | Description |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| … |  |  |

**E.3. Key performance indicators – KPI (quantitative development that leads to the achievement of key project goals)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| No. | Key performance indicators | 1st semester | 2nd semester | 3rd semester | 4th semester | 5th semester | 6th semester |
| 1. |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |
| … |  |  |  |  |  |  |  |

**F. project team**

**F.1. Expert team for working on the project**

|  |  |  |  |
| --- | --- | --- | --- |
| **F.1.1. Position, Name and Surname** | **F.1.2. Key competencies relevant to project implementation** | **F.1.3. Fraction (or %) of full-time (FTE) project work** | **F.1.4. Job description within the project** |
|  |  |  |  |

**G. FINANCIAL PLAN**

**Prepare the financial plan on a special form (Excel table). Enter only total amounts here.**

|  |  |  |
| --- | --- | --- |
| Total value of the project | EUR | |
| The amount of own sources of financing | EUR | % |
| The total amount of grant requested from the Fund | EUR | % |

**H. COMPANY DEVELOPMENT STRATEGY**

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| Company development strategy |
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**I. PROJECT SUSTAINABILITY**

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| Project sustainability after the implementation. |
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**J. RISK ASSESSMENT AND FURTHER STEPS**

**J.1. Risk management**

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| Risk management – specify the expected risks and risk management method |
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**J.2. Expected further steps on the way to commercialization**

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| --- |
| Expected further steps on the way to commercialization |
|  |

**List of documents that must be attached to the application**

|  |  |
| --- | --- |
| 1. | Application form (searchable pdf document) |
| 2. | Financial plan of the project (Excel document) |
| 3. | Biographies of the project manager and key persons involved in the project |
| 4. | Financial projections for 5 years |
| 5. | Applicant’s statement (including a statement on co-funding in which the applicant guarantees that in the event of a positive decision, he will secure his own funds for co-funding the proposed project in the Program) |
| 6. | Statement on (ir)recoverability of VAT |
| 7. | Annual Financial Statement (AFS) or equivalent statement for the latest available year (2022). |

Note: Applicants whose proposals enter the second round of evaluation will be requested to submit additionally “Project presentation”.

1. Central Register of Commercial Entitites (in Montenegrin CRPS) [↑](#footnote-ref-1)