

**The application can be done only in German.  
This English translation is just for your information.  
The translation is provided without liability.**

**Application documents for the EXIST Start-up Grant**

Name of the startup-project

Documents to be supplied by the applicant	
<input type="checkbox"/>	Annex 1 – Personal information <i>Fill in form for each person, attach the signed document to the application</i>
<input type="checkbox"/>	Copy of the most recent qualification (higher education institution degree, associate degree/job reference)
<input type="checkbox"/>	Annex 2 – Concept paper <i>Form can be used as a template</i>
<input type="checkbox"/>	Annex 3 – Declaration by the entrepreneur <i>Fill in form for each person, attach the signed document to the application</i>
<input type="checkbox"/>	Annex 7 – Declaration that notice has been taken of the legal provisions related to subsidies <i>Fill in form for each person, attach the signed document to the application</i>
Documents to be supplied by the higher education institution, research institute and mentor	
<input type="checkbox"/>	Project application form AZA ( <a href="http://foerderportal.bund.de/easyonline/">http://foerderportal.bund.de/easyonline/</a> ) (in German only) <i>Hardcopy must include a legally binding signature and stamp from the higher education institution or research institution</i>
<input type="checkbox"/>	Annex 4 – Declaration by the mentor <i>Form to be filled in and signed by the mentor and attached to the application</i>
<input type="checkbox"/>	Annex 5 – Declaration by the higher education institution or research institute <i>Form to be filled in, signed (legally binding signature) and stamped by the higher education institution or research institution, and attached to the application</i>
<input type="checkbox"/>	Annex 8 – Declaration that notice has been taken of the legal provisions related to subsidies <i>Form to be filled in, signed (legally binding signature) and stamped by the higher education institution or research institution, and attached to the application</i>
Documents to be supplied by the start-up network of the higher education institution or research institute	
<input type="checkbox"/>	Annex 6 – Declaration by the entrepreneurial network <i>Form to be filled in and signed by the start-up network</i>

Please send the **completed** original copy of the application form to:

Forschungszentrum Jülich GmbH  
Projektträger Jülich (PtJ)  
Postfach 61 02 47  
10923 Berlin

Please attach electronic documents using the “easy online” electronic application system and send them to:

ptj-exist-gruenderstipendium@fz-juelich.de

## **Annex 1 – Personal information**

*Fill in form for each person; attach the signed document to the application*

### **Personal information and qualifications of the entrepreneur**

<b>Personal information</b>			
Form of address (Mr/Ms)		Title	
First name		Family name	
Date of birth		Nationality <i>(if applicable attach a copy of a residence/work permit)</i>	
Number of children for whom child support is being paid for (attach copy of birth certificate)			
<b>Private address</b>			
House number and street		Additional address information	
Town/city		Postcode	
<b>Contact details</b>			
Phone		Email (private)	

<b>Address at the higher education institution or research institute</b>			
House number and street		Additional address information	
Town/city		Postcode	

<b>Information on qualifications</b> <i>(please attach copy of most recent qualification)</i>				
<b>No</b>	<b>Institution</b>	<b>Date of graduation</b> <i>(expected date)</i>	<b>Course of study</b> <i>(e.g. Business Administration)</i>	<b>Academic degree</b> <i>(e.g. M.Sc.)</i>
1				
2				
3				

Currently enrolled <input type="checkbox"/> yes, approx. until: _____) / <input type="checkbox"/> no
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Currently employed  yes, approx. until: \_\_\_\_\_) /  no

**Employment as a research fellow at higher education institutions and research institutes as well as relevant employment at companies (lasting 12 months or longer)**

*(please attach copy of most recent job reference)*

No	Employer	Employed from	Employed until
1			
2			
3			
4			

**Current business activities and business stakes**

No	Business name	Business purpose	Role (e.g. CEO)	Percentage stake
1				
2				
3				

- I have no stakes in any company  
 I am not a member of a management board of any company

**Description of professional career**

*Please describe your motivation, education, previous academic work, professional activities etc. (including the duration, work-related tasks, research topic etc.) on approx. 1/2 pages. Explain how your skills and practical experience will enable you to successfully implement the proposed EXIST Start-up Grant.*

Place and date:

Signature: \_\_\_\_\_

## **Annex 2 – Concept paper**

### **Concept paper**

*Please draw up a concept paper for your start-up project using the following outline. Graphs, charts or tables may also be included. The concept paper should have a maximum length of 25 pages including the appendix (using Arial font, 12- point type, and 1.5 line spacing).*

#### **1. Executive summary**

- *Project summary: problem, solution, team, market, competition and business model*

#### **2. Business idea**

##### **2.1. Background**

- *Who had the business idea? Are there pre-existing intellectual property rights? Is the project linked to former projects?*
- *How is the project integrated in the academic environment (higher education institution or research institute)?*

##### **2.2 Owners of expertise**

- *Brief description of the start-up team members and their tasks*
- *Relevance of the expertise that was acquired at the higher education institution or the research institute for the start-up project*
- *Do team members have any commercial or business expertise, vocational qualifications or industry-specific contacts?*
- *Involvement of other experts (scientific advisers, partners, mentors etc.)*

##### **2.3. Innovation**

- *Description of your innovative technology or product or knowledge-based innovative service*
- *Development approach and current status of implementation (e.g. lab and functional sample)*

##### **2.4. Project planning**

- *Project-based plan covering the funding period and overview of future activities until market maturity is reached or follow-up financing obtained*

#### **3. Market/Competition**

##### **3.1. Market situation**

- *Data on market volume, market segments, forecast market growth and market potential*

##### **3.2 USP and customer benefits**

- *USP (“unique selling proposition”) of the product or service compared to competitors with a similar profile*
- *Benefits of the product or service to customers*

##### **3.3 Competition**

- *Name your major competitors and what distinguishes your products from theirs*

##### **3.4. Market access**

- *Information on the target group and potential customers (existing pilot customers, if applicable attach letters of intent)*
- *Possible barriers to market access and possible marketing and sales programmes*
- *Strategic partnerships for market entry*

#### 4. Business planning

##### 4.1. Financial planning

- *Revenue and expenditure forecast for the first two years after setting up your business plus explanatory notes*
- *Presentation of the planned pricing model*

##### 4.2. Business Organisation

- *Legal form and structure or organisation chart for the business you want to set up*
- *Incorporation of ESF cross-cutting themes (gender equality, non-discrimination and sustainable development)*

##### 4.3. Opportunities and risks

- *Potential difficulties with regard to product or service development, finding investors/sponsors, recruiting staff or market access*

**All information provided in the concept paper will remain confidential and will not be shared with third parties!**

### **Annex 3 – Declaration by the entrepreneur**

*To be signed by each entrepreneur and attached to the application*

In the event that I receive funding for my start-up project from the EXIST Start-up Grant, I hereby undertake

- To join together with the start-up network to select a suitable start-up consultant/coach for the start-up project.
- To work together with the start-up consultant/coach or the mentor to create a coaching plan which defines and structures my coaching needs and presents these as a set of basic points relating to the start-up period and the assistance required from the coach for the duration of the EXIST grant (to be set out in a chronological order);
- To submit the coaching plan one month after start of the grant period at the latest and to actively work to ensure that the plan is implemented;
- To attend a start-up team seminar and if necessary to adapt the coaching plan thereafter;
- To schedule and hold at least two meetings to present and discuss the current status of the business plan and project development with the start-up network (if possible to be attended by the coach as well);
- To present the preliminary results of the business plan to the start-up network after five months – especially information on the business model, customer benefits, unique selling propositions, market and competitive situation;
- To send the completed form ‘evaluation of preliminary results’ (‘Bewertung Zwischenstand’, available at [www.exist.de](http://www.exist.de)), signed by all founders and the entrepreneurial network or coach, to the project-management agency along with the presentation of the preliminary results
- To submit the final version of the business plan to the start-up network in due time, so that the start-up network can send its (or the coach’s) evaluation to the project-management agency in the tenth month of the grant period;
- To inform the project-management agency about any significant changes to the work plan and about any major events concerning the start-up project;
- To provide the project-management agency with detailed information on the status of the start-up and its development upon request and up to five years after completion of the grant period;
- In the event that I leave the start-up project, to make no further demands on the remaining entrepreneurs or the newly formed company.

Furthermore, I undertake

- Not to combine the funds received from the EXIST Start-up Grant with a scholarship, any other income, employment or funding to finance living expenses;
- Not to carry out any part-time work that exceeds five hours per week. I am aware that the EXIST Start-Up Grant requires my full-time commitment to the start-up project;
- To ensure that my grant is taxed, to ensure that I pay my social security and, if applicable, accident insurance, liability insurance and unemployment insurance.

In addition, I declare that

- I am willing to sign a scholarship contract with my higher education institution/research institute;
- I will fill in the European Social Fund (ESF) participants’ questionnaire online;
- I have not yet received any funding from the EXIST SEED/EXIST Start-up Grant;
- **All of the information I have provided is true and complete;**
- The founding of the start-up company and the launch of any business activity has not yet taken place;
- I am aware that the payment is linked to the fulfillment of specific milestones;
- In the event that I do not comply with the above-mentioned points, the granting of the scholarship may, in justified cases, be revoked or the grant later reclaimed.

Place and date:

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

## **Annex 4 – Declaration by the mentor**

*Form to be filled in and signed by the mentor and attached to the application*

<b>Personal information</b>			
Institution/chair			
Form of address (Mr/Ms)		Title	
First name		Family name	
<b>Address</b>			
Address line 1		Address line 2	
Town/city		Postcode	
<b>Contact information</b>			
Phone		Email	

In the event that the start-up project *Subject/name of the start-up project:* is awarded funding from the EXIST Start-up Grant, I hereby declare that I am willing:

In the context of the measures of the EXIST Start-up Grant

- To take responsibility for the technical supervision of the project;
- Upon request, to provide information on the development and supervision of the start-up project to the Federal Ministry for Economic Affairs and Energy or to the project-management agency.

Place and date:

Signature of the mentor: \_\_\_\_\_

## **Annex 5 – Declaration by the higher education institution or research institute**

*The following information is to be provided and signed by the higher education institution / research institute on letter headed paper and attached to application form.*

Subject/name of the start-up project:

<b>Applicant institution</b>			
Higher education institution/ research institute			
<b>Address</b>			
Address line1		Address line 2	
Town/city		Postcode	
<b>Authorized person</b>			
Form of address (Mr/Ms)		Title	
First name		Family name	
Phone		Email	

We hereby commit ourselves, in the event that the start-up project is awarded funding from the EXIST Start-Up Grant:

- To appropriately manage the funding and settle accounts against the Grantor;
- To sign a scholarship agreement with the start-up team members for whom the scholarship is intended;
- To provide the grant-holders with free workstations and to allow them free use of workshops, laboratories, computer centres and/or other equipment and resources for the development work during and outside of working hours for the duration of the grant period;
- If necessary, to make contractual agreements for the use of relevant intellectual property rights with the start-up team members;
- To agree the inclusion of our enterprise in a published list of projects in accordance to appendix XII, Art. 115 VO (EU) 1303/2013. Published information will include: Name of recipient, Postal Code and country, name of the project, begin and end of the funding period and amount of funding received including the co-financing rate and intervention category.

In the event that the start-up project is awarded funding from the EXIST Start-Up Grant, we declare that we will carry out the projects in the non-for-profit part of the higher education institution.

Place and date:

Legally binding signature:



## **Annex 6 – Declaration by the start-up network**

*The following information is to be provided and signed by the start-up network on letter headed paper.*

The start-up network considers the start-up project:

*Subject/name of the start-up project*

to be eligible for funding from the EXIST Start-up Grant. **The start-up team members have consulted the start-up network prior to application.**

In the event that the start-up project is awarded funding from the EXIST Start-Up Grant, the start-up network undertakes

- To supervise the start-up team members in issues related to the founding of the company;
- In agreement with the start-up team members, to nominate a qualified coach/consultant from the pool of the start-up network who will provide comprehensive supervision during implementation of the project and to provide information about this coach and references on previous supervision;
- To provide comprehensive support for the start-up team members with the creation of a business plan and to discuss with the start-up team members the extent to which this has been fulfilled;
- If necessary, to make adjustments to the coaching plan after the start-up team seminar in agreement with the start-up team members and the coach;
- To provide extensive feedback to the start-up team members on the status of the business plan after five months – especially on specifications of the business model, customer benefits, unique selling propositions, market and competitive situation;
- To send the completed form ‘Evaluation of Preliminary Results’ (‘Bewertung Zwischenstand’, available at [www.exist.de](http://www.exist.de)), signed by all founders and the entrepreneurial network or coach, to the project-management agency, along with the presentation of preliminary results;
- To notify the project-management agency if it can be concluded from the current status that it is highly unlikely that the project objectives will be achieved by the end of the grant period;
- To pre-examine the business plan and to send it, together with an evaluation, to the project-management agency 10 months after the start of the grant period at the latest;
- To report on the development and supervision of the start-up project upon request.

In accordance with the conditions mentioned under No. 3 [Beneficiaries] of the guidelines for the promotion of start-up projects (EXIST Start-up Grant), a description of the start-up network of the applicant higher education institution or research institution is attached to this declaration.

<b>Start-up network</b>			
Name/title			
Address line1		Address line 2	
Postcode		Town/city	
<b>Contact person</b>			
Form of address (Mr/Ms)		Title	
First name		Family name	
Phone		Email	

Place and date:

Signature: \_\_\_\_\_

## **Annex 7 – Declaration that notice has been taken of the legal provisions related to subsidies**

*Each entrepreneur involved in the project must sign a copy of this form and submit it along with the application.*

**The grant I am applying for constitutes a subsidy within the meaning of Section 264 of the German Criminal Code.**

**In the context of the EXIST Start-up Grant, the facts listed in the following are considered as relevant within the meaning of Section 264 of the German Criminal Code (“Subsidy Fraud”):**

1. Personal information provided about the entrepreneur, his/her qualifications and the number of children
2. Information provided about employment contracts with higher-education institutions and research institutes
3. Information provided about enrolment at a higher-education institution, other scholarships, (regular) income, and the completeness of this information
4. Information provided about the entrepreneur’s professional career, his/her job history, and the completeness of this information
5. Information provided about the entrepreneur’s business activities, any stakes in companies, and the completeness of this information

The relevant excerpts from the German Criminal Code (*Section 264 “Subsidy Fraud”*) and from the Subsidies Act (*Section 3 Requirement of disclosure of information for recipients of subsidies*) are available for download from the EXIST website ([www.exist.de](http://www.exist.de)).

**I am aware that subsidy fraud is punishable under criminal law (Section 264 of the German Criminal Code). I am / We are aware of my / our obligation under Section 3 of the Subsidies Act to inform the project-management body of any changes to the information provided above without delay.**

**Subject/name of the start-up project:**

**Name of the entrepreneur:**

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Place and date of signing

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Signature

## **Annex 8 – Declaration that notice has been taken of the legal provisions related to subsidies**

**The grant I am applying for constitutes a subsidy within the meaning of Section 264 of the German Criminal Code.**

**In the context of the EXIST Start-up Grant, the facts listed in the following are considered as relevant within the meaning of Section 264 of the German Criminal Code (“Subsidy Fraud”):**

1. Details provided about the applicant(s) (AZA, pp. 1-2)
2. Details provided about the implementing body, project leadership, administrative contact, authorised signatory, legal form, beneficiary (AZA pp. 3-5)
3. Details provided in the outline of the project (AZA 6 (1) Annex): overall objective of the project, scientific and technical goals and targets of the projects, preparatory work conducted in the context of the innovation project, objective with regard to commercial exploitation
4. Declaration by the applicant(s) (AZA pp. 1ff): that the project has not yet started and does not receive any other form of public-sector funding or financing; declaration must specify whether the research institution/higher-education institute is part of the for-profit or the non-for-profit activities of the research institute/higher-education institute.
5. Annex providing personal information about the entrepreneurs, including details about their qualifications (Annex 1)
6. All of the information provided in the interim documentation, as proof of use (including the relevant annexes), and in all the interim and final reports.

The relevant excerpts from the German Criminal Code (*Section 264 “Subsidy Fraud”*) and from the Subsidies Act (*Section 3 Requirement of disclosure of information for recipients of subsidies*) are available for download from the EXIST website ([www.exist.de](http://www.exist.de)).

**I am / We are aware that subsidy fraud is punishable under criminal law (Section 264 of the German Criminal Code). I am / We are aware of my / our obligation under Section 3 of the Subsidies Act to inform the project-management body of any changes to the information provided above without delay.**

**Subject/name of the start-up project:**

**Applicant (Higher-education institution / research institute)**

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Place and date of signing

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Name and legally binding signature

This declaration must be submitted to the project-management agency along with the AZA, which must be duly signed and is legally binding.