Project Application Form

Below you will find a number of questions. These are requirements that a project must meet if it is to be eligible for funding from the Delft Entrepreneurs Fund.

There are also requirements imposed by the decision-making process within SGDTP about which we would like to inform you in more detail. The fact that your application meets the following requirements does not necessarily mean that it will be honoured.

*Your application must include an itemized budget, quote(s) and any project plan (no larger than 2 MB). Without these attachments, the application cannot be considered.*

We ask that you complete the questions below and provide the attachments listed above.

You can submit your application at: secretariaat@sgdtp.nl

Does your project serve a collective purpose for the area? Yes / No

Does your project contribute to improving the business climate in the area? Yes / No

Does your project involve a regular municipal task? Yes / No

Does your activity conflict with other activities in the area? Yes / No

Is it a one-time expense? Yes / No
*(multi-year projects are supported only once, or phased out financially)*

Will your project be implemented within a year? Yes / No

|  |  |
| --- | --- |
| Date of application: |  |
| Naam van project: |  |
| Name of organization: |  |
| Name of contact:  |  |
| Address: |  |
| Zip code and city: |  |
| Email address |  |
| Phone number:  |  |
| Website: |  |
| Core activity of your organization: |  |

Does your project fit within SGDTP's vision regarding any of the following

themes listed below? Yes / no

* Human Capital
* Living environment
* Innovation
* Sustainability
* Mobility

Brief description of how your project fits within the vision and which of the listed themes it connects to:

Brief description of why your project serves a collective purpose in the area?

Briefly describe why you believe your project contributes to improving the business climate in the area?

Brief description of why you think your project will add value to the target audience of SGDTP cq. the entrepreneurs/institutions in the area?

Detailed description of the project:

Other questions or comments:

What is the total cost of the project? € ………………………………………

For what amount do you apply to SGDTP? € ………………………………………

Is this amount including or excluding VAT? € ………………………………………

Co-funding is the preference of the SGDTP board.

Is that the case with this application? Yes / No

If so, how much and where from? € ………………………………………

Is deze financiering al definitief? …………………………………………

What is your own organization's contribution, if any? …………………………………………

Expected start date of your project: …………………………………………

Expected completion date of your project: …………………………………………

*The project may extend a maximum of six months beyond the end date specified in the application. If the project goes off track, the earmarked money is temporarily frozen and the applicant must explain why the project is off or stalled, so that possible solutions can also be sought.*

Are you willing to explain your project orally? Yes / No

You can further explain your project by including attachments:

Number of attachments: \_\_\_\_\_\_\_\_\_\_\_\_\_ (Budget/quotation + possibly elaborate plan etc.)

*An application form not completed in full will not be considered.*

Follow-up procedure:

1. Your project application should be submitted 14 days before the relevant board meeting to secretariat of Foundation Gebiedsfonds Delft Technology Park (hereafter called: SGDTP): secretariaat@sgdtp.nl
2. The secretariat will send you an acknowledgment of receipt.
3. The SGDTP board will discuss your application at the next board meeting and review it against the vision of the area fund and against the requirements set by the Entrepreneurs Fund Delft (hereinafter referred to as OfD).
4. The board confirms whether your submitted project meets the requirements set and asks you to further clarify or elaborate on any points, if necessary.
5. You may receive a request from the Secretariat to come and present your project at the next SGDTP board meeting.
6. Project applications are approved or disapproved at the appropriate board meeting.
7. If approved, your project application will then be discussed at the next OfD board meeting.
8. If your project application is also approved by the OfD, the OfD may decide to place promotional material during the implementation of your project. The promotional material will be placed and retrieved by the OfD itself by mutual agreement.
9. After implementation of the project, you will be asked to complete an evaluation form and provide a final financial statement.
10. Upon completion of your project, the entrepreneurs association will receive a short text from you with one or more photos that can be used in our newsletter and that the Entrepreneurs Fund Delft can use for its website and/or Facebook page.