Enterprise Development Grant (Co-Innovation Programme)

# ANNEX 1: PROJECT INFORMATION (FOR SINGAPORE APPLICANT)

## 1. Project Abstract

* 1. **Enterprise Background and Industry Landscape**

|  |
| --- |
| *Provide a summary of the industry landscape the enterprise is operating in, including a brief background on the enterprise*   * *Short description of expertise / business sector and market description & strategy*   + *Market share vis-a-vis competitors*   + *Primary geographical markets/Key export markets (if any)*   + *Relevant accolades / recognition* * *Short description of industry landscape*    + *Estimated size of market*   + *Estimated number of companies operating in this industry*   + *Global market share (if relevant)* |

* 1. **Project Description**

|  |
| --- |
| *Provide a description of project, addressing the following topics:*   * *Scope*   + *main R&D activities (activities to be undertaken for the completion of R&D process);* * *Objectives and expected timeline of the project;*   + *timetable throughout the project, estimating the beginning of operation;*   + *location of the research and development activities in both countries;*   + *deliverables/KPIs/milestones at each stage/phase of the project* * *Alignment with Industry Transformation Maps (ITMs) (if any)* |

* 1. **Technological Development Envisaged (Level of Innovation)**

|  |
| --- |
| *Provide a description of the technological development and innovation taking place during the project. Please address the following topics:*   * *Level of innovation and novelty of the product;* * *Technological barriers, risks and opportunities of the development;* * *Technological routes.* |

* 1. **Market Study**

|  |
| --- |
| *Provide a description of the target market of the product, addressing the following topics:*   * *What is the target market and market demand in terms of size, customers, market niche and geographical coverage?* * *What are the similar systems/solutions in the market (if any), and how is the product different or better?* |

* 1. **Expected Outcomes of Project**

|  |
| --- |
| *Describe the final expected outcome of the project, highlighting how it will create value to the companies involved. Please address the following topics:*  *Qualitative and quantitative outcomes expected from the project*   * *Quantitative outcomes (e.g. increase market share or sales by x% in y no. of years / improve customer satisfaction score from x to y / reduce process time from x man-hours to y man-hours / reduce costs from $x to $y)* * *Qualitative outcomes (e.g. new process guidelines / new products and services ideas / improved operations / gone through a certification process)* * *Please describe the capabilities that this project will help both companies to build and how the project will contribute to both companies’ growth plans.* |

* 1. **Commercialisation Plan and Project Timeline**

|  |
| --- |
| *Describe how you intend to introduce this solution to the market and scaling up plan.*   1. *What are your pricing, promotion, sales and distribution strategies?* 2. *Have you obtained any indications of interest from relevant reference customers,*    * *partners or third party investors for the proposed project?*   *Describe the detailed timeline (i.e. key phases and activities) and deliverables of each phase of the timeline.* |

* 1. **Future plans and technological roadmap**

|  |
| --- |
| *Describe some of your future plans in terms of product development/enhancing capabilities through R&D*   1. *How does this project contribute to these longer term goals?* 2. *What plans do the company have in terms of a 3-5 year technological roadmap* |

## 2. Project Scope

* 1. **Cooperation between Participants (synergies, advantages, complementarities, etc.)**

|  |
| --- |
| *Provide a description of the intended cooperation and benefits to the project outcome from working together. Please address the following topics:*   * *Proposed collaboration model between the various participants;* * *the proved advantage and added value for each partner resulting from the cooperation;* * *partner’s respective strengths;* * *how each partner will participate in the R&D phase, noting that this division of tasks in the R&D must be balanced between the partners;* * *the model for management and joint activities for achieving an affective international consortium;* |

* 1. **Intellectual Property and Apportioning of Benefits arising from Commercialisation**

|  |
| --- |
| *Note that the IP agreement must reflect a reasonable allocation and a fair return for both partners on their investment. Detail the early, pre-project IP agreement with your partner, addressing the following topics:*   * *how you will treat your respective IP entering the project;* * *how you will treat IP being developed within the project;* * *how you will treat IP after the project; Indicate any early agreement with your partner on splitting export markets/ sales /revenue licensing etc;*   *Basic regulation of joint commercialisation and apportioning of benefits. If research organisations from overseas country or Singapore are involved in the project, a passage has to be included that allows them to publish their own results without duty to obtain consent from the other partners.* |

## Projected Business Impact

*Tell us how you expect this project to impact your business.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Current | Projections | | |
| Last FY  (Year 20XX) | Year 1  (Year 20XX) | Year 2  (Year 20XX) | Year 3  (Year 20XX) |
| Revenue (SGD) |  |  |  |  |
| Net Operating Profit/Loss Before Tax (SGD) |  |  |  |  |
| Remuneration |  |  |  |  |
| Depreciation |  |  |  |  |
| No. of R&D jobs |  |  |  |  |
| No. of PMET jobs (excluding R&D roles) |  |  |  |  |

# ANNEX 2: PROJECT INFORMATION OF FOREIGN PARTNERS

## 2. Project Information – Foreign Partner No. 1

### 2.1 Organisation details

|  |  |  |  |
| --- | --- | --- | --- |
| **Legal Entity** | | | |
| **Full name** | | | |
| **Street** | | | |
| **Province/Region** |  | **Country** |  |
| **Postal Code** |  | **City** |  |

|  |  |
| --- | --- |
| **Background** | |
| **Year(s) Established** |  |
| **No. of Employees** |  |
| **Parent Organisation (if any)** |  |
| **Type of Organisation** | SME / Large company / Others: |
| **Brief description of expertise / business sector and market description & strategy** | *max. 1 000 characters* |

### 2.2 Contribution to the project

**2.2.1 Title of subproject**

|  |
| --- |
| max. 160 characters |

**2.2.2 Short description of technical contribution in contrast to the other partners’ subprojects**

|  |
| --- |
| max. 1 000 characters |

**2.2.3 Expected Outcomes of Project (on a company level)**

|  |
| --- |
| max. 1 000 characters |

**2.3 Estimated cost**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Personnel** (in SGD) | **Subcontracting  costs R&D** (in SGD) | **Other costs** (in SGD) | **Total** (in SGD) |
| **Project costs** |  |  |  |  |

### 2.4 Letter of intent

**Authorised representative:**

|  |  |
| --- | --- |
| Last Name |  |
|  | |
| First Name |  |
|  | |
| Designation |  |

**Declaration:**

By submitting this application, as the authorised representative to commit the mentioned legal entity, I certify that:

* all necessary internal authorisations have been obtained in order to permit the legal entity I represent to submit this application.
* all the information given in relation with this application are complete, accurate and correct.
* the legal entity I represent is committed to participate in and cooperate within the project, as described in this application, in accordance with the provisions set out in the agreement to be signed with the funding body.
* the legal entity I represent has stable and sufficient funding to maintain its activity throughout its participation to the project as described in this application.
* the legal entity I represent has or will have the necessary resources to carry out its involvement in the project as described in this application.

Technical experts coming from the following legal entities shall not be involved in the assessment of this application.

|  |
| --- |
|  |

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

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## 3. Project Information – Foreign Partner No. 2

### 3.1 Organisation details

|  |  |  |  |
| --- | --- | --- | --- |
| **Legal Entity** | | | |
| **Full name** | | | |
| **Street** | | | |
| **Province/Region** |  | **Country** |  |
| **Postal Code** |  | **City** |  |

|  |  |
| --- | --- |
| **Background** | |
| **Year(s) Established** |  |
| **No. of Employees** |  |
| **Parent Organisation (if any)** |  |
| **Type of Organisation** | SME / Large company / Others: |
| **Brief description of expertise / business sector and market description & strategy** | *max. 1 000 characters* |

### 

### 3.2 Contribution to the project

**3.2.1 Title of subproject**

|  |
| --- |
| max. 160 characters |

**3.2.2 Short description of technical contribution in contrast to the other partners’ subprojects**

|  |
| --- |
| max. 1 000 characters |

**3.3.3 Expected Outcomes of Project (on a company level)**

|  |
| --- |
| max. 1 000 characters |

**3.4 Estimated cost**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Personnel** (in SGD) | **Subcontracting  costs R&D** (in SGD) | **Other costs** (in SGD) | **Total** (in SGD) |
| **Project costs** |  |  |  |  |

### 3.5 Letter of intent

**Authorised representative:**

|  |  |
| --- | --- |
| Last Name |  |
|  | |
| First Name |  |
|  | |
| Designation |  |

**Declaration:**

By submitting this application, as the authorised representative to commit the mentioned legal entity, I certify that:

* all necessary internal authorisations have been obtained in order to permit the legal entity I represent to submit this application.
* all the information given in relation with this application are complete, accurate and correct.
* the legal entity I represent is committed to participate in and cooperate within the project, as described in this application, in accordance with the provisions set out in the agreement to be signed with the funding body.
* the legal entity I represent has stable and sufficient funding to maintain its activity throughout its participation to the project as described in this application.
* the legal entity I represent has or will have the necessary resources to carry out its involvement in the project as described in this application.

Technical experts coming from the following legal entities shall not be involved in the assessment of this application.

|  |
| --- |
|  |

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

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## 4. Project Information – Foreign Partner No. 3, 4…

(Please copy/paste from template above)

# ANNEX 3: PROJECT COST INFORMATION (FOR SINGAPORE APPLICANT)

**3.1 Budget Template**

|  |  |
| --- | --- |
| Please use attached Budget Template to show breakdown of the project’s cost components.  **Please upload the excel file directly on to FormSG under Question 21 “Annex 3: Proposed Budget Template”.**  Do note that you are **required to submit relevant key quotations** for the cost components listed e.g., equipment & software, materials & consumable, professional services fees, etc. (non-exhaustive) under **Question 22 “Relevant Key Quotations”.** |  |

**3.2 Summary of Project Cost**

|  |  |
| --- | --- |
| Cost Item | Project Costs (S$) |
| Manpower-related costs |  |
| Equipment, Software and Materials & Consumables |  |
| Professional services |  |
| Intellectual Property |  |
| Testing & Certification |  |
| Other Costs (please specify) |  |
| Total | S$ XXX |