

# Application development project

[Klik hier om je aanvraag in het Nederlands in te dienen.](#)

[More information about the application for this subsidy.](#)

## Project

Give the project title

Part of a European project

☐ Yes☒ No

## Applicant

Fill in the data of the company for which you want to submit an application.

Is the company already created?

☒ Yes☐ No

Enter the company number from the [Crossroads Bank for Enterprises](#) below.

Company number (CBE)

## Your contact details

Enter your e-mail address below. To this address we will send an e-mail with a personalised link to your application.

First name

Name

E-mail

Submit

## Application request



**Your request is being prepared. This may take several minutes.**

You will receive an e-mail with a personalised link to your application. Keep this message. As long as you do not submit your application, you can re-open it by using the link.

If you did not receive an e-mail after 15 minutes, contact us at [bedrijfsinnovatiesteun@vlaio.be](mailto:bedrijfsinnovatiesteun@vlaio.be).

specimen

> [How to complete this application?](#)

**PORTAL**



**The application is submitted completely, when all parts are submitted. This means**

- the main applicant added any possible partners, completed and submitted the form "General project information"
- the main applicant completed and submitted the form "Main applicant"
- each partner completed and submitted his specific form

When an application is submitted completely, you receive a confirmation email with an overview of the application.

Contact us at [bedrijfsinnovatiesteun@vlaio.be](mailto:bedrijfsinnovatiesteun@vlaio.be) if you assume the application is submitted completely, but you did not receive a confirmation email.

## General project information

Open form

Project title:

Project title

Dossier type:

Ontwikkelingsproject (ONTW)

Status:

To validate

## Main applicant

Organisation	Status	Contact	
Organisation	In draft	Contact	Open form

## Industrial partners

+ Add

Organisation	Status	Contact
No data		

## Research partners

+ Add

Organisation	Status	Contact
No data		

# Add industrial partner

Does this partner have a Belgian company number (CBE)?

☒ Yes

☐ No

## Company data

Enter the company number from the [Crossroads Bank for Enterprises](#) below.

Company number (CBE)	<input type="text" value="Company number (CBE)"/>
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## Contact industrial partner

Enter contact details of the person at the industrial partner who we should send an e-mail with a personalised link to the application.

First name	<input type="text" value="First name"/>
Name	<input type="text" value="Name"/>
E-mail	<input type="text" value="E-mail"/>

## Add industrial partner



Adding the partner to the project is being prepared.

It may take a few minutes before the partner receives an e-mail with a personalised link to the application and is added to the project overview.

If the partner has not been added to the project overview after 15 minutes, contact us at [bedrijfsinnovatiesteun@vlaio.be](mailto:bedrijfsinnovatiesteun@vlaio.be).

specimen

# Add research partner

Does this partner have a Belgian company number (CBE)? ☒ Yes ☐ No

## Organisation data

Enter the company number from the [Crossroads Bank for Enterprises](#) below.

Company number (CBE)

Company number (CBE)

## Contact research partner

Enter contact details of the person at the research partner who we should send an e-mail with a personalised link to the application.

First name

First name

Name

Name

E-mail

E-mail

Submit

## Add research partner



Adding the partner to the project is being prepared.

It may take a few minutes before the partner receives an e-mail with a personalised link to the application and is added to the project overview.

If the partner has not been added to the project overview after 15 minutes, contact us at [bedrijfsinnovatiesteun@vlaio.be](mailto:bedrijfsinnovatiesteun@vlaio.be).

specimen



## Project information

### General information

Project title	<input type="text" value="Project title"/>
Start date	<input type="text" value="Start date"/>
Duration in months	<input type="text" value="Duration in months"/>
This project is a resubmission	<input type="radio"/> Yes <input checked="" type="radio"/> No
This is an Innovation Boosting Project	<input type="radio"/> Yes <input checked="" type="radio"/> No

### Project description

Please download the following [MS Word template](#), fill it in and upload it below.

[Add attachment](#)  
Drag attachment here to add

### External experts to avoid

To assess an application, the agency can use external experts. In the case of a written consultation of the experts, the names of the experts will not be released to you as an applicant. The experts are bound by confidentiality and objectivity. The agency avoids obvious competitors. As single applicant you can specify up to 15 names of companies, organizations, research groups or persons that you wish to exclude (entire sectors, countries or research institutions can't be excluded). If there are more partners, the overall maximum number is 30.

External experts to avoid

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## Declarations

*You are authorised to submit the general project information: complete your data as submitter with your e-mail address, go further and click on "Submit" under the overview of the provided information.*

*You are not authorised to submit the general project information? Forward the mail with the link to the application to the authorised person, to submit the general project information.*

**After submitting you cannot change the information.** Your application is complete when the general project information was submitted and the main applicant and possible project partners submitted their specific part. Then all submitters will receive a confirmation with an overview of the application.

### Submitter

First name

First name

Name

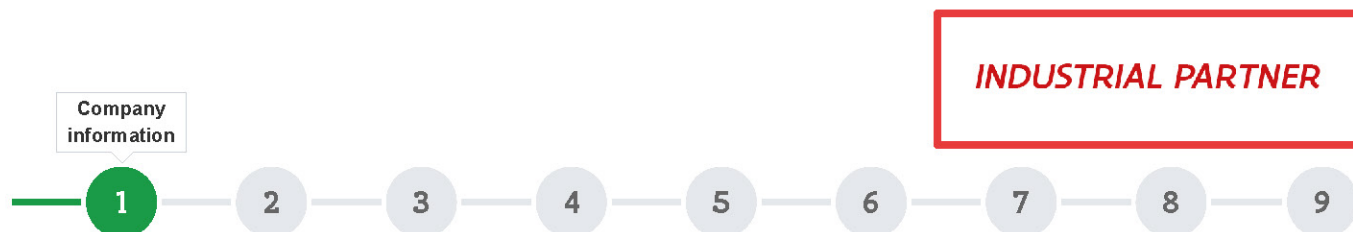
Name

E-mail

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## Company information

### Company information

Company number (CBE)	<input type="text" value="Company number (CBE)"/>
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Name	<b>Name</b>
Legal form	<b>Legal form</b>
Start date	<b>Start date</b>
Street	<b>Street</b>
Number	<b>Number</b>
Box	
Postal code	<b>Postal code</b>
City	<b>City</b>
Country	<b>Country</b>

### Account number for payment

IBAN	<input type="text" value="IBAN"/>
BIC	<input type="text" value="BIC"/>

### Additional information

Website	<input type="text" value="Website"/>
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### Contact

Enter contact details of the person we can contact for questions concerning the content of the project.

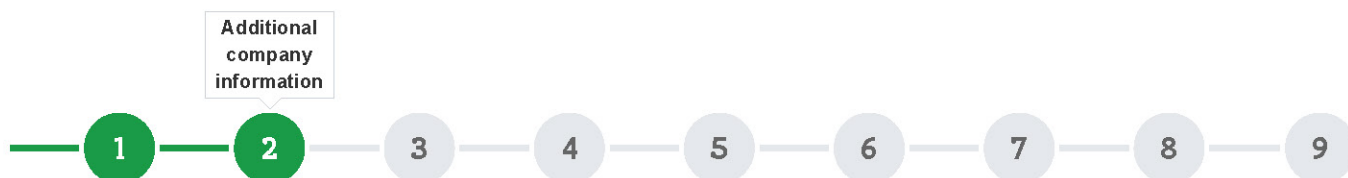
First name	<input type="text" value="First name"/>
Name	<input type="text" value="Name"/>
Function	<input type="text" value="Function"/>
Phone	<input type="text" value="🇧🇪 Phone"/>
E-mail	<input type="text" value="E-mail"/>

### Contact correspondence address

By default, the address of the registered office was taken over from the CBE. Please change the details below if you wish to use a different correspondence address.

Street	<input type="text" value="Street"/>
Number	<input type="text" value="Number"/>
Box	<input type="text" value="Box"/>
Postalcode	<input type="text" value="Postal code"/>
City	<input type="text" value="City"/>
Country	<input type="text" value="Country"/>

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## Additional company information

### Flemish establishment

The Flemish establishment from which the marketing will take place.

Establishment of the company in the CBE ☒ Yes ☐ No

If no establishments are shown here, please select **No** above.

Company number (CBE)	<input type="text" value="Company number (CBE)"/>
Establishment (CBE)	<input type="text" value="Make a choice"/>

### Employment figures

Current number of employees on the payroll Flemish establishment	<input type="text" value="number"/>
Current number of self-employed and/or freelancers on an invoice basis Flemish establishment	<input type="text" value="number"/>

### Legal representative

Enter the data of the legal representative who, as submitter, will accept the General Conditions Innovation Support, or gives the mandate for this to the submitter of the application.

First name	<input type="text" value="First name"/>
Name	<input type="text" value="Name"/>
Function	<input type="text" value="Function"/>
E-mail	<input type="text" value="E-mail"/>

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## Financial information

### Contact for financial information

First name	<input type="text" value="First name"/>
Name	<input type="text" value="Name"/>
Function	<input type="text" value="Function"/>
Phone	<input type="text" value="🇧🇪 Phone"/>
E-mail	<input type="text" value="E-mail"/>

### Type of company

[Read more on the definition of the Type of company \(in Dutch\).](#)

Type of company	<input type="text" value="Small company"/>
-----------------	--

[MS Word kleine/middelgrote onderneming](#)  
[MS Word grote onderneming](#)  
[Ms Word starter/in oprichting](#)  
[MS Word non-profit/publiekrechtelijk](#)

### Small company

#### Financial information

Please download the following [MS Word template](#), fill it in and upload it below.

 [Add attachment](#)  
Drag attachment here to add

#### Financial statements: provisional/interim financial statement

 [Add attachment](#)  
Drag attachment here to add

#### Other attachments with financial information.

 [Add attachment](#)  
Drag attachment here to add

### Latest financial statement

Year latest financial statement	<input type="text" value="Year latest financial statement"/>
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## Financial information - part 2

### Information

Please enter your financial information

#	Financial account	Amount latest financial statement	Amount year - 1	Amount year - 2	
? 1	70 - Turnover				 Edit
? 2	71 - Changes in inventories of finished goods and work in progress				 Edit
? 3	72 - Produced fixed assets				 Edit
? 4	74 - Other operating income				 Edit
? 5	60 - Goods for resale, raw materials and supplies				 Edit
? 6	61 - Services and miscellaneous goods				 Edit
? 7	9900 - Gross margin				 Edit
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## Business case

### Business case

If the business case of your company was not fully included in the Project description, as an industrial partner you can upload a separate business case here.

Please download the following [MS Word template](#), fill it in and upload it below.

 [Add attachment](#)

Drag attachment here to add

### Attachments

Explicitly mention in the attachment if it concerns an attachment which is confidential to the external experts.

 [Add attachment](#)

Drag attachment here to add

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## Project budget and subsidy

### Project budget

Please download the following [MS Excel template](#), fill it in and upload it below. This is a mandatory attachment for the main applicant, optional for the industrial partners (only for industrial partners that provide their budget separately from the main applicant).

 [Add attachment](#)

Drag attachment here to add

### Partner budget

Please enter the values of the budget application **for this partner** (See template budget application, “budget application partner”). The Third-party services will be requested in the next step.

Grant percentage	<input type="text" value="Grant percentage"/>
Monthly working units	<input type="text" value="Monthly working units"/>
Staffing costs	<input type="text" value="Staffing costs"/>
Overhead costs	<input type="text" value="Overhead costs"/>
Operating costs	<input type="text" value="Operating costs"/>
Investment costs	<input type="text" value="Investment costs"/>

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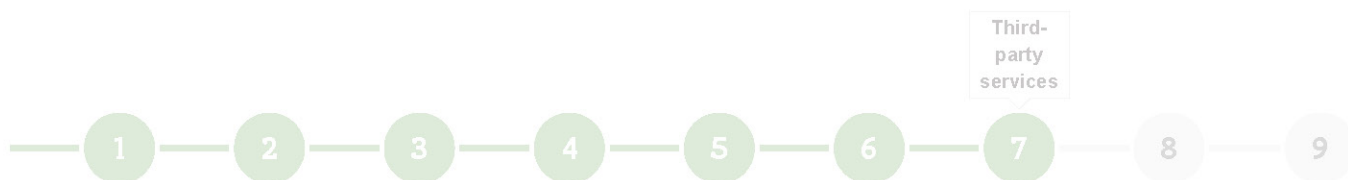
## Third-party services

**Information**  
Please enter the third parties who will provide a service in the project. Use "Add" if you would like to add extra.

Add

The organisation is	Company with Belgian registration number (BExxx.xxx)	Name of the foreign company	Cost
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## Third-party services

### Information

Please enter the third parties who will provide a service in the project. Use "Add" if you would like to add extra.

Add

### Third-party services

The organisation is

- ☐ A company with Belgian registration number (BExxx.xxx)
- ☐ A foreign company
- ☐ An unknown company

The cost should be higher than €10 000 (excl.VAT).

Cost

Cost

Justification of the cost can be uploaded here (quote, an invoice for a comparable assignment or a substantiated cost estimate)

 [Add attachment](#)

Drag attachment here to add

Close

Save

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## Declarations

*You are a legal representative or mandated of the legal representative and want to submit the application: complete the declaration below, complete your data as submitter with your e-mail address, go further and click on "Submit" under the overview of the provided information.*

*You are not the legal representative and not mandated? Forward the mail with the link to the application to the legal representative or mandated, to complete the declaration and to submit.*

**After submitting you cannot change the information.** Your application is complete when the general project information was submitted and the main applicant and possible project partners submitted their specific part. Then all submitters will receive a confirmation with an overview of the application.

☒ As legal representative or mandated of the legal representative, I authorize Flanders Innovation & Entrepreneurship, acting on behalf of the Hermes Fund, to perform all actions as a result of the application for this project.

I declare that I have not received or requested any other government funding for this project.

By submitting this application I declare to have read and to accept the [General Conditions Innovation Support \(version 2020.1\)](#). I also accept that the Decision to Award a Grant may contain additional special conditions.

I declare that on the date of submission of this application, the company has no overdue unpaid taxes and/or employer social security contributions and is up to date with respect to all the required (environmental) permits.

I declare that all information in this application, including the financial information of the company, is completed correctly.

I declare that the company in case of subcontracting of tasks to a research institute pays the service against market price or compensates the costs completely, with a reasonable margin in addition.

The company is a Small Enterprise and exists less than 10 years

☐ Yes ☒ No

[Definition of undertaking in difficulty.](#)

The company is at the moment of submission of this proposal an undertaking in difficulty

☐ Yes ☒ No

I declare to immediately notify Flanders Innovation & Entrepreneurship should the company yet qualify as undertaking in difficulty.

## Submitter

First name

First name

Name

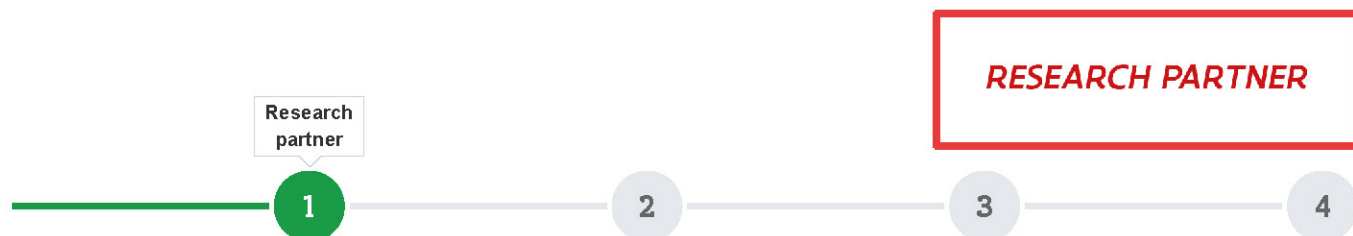
Name

E-mail

E-mail

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## Research partner

### Company information

Company number (CBE)	<input type="text" value="Company number (CBE)"/>
Name	<input type="text" value="Name"/>
Legal form	<input type="text" value="Legal form"/>
Start date	<input type="text" value="Start date"/>
Street	<input type="text" value="Street"/>
Number	<input type="text" value="Number"/>
Box	<input type="text" value="Box"/>
Postal code	<input type="text" value="Postal code"/>
City	<input type="text" value="City"/>
Country	<input type="text" value="Country"/>

### Additional information

Division	<input type="text" value="Division and department"/>
Website	<input type="text" value="Website"/>

### Contact

Enter contact details of the person we can contact for questions concerning the content of the project.

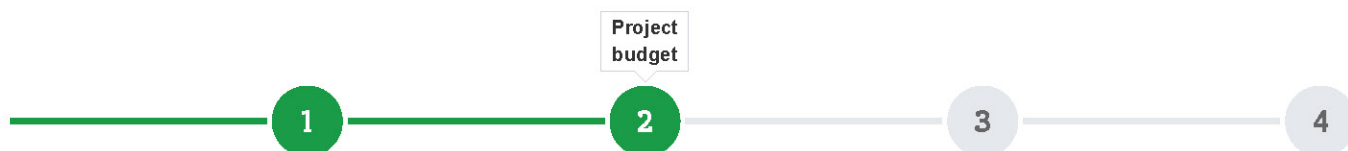
First name	<input type="text" value="First name"/>
Name	<input type="text" value="Name"/>
Function	<input type="text" value="Function"/>
Phone	<input type="text" value="🇧🇪 Phone"/>
E-mail	<input type="text" value="E-mail"/>

### Contact correspondence address

By default, the address of the registered office was taken over from the CBE. Please change the details below if you wish to use a different correspondence address.

Street	<input type="text" value="Street"/>
Number	<input type="text" value="Number"/>
Box	<input type="text" value="Box"/>
Postalcode	<input type="text" value="Postal code"/>
City	<input type="text" value="City"/>
Country	<input type="text" value="Country"/>

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# Project budget

## Project budget

Please download the following [MS Excel template](#), fill it in and provide it to the main applicant. The main applicant collects the project budget of the partners in one file. Upload a file here only if you want to provide the budget separately from the main applicant.

 [Add attachment](#)

Drag attachment here to add

## Partner budget

Please enter the values of the budget application (See template budget application, “budget application partner”).

Monthly working units	<input type="text" value="Monthly working units"/>
Staffing costs	<input type="text" value="Staffing costs"/>
Overhead costs	<input type="text" value="Overhead costs"/>
Operating costs	<input type="text" value="Operating costs"/>
Third-party services	<input type="text" value="Third-party services"/>
Investment costs	<input type="text" value="Investment costs"/>

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## Declarations

*You are a legal representative or mandated of the legal representative and want to submit the application: complete the declaration below, complete your data as submitter with your e-mail address, go further and click on "Submit" under the overview of the provided information.*

*You are not the legal representative and not mandated? Forward the mail with the link to the application to the legal representative or mandated, to complete the declaration and to submit.*

**After submitting you cannot change the information.** Your application is complete when the general project information was submitted and the main applicant and possible project partners submitted their specific part. Then all submitters will receive a confirmation with an overview of the application.

☒ As legal representative or mandated of the legal representative, I authorize Flanders Innovation & Entrepreneurship, acting on behalf of the Hermes fund, to perform all actions as a result of the application for this project.

I declare to have knowledge of the program characteristics, the content of the project and that I will deploy the necessary resources for the implementation of the project. More specifically, I confirm the basic principles concerning the participation in the research results as described in the project.

I also declare that I have not received any subsidy for this project.

The agreements between the project partners concerning the project are clear. These agreements are described in the application and will be elaborated in a cooperation agreement if the project is approved.

## Submitter

First name	<input type="text"/>
Name	<input type="text"/>
E-mail	<input type="text"/>

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