Detailed description of the project

This document must be completed and attached to the application form for State aid on MyGuichet.lu under attachments.

**Aid for innovation clusters**

**Name of the company:**

**Project title:**

# Information about the project

## Description of the objectives

## Location of the project

*Address where the cluster's activities will be organised.*

*Specifications regarding the hosting infrastructure of the cluster (attach a map):*

* *Surface area of technical halls:*
* *Surface area of meeting/training rooms:*
* *Surface area of offices:*

## Presentation of the cluster members

**1.3.1 Number of participants (excluding the coordinator)**

|  |  |
| --- | --- |
| **Participants** | **NUMBER** |
| Companies |  |
| Of which SMEs |  |
| Research organizations |  |
| Other |  |

*A constitutive agreement of the cluster project is to be attached to the attachments.*

**1.3.2. List of participants**

*A description form for each partner in accordance with the form proposed below should be attached to the application file.*

|  |  |  |
| --- | --- | --- |
| iDENTIFICATION OF THE POTENTIAL CLUSTER MEMBERS | | |
| Company name |  | |
| Address |  | |
| Activity |  | |
| Website | www. | |
| Staff |  | |
| Turnover (in EUR) |  | |
| Description of interest in participating in the cluster's activities |  | |
| Estimated annual budget to pay for the services of the cluster (in EUR) |  | |
| Identification of the contact person | | |
| Last name, First name |  | |
| Position |  | |
| Telephone |  | |
| Fax |  | |
| E-mail |  | |
| SIGNATURE OF THE LEGAL REPRESENTATIVE | | |
| Last name, First name:  Position: | | Signature: |

# Detailed description of the innovation cluster

## Technological specialisation of the cluster

* *What is the future sector targeted by the cluster activities?*
* *Which is the vision/topics of mutual interest for the cluster members?*

## Description of the cluster’s origin context

* *Which specific needs does the creation of the cluster address? Which barriers have been identified towards the dissemination of the innovation within the field of activity?*
* *How does the cluster creation represent an advantage meeting the target objectives?*

## Organisation of the cluster and chosen legal structure

* *Establishment form of the cluster? (provide the status in case of creating an ad hoc structure).*
* *Describe the decisional process within the cluster.*
* *How shall intellectual property be managed within the cluster?*
* *Describe the profile of the cluster’s staff (CV if personnel has been identified or profile for the key positions) and point out the main responsibilities for each of the future employees of the cluster.*

## Strategic objectives of the cluster

* *What are the targeted objectives? What is the expected impact?*
* *Which expertise will be developed within the cluster? Are there potential synergies? Which assets are available and which ones should be developed within the cluster (infrastructures, technologies, methods, tools…)?*

## Description of the equipment to be purchased by the innovation cluster (if applicable)

|  |  |
| --- | --- |
| **Identification of the equipment** | **Summary description – Main technical characteristics** |
|  |  |
|  |  |

## Scope of the Cluster engagement / description of the services

* *Explain the missions of the cluster regarding the identification and implementation of R&D projects, the sharing of expertise, the projected efforts to promote the commercialisation of innovations …*
* *Describe in detail the services offered by the cluster.*
* *Explain how the services will support the RDI activities of the cluster members.*

## Positioning of the cluster

* *How will the promotion of the services be ensured?*
* *What is the targeted market?*
* *What is the regional potential for the activities developed by the cluster? What is the size and the perimeter of the market?*
* *Who will be the main competitors of the cluster? What are the advantages of the cluster offers compared to the competitors?*
* *Are there innovation clusters on national and European level (clusters, knowledge networks, competitive clusters …) with similar or complementary objectives? What will be the distinctiveness of the projected cluster?*

## Business model of the cluster and pricing policy

* *What are the revenues of the cluster? How will the tariffs be set? Provide details on the services associated to each « formula » (example: accession as a member at an annual rate of x€ gives the right to the following services, such services will be charged at cost price to the members, etc.).*
* *What is the planned pricing policy (for cluster members, for non-members)? If appropriate, how are the user fees of the cluster equipment calculated?*
* *Will the services be charged at market rates or at a rate which covers the entire costs and includes a reasonable margin? Or shall there be indirect aids for cluster members? If applicable, how will the applicant ensure that these indirect aids are compliant with the State aid rules?*

## Assigned cluster objectives and financial viability

* *Which results should be achieved for each period? What are the main indicators the cluster plans to put in place in order to monitor its activities (number of members to be reached at certain dates, minimum level of services to be charged, etc.)*
* *Explain the intended growth which will ensure the viability of the cluster at the end of the period over which the aid is granted.*
* *What are the main identified actions which will be implemented over the duration of the project (annual conference, fair, etc.)? Please provide a calendar of the main expected activities during the period over which the aid is granted.*

## Impact for Luxembourg

* *What is the potential effect of the cluster on the Luxembourg economy?*
* *How does the cluster contribute to the overall strategy of the economic development?*

## Declaration of other State aids received for the costs included in the innovation cluster

*Specify the granting authority and the description of the aid received.*

# Financial summary of the project

*Please attach a financial summary of the project.*

*Please add a projected cash flow over the duration of the project (per quarter or month) in the attachments.*

## Financing of the cluster

*Aid for investment in innovation clusters (art. 15) and for the management of innovation clusters (art. 16) may be paid under the following conditions:*

* *In principle, the cluster should be supported for a first period of maximum 10 years;*
* *The payment of the investment aid for innovation clusters will be made by instalments, depending on the business plan and the objectives (for example 25% based on receipts for acquiring equipment, 25% at the opening of access to the equipment for external users, 25% at a mid-term review and 25% at the closure of the financing agreement);*
* *The payment of the operating aid for innovation clusters should be made in a linear or degressive manner without exceeding an average intensity of 50% of the eligible costs over the considered period. The aid will be paid only on the basis of the receipt of costs incurred over a previous period (typically one semester).*

*Based on this:*

* *What are the cluster’s main sources of funding besides the State aids?*
* *Does the applicant prefer a linear aid with a maximum of 50% of the eligible costs or rather a degressive aid without exceeding 50% of the eligible costs during the period over which the aid has been requested?*
* *Attach a provisional profit and loss account as well as a cash flow forecast for the period over which the aid has been requested. The table should be presented on a quarterly basis.*

## Investment *(article 15)*

*A technical sheet -characteristics- of each contemplated investment should be provided along with related quotes.*

|  |  |  |  |
| --- | --- | --- | --- |
| **acquisition category**  **Designation** | **Unit Acquisition cost in EUR (excl. VAT)** | **Usage rate as a part of the innovation cluster** | **Total (IN EUR)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **TOTAL INVESTMENTS** | |  |

## Investments financing plan

|  |  |  |  |
| --- | --- | --- | --- |
| **Uses (detailed above)** | | **Sources** | |
| **Type** | **Amounts (in EUR)** | **Type** | **Amounts (in EUR)** |
|  |  | Equity |  |
|  |  | Capital increase |  |
|  |  | State aid |  |
|  |  | Bank loan (please provide agreement in appendix) |  |
|  |  |  |  |
|  |  |  |  |
| **TOTAL** |  | **TOTAL** |  |

## Rationale of the eligible costs as part of the innovation cluster management *(article 16)*

*The eligible costs encompass personnel costs and administrative expenses related to the following activities:*

1. *Promotion campaigns in order to attract new members to the innovation cluster and to increase the visibility of the cluster;*
2. *Facility management of the innovation cluster;*
3. *Organisation of training programmes, workshops and conferences in order to encourage knowledge transfer and networking among the innovation cluster members as well as transnational cooperation;*
4. *Cluster animation for the purpose of fostering collaboration, information sharing, delivery or provision of tailored support services to specialised enterprises.*

*Based on the services defined in 2.6. and the assigned objectives defined in 2.9., please determine the allocation of human resources within the cluster to the management of the innovation cluster according to the categories a) to d) provided above.*

*The allocation table of the resources may be presented in the following form. The example is purely indicative:*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activities** | **Type of resources** | **Q1** | **…** | **Total over 10 years** |
| 1. *Promotion campaign* | *Employee 1 – function to be specified (in MM)*  *Employee 2 – function to be specified (in MM)*  *External service providers (in €)* | *1 MM*  *1.5 MM*  *5 000€* | *…*  *…*  *…* | *10 MM*  *12 MM*  *15 000€* |
| 1. *Facility management* | *Employee 1 – function to be specified (in MM)*  *Employee 2 – function to be specified (in MM)*  *External service providers (in €)* | *0 MM*  *0 MM*  *0€* | *…*  *…*  *…* | *0 MM*  *0 MM*  *0€* |
| 1. *Knowledge transfer* | *Employee 1 – function to be specified (in MM)*  *Employee 2 – function to be specified (in MM)*  *External service providers (in €)* | *1 MM*  *0.5 MM*  *2 000€* | *…*  *…*  *…* | *15 MM*  *5 MM*  *25 000€* |
| 1. *Cluster animation* | *Employee 1 – function to be specified (in MM)*  *Employee 2 – function to be specified (in MM)*  *External service providers (in €)* | *1 MM*  *0.5 MM*  *0€* | *…*  *…*  *…* | *12 MM*  *8 MM*  *6 000€* |

## Operating costs

**Period covered by the requested operating aid:**

*Start date:*

*End date:*

*Resulting Period length:*

**Personnel costs in EUR (based on the details provided above)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Responsibility Education** | **Man/MOnth** | **Gross monthly cost** | | | **TOTAL** |
| a) |  |  | | |  |
| b) |  |  | | |  |
| c) |  |  | | |  |
| d) |  |  | | |  |
| **Total (A)** |  | |

**Social security contributions:**

*Social security contributions (B) = (A) x 20%*

**Overhead costs:**

*Overhead costs (C) = (A + B) x 25%*

**Special costs in EUR (based on the details provided above)**

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME OF service provider / service provided** | **Costs / MD** | **Number of MD** | **TOTAL** |
| a) |  |  |  |
| b) |  |  |  |
| c) |  |  |  |
| d) |  |  |  |

## Financing plan of the « Cluster’s operations »

|  |  |  |  |
| --- | --- | --- | --- |
| **Uses (in EUR)** | | **Sources (in EUR)** | |
| Direct personal costs (detailed above, Total A) |  | Equity |  |
| Social security contributions,  (detailed above, Total B) |  | Membership fees |  |
| Overheads (detailed above, Total C) |  | State aid |  |
|  |  | Bank loan (please provide agreement in appendix) |  |
|  |  | Short term credit agreement |  |
| **TOTAL** |  | **TOTAL** |  |