2018 Social Innovation Tournament:

Application Form Guidelines

- Only proposals submitted in **English or French** will be accepted; Proposals and supporting materials submitted in other languages will not be considered.
- When we have received your application you will be sent a **confirmation email**.
- **How to upload a file:** when uploading files please make sure:
    - That the combined size of all attached documents does **not exceed 8 megabytes**.
    - That the **file is saved and closed** before uploading it, your original working document should not be open on your desktop.
    - To **select only one file** per 'choose file' option (see below), making sure to be able to view the name of the file instead of 'No file chosen'.
    - To **save the file with a name in lower case**, for example: businessplan.pptx, projectdescription.pdf, projectbackground.doc, financialdetails.xls.
- To find out more about the application process please consult the FAQ relating to the Social Innovation Tournament.
- If you are experiencing difficulties submitting the form please email institute@eib.org.

- ATTENTION: If you have one or more invalid fields and you click "Submit" all the attached files will be lost, requiring uploading them again. It is suggested to upload the files after confirming that there are no invalid fields.

APPLICATION FORM	DETAILS
I. Project Summary	
Project name	
Short Project description *Maximum allowed 800 characters.*	*Please briefly describe your project, including information about the problem you are solving and how your solution is innovative and suitable to solve the problem.* *You will have the opportunity to expand in the section 'Project Details'*
The Tournament is open to teams at any stage of the project cycle. What stage is your project at? Please select one from: • Idea/concept • Project design • Proof of concept/piloting • Launch/Roll out • Scaling phase	*The Tournament is open to teams at any stage of the project cycle.*
Please choose the sector(s) of your project? Accessibility Ageing Agriculture and food supply Arts and creativity Circular economy Climate and environment Consumption Democracy & citizen empowerment Education and youth Employment Energy Finance Health ICT and e-economy Inclusion Production and industry Science and research Sustainability development Transport and mobility Urban development Water Other	*Please select (up to) two sectors that best correspond to your project. To select more than one sector, please press "CTRL" while selecting the sectors with the cursor.*
What is your country of residence - Please select one from: Albania Austria Belgium Bosnia and Herzegovina Bulgaria Croatia Cyprus Czech Republic Denmark Estonia F.Y.R. Macedonia Finland France Germany Greece Hungary Iceland Ireland Italy Kosovo Latvia Liechtenstein Lithuania Luxembourg Malta Montenegro Netherlands Norway Poland Portugal Romania Serbia Slovakia Slovenia Spain Sweden Switzerland Turkey United Kingdom Other	*Please note the ELIGIBILITY criteria:* *The Tournament is open to individuals or teams from (or residing in) the European Union Member States, Candidate and Potential Candidate countries, and EFTA countries that submit proposals to be implemented in one or more such countries.*
In which country/countries is/will the project be initially implemented?	*You can select several countries – please note eligibility criteria above.* *To select more than one country, please press "CTRL" while selecting the countries with the cursor.*

In which country/countries is/will the project be expanded over the next 2 years?	*You can select several countries – please note eligibility criteria above.* *To select more than one country, please press "CTRL" while selecting the countries with the cursor.*
Website url of the project	*Does your project have a website or blog? Please provide the url here.*
Facebook page of the project	*Does your project have a Facebook page? Please provide the url here.*
Twitter of the project	*Does your project have a Twitter account? Please provide the url here.*
<u>File upload:</u> Presentation (ppt or pdf) maximum 3 slides (Optional). ***Please see details above for how to upload a file***	*You may wish to upload a presentation in ppt or pdf format which shows an overview of your project, which may include photos, diagrams, short description of your project.*

II. The Project Details

What is/are the societal problem(s) that you seek to solve? How do you quantify the need for your solution? Maximum allowed 1200 characters	*Please tell us:* • *What is/are the societal problem(s) you are fighting,* • *How many potential beneficiaries/people are affected?* • *Who are your competitors?*

What is your solution / service / product? Why do you think this solution is best suited to solve that problem?
Maximum allowed 1200 characters
	Please tell us:
	• *Which are the existing solutions in the market?*
	• *What is your solution and a describe it:*
	  o *Mention its objectives,*
	  o *How does it address the problem? and,*
	  o *How is better/more innovative?*
	• *Have you already received some award or recognition for your solution?*

Who are your customers/ beneficiaries? Maximum allowed 800 characters	*If your product/service is already in place:* • *Describe the demographics of your customers.* • *Where are your customers/beneficiaries located?* • *How do you reach your beneficiaries?* o *Directly or via partnerships, intermediaries etc.?*
How many customers/beneficiaries are you currently reaching (and/or expect to reach over the next 2 years)? Maximum allowed 1200 characters	*If your product/service is already in place, please tell us:* • *What is your current number of customers/beneficiaries in total?* • *Number of customers/beneficiaries per location.*
What are your current/expected societal impact(s) Maximum allowed 1200 characters	*Please tell us:* • *How will/does using your product/service create impact amongst beneficiaries and within the community or society?*
What indicators and tools do/will you use to measure them? Maximum allowed 1200 characters	*Please tell us:* • *How do/will you measure the impact created?*

Maximum allowed 800 characters	*Please tell us:* • *How can your project be reproduced in different locations or contexts?* • *Explain how your project evolves as more people use it.*
Project Goals and time frame for implementation Maximum allowed 800 characters	*Please tell us:* • *What are the goals and milestones for you project?* • *What time scale have you planned to achieve them?*
Main challenges ahead and possible solutions Maximum allowed 800 characters	*Please tell us:* • *What are the main challenges ahead to overcome to start/implement/continue your project?* • *How can you limit the effect of such challenges?*
How will/are you reach/reaching financial sustainability (sources of funding or sales secured/forecast)? Maximum allowed 1200 characters	*Please tell us:* • *What are your main strategies/goals to reach financial sustainability*
Tell us about your team Maximum allowed 800 characters	*Please tell us about your team and why you believe you can make this project happen.*
How would you spend the prize money on the project if you would win the competition? Maximum allowed 400 characters	

<u>File upload</u>: Business plan executive summary (Maximum 2 pages) (Required).
 	
Please see details above for how to upload a file
	The file should be restricted to maximum 2 A4 pages; font Times New Roman, size 12 or comparable.
	
	Information could include actual or planned details (for projects in idea stage) about:
	  o *Traction to date (revenue, number of users / people affected)*
	  o *Funding to date (investments, grants, loans, own capital, etc.)*
	  o *Planned use of funds*
	  o *Financial basics:*
	    • *Costs - Running costs and large cost items in your budget.*

<u>Download the following financial template, and fill it with your financial details.</u> ***Please see details above for how to upload a file***	*Download the financial template by clicking in the word "Download" (font colour blue). After opening the file, fill in only the cells which background is dark grey:* • *Revenues from products/services* • *Grants/donations* • *Total Operating Costs* • *Dividends distributed* • *Own funds* • *Bank debt* • *Other liabilities*

Video: The Project Inspiration (optional) Video url (Your video has to be available online from your submission date until 10 May)	*How to upload a video file on YouTube: details on how to upload your video to YouTube can be found here:* *https://support.google.com/youtube/answer/57407* *Your video should…* *Be submitted in English* *Be no longer than 1 minute* *Include a short introduction to the inspiration behind the project* *Include a maximum of 3 team members introducing themselves, including their full name, role in the project, relevant experience and motivation to join the project.*

III. Contact details	
We will be contacting you to notify you on the outcome of the selection process via email and/or post.	
• Team/project role of contact person	
• First and Last name	
• Postal address	
• Email address (valid email required)	*After submitting your application you will receive a confirmation email to this address.*
• Phone Number (including country code)	

IV. Statistics	

How have you learnt about the Social Innovation Tournament? Please select one from:
    EIB Institute Website
    E-mail
    Social Media
    Poster/postcard
    University
Other	

Is this the first time you have applied to participate in EIB Institute Social Innovation Tournament?* Yes / No	

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