**2019 Social Innovation Tournament:**

**Application Form Guidelines**

In order to be able to edit the document, please select the keyword “Esc” on your keyboard.

* Only proposals submitted in **English or French** will be accepted; proposals and supporting materials submitted in other languages will not be considered.
* After receiving your application, you will be sent a **confirmation email**. If after 3 working days you have not received the confirmation email, please contact us at [institute@eib.org](mailto:institute@eib.org).
* **How to upload a file:** when uploading files please make sure:
  + That the combined size of all attached documents does **not exceed 15 megabytes**.
  + That the **file is saved and closed** before uploading it, your original working document should not be open on your desktop.
  + The **name of the files** must follow the structure “FileName\_ProjectName”, for example BusinessPlan\_ProjectName.
* For open-ended questions, the maximum **number of characters includes spaces**.
* To find out more about the application process please consult the [FAQ relating to the Social Innovation Tournament](https://institute.eib.org/frequently-asked-questions-2/).
* If you have any questions please email [institute@eib.org](mailto:institute@eib.org).

**Send your application package (application form including the video, presentation (optional), business plan executive summary and financial template) until 7 March 2019, 23:59 CET to** [**institute@eib.org**](mailto:institute@eib.org)**. Incomplete applications will not be considered.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **APPLICATION FORM** | | | | | |
| **I. Project Summary** | | | | | |
| **Project name:** | | | | | Insert text here |
| **Short Project description:**  *Instructions: 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 at a national and European level.*  *Maximum allowed 800 characters.* | | | | | Insert text here |
| **The Tournament is open to teams at any stage of the project cycle. What stage is your project at?**  *Instructions: Please insert one of the following.*   * *Idea/concept* * *Project design* * *Proof of concept/piloting* * *Launch/Roll out* * *Scaling phase* | | | | | Stage*:* Insert the stage. |
| **Please choose the sector(s) of your project?**  *Instructions: Please select (up to) two sectors that best correspond to your project.* | | | | | 1st sector: Insert the sector.  2nd sector:Insert the sector. |
| *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*  *Sustainable consumption and production*  *Transport and mobility*  *Urban development*  *Water*  *Other* | |
| **What is your country of residence?**  *Instructions: 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*](https://europa.eu/european-union/about-eu/countries_en)*, and* [*EFTA countries*](http://www.efta.int/about-efta/the-efta-states) *that submit proposals to be implemented in one or more such countries.* | | | | | Country:Insert the country. |
| *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* |
| **In which country/countries is/will the project being/be initially implemented?**  *Instructions: You can select several countries – please note eligibility criteria above.* | | | | | Country 1: Insert the country.  Country 2: Insert the country.  Country 3: Insert the country.  Country 4: Insert the country.  Country 5: Insert the country. |
| *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* |
| **In which country/countries will the project be expanded over the next 2 years?**  *Instructions: You can select several countries – please note eligibility criteria above.* | | | | | Country 1: Insert the country.  Country 2: Insert the country.  Country 3: Insert the country.  Country 4: Insert the country.  Country 5: Insert the country. |
| *No expansion anticipated*  *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* |
| **Website url of the project:** | | | | | Url: Click or tap here to enter text. |
| **Facebook page of the project:** | | | | | Url Click or tap here to enter text. |
| **Twitter of the project:** | | | | | Url: Click or tap here to enter text. |
|  | | | | | |

|  |  |  |
| --- | --- | --- |
| **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?**  *Instructions:*   * *What is/are the societal problem(s) you are fighting,* * *How many potential beneficiaries/people are affected?* * *Tell us about other similar solutions at national and European level and what differentiates these from your solution.*   *Maximum allowed 1200 characters.* | | *Insert text* |
| **What is your solution/service/product? Why do you think this solution is best suited to solve that problem?**  *Instructions:*   * *What are the existing solutions in the market?* * *What is your solution and describe it:*   + *Mention its objectives,*   + *How does it address the problem? and,*   + *How is it better/more innovative?*   *Have you already received some award or recognition for your solution?*  *Maximum allowed 1200 characters.* | | *Insert text* |
| **Who are your customers and beneficiaries?**  *Instructions:*  *If your customers and beneficiaries are different, please answer separately for both groups.*  *If your product/service is already in place:*   * *Describe the demographics of your customers/beneficiaries.* * *Where are your customers/beneficiaries located?* * *How do you reach your customers/beneficiaries? Directly or via partnerships, intermediaries etc.?*   *Maximum allowed 800 characters.* | | *Insert text* |
| **How many customers and beneficiaries are you currently reaching (and/or expect to reach over the next 2 years)?**  *Instructions:*  *If your customers and beneficiaries are different, please answer separately for both groups*  *If your product/service is already in place, please tell us:*   * *What is your current number of customers and beneficiaries in total? (number of customers and beneficiaries per location).*   *Maximum allowed 1200 characters.* | | *Insert text* |
| **What is/are your current/expected societal impact(s)?**  *Instructions:*  *How will/does using your product/service create impact amongst beneficiaries and within the community or society?*  *Maximum allowed 1200 characters*. | | *Insert text* |
| **What indicators and tools do/will you use to measure them?**  *Instructions:*  *How do/will you measure the impact created?*  *Maximum allowed 1200 characters.* | | *Insert text* |
| **How does your project scale? Does your project evolve over time as more people use/are impacted by your solution?**  *Instructions:*   * *How can your project be reproduced in different locations or contexts?* * *Explain how your project evolves as more people use it.*   *Maximum allowed 800 characters.* | | *Insert text* |
| **Project Goals and time frame for implementation:**  *Instructions:*   * *What are the goals and milestones for you project?* * *What time scale have you planned to achieve them?*   *Maximum allowed 800 characters.* | | *Insert text* |
| **What are the main challenges ahead and possible solutions?**  *Maximum allowed 800 characters.* | | *Insert text* |
| **How will/are you reach/reaching financial sustainability (sources of funding or sales secured/forecast)?**  *Instructions:*   * *What are the main challenges ahead to overcome to start/implement/continue your project?* * *How can you limit the effect of such challenges?*   *Maximum allowed 1200 characters.* | | *Insert text* |
| **Tell us about your team:**  *Maximum allowed 800 characters.* | | *Insert text* |
| **How would you spend the prize money on the project if you won the competition?**  *Maximum allowed 400 characters.* | | *Insert text* |
| **Video: The Project Inspiration**  Applications without a video will not be considered!  *Instructions:*  *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*](https://support.google.com/youtube/answer/57407?hl=en)  *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 name, role in the project, relevant experience and motivation to join the project.* * *Be available online from your submission date until 30 of May 2019.* | | Url:Click or tap here to enter text. |
| **III. Documents checklist**  *Documents to be sent.* | | |
| **Application form (this document)**  Applications without this document will not be considered!  *Instructions:*   * *Format: Word document* * *File name: ApplicationForm\_ProjectName* | |  |
| **Presentation (optional)**  *Instructions:*  *You may wish to upload a presentation which shows an overview of your project. It may include photos, diagrams, short description of your project.*   * *Format: Power Point or PDF document* * *Size: 3 slides* * *File name: Presentation\_ProjectName* | |  |
| **Business plan executive summary**  Applications without this document will not be considered!  *Please tell us:*  *• The problem and the opportunity*  *• Mission*  *• Theory of change & your solution*  *• Measurement and evaluation: Which are the KPIs and respective impact measurement system*  *• Leadership: team and board*  *Instructions:*   * *Format: Word document or PDF* * *Size: The file should be restricted to maximum 2 A4 pages; font Times New Roman, size 12 or comparable.* * *File name: BusinessPlan\_ProjectName* | |  |
| **Financial Template**  Applications without this document will not be considered!  *Instructions:*  *Download the financial template in the same page you obtained the application form.*  *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*   * *Format: Excel ONLY ( no PDF)* * *File name: FinancialTemplate\_ProjectName* | |  |
| **IV. 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 | | Click or tap here to enter text. |
| * First and Last name | | Click or tap here to enter text. |
| * Postal address | | Click or tap here to enter text. |
| * Email address (valid email required) | | After submitting your application, you will receive a confirmation email to this address. |
| * Phone Number (including country code) | | Click or tap here to enter text. |
| **V. Statistics** | | |
| How did you learn about the Social Innovation Tournament?  *Insert one of the following options:* | | Insert how you learnt about the SIT |
| *EIB Institute Website*  *Email*  *Facebook*  *Inomics*  *Instagram*  *LinkedIn* | *Official Journal (OJ) of the EU*  *Personal Contact*  *Poster/ Postcard*  *Twitter*  *University*  *Other* |
| Is this the first time you apply to participate in the EIB Institute’s Social Innovation Tournament?\* | | Insert ”Yes” or “No” |