**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.
* **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.

**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****. Incomplete applications will not be considered.**

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| **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. |
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| **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*

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| **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*
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| **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” |