**Patents (2022)**

**Submit in digital version (DOCX format) to** [**funding-request@innoviris.brussels**](mailto:funding-request@innoviris.brussels)

**Company Name**

*Patent Title*

|  |  |
| --- | --- |
| Area of activity | *Select an area of activity in section A.2. Project definition* |
| Start date of the project | DD/MM/YYYY |
| Duration of the project | XX Months |
| Total budget amount | XXXX€ |
| Rate of intervention requested | XX% |
| Requested subsidy | XXXX€ |
| Contribution level | XX% |
| XXXX€ |

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# Overview

## Identities

## Individuals

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Individual identity** | **Last name** | **First name** | **Position** | **Telephone number** | **Email** | **Distribution of the shares between the entities** |
| Drafter(s) of the present funding application |  |  |  |  |  |  |
| Person legally authorized to bind the company or the organization |  |  |  |  |  |  |
| Administrative manager for the project |  |  |  |  |  |  |
| Inventor |  |  |  |  |  |  |
| Co-owner |  |  |  |  |  | *Please also include the agreement between the parties as an annex* |
| Patent attorney (Contact person) |  |  |  |  |  |  |

## Entities

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Entity identity** | **Name** | **Legal form** | **Registered office** | **Place(s) of business** | **Company number** | **Account number** | **Date of incorporation** | **Website** |
| Industrial |  | *SPRL/SA/SNC/ASBL/…* | *Full address* | *If different from the registered office* | *BE…* | *BE…*  *(Bank details in annex if not yet provided)* | *dd/mm/yyyy* |  |
| Patent attorney  (Company) |  |  |  |  |  |  |  |  |

## Invention definition

|  |
| --- |
| **Explanatory note to be deleted** |
| Use the same title as in the official patent application |

***Patent title:***

………………………………………………………………………………………………………………………

……………………………………………………………………......................................*..............................*

***Patent summary:***

…………………………………………………………………………………………………….…………………

*……………………………………………………………………................…………(between 5 and 10 lines)*

***Keywords:***

*………………………………………………………………………….........……(3 minimum and 7 maximum)*

***Area of activity:***

|  |
| --- |
| **Explanatory note to be deleted** |
| Include the selected area of activity on the cover page |

* ICT/Telecoms
* Chemicals/materials
* Environment / Energy / Transport & Mobility
* Health & Biology
* Construction/urbanism
* Industry/robotics
* Economy/management/law
* Art, education & society

|  |
| --- |
| **Explanatory note to be deleted** |
| Below are examples of sub-sectors linked to the applicable sectors to help you select your area of activity above.   |  |  | | --- | --- | | Applicable sectors | Examples of linked sub-sectors | | ICT/Telecoms | Software  Hardware  Data  Networks  Security | | Chemicals/materials | Chemicals  Additive manufacturing = 3D printing  Advanced materials | | Environment / Energy / Transport & Mobility | Mobility  Logistics  Energy networks and storage | | Health & Biology | Biotechnology  Pharmaceutics  Medicine  E-health  Medical devices | | Construction/urbanism | Urbanism & Social geography  Eco-construction  Architecture | | Industry/robotics | Industrial production  Industry 4.0 | | Economy/management/law | Economy & Management  Social economy  Law & Politics  HR  Finance/insurance  Consulting | | Art, education & society | Psychology, Communication & Education  Philosophy, Arts & Letters  Creative and cultural industries  Sustainable food  Public administration and politics  Social sciences | |

## Application nature

|  |
| --- |
| **Explanatory note to be deleted** |
| Indicate whether the application is Belgian, European or international (PCT) [different choices are possible]. In the last two cases, also provide the country concerned |

## Start date and duration of the project

|  |
| --- |
| **Explanatory note to be deleted** |
| Indicate the foreseen date(s) of submission |

# Company presentation

## Background and activities

|  |
| --- |
| **Explanatory note to be deleted** |
| This section is intended to present the company, in particular its background and activities.  Background   * Briefly explain the origins of the company and its main activity (sector of activity) * Describe the company's background and its evolution, indicating the key events   Activities   * Provide a description of the activities (production, services and R&D) of the company and the products/services sold/made; Indicate their respective importance. * Describe the evolution of the company's activity, its staff and sales revenues   The company and its market   * Explain the nature of the company's customer base, and the market covered by their proposed services/products |

## Share capital structure

|  |
| --- |
| **Explanatory note to be deleted** |
| Provide details of the company's shareholder structure.  Indicate in the table the profile of the shareholders (company, physical person, public investment companies or venture capital companies, etc.). |

|  |  |
| --- | --- |
| **Amount of capital** | **k€** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Business name** | **Identity** | **Percentage or number of shares** | |
| ABC S.A. | BE00 1122 3344 | 10% | X |
| Mr. XYZ | Physical person | 5% | X |
| ... | ... | ... | … |
| ... | ... | ... | … |
| ... | ... | ... | … |

|  |  |
| --- | --- |
| **Total shares** | **X** |

**Explanation of the evolution in the shareholding in recent years**

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

## Company size

|  |
| --- |
| **Explanatory note to be deleted** |
| Two documents can be used to calculate the size of your company:   * [**European guide to calculating the size of a company**](https://ec.europa.eu/regional_policy/sources/conferences/state-aid/sme/smedefinitionguide_en.pdf) * [**Form for calculating the size of a company**](https://innoviris.brussels/sites/default/files/documents/declaration_company_size.pdf)   The following table, taken from the European guide, provides a summary of the thresholds of the various categories. This table is indicative and it is advisable to consult the **Guide**.  A **change of category** occurs when a company has **exceeded the thresholds for two consecutive financial years**, so as not to penalise growing businesses. **Please note**: in the event of a **shareholder change** (e.g.: acquisition by a Large Enterprise), the loss of SME status can be **immediate**.  **If your company might not be an autonomous enterprise** (e.g.: if it has a shareholding > 25% in another company or if another company has a shareholding >25% in your company), it is **essential** that you complete the **form for calculating the size of a company** and attach it to your application. |

|  |  |
| --- | --- |
| **Company Size** | * VSE (micro-enterprise) * SE * ME * LE |

## Financial details

|  |
| --- |
| **Explanatory note to be deleted** |
| Indicate the evolution of the financial details for **the last three financial years**.  In the event that the accounts have not yet been published, we request that you provide the provisional details for the current financial year |

| Year | 2022\* | 2020 | 2019 |
| --- | --- | --- | --- |
| *Equity (in €k)*  [Balance sheet codes 10/15] |  |  |  |
| *Turnover (in €k)*  [Balance sheet code 70] |  |  |  |
| *Operating income, EBIT (in €k)*  [Balance sheet code 9901] |  |  |  |

*\* Forecast figures if not yet published*

## Explanation of the ability of the company to contribute its financial share

|  |
| --- |
| **Explanatory note to be deleted** |
| Explain in detail the way in which your company will contribute its financial share to the project (e.g.: by existing funds, equity injection, bank loan, company’s margin, etc.).  **Attach in annex:**   * Supporting documents (e.g.: order book, loan acceptance, capital increase, equity, etc.). |

## Statement of debts and payment arrears

|  |
| --- |
| **Explanatory note to be deleted** |
| Indicate if the company is currently confronted with bank debts, supplier debts, or debts with public administrations (NSSO, VAT, payroll tax, etc.). Where appropriate, specify payment arrears and any negotiated repayment plan.  Attach any useful document in annex. |

## Staff

|  |
| --- |
| **Explanatory note to be deleted** |
| The details pertaining to staff (in FTE - full time equivalent) must make it possible to evaluate the evolution of the proportion of the human resources of the company used in R&D, as well as the evolution of employment in the BCR. |

| Year | 2022\* | 2020 | 2019 |
| --- | --- | --- | --- |
| *Total staff (in FTE)* |  |  |  |
| *University graduates (FTE)* |  |  |  |
| *Higher education (FTE)* |  |  |  |
| *Other (FTE)* |  |  |  |
| *Salaried staff (in FTE)*  [Social balance sheet code 105] |  |  |  |
| *Self-employed persons (in FTE)* |  |  |  |
| *Staff in the BCR (in FTE)* |  |  |  |
| *R&D staff in the BCR (in FTE)* |  |  |  |
| *University graduates (FTE)* |  |  |  |
| *Higher education (FTE)* |  |  |  |

*\*Forecast figures if not yet published*

## Financial aid from public authorities

|  |
| --- |
| **Explanatory note to be deleted** |
| Indicate all the aid that the company has received **over the last five years** or that it currently receives at the regional, federal, and European level.  **Also indicate any aid that the company is currently applying for, even if there has not yet been any decision regarding the allocation of this aid.**  Specify the purpose of the aid, the amount, the intervention rate, and the applicable period. |

## BCR aid

* **Innoviris**

|  |  |  |
| --- | --- | --- |
| **File number** | **Project title** | **Subsidy (EUR)** |
| *XXXX* |  | *3.000,00 €* |

* **Other aid in the BCR** (Brussels Economy and Employment, BIE, SRIB/Finance.brussels, SDRB/CityDev, Participation Fund, Guarantee Fund, etc.)

|  |  |  |  |
| --- | --- | --- | --- |
| **Authority** | **File number** | **Grant (+ period)** | **Subsidy (EUR)** |
| *Admin Eco & Employment* | *XXXX* | *Training subsidies* | *3.000,00 €* |

## Other regions / Federal aid

|  |  |  |  |
| --- | --- | --- | --- |
| **Authority** | **File number** | **Grant (+ period)** | **Subsidy (EUR)** |
| *Federal* | *XXXX* | *Reduction of withholding tax* | *3.000,00 €* |

## EU aid

|  |  |  |  |
| --- | --- | --- | --- |
| **Program** | **File number** | **Grant (+ period)** | **Subsidy (EUR)** |
|  | *XXXX* |  | *3.000,00 €* |

## Company strategy for managing intellectual property

|  |
| --- |
| **Explanatory note to be deleted** |
| Outline the company’s general strategy on intellectual property. Describe the internal organisation for managing the intellectual property. |

# Project of patent application presentation

## Patent description

|  |
| --- |
| **Explanatory note to be deleted** |
| *Describe the invention as fully as possible. Pay attention to the technical originality and the advantages of the invention. If already available, also add the description that will appear in the patent application. Emphasise the positive impact on the Brussels-Capital Region.* |

## Claims

|  |
| --- |
| **Explanatory note to be deleted** |
| *Establish a list of claims in descending order of priority.* |

## Preliminary study

|  |
| --- |
| **Explanatory note to be deleted** |
| *If a preliminary study was carried out, please present its conclusions below and attach the analysis report as an annex.* |

## Budget for the patent application/extension process

|  |
| --- |
| **Explanatory note to be deleted** |
| Draw up a budget for the national and/or international patent application for the period in question. The duration of the financing is maximum 3 years in case of a PCT international patent application and maximum 4 years in case of a national patent application followed by a PCT international patent application  The eligible costs in the context of the application relate to the registration of the application and the costs arising from this, including subsequent costs:  - Personnel costs or salaries for the agent (tender to be added in annex);  - Taxes regarding the procedure  - Certification costs for official documents  - Translation costs  If your company is subject to VAT, the expenses should be charged without VAT.  Please provide an overview by year of:  - The measures to be taken  - The costs foreseen for the implementation of the measures  Please use the template [XLS available on the Innoviris website](https://innoviris.brussels/patents), copy it below and add it to the application. |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| Year X: ... /... /20 until ... /... /20... | | | |
| *Measures* | | | |
| …. …. …. …. …. | | | |
| *Costs overview* | | | |
|  | Cost category | Description | Amount |
| X.1 | Personnel costs or salary for the agent | …. | - € |
| X.2 | Taxes and annuities regarding the procedure | …. | - € |
| X.3 | Certification costs for official documents | …. | - € |
| X.4 | Translation costs | …. | - € |
|  | **TOTAL YEAR X** |  | **- €** |

|  |  |
| --- | --- |
| Budget Year 1 | - € ... |
| Budget Year 2 | - € ... |
| Budget Year 3 | - € ... |
| Budget Year 4 | - € ... |
| Total budget | - € ... |
| Subsidy rate | 0,5 |
| Subsidy amount | - € ... |

# Patent valorisation

## Patent valorisation

|  |
| --- |
| **Explanatory note to be deleted** |
| The costs incurred during patenting must be justified by attractive valorisation prospects. Please describe these below. Be sure to mention the commercial strategy and the competition for the different target markets. Please also include estimates. Explain how this patent fits in with the company’s overall development strategy.  **Minimum 2 pages** |

# Equal opportunities test

* 1. **Equal opportunities test**

|  |
| --- |
| **Explanatory note to be deleted** |
| **To be completed only if your grant request is more than 30,000 EUR.**  In the event that the Ministerial Cabinets and/or the Government of the Brussels-Capital Region validate this application, the subsidy granted to you will be subject to the "Equal Opportunities" test. Since 1 March 2019, this test has been mandatory for all draft decrees aiming to award a grant of an amount exceeding 30,000 EUR.  The "Equal Opportunities" test is a new tool implemented by the Region in order to verify the impact of policy measures on different population groups whose situation and specific needs are often not taken into account.  For more information, you can follow this link:  <http://test.equal.brussels/>  In order to help us to complete the test, please answer the questions in the following sections as clearly and succinctly as possible. |

* 1. **The project's impact on one (or more) of the following criteria**

|  |
| --- |
| **Explanatory note to be deleted** |
| For each of the criteria selected, explain:  How did you identify the issues or specific points with which people may be confronted based on one or more of these criteria?  Give the identified specific points and/or issues for each criterion ticked.  Explain how you have taken them into account, or give the phases (preparation, implementation, evaluation) of your project that take account of these issues and specific points related to each criterion ticked. |

Gender

Disability

Ethnic and cultural origin

Sexual orientation, gender identity and expression

Origin and social situation

* 1. **Evaluation of the project's impact on these criteria**

|  |
| --- |
| **Explanatory note to be deleted** |
| Evaluate the impact of your project: positive, neutral, or negative.  State the sources that you are using to evaluate the impact of your project: statistics, research, reference documents, institutions, and reference people, etc. |

* 1. **Criteria not selected**

|  |
| --- |
| **Explanatory note to be deleted** |
| For every criterion that you have not ticked, explain:  What do you need to take into account the specific points or issues related to this criterion/these criterion? Specify the difficulties encountered for each criterion not ticked.  Do you plan to take these issues into account in the future?  For example, in a subsequent phase of your project, where applicable, explain how. |

# Annexes and signatures

## Summary of the annexes to be provided

* A copy of the bank account details (= official document from the bank, and not an e-banking screenshot)
* Last 3 balance sheets + provisional balance sheet less than 3 months for the current financial year, **turnover included**
* The CVs of the key people
* The specifications and the tenders submitted by sub-contractors
* The documents confirming the ability of the company to guarantee its share in the project
* Binding agreement in case of joint ownership
* Any other document which could support the application for aid

## Data protection policy

The personal data collected by Innoviris, the data controller, by means of this form are used to process your application for funding (which involves analysis and evaluation by Innoviris or external experts). Their processing is necessary to comply with a legal obligation to which the data controller is subject (i.e., the non-economic ordinance and its implementing decree) and to perform a task in the public interest or in the exercise of public authority vested in the data controller.

No data is shared with third parties without the prior consent of the data subject or unless Innoviris is required to do so by law. Innoviris makes every effort to ensure the confidentiality and security of the data processed. The storage period is the necessary time to achieve the purposes of the data processing. If you have any questions or wish to exercise your rights under Articles 15 to 22 of the GDPR, please contact dpo@innoviris.brussels or consult our "privacy" web page.

## Sworn declaration, undertakings, authorization, and signature

I, we, the undersigned (SURNAME(S) – FIRST NAME(S)) in the capacity of…………………...………… certify that the company …………………………….………… is aware of the provisions which follow and undertakes to observe them *(tick the relevant boxes)*:

* The company is in conformity with regards to its tax and social obligations
* The patent application/extension did not commence before the submission of the aid application with Innoviris
* The patenting project is not being carried out in full or in part on behalf of third parties
* The costs incurred in the context of the project are not covered, either partially or in full, by any public aid measure. Likewise, the company undertakes not to make any new co-financing applications for costs incurred during the R&D project/programme to other regional, national or community authorities
* The company is in good financial health and has not initiated insolvency proceedings
* The company undertakes to immediately notify Innoviris of any substantial modification which occurs in the context of the project/programme (cessation, placing on standby, or decrease in the size of the project/programme, etc.) or with regards to its situation (in particular in the event of insolvency, etc.)
* The company shall repay the paid capital grants, increased by the legally applicable interest rate, in the event of improper or non-compliant management regarding the general rules for Research and Development projects/programmes, or in the event of non-compliance with one or more of its commitments

## Authorisation and signature

I authorise Innoviris to carry out the necessary enquiries for the examination of this application and declare that the information contained within this form is accurate and correct.

|  |  |
| --- | --- |
| Date: | Authorised signature: |