Number: Date: ....... 2020

***APPLICATION FORM***

for the Call for Proposals

**for support to development of Smart Specialisation Strategy’s priority domain**

**– Information and Communication Technologies – (S3-IT)**

### I GENERAL DATA

### 1.1 Basic data about the innovation cluster work programme (hereinafter: the “Programme”)

|  |  |
| --- | --- |
| **Name of cluster / Programme application holder** |  |
| **Name of the Programme** |  |
| Period of implementation of the Programme  (MM/YY – MM/YY) |  |

**1.2 Proposed Programme budget**

|  |  |  |
| --- | --- | --- |
| **Total Programme budget** | ***Co-financing requested from the Ministry of Science*** | **Co-financing from own sources** |
| ***€*** | ***€*** | ***€*** |

**1.3 Abstract of the Programme**

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| --- |
| (up to 4000 characters) |

### II CLUSTER DATA

### 2.1 Legal status of the innovation cluster

1. Company
2. Other; please specify \_\_\_\_\_\_\_\_\_\_\_\_
3. Future cluster; (please specify the planned legal status) \_\_\_\_\_\_\_\_\_\_\_\_

**2.2 Members of the cluster** *(or future cluster)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Name of the member** | **Tax Identification No.** | **Legal status** | **Number of employees** |
| **1.** |  |  |  |  |
| **2.** |  |  |  |  |
| **3.** |  |  |  |  |
| **4.** |  |  |  |  |
| **5.** |  |  |  |  |
| **6.** |  |  |  |  |
| **7.** |  |  |  |  |
| **8.** |  |  |  |  |

*Note: Please provide more detailed information on each cluster member in the Annex*

**III – PROGRAMME DETAILS**

**3.1 Content of the Programme**

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| *Please indicate the general goal of the Programme that should be achieved in the medium term through implementation of the planned activities (as measured by outcome indicators)*  *The specific goals should relate to the fulfilment of the result indicators; please specify how they will be fulfilled. A description of specific activities should be provided below.*  **General goal of the Programme**  **Specific goal No. 1**  **Specific goal No. 2**  **Specific goal No. 3**  *...* |

**3.2 Explanation of the role of the cluster organisation in the national innovation system and achieving the goals of the Smart Specialisation Strategy of Montenegro – S3 (2019-2024)**

|  |
| --- |
| *Please describe the vision of the cluster in the context of other key factors of the system and how it will contribute to the Smart Specialisation Strategy of Montenegro, with specific reference to the part of the Strategy related to Information and Communication Technologies (ICT), identified areas with potential for development of IT economy and its key role in the modernisation of traditional industries.* |

**3.3 Explanation of the role of the cluster organisation in the training of IT experts in Montenegro**

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| *Please describe the vision of the role of the cluster in achieving one of the important results of the Programme, which is to increase the pool of IT experts in Montenegro. Please present the details of the specialised training programme to be conducted by the cluster organisation* |

**3.4 Explanation of the services to be provided by the cluster organisation to cluster members**

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| *Please specify the main services and how the cluster organisation will provide them to its members* |

**3.5 Building the innovative IT cluster brand nationally and internationally**

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| *Please specify the main elements of the marketing strategy of the innovation IT cluster that you plan to implement* |

**3.6 Cluster sustainability plan**

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| *Please indicate a plan on how you will ensure the financial sustainability of the cluster, including public and private sources of funding, applying to relevant EU calls for proposals, etc.* |

**3.7 Programme implementation plan**

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| *Please describe the Programme implementation course with grouped activities and details on permitted activities indicated in the Call*  The main activity groups are the following:  **Activity group 1:**  *A list and a brief description of activities, duration, distribution of roles for the team members, group coordinator*    **Activity group 2:**  **Activity group 3:**  **Activity group 4:**  **Activity group 5:**  **Activity group 6:**  **Activity group 7:** |

**3.8 Gantt chart – time-frame of activities by months** *(Please indicate the activity title and mark the fields / months in which the activity is implemented)*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Activity group | M1 | M2 | M3 | M4 | M5 | M6 | M7 | M8 | M9 | M10 | M11 | M12 | M13 | M14 | M15 | M16 | M17 | M18 | M19 | M20 | M21 | M22 | M23 | M24 | M25 | M26 | M27 | M28 | M29 | M30 | M31 | M32 | M33 | M34 | M35 | M36 |
| AG1 – Activity title |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| AG 2 – |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| AG 3 – |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| AG 4 – |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| AG 5 – |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| AG 6 – |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| AG 7 – |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| AG 8 – |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| AG 9 – |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**3.9 Measurable results of the Programme**

|  |  |  |
| --- | --- | --- |
| Result indicator | Initial value 2020 | Target value 2023 |
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| --- | --- | --- |
| Outcome indicator (systemic result, long-term) | Initial value 2020 | Target value 2023 |
|  |  |  |
|  |  |  |
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|  |  |  |
|  |  |  |

*Comparison to the indicators from the Call, as a minimum; additional indicators may be included*

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**3.10 Organisational structure for Programme implementation**

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| *Please provide a scheme and describe the main positions in the organisational structure and their mutual relations, the hierarchy relationships, the line of responsibilities and decision making*  **Description of the roles of key members in the organisational structure:** |

**3.11 Management team**

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| *Please list the members of the management team (if already selected), with short CVs (max ½ pages) and a description of their main responsibilities within the cluster* |

**3.12 Lecturers in cluster education and training programmes**

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| *Please list individual lecturers (if already selected), with short CVs (max ½ pages) who will be included in cluster education and training programmes* |

**3.13 Risks in the Programme implementation and the plan for addressing them**

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| --- | --- |
| Risk | Addressing plan |
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**IV – PROGRAMME BUDGET OVERVIEW**

*Please present the budget details in an Excel spreadsheet – Form No. 2*

**4.1 Financial plan**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Activity groups\* | | | | | |  |  |  | TOTAL | Amounts of participation | |
| **Cost categories** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |  | **From funds of the Ministry** | **From other sources** |
| a. Personal costs |  |  |  |  |  |  |  |  |  |  |  |  |
| b. Equipment, facilities, software |  |  |  |  |  |  |  |  |  |  |  |  |
| c. Other direct costs |  |  |  |  |  |  |  |  |  |  |  |  |
| d. Indirect costs\*\* |  |  |  |  |  |  |  |  |  |  |  |  |
| **TOTAL** |  |  |  |  |  |  |  |  |  |  |  |  |

*\* If there are more activity groups, please add extra columns*

*\*\* Maximum 15% of the total sum of direct costs (a+b+c)*

**4.2 Explanation of costs of equipment, facilities, software and other material costs**

|  |  |  |
| --- | --- | --- |
| **Cost category and item** | **Amount** | **Explanation** |
|  |  |  |
|  |  |  |
|  |  |  |

*List and explain in more detail all the costs planned under categories b. Equipment, facilities, software; and c. Material (other direct) costs.*

*The sum should match the amounts in Table 4.1.*

**Annexes:**

1. Budget table (Form No. 2 – Excel);
2. Statement of the applicant and members of the cluster / future cluster on the envisaged amount of co-financing of the Programme (Form No. 3);
3. Information on Programme holder and cluster members;
4. Excerpts from the Central Register of Business Entities (or Statute in case of NGOs) for members / future cluster members with proof of core activity;
5. List of references of cluster members / future cluster members with no more than 10 largest implemented projects in the period of 2015-2020, indicating the contractor, the role in the project, the contracted value of the project and the description of the delivered products / services;
6. CVs of members of the management team – [CV-format](http://www.mna.gov.me/ResourceManager/FileDownload.aspx?rId=323975&rType=2);
7. CVs of planned lecturers for education and training programmes;
8. Proof of accreditation of the education or training programme to be implemented by the cluster organisation (if any);
9. Financial statements of the applicant to the Tax Administration, for the last two years (if relevant);
10. Applicant’s statement of settled tax liabilities or agreement on their gradual settlement;
11. Statement that the applicant is not undergoing bankruptcy or liquidation proceedings;
12. Other information that the applicant considers useful for the cluster work plan.

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| --- | --- |
| Programme manager | Authorised representative of the Programme holder |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name and surname  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name and surname  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature |
| Date: |  |