Annex 3

To the Project application selection regulations

*Standard form of the Business plan and its completion methodology*

*According to Article 12 of the Cabinet Regulations No. 293 of 10 May 2016 "Regulations on the implementation of the measure 1.2.1.4 "Support for the introduction of new products into production" (hereinafter referred to as the Cabinet Regulations No. 293) 1.2.1. Specific support objective "To increase investment of the private in R & D" Operational Program "Growth and Employment", together with the project application a business plan shall be submitted.*

* *The business plan must demonstrate the compliance of the project applicant and its planned activities with the requirements specified in the Cabinet Regulations, and must prove that the project applicant has sufficient resources for project analysis at its disposal.*
* *The information provided for in the business plan is evaluated in the following criteria:*
  1. *Uniform criteria:*
     + *No. 1 "The project applicant complies with the requirements for the project applicant set out in Cabinet Regulations No. 293[[1]](#footnote-2)[[2]](#footnote-3)",*
     + *No. 3 "The project applicant has sufficient administrative, implementation and financial capacity to implement the project",*
     + *No.11 "The total costs included in the project application (total project eligible costs, total ineligible costs of the project (if applicable) and total project costs), planned support activities and cost items are in line with Cabinet Regulations No. 293, i.e. they do not exceed the amount of defined cost positions and are related to the implementation of the project, are necessary for the implementation of the project (for the implementation of the activities indicated in the project, for ensuring the needs of the target group, and solving the defined problem), and ensure achievement of the objective and indicators set out in the project",*
     + *No.12 "The deadline for project implementation corresponds to the project implementation period specified in Cabinet Regulations No. 293",*
     + *No.13 "The project purpose is in line with the objective set out in the Cabinet Regulations No. 293", No.14 "Expected results and monitoring indicators planned in the project application are precisely defined, justified and measurable, and contribute to the achievement of the indicators specified in Cabinet Regulations No. 293" ,*
     + *No.15 "The project activities planned in the project application comply with the Cabinet Regulations No. 293 and provide for the link with the relevant supported activities, are precisely defined and justified, and address the problems identified in the project" ,*
     + *No. 17 "The project application identifies, describes and evaluates project risks, evaluates their impact and probability of occurrence, as well as defines certain risk mitigation measures" ,*
  2. *Optional uniform criterion No.2 "The justification, utility and effectiveness of project costs and financial calculations",*
  3. *Specific criteria of conformity:*
     + *No. 6 "The project application confirms that during the project implementation or during the project monitoring period, the project applicant will create at least one new product and implement it into production",*
     + *No. 7 "The investments provided for in the project application correspond to level 8 of technological readiness",*
     + *No. 8 "At least 20% of the eligible costs of the project application are based on research and development (R & D) works",*
     + *No. 9 "The project is planned to be implemented in the areas of RIS3 or in other areas determined by the results of RIS3 monitoring".*
  4. *Quality criteria:*
     + *No. 2 "Project contribution to the achievement of RIS3 indicator "Proportion of high and medium-high technology sectors in the export of Latvian goods" (project implementation sector)",*
     + *No. 3 "Investment of the project in achieving the RIS3 indicator "Investments into R&D"",*
     + *No. 4 "Level of project readiness",*
     + *No. 5 "Experience of the project applicant",*
     + *No. 7 "Own resources of the project applicant for project implementation",*
     + *No. 9 "Place of project implementation" and other, if applicable.*
* *If the information required in the business plan is available to the project applicant in a ready-made, aggregated form then it is to be submitted as an additional document and is not to be cited in the business plan, but a reference must be inserted in the relevant clause, stating in which additional document the information is available. In the case of information is available in the public Internet environment, a link to the website where the information is available may also be indicated. The Cooperation Authority must be able to technically access this information;*
* *The business plan is developed according to the current information;*
* *The calculations are based on realistic estimates and assumptions approximated to the maximum current situation;*
* *The information provided in the business plan must be mutually agreed between both the points in the business plan and other documents in the project application, for example, the project application form, annexes, certificates, etc.;*
* *Tables, pictures, schemas must be attached to the business plan appendix;*
* *The desired volume of the business plan is no more than 30 pages without explanatory and substantiating annexes;*
* *Below is a recommendation form for the content, structure, as well as a recommending explanation of the business plan content and scope of the information to be included.*
* *Fill-in recommendations, explanations and references to regulatory enactments are marked in italics and* "*blue*".
* *"NB !!!" refers to issues that are particularly relevant and the answers to which must be provided with most care when preparing a business plan.*

[Title and legal status of the project applicant]

Business Plan for the period

from [...] to [...]

for the project [project title]

Prepared by:

Author: Name, surname

Phone

Position: XXXXX  
Date XX/XX/XXXX

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved by:

Responsible officials: Name, surname

Phone

Position: XXXXX  
Date XX/XX/XXXX

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place, year

Contents

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# General information on the company

* 1. Title of the project applicant, legal form of commercial activity, legal address, principal place of business, planned place of business (if it does not correspond to the principal place of business). Main achievements during the last three years.

*Provide short information on the project applicant. Short and succinct information about the planned activities within the project. It is desirable to include references to information that is available to the project applicant in a publicly accessible Internet environment, e.g. the official website of the project applicant. Details on the indicators in Table 1 "Key Business Indicators" of Annex 1 of the business plan.*

* 1. Founders, owners, their shareholding. Short description of the project applicant's linked companies, the link with the project.

*Provide information on the founders and owners of the project applicant, their shares in equity. The information will be compared with the information available in the Commercial Register. Fill in the table No.1 below - "Financial capacity of the Company and affiliated companies based on the latest approved financial report". Information provided in this table will be assessed in the framework of the assessment criterion No. 7 "Own resources of the project applicant for project implementation".*

Table 1 "Financial capacity of the project applicant and its linked companies,

based on the data of the last approved financial report"

|  |  |
| --- | --- |
| Equity of the project applicant in the last financial year, EUR | *Indicate the equity from the last approved financial statement* |
| Total equity of the related parties in the last financial year, EUR | *Indicate the total amount of equity capital of related parties determined in Table 2 "Affiliated Merchants" of Annex 1 of the business plan* |
| Project eligible costs, EUR | *Indicate the total amount of eligible costs (Annex 2 "Financing plan" and, "Eligible costs" together or Annex 3 "Project budget summary", heading "Eligible costs" together)* |
| Proportion of eligible costs,% | *(Project applicant's equity in the last financial year, EUR + Total equity of related parties in the last financial year, EUR) / Costs attributable to the project, EUR \* 100* |

* 1. Main operational directions, industry characteristics, description of the product(s) and/or service(s) for the last three years.

*Provide information on the specialization. Indicate activity directions by NACE Rev. 2. (code and meaning). The sector with the largest share in turnover is perceived as the main sector of activity. Characterize the main groups of products and/or services, names, characteristics, technical parameters, quality, type of application, trade marks, etc. properties.*

* 1. Economic activity structure of the project applicant, number of employees employed, incl. information on departments (if applicable).
  2. Fixed assets (land, buildings and constructions, technological equipment and machinery).

*Provide information on the company's assets that are leased - long-term or short-term. Detailed information on the resources needed for the implementation of the project are given below - in paragraph 6.9.*

* 1. The analysis of strengths (the reasons for the past and possible successes) and weaknesses (problems), opportunities (competitive advantages) and threats (risk) or SWOT.
  2. Short history of the project applicant - the most significant events.

# Aim of the project and justification for the need of realization

* 1. New products and/or services, technologies that will be introduced in production as a result of the project.

*Provide information on what new product and/or service (product characteristics, quality, significance and future prospects) will be introduced into production after the following processes are performed:*

1. *requirements for experimental technology are defined,*
2. *experimental technology is manufactured and/or assembled, or ordered by outsourcing service providers or suppliers,*
3. *installed and tested in a real production environment in the course of an economic activity.*

*A comparison is made between the product and/or service on the market and the new product and/or service to be introduced in the framework of the project by completing Table 2 "The benefits of a new product or service in comparison to other equivalent products or services on the market".*

Table 2 "The benefits of a new product or service in comparison to other equivalent products or services available on the market"

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Comparative indicator | Equivalent product available on the market- Alternative No.1 –name of the project (link to a link in the public Internet environment) | Equivalent product available on the market- Alternative No.2 –name of the project (link to a link in the public Internet environment) | Equivalent product available on the market- Alternative No.3 –name of the project (link to a link in the public Internet environment) | New product/service | Conclusions |
| Technical specification |  |  |  |  |  |
| Components |  |  |  |  |  |
| Equipment/materials |  |  |  |  |  |
| Software |  |  |  |  |  |
| Functional description |  |  |  |  |  |
| Usage |  |  |  |  |  |
| Production costs (+/-) |  |  |  |  |  |
| Price (+/-) |  |  |  |  |  |

*Include information about the introduction of a lately/recently discovered product/technology into production, or the project applicant is the author of the invention; the reason why this invention could not be introduced earlier in production. Indicate if the new product or service has been developed with funding of the European Union funds from the previous planning period.*

*When describing the new product and/or service, provides information:*

1. *the reason why the project applicant wishes to implement the project;*
2. *what problems will be solved as a result of the project implementation;*
3. *how the need for a new product and/or service was identified;*
4. *provide information on the results of research on equivalents, equivalent or even somewhat similar products and services by adding links to publicly available information on the Internet.* 
   1. Description of R&D works

*Provide information on R&D activities performed by the project applicant during the last three years, by filling in the table mentioned below. The mentioned information is necessary to make a decision on the assessment in the framework of the assessment criterion No.3.2 "Experience in performing R&D works".*

*If information on the costs of R&D works is not allocated in the annual report (it is not possible to identify the information of the project applicant indicated below in the table No. 3 in the balance sheet asset side of the respective annual report), an opinion of the sworn auditor on the adequacy of the costs of R&D works is to be added. A reference can be made to documents supporting the R&D activities, which are then attached to the project application in the appendix as supporting documentation.*

Table 3 "Previous research and development activities in the last 3 (three) completed project financial reporting years".

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Performed activities of research and development (R&D) | | | | | |
| Performer of R&D (the project applicant or a related merchant), title of R&D works (type, content, purpose, problem and result of the research) | R&D costs (EUR) | R&D period | Performer of works (title, reg. No; or name, surname, position, qualification) | The relation between R & D works and the planned project activities (for example, productivity increase or improvement of quality) | Rationale for R&D work |
| *incl. % of the merchant's annual turnover* |
|  |  |  |  |  |  |

*An explanation on the relationship of R&D activities with the implementation of the activities envisaged in the project and the result to be achieved is necessary, incl. providing information on R&D activities or referring to specific annexed documents containing the following information:*

1. *what were the aims of the performed actions;*
2. *news/innovations (comparison);*
3. *personnel involved;*
4. *methods used;*
5. *budget;*
6. *how will the conclusions drawn from the research and development activities be integrated into the economic activity;*
7. *due dates.*

*The explanations are provided in conjunction with the additional documents accompanying the project application for implementation of the R&D project, for example:*

1. *contracts with scientific institutions or research staff;*
2. *reports on research or development activities performed;*
3. *experimental design and prototype descriptions;*
4. *test reviews;*
5. *research reviews.*

*An explanation as to how the continuity and sustainability of the R&D activities carried out will be ensured is also to be provided, by submitting information:*

1. *on the planned R&D activities related to the experimental technology planned in the project;*
2. *what features of the technology are planned to be developed and what are the planned benefits, planned service providers;*
3. *a description of the research unit and personnel of the project applicant;*
4. *planned cooperation with scientific institutions and other types of cooperation, for example with educational institutions, competence centres, clusters, technology transfer contact points, etc.*

# Industry research

* 1. Key indicators of the industry (official statistics, industry organization reports), trends, analysis, segmentation, cyclicality, seasonality.

*A brief outline of the industry's key indicators related to the planned project. Links to web sites with publicly accessible statistics can be added.*

* 1. Industry development perspectives and export potential

# Introduction of the new product/service to the market - process description

## Production chain.

*Provide listing and characterization of the main production steps. Provide information on the production process of a new product/service, supplemented by a schematic illustration in the business plan appendix. Complete Table 4 "The significance of the expected changes due to project realization". Compare the situation before and after, highlighting the most important things that are changing. Fill in the table by marking the appropriate change type.*

*NB!!! In accordance with Paragraph 34 of the Cabinet Regulations, initial investment costs are eligible if they are related to the creation of a new production or establishment, the diversification of economic activities with products that have not previously been produced, or substantial changes in the overall production process of existing economic activities in accordance with the provisions of Commission Regulation (EC) No.* [*651/2014*](http://eur-lex.europa.eu/eli/reg/2014/651/oj/?locale=LV) *Article 49 (2a).*

*Whereas according to the Article 35 of the Cabinet Regulations, if the aid is granted to large enterprises in the course of substantial changes in the production process, in accordance with Article 14 (7) of the Commission Regulation No.* [*651/2014*](http://eur-lex.europa.eu/eli/reg/2014/651/oj/?locale=LV)*, the eligible costs over the previous three fiscal years must be higher than the depreciation of assets under modernization. If the aid is granted to large enterprises in order to diversify activities in the relevant economic area, the eligible costs are at least 200% higher than the book value of the reused assets recorded in the previous fiscal year before the year of starting the project. The year of starting the project is determined in accordance with the Article 2 (23) of the Commission Regulation No.* [*651/2014*](http://eur-lex.europa.eu/eli/reg/2014/651/oj/?locale=LV) *regarding the definition of the initial work.*

*Consequently, the project applicant, especially the large enterprises, must provide an explanation of what changes do the results of R&D activities make to the project applicant's economic activity.*

Table 4 "The significance of the expected changes due to project realization".

| Selects the appropriate option and marks it with "X" | The influence type of the change on the economic activity of the project applicant | Description of the situation before project implementation | Description of the situation after project implementation | Calculation justifying the changes | **E**xplanation - Exceptional cases |
| --- | --- | --- | --- | --- | --- |
|  | Linked to the creation of a new production site or business location |  |  |  |  |
|  | The diversification of economic activities with products that have not previously been produced |  |  | Eligible costs, EUR1 - book value of reused assets in the production process, EUR2 = eligible costs are at least by 200% higher than the book value of reused assets reused3 |  |
|  | Substantial changes in the overall economic activity of the common production process |  |  | Eligible costs, EUR1> for the amortization of assets for upgrading during the previous three fiscal years, EUR4 = |  |
| 1 - data source - the total eligible project costs indicated in Annex 2 of the Project Application Form "Financial Plan" or in Annex 3 "Summary of the project budget" | | | | | |
| 2 - data source - information provided by the project applicant regarding the residual value of fixed assets - equipment and workstations that will still be used in production, in accordance with Article 6.1 of the Business plan - from the depreciation cards shown in the printouts from the project applicant's accounting system or from the extract from accounting records) | | | | | |
| 3 - if the aid is granted to large enterprises in order to diversify activities in the relevant economic area, the eligible costs are at least 200% higher than the book value of the reused assets recorded in the previous fiscal year before the year of starting the project. The year of starting the project is determined in accordance with the Article 2 (23) of the Commission Regulation No. 651/2014 regarding the definition of the initial work.  4 - data source - information provided by the project applicant regarding the residual value of fixed assets - equipment and workstations the modernization of which is planned in accordance with the depreciation of operating assets during the previous three fiscal years, in accordance with Article 6.1 of the Business plan - from the depreciation cards shown in the printouts from the project applicant's accounting system or from the extract from accounting records).  5- if the aid is granted to large enterprises in the course of substantial changes in the production process, in accordance with Article 14 (7) of the Commission Regulation No. 651/2014, the eligible costs over the previous three fiscal years must be higher than the depreciation of assets under modernization. | | | | | |

## Production intensity (use of powers), quality and efficiency.

## Experimental technology characterization of production technology.

*A more detailed and precise description of the stage of the production process, in which it is planned to manufacture and install the experimental technology, by providing detailed information on which components or equipment are already available on the market and which stage is experimental. An explanation of the stage at which the experimental technology will be developed is supplemented by a schematic illustration in the business plan appendix. The schematic image should clearly demonstrate/allow the identification of standard equipment and/or components and experimental equipment and/or components.*

*A justification must be provided for the compliance of the experimental technology with the level 8 of technology readiness, namely that the aided activities indicated in the project are related to the production facilities during the innovation life cycle stage and correspond to the state of the art's level of preparedness levels 4, 5, 6, 7 or 8 (TRL 4 to TRL 8) of technology readiness.*

Table 5 "Comparison of technology available on the market with the experimental technology provided for the project"

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Comparative indicator | Equivalent technology available on the market - Alternative No.1 –title (link to a link in the public Internet environment) | Equivalent technology available on the market - Alternative No.1 –title (link to a link in the public Internet environment) | Equivalent technology available on the market - Alternative No.1 –title (link to a link in the public Internet environment) | Experimental technology | Conclusions |
| Technical specification |  |  |  |  |  |
| Components |  |  |  |  |  |
| Equipment/materials |  |  |  |  |  |
| Software |  |  |  |  |  |
| Functional description |  |  |  |  |  |
| Usage |  |  |  |  |  |
| Production costs (+/-) |  |  |  |  |  |
| Price (+/-) |  |  |  |  |  |

*NB!!!! At least three or more links must be provided to the information publicly available on the Internet, where information on product alternatives or similar production technologies, the stages of the process that will be developed as experimental technologies in this project application is available. Use of patent databases or equivalent, reliable sources is advisable.*

*The description and analysis of similar technologies existing in the market must prove that the provisions set out in Paragraphs 30.3 and 30.6 of the Cabinet Regulations on the implementation of the measure and at least one parameter set out in Paragraphs 30.1, 30.2, 30.4, 30.5 or 30.7 of the Cabinet Regulations regarding the implementation of the measure have not been tested in the actual production environment.*

*Detailed information shall be provided regarding:*

1. *The proportion of standard technologies/technologies available on the market and non-standard/experimental/unique technologies,*
2. *The following information on each component and/or device planned within the project, which is a standard/available on the market:*
   1. *title, model, identifier or main technical parameters, which would allow the identification of the device on the market;*
   2. *The manufacturer (title, registration number, country, link to producer's/supplier's public internet homepage, status - manufacturer, authorized representative of the manufacturer in the region, wholesaler of equipment);*
   3. *The supplier (if different than the manufacturer) (title, registration number, country, link to producer's/supplier's public internet homepage, status - manufacturer, authorized representative of the manufacturer in the region, wholesaler of equipment);*
   4. *costs;*
   5. *functions, application and load during the technological process;*
   6. *possible alternatives.*
3. *The following information on each of the produced non-standard/experimental/unique component and/or device planned within the project:*
   1. *technical parameters,*
   2. *detailed justification of cost calculations, manufacturer (if known at the moment of project submission) or supplier-assembler (if different than the manufacturer) (title, registration number, country, link to producer's/supplier's public internet homepage, status - manufacturer, authorized representative of the manufacturer in the region, wholesaler of equipment);*
   3. *functions, application and load during the technological process;*
   4. *possible alternatives by providing evaluation of at least three equivalent alternatives to the experimental technology. References )specific links) to sources publicly available on the Internet environment should be added to the evaluation of the alternatives.*

*NB!!! The information provided in paragraphs 2 and 3 above must be approved according to the Annex 3 of the Project Application Form "Summary of the Project Budget".*

*A description of the level of protection of experimental technology must be provided. The project applicant must provide intellectual property rights at least to the unique elements of the experimental technology that are produced for the specific project: until completion of the project, the supporting documents for the topographies of the semiconductor products or patent applications or the positive searches are to be provided. The topographies or patents of semiconductor products must be registered under the project applicant's name during the post-monitoring period. Another document certifying the intellectual property rights may be considered only on condition that it provides the same level of protection of intellectual property rights as a patent or topographies of semiconductor products.*

*Intellectual property rights must be protected at least in the EEA.*

*According to the above documents, it is necessary to make sure that the topographies or patents of semiconductor products specified provide protection for the experimental design planned for in the project and are directly related to the planned costs of the project and the achievement of the project purpose. If the specified topographies or patents of semiconductor products are not related to the implementation of the project, they are not taken into account.*

## Characteristics of the raw materials and materials needed for the production of the new product and / or service, supplier characteristics (only some suppliers or a large selection, delivery deadlines).

*Provide information on at least 90% of the suppliers of raw materials and materials needed for the production of the new product and/or service - title, address, industry, link to the supplier's public internet homepage, form of cooperation, justification of the choice*

## Potential price of the new product and its influencing factors.

*Provide the service price mechanism of the new product and/or service, incl. calculation of the cost calculation, indicating the most significant and sensitive positions.*

## Description of the planned project: objectives, expected results (quantifiable results).

## Experimental technology testing planned during the project and after the completion of the project.

*According to Paragraph 52 of the Cabinet Regulations, the technology readiness level No. 8 (in accordance with the international standard ISO 16290: 013) provides for testing of experimental technology in a real production environment in the course of economic activity. If testing of experimental technology in a real-world manufacturing environment requires more than two months in the course of an economic activity, the final report shall be submitted within two months after commencement of the economic activity and the tests shall be continued in the post-monitoring period of the project.*

## Timetable for the project implementation (not more than four years from the date when the project applicant has entered into an agreement with the liaison body, but not longer than until December 30, 2022).

## Required resources(premises, land, equipment, labour, raw materials, materials, licenses).

*The choice of project venue must be justified in comparison with other alternatives, for example, if the company's parent company is located abroad, why is the project implemented in Latvia.*

*If it is planned to create an industrial park or a new plant at the project site, it must be explained whether a technical design of the building has been developed or the construction work has already begun. If the purchase of land and the designing of a building is planned only after the approval of the project, information as well as an explanation/justification as to how the particular works will be provided is to be submitted.*

*It is acceptable that the project is implemented in more than one project implementation site, provided that the need for more than one project implementation site is economically, technologically and financially sound.*

*Give a description in relation to the specific support objective 3.3.1 "To increase the volume of private investment in the regions by investing in entrepreneurship development in accordance with the territory economic specialization specified in local government development programs and based on the needs of local entrepreneurs", specific support objective 5.6.2."Revitalization of territories by recovering brownfields in accordance with local government integrated development programs", specific support objective 3.1.1 "To promote the establishment and development of SMMs, particularly in the manufacturing industries and priority areas of RIS3" measure 3.1.1.5 "Support for investments in the construction or reconstruction of industrial premises and infrastructure" if it is planned to use the premises created within the scope of these specific support objectives/measures.*

*Provide information on the need for coordination with state and local government authorities, e.g. for carrying out polluting activities, construction, operation in the economic zone, certification, etc., deadlines, costs;*

## Billing policyof suppliers and buyers (prepayment, advance, etc.).

## Total project amount and sources of financing (equity, attraction of investors, loans, pledges, etc.)

*The section provides information in conjunction with the information specified in Annexes 1, 2, 3 of the Project Application Form, as well as documents certifying the availability of financial resources.*

# Marketing plan

## Description of the market (local or foreign market, its size, development perspectives).

*Provide information broken down by geographic markets, in terms of financial terms, in % of the production planned to be realized on each market. Describe why the specific markets are chosen. Provide the following information on each:*

## Market share of the company.

## The company's competitiveness on the market, factors determining it.

## Characteristics of consumers.

## Quality, uniqueness of the product.

## Progress of the new product/service on the market.

*Provide information on the cost policy, discount policy. Describe the place where the product or service will be provided, and whether sales representatives are planned. Provide information on promotional events, promotions, whether participation in exhibitions is planned and whether public relations is planned and in what form. When outlining the above mentioned, also provide information on the planned budget, deadlines, co-operation partners.*

# Financial plan

Project financial basis (financial calculations with the project and without it. The difference between these two scenarios is the project's financial flow).

*Financial information by years starting from the project implementation and 3 years after completion of the project, if the project applicant is a SME, but 5 years after completion of the project, if the project applicant is a large merchant:*

* *Income**statement;*
* *Balanc**e sheet;*
* *Cash flow*
* *Explanation of the assumptionson which the financial plan is based.*

*Table 5 "Summary of the indicators to be achieved within the framework of the project" is filled in.*

*Explanation on the key assumptions influencing the financial calculation fluctuations is submitted.*

Table 6 "Summary of the indicators to be achieved within the framework of the project"

| Indicators | During the last completed year before submitting the project*\** | Expected value after starting the project implementation (data must be provided during the project implementation and 3 years after completion of the project, if the project applicant is a SME, but 5 years after completion of the project, if the project applicant is a large merchant) | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *Year 0* | *1.g.* | *2.g.* | *3.g.* | *4.g.* | *5.g.* | *6.g.* | *7.g.* | *8.g.* | *9.g.* |
| Net turnover, EUR:*\**\* |  |  |  |  |  |  |  |  |  |  |
| incl. from project implementation, EUR |  |  |  |  |  |  |  |  |  |  |
| Planned export amount, EUR |  |  |  |  |  |  |  |  |  |  |
| incl. from the production produced and services provided as a result of the project, EUR |  |  |  |  |  |  |  |  |  |  |
| Investment in business development, EUR: |  |  |  |  |  |  |  |  |  |  |
| Job places, AWU |  |  |  |  |  |  |  |  |  |  |
| Developed and maintained R&D job places, AWU *(for the evaluation of the Quality Criterion No.3.3)* |  |  |  |  |  |  |  |  |  |  |
| Average salary of the R&D job places, EUR*(for the evaluation of the Quality Criterion No.3.3)* |  |  |  |  |  |  |  |  |  |  |
| *Investment in R&D, EUR* |  |  |  |  |  |  |  |  |  |  |
| Increase of investment in R&D from the annual turnover generated from project facilities,% (*for the evaluation of the Quality Criterion No.3.1*) \*\*\* |  |  |  |  |  |  |  |  |  |  |

*\*According to the last concluded annual report before the project is submission, which has been submitted to the State Revenue Service.  
\*\* Net turnover are the proceeds from the sale of the company's business, sales of goods and provision of services from which the sales etc. discounts, as well as turnover, excise etc. taxes are subtracted.  
\*\*\* indicates by how many percentage points the research and development (R&D) work costs will grow from the merchant's annual turnover, which is directly related to the implementation of the project (resulting from the equipment developed within the framework of the project) after project implementation (Quality Criterion No.3.1).*

# Risk characterization

# Listing of risks (information risk, industry risk, personnel risk, financial risk, risk of project implementation, etc.).

# Risk mitigation and prevention measures

# Annexes

*NB! Each document attached as an annex is listed - copies, diagrams, tables, market research results, competitive analysis, product profitability analysis, contracts (leases, with customers and suppliers), certificates, expert results and other documents for supporting the facts and conclusions of the business plan).*

Annex 1 "Descriptive information included in the Business Plan"

Table 1 "Key business indicators"

The information in the table is filled in based on the data in the annual report of the particular period. In case data is not available in the annual report or is not distributed, the merchant issues the same data, and the compliance and correctness is confirmed by a sworn auditor, for example, the R&D costs, turnover by sectors or markets.

| Index | Terms of value | The year 2014 or the period before the last but one closed financial year if it does not coincide with the calendar year | The year 2015 or the period before the last closed financial year if it does not coincide with the calendar year | The year 2016 or the last closed financial year if it does not coincide with the calendar year |
| --- | --- | --- | --- | --- |
| Research and development costs | EUR |  |  |  |
| Proportion of research and development costs from the turnover of the respective year (R & D costs / turnover \* 100) | % |  |  |  |
| Total current assets | EUR |  |  |  |
| Total accounts payable | EUR |  |  |  |
| Interest payable and similar charges | EUR |  |  |  |
| Equity capital | EUR |  |  |  |
| Finished products and goods for sale | EUR |  |  |  |
| Current assets | EUR |  |  |  |
| Total short-term liabilities | EUR |  |  |  |
| Total balance | EUR |  |  |  |
| Total assets | EUR |  |  |  |
| Equity capital | EUR |  |  |  |
| Turnover | EUR |  |  |  |
| Turnover structure - breakdown by sectors of activity: | EUR |  |  |  |
| *activity sector "A"* | EUR |  |  |  |
| % |  |  |  |
| *activity sector "B"* | EUR |  |  |  |
| % |  |  |  |
| Turnover structure - breakdown by markets: | EUR |  |  |  |
| *market "A"* | EUR |  |  |  |
| % |  |  |  |
| *market "B"* | EUR |  |  |  |
| % |  |  |  |
| Income | EUR |  |  |  |
| Costs | EUR |  |  |  |
| EBITDA (earnings before interest, taxes, depreciation and amortization) | EUR |  |  |  |
| EBITDA profitability (earnings before interest, taxes, depreciation and amortization / net turnover x 100) | % |  |  |  |
| Net profit or loss | EUR |  |  |  |
| Total liquidity coefficient (current assets / short-term liabilities) | Coefficient |  |  |  |
| Debt/EBITDA or commitment burden (Financial commitments / EBITDA) | Coefficient |  |  |  |
| Financial liabilities and equity (Financial liabilities / equity) | Coefficient |  |  |  |
| Number of employees | Annual work units (AWU)[[3]](#footnote-4) |  |  |  |

Table 2 "Linked merchants".[[4]](#footnote-5)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| No. | Title and form of business | Registration number | Main business areas (NACE Rev. 2 code and name), representing more than 50% of turnover | Main products or services (of each linked merchant); | Equity, EUR | Link to the merchant's web page |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

1. Cabinet Regulations No. 293 of 10 May 2016 "Regulations on the implementation of the measure 1.2.1.4 "Support for the introduction of new products into production" (hereinafter referred to as the Cabinet Regulations No. 293) 1.2.1. Specific support objective "To increase investment of the private in R & D" Operational Program "Growth and Employment". [↑](#footnote-ref-2)
2. Within the framework of the criterion, the compliance of the project applicant with the specified range of beneficiaries is checked. [↑](#footnote-ref-3)
3. In accordance with the methodology for calculating the number of employees specified in Article 5, Annex 1 of the Commission Regulation No. 651/2014 [↑](#footnote-ref-4)
4. In accordance with the definition of linked companies as defined in Article 3 (3), Annex 1 of the Commission Regulation No. 651/2014. [↑](#footnote-ref-5)