

## Guidelines for submitting proposals for services that develop startup ecosystem

### General information

**Startup Estonia's main activity is providing momentum to startup ecosystem, including implementing comprehensive development programmes that increase the knowledge and skills of startup businesses.** The basis for operation is Directive No. 16-0192 of the Ministry of Economic Affairs and Communications of 22 June 2016.

To provide momentum to the startup ecosystem, Startup Estonia accepts proposals, regarding activities in this field, from private persons and organisations who provide services to private persons and companies that follow the startup mind-set.

### Proposals can be submitted for the following service groups:

- Events/trainings organised for startups, in which the eligible costs are room rental, training and marketing material, catering, equipment/device rental.
- Including a mentor/speaker in a programme (events/short-term trainings), in which the eligible costs are the mentor/speaker fee, accommodation, travel expenses.

**The cost of the proposal should not exceed EUR 4500 (including taxes)** within a financial year.

During the financial year, Startup Estonia accepts **up to 10 proposals**, within the framework of existing budgetary resources, to provide the above mentioned services. Funding for the service shall be provided within the framework of the Startup Estonia programme (project No. EU50651), using the funds of the European Regional Development Fund.

### The proposals being submitted must meet at least the following criteria:

- The proposal can be submitted by a private person and organisation who actively provides services that facilitate startup businesses.
- The provided service must be open and accessible to all persons who carry the startup mind-set.
- Services provided based on this proposal do not include compensation for the training provider, event/event series organiser.
- The budget of the service provided based on this proposal must include self-financing of at least 20%.
- When submitting the proposal, you need to outline the costs by items of expenditure and

also include the cost accounting principles.

- Proposals shall not be accepted from such persons or organisations that Startup Estonia has already co-funded within the framework of this service provision in the ongoing budget year in the amount of at least EUR 4500, including taxes.
- Services that Startup Estonia co-funds on a contractual basis shall not be eligible for aid, based on these guidelines, and a proposal including such a service shall be rejected.
- Repeat proposals shall be accepted from the same applicant only if the amount of the previous service funded in the ongoing budget year by Startup Estonia was less than EUR 4500 (including all taxes). In such a case, the maximum amount of the proposal can be the amount, which upon adding up with the cost of another service provided within the same budget year does not exceed EUR 4500.
- Proposals shall not be accepted from those organisations who have received de minimis aid in the amount of at least EUR 200,000 within the previous three years, except in the event that the de minimis aid/state aid rules do not apply to the supported service or activity.
- The digitally signed proposal must be submitted by the organisation's legal representative via e-mail to the Startup Estonia Startup Community Development Manager: [liisi@startupestonia.ee](mailto:liisi@startupestonia.ee) at least 2 weeks before the start of the service provided.

#### **Requirements for accepting the proposal:**

- The submitted proposals shall be reviewed by Startup Estonia within 7 (seven) working days from the date of submission.
- The precondition for a positive resolution regarding the service submitted within the proposal is:
  - Meeting the goals of Startup Estonia's main activity (providing momentum to the start-up entrepreneurship);
  - the number of participants to be involved in the event/training, which should be at least 30 people;
  - budget included in the proposal, including the minimum own contribution of 20% of the total cost of the event.
- If the outcome is positive, the applicant shall be sent an agreement which should be signed digitally within 5 (five) working days from the date when the decision was made (included).
- The payout of the amount required for organising the service shall be agreed upon with the applicant in the agreement and the amount could be divided into an advance payment and instalments to be paid after the service has been provided.

Instalments paid after the service has been provided shall be based on the substantive report submitted after the service (event/training) has been provided, which should be submitted to the Startup Community Development Manager of Startup Estonia within 7 (seven) working days.

### Requirements for the report regarding the provided service:

- After the end of the service, the applicant must submit to the Startup Community Development Manager of Startup Estonia a free form report via e-mail, including the following:
  - content summary about the service provided (event/training)
  - registration sheets signed by the participants
  - satisfaction feedback %
  - proof about the provided service, including using the Startup Estonia and ERDF logos in the event/training notifications and during the event/training (references to the bulletin, presentation materials, photos, videos, etc.).
  - In the case of de minimis aid, an overview of the participants that qualify for de minimis aid.
- The submitted report must be signed digitally by a legal representative.

### Details to be included in the proposal:

- Contractor's details:
  - Applicant's details – person's name or organisation's legal name, personal identification code/registry code, address, current account number;
  - A confirmation by the applicant's organisation, stating that the provided service has not been funded by Startup Estonia under any other agreement and it has not exceeded the maximum limit of the de minimis aid, which is EUR 200,000 within the last three years;
  - Details of the applicant's legal representative (including authorisations) - name, e-mail, phone;
  - Details of a contact person, responsible for the service - name, e-mail, phone.
- Service details:
  - Name of the service (event/training), period (dates);
  - Target group and its size;
  - Substantive description of the service, goal;
  - In case of a repeat (previous year) or a similar service, a brief summary and the achieved impact;
  - Description on how the planned event/training/performer involvement shall be conducted in case Startup Estonia does not co-fund the project.
- Service budget:
  - Total cost for providing the service, including the own contribution of the applicant;
  - How the amount divides by items of expenditure (e.g. room rental, catering, mentor's fee, etc.)

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