

**國家發展委員會強化創新創業國際鏈結  
補助作業要點**  
**Directions on Grants for the Enhancement of the  
International Linkage of Taiwan's Startup Ecosystem,  
National Development Council**

中華民國 107 年 2 月 21 日發產字第 1071000152B 號令修正  
Amended by February 21, 2018

- 一、 目的：國家發展委員會(以下簡稱本會)為推動亞洲·矽谷計畫，鼓勵民間發揮創新能量，推動物聯網等創新科技之國際交流合作，以強化我國創新創業與國際之鏈結，特訂定本要點。
1. Purpose: These Directions are drawn up by the National Development Council (NDC) to promote the Asia Silicon Valley Development Plan, encourage private sector innovation and advance international exchange and cooperation with regard to the Internet of Things (IoT) and other innovative technology, to enhance the international linkage of Taiwan's startup ecosystem.
- 二、 申請資格：依我國法登記或立案之公司、行號、法人、機構或團體。
2. Eligibility: Companies, proprietorships/partnerships, juristic persons, organizations and groups that are registered in accordance with ROC law can apply.
- 三、 補助條件：有助於促進我國物聯網、虛擬及擴增實境、人工智慧等創新科技發展之國際交流合作計畫，且計畫內容應具協助相關業者強化國際鏈結之公共性。
3. Grant requirements: International exchange and cooperation plans that will promote the development of innovative technology such as IoT, Virtual Reality (VR), Augmented Reality (AR) and Artificial Intelligence (AI) etc. in Taiwan; the plan should assist related business operators enhance their international links.
- 四、 補助項目及金額：
- (一) 補助計畫執行所需之規劃設計費、製作費、廣告行銷費、場地租借與佈置費、設備租借費、印刷費及機票費(以經濟艙票價為限)。

(二) 本會補助金額不超過計畫總經費百分之四十，並以新臺幣三百萬元為限。

#### 4. Grant items and amounts

- (1) Planning and design fee, manufacturing fee, advertising and marketing fee, venue rental and arrangement fee, equipment leasing fee, printing fee and airplane ticket fee (economy class only) required for grant plan implementation.
- (2) The maximum NDC grant shall not exceed 40% of the total plan budget and is limited to a maximum of NT\$3 million.

#### 五、申請程序及應備文件：

- (一) 申請單位應於本會公告之申請期間內，檢具補助申請表(格式如附件一，請繕打並加蓋單位章戳)，並附完整計畫書及立案證書影本一式十份，以郵遞(以郵戳為憑)送達本會，逾期不受理。
- (二) 本會為因應政策需要或推動具時效性之計畫，得以專案補助方式辦理，不受前款申請期間之限制。
- (三) 本要點採事前審查原則，不受理已執行完畢或執行中計畫之申請。
- (四) 計畫書至少應載明下列事項：
  1. 計畫目標。
  2. 計畫內容(詳述規劃構想、執行方式及預期效益，並應說明創新之作法)。
  3. 工作績效指標(此一指標將作為撥款之依據，請訂定合理可行之質化、量化指標)。
  4. 收支預算明細表(應包括收入來源、支出用途及計算方式，請參考附件二格式)。
  5. 執行期程。
  6. 執行團隊介紹及相關經驗與實績。

#### 5. Application process and documents for submission:

- (1) The applying unit should submit a grant application form (format as shown in attachment, please type and stamp) within the application period announced by the NDC together with 10 copies of the complete proposal and registration certificate by mail (postmarked before the end of the application period). Applications received

(postmarked) after the deadline will not be accepted.

- (2) Plans that meet policy requirements or are time-sensitive can be handled as special project grant applications and the time limit in the above subparagraph will not apply.
- (3) These Directions adopt the pre-review method; plans that are completed or ongoing will not be accepted.
- (4) Proposals should include the following:
  - i. Plan objective
  - ii. Plan content (detail the planning concept, implementation method and expected benefits; innovative approaches should be explained.)
  - iii. Key performance indicators (KPIs) (these indicators will be the basis of grant disbursement; please set reasonable and feasible quantitative and qualitative indicators).
  - iv. Revenue and expenditure budget list (should include source of income, purpose of expenditure and calculation method; please refer to the format in Attachment 2)
  - v. Execution schedule
  - vi. Introduction of execution team, including related experience and achievements
- (五) 同一案件向二個以上機關提出申請補(捐)助，應列明全部經費內容，及向各機關申請補(捐)助之項目及金額。
- (六) 申請資料不全者，本會得通知限期補正，補正以一次為限；屆期未補正或補正仍不全者，不予受理。
- (七) 本會收受之所有申請資料及附件，不論是否給予補助，均不予退件，申請單位亦不得要求退還。
- (八) 同一單位依本要點申請補助，每年以一案為原則。
- (九) 計畫期程以當年度執行完畢為原則。但經本會同意者，不在此限。
- (5) When the same case applies to two or more organs for a grant, the entire budget should be listed, including the grant items and amounts applied for from each organ.
- (6) In the case of an incomplete application, the NDC will notify the applicant to supplement and correct the application within a fixed time, one time only. If supplementary information or corrections are not provided before the deadline or

applications remain incomplete after the addition of supplementary information or corrections, they will not be accepted.

- (7) All the application materials received by the NDC including attachments will not be returned, regardless of whether or not a grant is awarded; the applying unit should not demand the return of the aforementioned materials.
- (8) In principle, a unit is limited to one application per annum in accordance with the Directions.
- (9) In principle, plans should be completed in the year they are approved. However, this restriction can be waived with the NDC's agreement.

#### 六、 審查方式及標準：

- (一) 本會受理申請補助之案件，得邀集相關領域之業者、專家、學者進行審查；必要時，並得邀請申請單位說明。
- (二) 審查標準：就計畫內容之重要性、完整性、創新性及可行性，申請單位之專業執行能力、經費編列合理性及計畫之整體效益等綜合考量。
- (三) 各申請案之審核結果，本會將以書面通知申請單位。審核通過者應於本會所定期限內，根據審查意見修正計畫書內容，經本會同意後辦理。

#### 6. Review method and criteria

- (1) The NDC can invite business operators, experts and scholars in related fields to review grant applications and, when necessary, ask the applying unit for further explanation.
- (2) Review criteria: Consideration will be given to the importance, comprehensiveness, innovativeness and feasibility of the plan, the professional executive ability of the applying unit, reasonableness of budget allocation and overall plan benefits etc..
- (3) The applying unit will be notified of the result of its application review in writing. Approved applicants should amend the proposal content according to review opinions within the set time limit and proceed with execution after NDC approval is received.

#### 七、 撥款及核銷：

- (一) 經核定補助之案件，於計畫執行結束後採一次撥款方式辦理。
- (二) 受補助單位應於計畫期程結束後一個月內，備妥下列文件函送本會，俾憑辦

理核銷撥款：

1. 公函，請註明補助款撥入之金融機構帳號及戶名。
2. 經費收支明細表，應詳列支出用途及全部收支經費總額。同一案件由二個以上機關補(捐)助者，應列明各機關實際補(捐)助金額。
3. 受補助項目之支出原始憑證；其抬頭應為受補助單位，品名應填寫完整，且開立日期均應於計畫期程內。
4. 機票費之報支應檢附下列單據：
  - (1) 機票票根或電子機票或其他足資證明行程之文件。
  - (2) 國際線航空機票購票證明單或旅行業代收轉付收據或其他足資證明支付票款之文件。
5. 領款之收據或發票。
6. 成果報告(應含國際鏈結效益、工作績效指標達成度、心得與建議等)。
7. 其他相關佐證文件。

#### 7. Disbursement and verification

- (1) Grants will be disbursed to approved cases in one lump sum after the plan is completed.
- (2) The unit receiving the grant should submit the following documents to the NDC to facilitate verification and disbursement, within one month of the plan being completed.
  - i. Official letter stating the financial institution, account name and number into which the grant is to be paid.
  - ii. Revenue and expenditure detailed list, with expenditure purpose and revenue and expenditure total listed in detail. When a case receives a grant from more than two organs, the amount of the grant from each should be stated.
  - iii. The original expenditure certificates for grant items; the title should be the receiving unit; the name of the articles should be written in full and the date of issue should be in the plan execution time period.
  - iv. Expenses applications for airplane tickets should include the following documentation:

- Ticket stub, electronic ticket or other documents that prove the trip was made.
- The ticket purchase certificate for international flights, receipt of collection and payment transfer from a travel agent or other documents that prove payment.
- v. A receipt or invoice for the grant received.
- vi. Results report (should include international linkage benefits, extent to which key performance indicators (KPIs) were met, thoughts and suggestions).
- vii. Other related reference documents.

(三) 受補助項目需核銷國外支出憑證者，應依政府支出憑證處理要點辦理：

1. 支出憑證列有其他貨幣數額者，應註明折合率，除有特殊情形外，應附兌換水單或其他匯率證明。
2. 非本國文支出憑證，應由經手人擇要譯註本國文說明。
3. 國外或大陸地區、香港、澳門出具之支出憑證，不能完全符合本要點規定者，得依其慣例提出相關憑證，由申請人或經手人加註說明，並簽名。

(3) In the case of projects receiving a grant requiring verification of overseas expenditure certificates, the Management Guidelines for The Disposal of Expenditure Voucher should be followed:

- i. When expenditure certificates are in another currency, the conversion rate should be stated. Apart from in special circumstances, the exchange slip or other proof of exchange rate should be attached.
- ii. For non-Chinese expenditure certificates, the handling person should attach a summary explanation in Chinese.
- iii. For expenditure certificates from overseas, the Mainland Area, Hong Kong and Macao, when the requirements of these Directions cannot be fully met, related certificates should be provided as per normal practice with an explanation attached and signed by the applicant or handling person.

(四) 計畫執行後，如實支經費總額少於原預估經費，本會得按原補助比例重新計算補助金額。

- (五) 執行成果未達原訂之工作績效指標者，本會得視實際執行情形予以扣款。
- (六) 經核定補助之案件有下列情形之一者，本會得不予補助；已領取補助款者，應於本會指定期限內無條件繳回：
1. 以虛偽不實之文件資料獲選資格或申請補助款核發。
  2. 計畫停止執行，或未經本會同意，擅自變更計畫。
  3. 未於本會所訂之期限內申請補助款核發，或雖依期限申請，惟繳交之文件資料不全或有缺漏，經本會限期補正，屆期未補正或補正之文件資料仍不全。
- (4) If, on completion of the plan actual, expenditure is lower than expected, the NDC can recalculate the grant amount in proportion to the original grant.
- (5) If the plan results fail to meet original key performance indicators (KPIs), the NDC can deduct from the grant according to the actual situation.
- (6) If one of the following circumstances is found to an approved grant case, the NDC can decide to not award a grant; when a grant has already been received, it should be returned unconditionally within the time limit set by the NDC:
- i. Eligibility is gained or disbursement applied for by using false documents.
  - ii. Plan implementation is suspended or changed without the approval of the NDC.
  - iii. Failure to apply for disbursement of the grant in the time limit set by the NDC; documents are submitted on time but are incomplete or have omissions and are still incomplete after the NDC requests supplementary information and corrections within a set time period.

#### 八、 督導及考核：

- (一) 經核定補助之案件，應依計畫書內容及本會意見確實執行。本會將視需要派員實地查核，或請受補助單位提供進度報告。相關執行成效列為未來補助審核之依據。
- (二) 受補助單位如有變更計畫書之需要，應即以書面敘明理由通知本會申請變更，經本會同意後，始得依變更後之計畫執行。
- (三) 受補助單位如有經費虛報、浮報或其他違反本要點或相關法令規定之情事，本會得視情節輕重追回部分或全部補助款，並於二年內不受理其申請案。

## 8. Supervision and performance evaluation

- (1) Cases approved for grant should be executed according to the proposal content and the opinions of the NDC. The NDC will dispatch personnel to carry out inspections or ask the unit applying for the grant to provide a progress report as required. The effective execution of the plan will be the basis for review of future grant applications.
- (2) If the unit applying for the grant needs to change the proposal, it should apply to the NDC in writing and explain the reason for any change. The changed plan should only be executed after NDC approval is received.
- (3) If the unit applying for the grant falsifies or inflates the budget, violates the Directions or related regulations, depending on the seriousness of the matter, the NDC can demand the return of all or part of the grant and the applicant will not be allowed to apply for a grant under this grant programme within the next two years.

## 九、 注意事項：

- (一) 受補助經費中如涉及採購事項，應依政府採購法等相關規定辦理。
- (二) 受補助單位檢附之支出憑證應依政府支出憑證處理要點規定辦理，並應本誠信原則對所提出支出憑證之支付事實及真實性負責，如有不實，應負相關責任。
- (三) 受補助計畫之網站、活動、相關影音及文宣資料等應視需要加註本會形象標誌。如涉及政策宣導，應依預算法第六十二條之一規定，明確標示其為廣告且揭示辦理或贊助機關、單位名稱，並不得以置入性行銷方式進行。
- (四) 計畫執行如涉及個人資料事項，應依個人資料保護法相關規定辦理。

## 9. Points for attention

- (1) If the plan expenditure receiving the grant involves procurement, the Government Procurement Act and other related regulations should be followed.
- (2) Expenditure certificates submitted by the unit applying for the grant should adhere to the Management Guidelines for The Disposal of Expenditure Voucher and the unit should be responsible for the veracity of payments based on the principle of good faith. In the event of falsehood, related liability will be borne by the grant receiving unit.
- (3) As required, websites, events, related audio-visual and promotional materials related to grant-receiving plans should bear the NDC logo. If policy promotion is involved, in



accordance with the regulations of Article 63 of the Budget Act, it should be clearly labeled as an advertisement with the undertaking or sponsoring unit name displayed; placement marketing should not be used.

- (4) If implementation of the plan involves personal information, the Personal Information Protection Act and related regulations should be followed.

國家發展委員會強化創新創業國際鏈結補助申請表 <b>Directions on Grants for the Enhancement of the            International Linkage of Taiwan's Startup Ecosystem</b> National Development Council <b>Application Form</b>	
申請日期 年 月 日 Date of application: year month. day	
計畫名稱 Plan name	
申請單位 Applying unit	計畫主持人 職稱姓名 Name and position of plan leader
計畫期程 Plan schedule	
預估支出總經費 Estimated total expenditure	新臺幣 元 NTD _____
申請本會 補助金額 Amount of grant applied for from the NDC	新臺幣 元 NTD _____
是否申請其他政府相關單位補助 Has a grant application to another government agency been made?	<input type="checkbox"/> 是，申請補助之主管單位及金額(如欄位不足請往下填寫)： 單位名稱： ， 元 <input type="checkbox"/> 申請中 <input type="checkbox"/> 已獲得 單位名稱： ， 元 <input type="checkbox"/> 申請中 <input type="checkbox"/> 已獲得 <input type="checkbox"/> 否。 <input type="checkbox"/> Yes, the competent unit applied to and grant amount (if the columns are insufficient, please continue filling in downwards): Name of unit: NTD _____ <input type="checkbox"/> In process of applying <input type="checkbox"/> Already received Name of unit: NTD _____ <input type="checkbox"/> In process of applying <input type="checkbox"/> Already received <input type="checkbox"/> No
聯絡人 職稱姓名 Name and position of contact person	
電話/手機/傳真 Tel./mobile phone/fax	
聯絡地址 Address	
電子郵件 E-mail	
申請單位及負責人印鑑章 Stamp of applying unit and responsible person	

- |                                                                                                                                                                                                                                                                                                                                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><input type="checkbox"/> 經確認本申請表上所填資料及提供之相關附件均屬事實，如有不實，願依本要點規範處理。</p> <p><input type="checkbox"/> I confirm that all the information provided in this application form and attachments is true. In the case of any falsehood, I am willing for the matter to be handled in accordance with the regulations of the Directions.</p> |
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註：聯合提案者應自行協調一主辦單位提出申請。

Note: In the case of joint proposals, the parties involved should coordinate and submit an application through a single organizing unit.

(計畫名稱) 摘要 (Plan name) Summary		
1	計畫目標 Plan objective	
2	計畫內容 Plan content	
3	本計畫創新之作法 Innovative approaches of this plan	
4	工作績效指標 Key performance indicators	
5	預期效益 Expected benefits	
6	執行團隊推動創新創業之 相關經歷與實績 Related experience and achievements of the execution team in the promotion of innovation and entrepreneurship	

註：本申請表(含計畫摘要)不敷使用請自行加頁，但以不超過 3 頁為原則，並請將完整計畫書(可以 WORD 或 PPT 格式撰寫)、收支預算明細表及立案證書影本等相關文件附於後。

Note: If the space in this application form (including plan summary) is insufficient, please add pages, to a maximum of three pages; please attach copies of the complete proposal (written in Word or PPT), Revenue and expenditure budget list, registration certificate etc.

收支預算明細表 (參考樣本)  
Revenue and expenditure budget list (reference sample)

項目 Item	說明 Explanation	單價 Unit Price	數量 Quantity	總價 Total Price
<b>一、計畫收入</b>				
<b>1. Plan income</b>				
(收入來源) (source of income)				
合 計 Total		新臺幣 _____ 元整 NTD _____ Only (in Capital)		
<b>二、計畫支出</b>				
<b>2. Plan Expenditure</b>				
(支出用途) (Purpose of expenditure)				
合 計 Total		新臺幣 _____ 元整(含稅) NTD _____ Only (in Capital; including tax)		