

**Directions on Grants for the Enhancement of the
International Linkage of Taiwan's Startup Ecosystem,
National Development Council**

Amended by February 21, 2018

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.
2. Eligibility: Companies, proprietorships/partnerships, juristic persons, organizations and groups that are registered in accordance with ROC law can apply.
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.
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.
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
- (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.

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.

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.
- (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.
- (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.

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.

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.

Directions on Grants for the Enhancement of the International Linkage of Taiwan's Startup Ecosystem National Development Council Application Form			
			Date of application: year month. day
Plan name			
Applying unit		Name and position of plan leader	
Plan schedule			
Estimated total expenditure	NTD _____		
Amount of grant applied for from the NDC	NTD _____		
Has a grant application to another government agency been made?	<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		
Name and position of contact person			
Tel./mobile phone/fax			
Address			
E-mail			
Stamp of applying unit and responsible person			
<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.			

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

(Plan name) Summary		
1	Plan objective	
2	Plan content	
3	Innovative approaches of this plan	
4	Key performance indicators	
5	Expected benefits	
6	Related experience and achievements of the execution team in the promotion of innovation and entrepreneurship	

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.

Revenue and expenditure budget list (reference sample)

Item	Explanation	Unit Price	Quantity	Total Price
1. Plan income				
(source of income)				
Total		NTD _____ Only (in Capital)		
2. Plan Expenditure				
(Purpose of expenditure)				
Total		NTD _____ Only (in Capital; including tax)		