POMERANIAN SCIENCE AND TECHNOLOGY PARK GDYNIA APPLICATION FORM

Application type: **INCUBATION**

This application form is intended for companies applying for the Incubator – companies under organization or companies operating on the market for up to 2 years.

The course of PPNT Gdynia application process:

COMPLETE THIS FORM as instructed. Go to the POMOC / HELP tab to find several model forms, correctly completed. Go to the HELP tab by clicking on the question mark found on every page, in the upper right corner.

Save the form on your hard drive at any time, clicking on the button in the lower right corner, to return to it later.

SUBMIT THE COMPLETED FORM TO PPNT GDYNIA VIA E-MAIL, using a button at the end of the application. Remember that an entirely completed form only will be considered.

If your form is COMPLETE and contains sufficient information on the project, you will be invited to a meeting with experts from the Scientific Board.

You will receive a list of questions you will be asked to answer at the MEETING WITH EXPERTS FROM THE SCIENTIFIC BOARD, who will decide whether to accept or decline the project.

In successive stages, you will be asked to submit the following DOCUMENTS to PPNT: a de minimis aid statement, a form containing the information submitted when applying for de minimis aid, and an update form for the company applying for aid.

The application process ends with SIGNING A CONTRACT with PPNT Gdynia.

STEP 1 – FILLING IN THE FORM

1. The PPNT application form is a dynamic PDF document.

Before proceeding to completing the form, make sure your dynamic pdf document management software is up to date. Fill in the form using the free Adobe Acrobat Reader software, supported by all major operating systems. Download its current version at: https://get.adobe.com/pl/reader/

2. Answer the questions in the form.

Preparing your application for PPNT Gdynia, remember to fill in all editable boxes, providing exhaustive answers to allow the board to carry out a comprehensive analysis of your project. The length of your replies is limited, depending on the size of the editable box, and equals 250 or 500 characters. In your replies, please list particular elements, ordering them by importance.

3. Submit the form.

Send your complete form to PPNT Gdynia using the SUBMIT button. Or, alternatively, save the form on your hard drive and then send it to us using any e-mail service at: aplikacja@ppnt.pl.

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POMERANIAN SCIENCE AND TECHNOLOGY PARK GDYNIA APPLICATION FORM (application type: INCUBATION *)

1. BASIC INFORMATION ON THE COMPANY **

Company name	
Contact person	
Address data (e-mail; telephone)	
Industry	
Date and place of company registration Tax ID, Registry, National Court Register ***	
Company form	
Number of employees	
Company representative (e.g. management board or owner)	
Active website address	

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* *For companies operating on the market up to 2 years (the period from the official registration of the company to the application date)*
** *PPNT reserves the right to verify the correctness of the data stated in the form in generally accessible registries.*
*** *Tax ID (NIP), Registry (REGON), National Court Register (KRS – if applicable)*

Save the form

2. DATA CONCERNING THE PROJECT AND ITS IMPLEMENTATION AT PPNT GDYNIA

2.1 Information on the project	
Project name	
Describe the project (up to 500 characters)	
Indicate and describe the key product/service (up to 250 characters)	
Display the innovativeness of the project according to the following definition**	

*** Innovation is referred to as all measures of the individual or a group of people, recognized by the general population relative to the previous state. These measures can concern all phenomena and areas aiming at realization and expectations for human needs, which ultimately produce results and solutions that benefit all receivers or their specific groups. Innovative measures refer, among others, to new technical, technological, IT, ecological, organizational, sociological, logistics, marketing, economic, cultural and service solutions in the broad meaning of this word and concern all areas of the human activity. The possibility of implementing the measure is the absolute condition for deeming it innovative.*

2.2 Possibility to protect the product/service and dependence on other companies	
Present the possibilities for protecting the product (e.g. patent or unique knowledge)	
Define the dependence of the product/service on external technologies, suppliers or subcontractors (e.g. signing a memorandum of understanding, estimation of risk related to changes in technology or changes on the market)	

2.3.Clients	
Whom does the final product / service target?	
Who will buy the product / service and why?	
Will clients or market partners participate in the project (such as subcontractors or suppliers)? In what character?	
Does the company have signed contracts with the first clients or can otherwise attract the attention of recipients with its product / service?	
Name the potential sources of revenues and methods to obtain them?	

2.4 The market and competition	
Describe the market: how does it look now, how will it change, how will it look like in the future?	
Provide a brief description of your marketing strategy for the product / service (price policy, distribution, promotion, acquisition of clients and market partners).	
State the key words for browsing competitive solutions.	
Indicate the barriers for entry on the market for the competition. Define the time, in which a comparable product/service can be offered.	

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2.5 Stages of the project			
What have you accomplished and what will you accomplish?	**So far**	**In the first year**	**In the second year**
Milestones for the development of the product / service, including an indicator to measure the degree of their completion and to refer to competitive products. Describe the milestones by importance.			
Business development milestones, including indicators to measure their completion. Describe the milestones by importance.			
Expected, new revenues generated from the project (net, PLN)			
Total annual employment costs (gross – including all charges, PLN)			
Equipment / license costs (net, PLN)			
Other total expenses – e.g. office, energy, etc. (net, PLN)			

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2.6 Key people in the project (team)	
Describe the accomplishments and qualifications of the people who are considered key from the point of view of the project's success.	

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2.7 Why PPNT Gdynia?		
What do you expect from PPNT?		
What could you offer PPNT / companies operating in PPNT?		
Describe your office needs	Offices (m2):	Number of rooms:
	Electronic laboratories (m2):	
	Biotechnological laboratories (m2):	
	Workshops and prototype workshops (m2):	

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4. STATEMENTS (mandatory)

☐ I hereby declare that I am not in arrears with any social security and tax payments.

☐ I hereby declare that the data contained in this form is true.

☐ I hereby consent to the saving and processing of my personal data by PPNT Gdynia pursuant to the Personal Data Protection Act of 29.08.1997 (unified act: Journal of Laws of 2016, item 922) for informative, promotional purposes, for the purposes of assessment and monitoring of the project implemented under PPNT. Consenting and submitting data is voluntary and the APPLICANT shall have the right to access this data and correct it at any time. Consent can be revoked at any time by sending an e-mail to: **ppnt@ppnt.gdynia.pl**

Date: _____
year-month-day

_____
full name of authorized representative of the company

@ Submit the form to PPNT Gdynia

The application will be pre-verified within 3 to 5 days

Save the form

POMERANIAN SCIENCE AND TECHNOLOGY PARK GDYNIA APPLICATION FORM (ASSISTANCE)

Need help filling out the form?

Below, you will find an example of a correctly completed application form. This entry concerns a hypothetical company producing photovoltaic cells.

1. BASIC INFORMATION ON THE COMPANY **

In this section, enter the standard information on your company – if you are unable to provide any of the information items (e.g. the company is not registered yet or has not created a website yet), enter **"NA"** in the box.

Company name	*PhotoVoltaicus Jan Kowalski*
Contact person	*Jan Kowalski*
Address data (e-mail; telephone)	*jan.kowalski@gmail.com, 601 000 000*
Industry	*photovoltaics*
Date and place of company registration Tax ID, Registry, National Court Reg.	*01.01.2016, Tax ID (NIP): 0123456789; Registry (REGON): 012345678, National Court Register (KRS): 0123456789*
Company form	*One-person company*
Number of employees	*2*
Company representative (e.g. management board or owner)	*Jan Kowalski*
Active website address	*N/A*

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2.1 Information on the project

In this section, describe the idea you would like to implement with PPNT Gdynia for the project as clearly as possible. What is particularly important to indicate the innovative character of the enterprise, **which is the key criterion for acceptance in the Park.** The language of the description should be adapted to a wider group of recipients and should be intelligible for people who are not directly related to the industry.

A model description of our photovoltaic company could be the following:

2.1 Information on the project	
Project name	*Development and licensing of a high-capacity photovoltaic cell production method*
Describe the project (up to 500 characters)	*A production method for photovoltaic cells of min 24% in total capacity will be developed (the current capacity of photovoltaic cells available on the market is max 21%), guaranteeing production costs comparable to those on the market. A prototype production line of 10000 W panels a year will be created in cooperation with the first licensee. A minimum of 2 production licenses will be sold within 3 years.*
Indicate and describe the key product/service (up to 250 characters)	*A photovoltaic cell production technology of min 24% in total capacity.*
Display the innovativeness of the project according to the following definition**	*The photovoltaic panels sold commercially today have a total capacity of max 21%. Higher-capacity panels are developed, but the costs of the production are several times higher to those available on the market. Our technology utilizes our authorial material XY, which, according to our preliminary studies, can be used to achieve a capacity of 25% with estimated production costs comparable to the commercial installations found on the market.*

2.2 Possibility to protect the product/service and dependence on other companies

This is the first of a series of criteria, which determines the risks related to the development of an innovative product or service. The applicant should be aware of them and know how to manage them.

2.2 Possibility to protect the product/service and dependence on other companies	
Present the possibilities for protecting the product (e.g. patent or unique knowledge)	*As of today, no one is using material XY in the production of PV panels. To our best knowledge, no one is conducting any studies concerning its use. After completing studies of material XY (after approx. 1 year). The applicant intends to patent his idea.*
Define the dependence of the product/service on external technologies, suppliers or subcontractors (e.g. signing a memorandum of understanding, estimation of risk related to changes in technology or on the market)	*Material XY is widespread and its prices are stable on the market. It may however turn out that certain elements of the future cells will be produced by a subcontractor Z, who has the correct technology. The applicant has signed a letter of intent concerning cooperation with subcontractor Z.*

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2.3 Clients / 2.4 The market

The next important criterion for the success of our project – the Applicant must know the target market perfectly. In our “sunny” example, this part of the form can look the following:

2.3 Clients	
Whom does the final product / service target?	*Institutional solar farms; builder of small, household solar farms.*
Who will buy the product / service and why?	*Companies manufacturing solar panels due to: the highest quality on the market , low technology implementation costs, accessibility of raw materials and low raw material costs. At the same time, the patent will make it impossible for other companies to copy the idea.*
Will clients or market partners participate in the project (such as subcontractors or suppliers)? In what character?	*Currently not. We are planning to engage in cooperation with a potential licensee of the production technology as of submission of the application (1 year of project implementation). Together with the licensee, we are planning to develop a prototype production line.*
Does the company have signed contracts with the first clients or can otherwise attract the attention of recipients with its product / service?	*Currently, we have no agreements with potential clients, due to the need to protect our ideas. There are currently several dozen manufacturers of PV panels in the world, out of which 20 license their production technologies from 4 companies supplying licenses for the production technology.*
Name the potential sources of revenues and methods to obtain them?	*At this moment, the company has been generating revenues thanks to a long-term contract with company Z1. As of submission of the patent application, we intend to propose cooperation to company Z1 and company Z2, with which we have cooperated for years.*

2.4 The market and competition	
Describe the market: how does it look now, how will it change, how will it look like in the future?	*Currently, photovoltaic panels are primarily manufactured by Chinese companies and their largest users are extensive solar farms. We can expect a rapid growth of the small-installation market, where the effectiveness of panels will be more important, due to limited space. We intend to explore this market with our new product.*
Provide a brief description of your marketing strategy for the product / service (price policy, distribution, promotion, acquisition of clients and market partners).	*The first step will be a patent application, then publications in mainstream media., after which we intend to offer our solutions to the manufacturers we have already cooperated with. In the meantime, we will launch an informative campaign among installation companies which will receive more and more requests for photovoltaic installations.*
State the key words for browsing competitive solutions.	*SunPower Corporation (https://us.sunpower.com/); all-back-contact solar cell; triple-junction solar cell*
Indicate the barriers for entry on the market for the competition. Define the time, in which a comparable product / service can be offered.	*We have conducted a study of material XY for 2 years, so our competition needs at least this amount of time to develop a comparable product. Furthermore, our patents should effectively protect our intellectual property in all OECD states.*

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2.5 Stages of the project

A key table showing what works you will be carrying out at PPNT Gdynia. It is very important to identify the indicators that will allow you to verify how advanced is your project. In our photovoltaic project this part of the form could look the following:

What have you accomplished and what will you accomplish?	**So far**	**In the first year**	**In the second year**	**In the third year**
Milestones for the development of the product / service, including an indicator to measure the degree of their completion and to refer to competitive products. Describe the milestones by importance.	*1. A stable form of material XY was obtained.* *2. A fast and cheap method of synthesizing XY [estimated cost is PLN 200 for 100W, the competition's cost is PLN 150 per 100W]* *3. Basing on preliminary studies, material XY gives minimum photovoltaic effectiveness of 23% [the competition – 21%]*	*The use of material XY in the photocell (10W solar cell prototype stage):* *1. photovoltaic effectiveness min. 24% [the competition – max 21%]* *2. photocell effectiveness decrease within 6 months of tests – up to 0,3% [the competition – max 0,3%]*	*Prototype production of photocells with the use of material XY* *1. manufacturing min 10000 photocells of 10W.* *2. 95% fully operational cells manufactured .* *3. production cost < PLN 40 per 10 W cell [the competition – PLN 30 per 10W cell]* *4. photovoltaic effectiveness of the solar cells produced – min 23.5% [the competition – 21%]*	*The use of material XYZ in the photovoltaic cell (10W cell prototype)* *1. photovoltaic effectiveness min 28%* *2. photocell effectiveness decrease within 6 months of tests – up to 0,3% [the competition – max 0,3%*
Business development milestones, including indicators to measure their completion. Describe the milestones by importance.		*1. EU patent application (the use of material XY in the photovoltaic cell).* *2. Financing obtained for the sum of PLN 4 M for 3 years.* *3. A minimum of 10 publications in mainstream media (Rzeczpospolita, Wyborcza, Gość Niedzielny, Poltyka, etc.) concerning the technology developed*	*1. Second EU patent application (technical solutions for the production line).* *2. Developed contract for licensing the production technology* *3. Minimum 10 publications in mainstream media concerning the technology developed* *4. 1st contract for the licensing of the production technology signed for min 10000000 W in production capacity in the second production year.*	*1. Third EU patent application (the use of material XYZ in the solar cell).* *2. 2nd contract for the licensing of the production technology signed for min 10000000 W in production capacity in the second production year.*
Expected, new revenues generated from the project (net, PLN)	*0*	*0*	*500,000*	*700,000*
Total annual employment costs (gross – including all charges, PLN)	*120,000*	*130,000*	*300,000*	*500,000*
Equipment / license costs (net, PLN)	*30,000*	*290,000*	*540,000*	*400,000*
Other total expenses – e.g. office, energy, etc.	*10,000*	*90,000*	*110,000*	*160,000*

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22.6 Key people in the project (team)

An expert team is one of the factors that determines the success of the project. The project team should have all of the required competences and experience – both in the industry and in business in general.

2.7 Why PPNT Gdynia?

In this section of the form, state your needs in respect to PPNT, and indicate the areas, in which you can offer services to the Park or other companies operating in the park.

In the second point, state your needs regarding the number of rooms you will need when operating in PPNT and their square area. If you are not interested in specific types of rooms, enter zeros in these boxes.

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END PART OF THE FORM

As an Applicant, you will have to submit statements concerning the reliability of the data entered to the form, as well as consent to the processing of personal data. Completing the form ends with entering the current date and signing it. If all boxes on pages 1-6 are completed, send the form by e-mail to PPNT Gdynia. It will be pre-verified within 3-5 days.

No hard copy (printout) of the application is required for the application. The electronic form will suffice.

Return to the form