

GRANT APPLICATION

<b>1. Applicant and team details</b>	
<b>1.1 Details of the Applicant/Team members</b>	
<b>Applicant – Team Leader – Team Member -1</b> Name and Designation  Institution	Mailing address  Telephone Fax E-mail STMIS <sup>1</sup> Reg. No:
<b>Team Member - 2</b> Name and Designation  Institution	Mailing address  Telephone Fax E-mail STMIS Reg. No:
<b>Team Member - 3</b> Name and Designation  Institution	Mailing address  Telephone Fax E-mail STMIS Reg. No:
<b>1.2 Details of Collaborators</b>	
<b>Collaborator - 1</b> Name  Designation  Institution	Mailing address  Telephone Fax E-mail
<b>Collaborator - 2</b> Name  Designation  Institution	Mailing address  Telephone Fax E-mail
<b>1.3 Role of collaborator/s (contribution to the project)</b>	
<b>Expertise (Explain kind of expertise to be provided in brief)</b>	
<b>Funds (Amount if provided)</b>	

1 All applicants are encouraged to register at “Science and Technology Manpower Information System (STMIS)”, a database developed by the STPRD of the NSF. <http://www.mis.nsf.ac.lk>.

GRANT APPLICATION

<b>Facilities that can be made available for the project</b>			
Laboratory/space (hrs per week)			
Equipment :			
Other (Please specify)			
Time committed (hrs per week) until the completion of the project			
Any other comments :			
<b>1.4 Capability assessment to carry out the project</b> <i>(Provide backgrounds (CV's) and roles of key individuals; past experience and ability to work as effective teams; responsibilities out of project; organizational structure.)</i>			
<i>Please use separate sheets as necessary and provide a substantial self-assessment.</i>			
<b>2. Project Title</b> <i>(in brief but should exactly express the nature of the business)</i>			
<b>3. Brief outline of new technology developed and product or service</b> <i>(A brief description of R&amp;D output which you would like to develop into a business etc.)</i>			
<b>4. Application Status</b>			
(a) Is this activity based on an on-going project?	YES/NO		Duration :
If yes, a summary of current status of the project including the name of the donor organization should be stated.			

GRANT APPLICATION

(b) Is the proposed business activity / or part of it currently being supported by any other grant?  
If yes, please indicate the name of the granting organization and give the amount and duration.

(c) Is this application currently being considered elsewhere for funding? If yes, please mention the name of the organization and expected dates for receiving decision.

**5. Place where the business is to be established (Address)**

**6. Business Plan<sup>2</sup>** (A short but descriptive business plan should be of 20 -30 pages of text plus another 10 pages of appendices. It should include detailed information as per sub-headings mentioned below under the items A to K. Please use separate sheets as necessary and provide adequate information enabling a proper assessment of the business to be established. Appendices should be placed separately in the business plan at the end with correct reference numbers).

**A. Executive Summary** (clear, exciting, and effective as a standalone overview of the plan; includes brief description of each succeeding section of the plan; can be read in 5 minutes).

**B. Business Description**

- i. *Company Overview* (presents a vision, history, current status, strategy, goals, mission and objectives of the business)
- ii. *Technology Assessment/feasibility* (details of the product/ service already developed or current stage of development, its practical use, key feature and benefits, how it is industrially applicable, proprietary position and competitive advantage).

**C. Market Analysis Defining Your Market** (Presents the growth trends and key driving forces of the industry; identifies the key characteristics and needs of the target market(s); assesses the competitive environment; demonstrates market acceptance for the product or service).

**D. Design & Development Plan** (Operating strategies involving production, marketing, R&D, organizational development for the proposed firm: Goals for product development, procedures, Scheduling tasks, identifying personnel, general and administrative costs etc).

**E. Critical Risks** (Realistically identifies the major internal and external critical risks that could threaten the business and presents viable contingency plans for them).

<sup>2</sup> The NSF will provide seed funding for one year to set-up the business. However, a feasible business plan should be provided with the grant application for consideration for funding.

GRANT APPLICATION

**F. Operations and Management** ( how the business functions on a continuing basis)

**G. Financial Components**

- i. *Income Statement (demonstrates realistic and attractive income potential of the business; the income statement is consistent with the operating and marketing strategies outlined in the body of the plan; income statement information is detailed on a monthly basis during the first year, quarterly for the second, and annually for each year thereafter.*
- ii. *Cash Flow Statement (presents a realistic assessment of cash requirements-inflows and outflows-over a projected 5-year period; cash flows are consistent with operating and marketing strategies outlined in the body of the plan; cash flow information is detailed on a monthly basis during the first year, on a quarterly basis during the second year, and on an annual basis thereafter.*
- iii. *Balance Sheet*

**H. Economic Feasibility** (The objective of conducting economic feasibility study is to assess the threats presented by the environment; the resources required and the prospects for success. Ratio of expected outcomes and costs required for implementation, feasibility of technology deployment within the circumstances of prevailing local and national regulations and availability of resources to keep the project operational are some of the major criteria to determine the viability of a proposed venture/existing business. Need to present payback time, ROI or DCF calculations over a 5 year period).

**I. Gantt Chart** (Activities/ tasks under design and development, product/process development and tasks under operations and management where relevant should be shown in a Gantt chart with time frame for first financial year and subsequent years thereafter).

Eg:

Stages (if any) Activity		Weeks/Months											
		1	2	3	4	5	6	7	8	9	10	11	12
Stage 1	Activity 1												
	Activity 2												
Stage 2	Activity 3												
	Activity 4												

**J. Ethical Considerations and Environmental Impact** (Ethical issues and any possible adverse impact on the environment should be discussed. Certificate of clearance should be submitted along with the application from relevant authorities where applicable).

**K. Project Benefits** (Beneficiaries and contribution to national development to be mentioned. Self-sustainability to be demonstrated).

**GRANT APPLICATION**

<b>7. Summary of funds requirement<sup>3</sup></b>							
<b>Item</b>	<b>Total funds required for the project</b>	<b>Contribution made by the Applicant</b>		<b>Total funds requested from the NSF</b>		<b>Breakdown of funds requested from NSF</b>	
		<b>Amount</b>	<b>%</b>	<b>Amount</b>	<b>%</b>	<b>1<sup>st</sup> six months</b>	<b>2<sup>nd</sup> six months</b>
(a) i. Equipment							
ii. Equipment fabrication							
(b) Consumables items							
(c) Fabrication costs							
(d) Consultancies on business plan development, market survey, design & fabrication if claiming for reimbursement							
(f) Other (Please specify)							
<b>GRAND TOTAL</b>							

<sup>3</sup> Please refer to the “Programme Brief” for details.

**GRANT APPLICATION**

**8. Finances borne by applicants.** (Please mention how the amounts not requested from the NSF are met with evidence for each item separately.

Item	Description
(a) Equipment	
(b) Minor consumables items	
(c) Fabrication costs	
(d) Consultancies on business plan development, market survey, design & fabrication if claiming for reimbursement	
(f) Other (Please specify)	

**9. Requirement of working capital for the project which is not supported by NSF**

Item	Cost (Rs.)		Strategy for meeting costs/shortfall
	1 <sup>st</sup> six months	2 <sup>nd</sup> six months	
1. Major consumables/ Materials			
2. Salaries/ stipend			
3. Utility Bills			
4. Workshop charges			
5. Rent			
6. Other (Pls specify) .....			
<b>TOTAL</b>			

**GRANT APPLICATION**
**10. Funds requirement in detail with justification** *(Please use separate sheets if necessary)*
**(a) Equipment (Name all the equipment items)**

Make/Model/Brand/Supplier	QTY	Estimated Cost			
		USD (\$)		Rs.	
		Per item	Sub total	Per item	Sub total
<b>TOTAL</b>					

**Justification:**

GRANT APPLICATION

<b>(b) Minor consumables items</b>					
Details with specifications	QTY	Estimated cost			
		USD (\$)		Rs.	
		Per item	Sub total	Per item	Sub total
<b>TOTAL</b>					
<i>Justification</i>					
<b>(c) Fabrication costs</b>					
Details	Costs				
<b>Justification</b>					



GRANT APPLICATION

<b>(d) Consultancies for reimbursements</b>	<b>Details</b>	<b>Costs</b>
1. Business plan development		
Justification:		
2. Design & fabrication		
Justification:		
3. Market survey		
Justification:		

GRANT APPLICATION

(e) Other <i>(Please specify)</i>	Details	Costs
<b>Justification</b>		
<b>11. Suggested referees, if any with contact details</b>	1.  2.  3.	
<b>12. Will you be released from your institution for full time work on the project?</b> <i>(documentary evidence should be provided)</i>		
<b>13. Indicate proprietary conditions/Intellectual Property related issues</b> <i>(documentary evidence for right to develop the business /ownership of IP rights should be provided)</i>		

GRANT APPLICATION

**14. Declaration**

I declare that I have read the application and the information given under all sections are true and complete to the best of my knowledge and belief. In the event of any information found to be false or incorrect, my candidature will stand cancelled and all my claims will be forfeited.

.....  
Signature of the Applicant - Team Leader - Team Member -1

.....  
Date

.....  
Signature of the Team Member - 2

.....  
Date

.....  
Signature of the Team Member - 3

.....  
Date

**15. Recommendations** *(When forwarding applications Heads of institutions should make sure the information given under by item No. 12 & 13 is correct. If the applicants are from different institutions recommendation from each institution should be submitted.)*

**(a) For applicants from Universities**

I have read the application. The applicant is released full time to perform the activities mentioned under this project. Facilities will be made available to conduct the project without interruption. The project is recommended.

.....  
Signature of Head of Department

.....  
Date

.....  
Signature of Dean of the Faculty

.....  
Date

.....  
Signature of the Vice Chancellor

.....  
Date

GRANT APPLICATION

**(b) For applicants from other Institutions/Organisations**

I have read the application. The applicant is released full time to perform the activities mentioned under this project. Facilities will be made available to conduct the project without interruption. The project is recommended.

.....  
Signature of Head of Department/ Division

.....  
Date

.....  
Signature of Head of Institution/Organisation

.....  
Date

**16. Declaration by collaborators**

I declare that I have read the application and the information given under all sections are true and complete to the best of my knowledge and belief. Facilities/ resources as mentioned under item 1.3 will be made available for this project.

.....  
Signature of Collaborator

.....  
Date

**17. Recommendations for collaborators from universities/ R&D organizations**

Percentage of time the Collaborator could contribute to this project (Please tick the appropriate box)

10%	20%	30%	40%	Other

I confirm that I have read the application and that the facilities as mentioned under item 1.3 will be made available for this project. The project is recommended and forwarded.

.....  
Signature of Head of Department/ Division

.....  
Date & Seal