

Start at Best Call for Funding Proposals/20200302/EU

Fields marked with * are mandatory.

Start at Best Call for Funding Proposals N°20200302/EU - Application Form

Please fill in this form in English by Wednesday 06 May 2020, 17h00 CET at the latest. The results of the selection procedure will be made public in June 2020. Please note that the information you will provide in this survey will be used on the event website and in electronic publications.

Part A - Project summary

A.1 Project identification

* Project title

300 character(s) maximum

Please use lower case letters, spaces included

* Name of the legal entity making the application

* Full name of the legal representative

* Project Start Date

* Duration of Project (estimated finish date)

A.2 Project abstract

* Brief overview of the workplace innovation project.

Text of 500 to 2000 characters will be accepted

Please use lower case letters, spaces included

Confirmation

By submitting the application form the applicant hereby confirms that:

- The information provided in this application is accurate and true to the best knowledge of the applicant.
- The project is in line with the [START-AT-BEST call objectives](#) and with the general objectives of the [InnoSup-04-2019 Call](#) by the European Commission.

Part B - Applicant Details

B.1 Contact details for this call

* Name of organisation in original language

* Name of organisation in English

* Type of legal entity

at most 1 choice(s)

Small and medium-sized enterprises (SMEs) are defined in the EU recommendation 2003/361. See [here](#) the definition of an SME.

- Micro Enterprise
- Small Enterprise
- Medium Enterprise
- Entrepreneurs and individual sole-traders

* Company Description

Text of 150 to 400 characters will be accepted

Please use lower case letters, spaces included

* Street Address

* Town

* Postal Code

* Country

- Albania
- Armenia
- Austria
- Belgium
- Bosnia and Herzegovina
- Bulgaria
- Croatia
- Cyprus
- Czechia
- Denmark
- Estonia
- Faroe Islands
- Finland
- France
- Georgia
- Germany
- Greece
- Hungary
- Iceland
- Ireland
- Israel
- Italy
- Latvia
- Lithuania
- Luxembourg
- Malta
- Moldova
- Montenegro
- Netherlands
- North Macedonia
- Norway
- Poland
- Portugal

- Romania
- Serbia
- Slovak Republic
- Slovenia
- Spain
- Sweden
- Switzerland
- Tunisia
- Turkey
- Ukraine
- United Kingdom

* Website

* Contact Person 1

Department/unit/division (if applicable)

* Position

* Main contact number

Mobile (optional)

* Email address

B.2 Legal Entity Form

Please go to http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm, choose your language and legal status, download the appropriate Legal Entity form, complete it and attach it to this form. Please note that you must also attach proof of legal status, VAT number[1] and/or photocopy of ID card/passport as detailed in the form you have downloaded and filled in.

[1] Extract from the official gazette/trade register, and certificate of liability to VAT (if, as in certain countries, the trade register number and VAT number are identical, only one of these documents is required).

The maximum file size is 1 MB

B.3 Applicants Eligibility Check Form

Please go to [Start at Best website](#), choose your call, download the appropriate form, complete it in accordance with the instructions contained on the web page and attach it to this application form.

Please note that you must have this form signed and stamped.

The maximum file size is 1 MB

B.4 Details of the sub-contractor(s) providing services

Please provide details of the sub-contractor(s) providing services if applicable.

	Sub-contractor A	Sub-contractor B	Sub-contractor C
Business name (complete legal name)			
Acronym (if applicable)			
The sub-contractor's legal status (e.g., association, commercial company, university)			
Legal registration number			
Registration authority (eg Chamber of Commerce)			
VAT no (if applicable)			
Name and first name of the legal representative			
Sub-contractor's Registered address			
Street and no			
Postal code and city			
Country			
Roles, activities and responsibilities of the sub-contractor			
Value of the tasks sub-contracted			

Part C – Project description

This Workplace Innovation survey uses evidence-based indicators strongly associated with high performance and employee well-being, and it is a great place to begin. The survey targets specific practices where change is needed and helps to ensure that interventions are successful.

C.1 Starting the Journey: which are your most pressing issues?

JOBS, TEAMS AND TECHNOLOGY

Diagnostic designed to facilitate self-evaluation of the organisation's capacity to be an innovative workplace. Score each issue: 1 = No Problem / 10 = Severe Problem

	Score Before the Action	Score After the Action
* Frequent delays caused by breakdowns and bottlenecks		
* High levels of employee turnover and/or sickness absence		
* Minor problems are escalated to senior level		
* Poor team cohesion		
* Persistent customer complaints or quality problems		

STRUCTURES, MANAGEMENT AND PROCESSES

Score each issue: 1 = No Problem / 10 = Severe Problem

	Score Before the Action	Score After the Action
* Line managers lack leadership skills		
* Ineffective performance management/appraisal system		
* Blame culture		
* Targets and deadlines drive out opportunities for learning and improvement		
* Departmental/organisational boundaries delay decisions and inhibit innovation		
* Work gets held up by poor co-ordination between departments		

EMPLOYEE DRIVEN IMPROVEMENT AND INNOVATION

Score each issue: 1 = No Problem / 10 = Severe Problem

	Score Before the Action	Score After the Action
* We lack a culture of innovation		
* There are opportunities to improve or innovate but we rarely get around to pursuing them		
* People are frustrated that they have no outlet for their ideas		
* We need more effective ways of engaging employees in innovation and improvement		
* People are afraid or unwilling to challenge established practices		

CO-CREATED LEADERSHIP AND EMPLOYEE VOICE

Score each issue: 1 = No Problem / 10 = Severe Problem

	Score Before the Action	Score After the Action
* There is a gap between senior management and the frontline		
* We don't share information with employees unless it is absolutely necessary		
* Senior managers micromanage the work of others rather than empowering them to take decisions		
* Decisions affecting the work of employees are taken without involving them		
* Our culture inhibits change		

* Type of Action

at most 1 choice(s)

- Jobs, Teams and Technology
- Organisational Structures, Management and Processes
- Employee Driven Improvement and Innovation
- Co-Created Leadership and Employee Voice

* Type of Project Implementation

at most 1 choice(s)

Should you choose to use the external support or the mixed-use of both, please make sure you fill in section B.5 details of the sub-contractor(s) providing services.

- Internal development
- Employing 3rd party services (i.e subcontracting)
- Mix use of both

C.2 Issue addressed

* Description of the current state of the company workplace and its challenges based on the diagnostic above.

Text of 2000 to 4000 characters will be accepted

Please use lower case letters, spaces included

C.3 Objectives

* Describe the overall aims and objectives of the project and relevance to the Start at Best call.

Text of 300 to 500 characters will be accepted

Include a list of quantified objectives. This will be used to monitor the progress of proposal and appraise final results. (Please use lower case letters, spaces included)

C.4 Project approach

* Describe the project approach to achieve the project's objective and to produce the intended outputs and results.

Text of 2500 to 5000 characters will be accepted

Describe in detail your implementation work plan, including an accurate task description and a timeline. (Please use lower case letters, spaces included)

C.5 Resources

C.5.1 Human resources

*

Describe the team that will implement the project, including evidence of management skills required to effectively implement the proposed actions.

Text of 500 to 1500 characters will be accepted

Please use lower case letters, spaces included

C.5.2 Budget

- * Describe the total budget of the action and how it will be allocated by activity and type of expenses - internal costs (i.e. personnel costs, ...) and external costs (i.e. subcontracting).

Text of 500 to 1500 characters will be accepted

Please use lower case letters, spaces included

C.6 Communications strategy

- * Describe the communication strategy and the way it will contribute to achieving the project objectives.

Text of 2500 to 5000 characters will be accepted

Outline your communication objectives, summarise the main target groups and the kind of activities planned to reach each objective. (Please use lower case letters, spaces included)

- * Brief description of the challenge for communication purposes (e.g. Twitter)

110 character(s) maximum

Please use lower case letters, spaces included

C.7 Expected results and outputs of the project

C.7.1 Overview of the expected outputs and results

- * Describe in more detail the outputs and results the projects intends to produce. Provide qualitative and quantitative information regarding outputs and results of the project, including those related to communication activities.

Text of 500 to 1700 characters will be accepted

Please use lower case letters, spaces included

C.7.2 Innovative nature of the project

- * Describe the innovative nature of the project.

Text of 1500 to 3000 characters will be accepted

How is the idea innovative? What is the company looking to gain from a workplace innovation project? (Please use lower case letters, spaces included)

C.7.3 Potential replicability

- * Describe the potential for replicability of the project.

Text of 1500 to 3000 characters will be accepted

How can the idea be replicated by other organisations or entities? (Please use lower case letters, spaces included)

C.7.4 Sustainability

- * Describe how the results of the project will be sustained after the implementation.

Text of 1500 to 3000 characters will be accepted

Please use lower case letters, spaces included

Part D - Declaration on the applicant's honour

Please upload your declaration of honour.

Declaration on the applicant's honour can be found at Start at Best website. The maximum file size is 1 MB

Part E - Data Protection

- * By providing their personal data to the Start at Best, the applicants gives their free, specific, informed and unambiguous consent to the processing of their personal data for the purpose of promotion of their activities (e.g. receiving information by e-mail about future initiatives and activities). The personal data could also be used, in anonymised form, for the elaboration of statistics.

- Yes, I agree
- Yes, I agree to receive only Start at Best information
- No, I do not agree

The applicants' personal data are treated in accordance with the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data (see below the link to the Start at Best privacy statement related to personal data processed through the customer relationship management system Dynamics and the link to Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016

[Disclaimer & Privacy statement](#)

Useful links

[Start at Best Website \(https://startatbest.eu/open-calls/call-for-fundingals-n20200302-eu\)](https://startatbest.eu/open-calls/call-for-fundingals-n20200302-eu)

Background Documents

[Start at Best Call For Funding Proposals N20200302/EU - Call Notice.pdf](#)

Contact

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