

**Proposal / Application**

**for**

**ICT-Related Grant**

**for**

**Innovative Product Development**

**<Project Title>**

**<submitted by>**

**Read carefully before filling the form.**

1. Please do not alter the layout of the application form. Information must be filled in the spaces provided, under set format.
2. Guidance notes in various fields should not be deleted.
3. Required information should be duly filled in the specified fields.
4. Required heads/fields which are not relevant to the project should be marked **N/A** (Not Applicable) or left blank and should not be deleted.
5. Specifications, justifications, purposes must be provided against each item in the Budget file.
6. Please do not change the formulas in the budget sheets.

**List of Abbreviations and Acronyms**

|  |  |
| --- | --- |
| EE | External Evaluators |
| ICT | Information and Communication Technologies |
| IPR | Intellectual Property Rights |
| PM | Project Manager |
| PD | Project Director |
| PDO | Project Director’s Organization  *"Project Director’s Organization" means the person, company, partnership, undertaking, concern, association of persons, body of individuals, consortium or joint venture which receives funding from the Company to execute a research and/or development project.”* |
| R&D | Research and Development |

**List of Abbreviations and Acronyms Used by PD in the Proposal**

(Please add abbreviations and acronyms in the table below, if any.)

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Application for ICT-Related Development Grant for Innovative Product Development – Guidelines and Forms**

**Introduction**

Ignite – National Technology Fund was created in January 2007 by Ministry of IT with the vision to transform Pakistan's economy into a knowledge-based economy by promoting efficient, sustainable, and effective ICT (IT and Telecommunications) initiatives through synergic development of industrial and academic resources. Collaborative efforts between academia, research institutions, and industry are greatly encouraged to ensure that local economy can reap the monetary benefits of investment in development activities. This organization has significant funds available for proposals that are geared towards creating ICT related technologies.

Development grants will be awarded for high-level and promising ICT-related development projects by individuals or groups from academia or industry actively involved in development of such products individually or collaboratively. These projects should be based on either a universally known technology or a new technology developed by the applicant and should be aimed at achieving economically viable systems, products, or processes beneficial to the nation.

The grant will cover the honoraria of the Project Director and Project Managers, salaries of professional developers at market rate, stipends for student assistants, and supporting staff. It will also cover travel(s) within and outside the country for project-related activities. The grant may be used to purchase very specific unavoidable equipment kept to the bare minimum, consumable materials, and other items needed for the project.

**Submission Procedure**

Duly filled application forms complete in all respects along with any documents should be submitted online through Ignite’s website www.ignite.org.pk. A hard copy should also be submitted by registered post or by fax at our mailing address given below. On receipt of the applications the proposals will be evaluated internally as well as externally as laid down in our policy documents. The PD may need to revise the proposal in the light of the evaluator’s recommendations.

There is no deadline for submission of the application forms for Unsolicited Projects. The deadline for Solicited Projects will be given in the RFPs whenever floated.

**Joint Funding**

The project proposal may be jointly funded by Ignite and other funding agencies/industry. The efforts to obtain joint funding will be at the discretion of the Project Director’s Organization (PDO) to which Project Director belongs. However, any such information must be provided to Ignite.

**Funding Agreement**

A written agreement will be made between Ignite and PDO. The PDO will undertake to administer the grant according to the agreement and to provide laboratory space, and other facilities necessary for the project. The equipment purchased from the grant of Ignite for the approved project will remain the property of Ignite and shall be returned to Ignite after completion of the project. The grantee is required to submit a final narrative and accounts within one month of the completion of the project. The IPR issues will be sorted according to the policy in vogue.

**For further information, please contact:**

Solicitation and Evaluation Department,

Ignite – National Technology Fund,

6th Floor, HBL Towers,

Jinnah Avenue, Blue Area, Islamabad

Tel.: (+92-51) 921 5360 - 65

Fax: (+92-51) 921 5366

Website: [www.ignite.org.pk](http://www.ignite.org.pk)

**Table of Contents**

**Description Page #**

[Section – 1 1](#_Toc37408564)

[1.1 Project Identification 1](#_Toc37408565)

[Section – 2 6](#_Toc37408566)

[2.1 The Innovative Idea 6](#_Toc37408567)

[2.2 Business Plan 6](#_Toc37408568)

[2.3 Objectives 7](#_Toc37408569)

[2.4 Project Approach 8](#_Toc37408570)

[2.5 Risk Analysis 9](#_Toc37408571)

[Section – 3 10](#_Toc37408572)

[3.1 Resources and Other Requirements 10](#_Toc37408573)

[3.2 Capability of the Project Director’s Organization 10](#_Toc37408574)

[3.3 Contractual Matters 10](#_Toc37408575)

[Annexure–A: Project Schedule / Milestone Chart 12](#_Toc37408576)

[Annexure–B: Proposed Budget 13](#_Toc37408577)

[Annexure–C: Curriculum Vitae 14](#_Toc37408578)

[Bibliography 15](#_Toc37408579)

**Application for ICT-Related Grant for Innovative Product Development**

# Section – 1

# 1.1 Project Identification

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Reference Number: | | | | | | | | | | | | | | | | |
| (for office use only) | | | | | | | | | | | | | | | | |
| Project Title: | | | | | | | | | | | | | | | | |
| **<type here>** | | | | | | | | | | | | | | | | |
| **Short title of the Project:**  *(Short title or name of the project in one or two words e.g. “YouTube”.)* | | | | | | | | | | | | | | | | |
| **<type here>** | | | | | | | | | | | | | | | | |
| **Slogan of the Project:**  *(Please describe the project in one sentence e.g. “The world’s leading video-sharing service”.)* | | | | | | | | | | | | | | | | |
| **<type here>** | | | | | | | | | | | | | | | | |
| Project Director (PD): | | | | | | | | | | | | | | | | |
| Name: | | | |  | | | | | | | | | | | | |
| Designation: | | | |  | | | | | | | | | | | | |
| Organization: | | | |  | | | | | | | | | | | | |
| Mobile # : | | | |  | | | | | | Tel. # : | | |  | | | |
| Email: | | | |  | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| **Project Manager (PM):** | | | | | | | | | | | | | | | | |
| Name: | | | |  | | | | | | | | | | | | |
| Designation: | | | |  | | | | | | | | | | | | |
| Organization: | | | |  | | | | | | | | | | | | |
| Mobile # : | | | |  | | | | | | Tel. # : | | |  | | | |
| Email: | | | |  | | | | | | | | | | | | |
| **Contact Person:** (If different from PD.) | | | | | | | | | | | | | | | | |
| Name: | | | |  | | | | | | | | | | | | |
| Designation: | | | |  | | | | | | | | | | | | |
| Organization: | | | |  | | | | | | | | | | | | |
| Mobile # : | | | |  | | | | | | Tel. # : | | |  | | | |
| Email: | | | |  | | | | | | | | | | | | |
| Project Director’s Organization (PDO):*(Please indicate the name, address, telephone and fax of the Project Director’s Organization. The Project Director should belong to this organization.)* | | | | | | | | | | | | | | | | |
| Name: | | |  | | | | | | | | | | | | | |
| Address: | | |  | | | | | | | | | | | | | |
| Legal Status | | | [ ] Public Ltd. Co. | | | [ ] Pvt. Ltd. Co. | | | | | [ ] Sole Proprietorship | | | | | [ ] NGO |
|  | | | [ ] Other (specify): | | | Here | | | | | | | | | | |
| Registration #: | | |  | | | | | | | | | | | *(Please attach certified copy)* | | |
| National Tax #: | | |  | | | | | | | | | | | *(Please attach certified copy)* | | |
| Tel. # : | | |  | | | | | | Fax # : | | |  | | | | |
| Website: | | |  | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| How did you hear about us? *(Please mark* X *where applicable)*  |  |  |  |  | | --- | --- | --- | --- | | [ ] www.ignite.org.pk | [ ] Ignite Brochure | [ ] Ignite Rep | [ ] Event/Seminar | | [ ] Google | [ ] Social Media | [ ] Print Media | [ ] Word of Mouth | | [ ] Other (specify): | here | | | | | | | | | | | | | | | | | | | |
| What technology is core to your product? *(Please mark* X *where applicable.)*  |  |  |  | | --- | --- | --- | | [ ] 3D/4D Printing | | [ ] Augmented Reality / Virtual Reality | | [ ] Big Data, Artificial Intelligence | | [ ] Blockchain | | [ ] Cloud | | [ ] Neurotech | | [ ] Robotics | | [ ] Shared economy | | [ ] The Internet of Things | | [ ] Wearables, Implantables | | [ ] Others (specify): | here | | | | | | | | | | | | | | | | | | |
| What is the target market(s) for the products? *(Please mark* X *where applicable.)*  |  |  |  | | --- | --- | --- | | [ ] Automotive, aviation, marine | | [ ] Business, marketing, finance | | [ ] Defence, security, safety | | [ ] Education and training | | [ ] Environment, water management | | [ ] Entertainment, tourism, sport/recreation | | [ ] Food, livestock, agribusiness | | [ ] Healthcare | | [ ] Infrastructure, housing & transport | | [ ] Mining equipment technology & services | | [ ] Oil, gas, energy | | [ ] Telecommunication | | [ ] Textiles, clothing, footwear | |  | | [ ] Others (specify): | here | | |  | |  | | | | | | | | | | | | | | | | | |
| Which areas are you targeting, if developing COVID-19 related solution? *(Please mark* X *where applicable.)*  |  |  | | --- | --- | | [ ] | Point-of-care diagnostic | | [ ] | Monitor and control of contagious individuals | | [ ] | Prophylactics and therapeutics related to COVID-19 | | [ ] | Electromedical equipment for treatment at hospital/home | | [ ] | Personal Protective Equipment for healthcare and LEA response teams | | [ ] | COVID-19 predictive modeling using AI | | [ ] | Digital technologies-based innovation in industrial raw materials | | [ ] | Developing innovative production processes/methods to improve quality or availability of existing products necessary to address the challenges of outbreak | | [ ] | Technological developments/process innovation for production line automation and for upgrading the production line's productivity and output that may increase inventory availability for products needed to deal with COVID-19 virus outbreak | | [ ] | Innovative Solutions to monitor food/ration supplies to the daily wagers and affected families | | [ ] | Digital Tools for creating awareness and understanding about COVID-19 | | [ ] | Others (specify): here | | | | | | | | | | | | | | | | | |
| Which Sustainable Development Goals (SDGs) are covered by the products? *(Please mark* X *where applicable.)*  |  |  | | --- | --- | | [ ] 1. No Poverty | [ ] 2. Zero Hunger | | [ ] 3. Good Health & Well-Being for people | [ ] 4. Quality Education | | [ ] 5. Gender Equality | [ ] 6. Clean Water & Sanitation | | [ ] 7. Affordable & Clean Energy | [ ] 8. Decent Work & Economic Growth | | [ ] 9. Industry, Innovation & Infrastructure | [ ] 10. Reduced Inequalities | | [ ] 11. Sustainable Cities & Communities | [ ] 12. Responsible Consumption & Production | | [ ] 13. Climate Action | [ ] 14. Life Below Water | | [ ] 15. Life on Land | [ ] 16. Peace, Justice & Strong Institutions | | [ ] 17. Partnerships for the Goals |  | | | | | | | | | | | | | | | | | |
| Please select innovation level of the proposed project. *(Please mark X.)*  |  |  | | --- | --- | | [ ] Global Innovation | [ ] Local Innovation | | | | | | | | | | | | | | | | | |
| Have you applied for grant/funding against this idea/project to other agencies? *(Please mark X)*  |  |  |  |  | | --- | --- | --- | --- | | [ ] Yes | [ ] No |  |  | | If Yes, which agency? |  | | | | Status of application? |  | | | | | | | | | | | | | | | | | | | |
| Do you have any co-investment for the proposed project? *(Please mark* X*.)*  |  |  |  |  |  | | --- | --- | --- | --- | --- | | [ ] Yes | [ ] No |  | |  | | If Yes, how much investment/equity would be shared by you? | | | % | | | If Yes, how much investment would be shared by your partner(s)/ other funding sources? | | |  | | | Source-1: | | | % | | | Source-2: | | | % | | | | | | | | | | | | | | | | | | |
| Project Status: *(Please mark X.)* [ ] New [ ] Modification to previous project | | | | | | | | | | | | | | | | |
| **Which of the following best describes your current progress?** *(Please mark X.)* | | | | | | | | | | | | | | | | |
| [ ] Nothing Built | | [ ] Mocks | | | | | [ ] Prototype | | | | | | | | [ ] MVP | |
| [ ] Others (specify): | | here | | | | | | | | | | | | | | |
| **Which customer segments are you targeting?** *(Please mark* X*.)* | | | | | | | | | | | | | | | | |
| [ ] B2B | | Details | | | | | | | | | | | | | | |
| [ ] B2C | | Details | | | | | | | | | | | | | | |
| Client/Customer: | | List/Number of clients and customer of your product(s). | | | | | | | | | | | | | | |
| Planned Duration: | | | | | x months | | | | | | | | | | | |
| Proposed Budget: | | | | | PKR xx | | | | | | | | | | | |
| Other Organizations Involved in the Project:*(Please identify all affiliated organizations collaborating in the project, and describe their role/contribution to the project. A letter of intent from the organization(s) involved in the proposed project must be provided.)* | | | | | | | | | | | | | | | | |
| *#* | *Organization Name* | | | | | | | *Role / Contribution* | | | | | | | | |
|  |  | | | | | | |  | | | | | | | | |
|  |  | | | | | | |  | | | | | | | | |
|  |  | | | | | | |  | | | | | | | | |
|  |  | | | | | | |  | | | | | | | | |
|  |  | | | | | | |  | | | | | | | | |
| Key Words: *(Please provide a maximum of 5 key words that describe the project. The key words will be incorporated in our database.)* | | | | | | | | | | | | | | | | |
| <type here> | | | | | | | | | | | | | | | | |
| Synopsis:*(Please describe the problem/opportunity/gap/need that you want to address/solve. A brief description of the idea, in non-technical language, explaining product benefit, target market, basic technology, commercial partners, investors, and potential customers. Maximum 300 words.)* | | | | | | | | | | | | | | | | |
| <type here> | | | | | | | | | | | | | | | | |

# Section – 2

# 2.1 The Innovative Idea

|  |
| --- |
| Innovation:*(What's new about your idea/solution? How the proposed project is unique or different? How much of a priority is it to solve? Maximum 1000 words.)* |
| <type here> |

# 2.2 Business Plan

|  |
| --- |
| Introduction/Scope:*(How the problem is handled currently? Why the proposed idea/project is required? Please describe market study/analysis. Maximum 500 words.)* |
| <type here> |
| **Competitors Analysis:**  *(Who are your competitors, and who might become competitors? Identify your competitors based on market share or traction within the market, as well as companies that are using a similar solution.* ***Maximum 500 words****.)* |
| <type here> |
| **Key Stakeholders:** *(Who are the Key Partners and their roles?)* |
| <type here> |
| **Target Customers/Beneficiaries:**  *(Who are the Potential customers/beneficiaries? Niche Market?)* |
| <type here> |
| **Value Propositions:**  *(What value do you plan to deliver to the beneficiaries or problems are you helping to solve and at what cost?* *How developed technology/ solution will remain useful during and after COVID-19 pandemic? Also, how the developed solution can be reusable in solving other problems?* ***Maximum 500 words****.)* |
| <type here> |
| **Business Model:**  *(Please fill in the attached proforma.* ***Do not make any changes (layout/formula) to the proforma.****)* |
| Please describe the following:  Basis of Assumptions:  Financial/Business Constraints:  IRR:  NPV: |
| **Rollout Plan:**  *(Please describe your strategy for penetrating the target markets including proposed marketing, sales and customer acquisition cost/cycles. How will it be delivered to the customers?* ***Maximum 500 words****.)* |
| <type here> |

# 2.3 Objectives

|  |
| --- |
| Specific Objectives Being Addressed by the Project:*(Please describe the measurable objectives of the project and define the expected results. Use results-oriented wording with verbs such as ‘to develop..’, ‘to implement..’, ‘to determine..‘, ‘to identify..’ The objectives should not be statements and should actually specify in simple words what the project team intends to achieve (something concrete and measurable/ deliverable). Fill only those objectives that are applicable to the proposed project.)* |
| 1. <type here> |

# 2.4 Project Approach

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Development Methodology:*(Please describe the technical details and justification of your development plan. Block diagrams, system flow charts, high level algorithm details etc. have to be provided in this section. Maximum 2000 words.)* | | | | | | |
| <type here> | | | | | | |
| Choice of Technology:*(Please provide details of the specific technologies (H/W, S/W platforms) that will be used in the proposed project. Please also provide reasons for choosing a particular technology while providing the pros and cons of various available choices. Maximum 500 words.)* | | | | | | |
| <type here> | | | | | | |
| Quality Assurance & Testing Plan:*(This includes, but is not limited to unit testing, integration testing, system testing, acceptance testing etc. Maximum 500 words.)* | | | | | | |
| <type here> | | | | | | |
| Key Milestones and Deliverables:*(Please list and describe the principal milestones and associated deliverables of the project. The timing of milestones is also to be shown in the Gantt chart in Annexure-A.)* | | | | | | |
| The information given in this table will be the basis of monitoring and release of funds by the Ignite. | | | | | | |
| *No.* | | *Elapsed time from start (in months) of the project* | | *Milestone* | | *Deliverables* |
|  |  | |  | |  | |
|  |  | |  | |  | |
|  |  | |  | |  | |
|  |  | |  | |  | |
|  |  | |  | |  | |
|  |  | |  | |  | |
| (Please add more rows if required.) | | | | | | |

# 2.5 Risk Analysis

|  |
| --- |
| *(Please list the risks that may cause delays in, or prevent implementation of, the project. For each risk estimate the likelihood, likely impact/consequences on the project and steps to minimize/avoid the risk.)* |
| |  |  |  |  | | --- | --- | --- | --- | | **Risk** | **Likelihood**  **(Low, Med, High)** | **Impact** | **Mitigation** | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |

# Section – 3

# 3.1 Resources and Other Requirements

|  |
| --- |
| **Team Structure:**  *(Please define the team structure (organogram) and role/key responsibilities of each member. If in collaboration with another partner, the division of manpower at various locations of partners be provided.)* |
| <paste organogram here>   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Title/Position**  **(of each member)** | **Role/Key Responsibilities** | **Qualification Required** | **Expertise / Background Required** | **Experience Required (years)** | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |

# 3.2 Capability of the Project Director’s Organization

|  |
| --- |
| *(Please describe applicant organization’s profile including its brief history, financials, its competencies, geographical spread, the various lines of business that it is involved in, etc. The profile must provide information on how the current line(s) of business link up with the proposed project.* ***Maximum 500 words****.)* |
| <type here> |

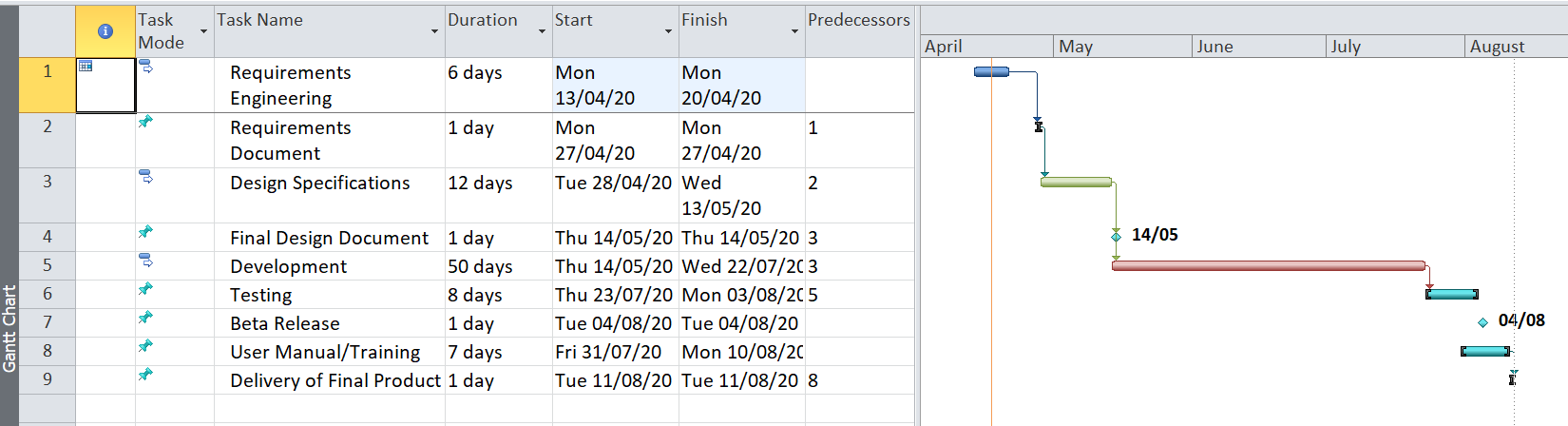
# 3.3 Contractual Matters

|  |
| --- |
| Contractual Obligations under this Project:*(Please indicate any contractual obligations with third parties that will be entered into for this project.)* |
| <type here> |
| Declaration Confirming the Absence of Any Conflict of Interest: |
| The applicant(s) solemnly affirms that s/he is not in any personal or professional connection, relation, acquaintance, influencing position, relationship or any such arrangement with any of the director, manager, member, administrator, stake holder of Ignite, of such nature that may be a cause of any bias or prejudice in decision making.   |  |  | | --- | --- | | Affirmation: | [ ] YES [ ] NO | | ***If, NO, please provide:*** | | | Name: |  | | Relationship: |  | |
| Ownership of Intellectual Property Rights (IPR): |
| * The Company will assign IP rights arising out of the successful Project to respective PDO or PD as per policy in vogue. |
| Competent Authority of the Project Director’s Organization:*(Documentary proof of the Competent Authority (Head of Organization/CEO.) as being the authorized signatory for the PDO is mandatory for approval of the Project Proposal. Please attach copy of the proof.)*  |  |  |  |  | | --- | --- | --- | --- | | Name: |  | | | | Designation: |  | | | | Email: |  | | | |  |  | | | | Date: |  |  | Signature  & stamp: | |

# Annexure–A: Project Schedule / Milestone Chart

***(Project schedule using MS-Project (or similar tools) with all tasks, deliverables, milestones, cost estimates, payment schedules clearly indicated are preferred.)***

***Example:***



# Annexure–B: Proposed Budget

Please use the embedded Excel Worksheet for providing budget details.

Double click the icon to open the worksheet.



# Annexure–C: Curriculum Vitae

Please paste detailed CVs of core team members here.

# Bibliography

<type here>