

***Operational Guidelines
for Karnataka Startup
Policy 2015-2020***



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1. Introduction

The Department of IT & BT, Government of Karnataka has announced the Startup Policy 2015-20 vide Government Order no. ITD 27 PRM 2015 dated 27-11-2015.

1.1 Vision

“To give wings to startups in the state through strategic investment & policy interventions leveraging the robust innovation climate in Bengaluru”.

The salient features of the Startup Policy are:

1. Fostering strong partnerships between R&D institutions and Industry
2. Providing early stage/Idea2PoC (Proof of Concept) funding
3. Creating incubation infrastructure through PPP
4. Providing State support in the form of incentives and concessions
5. Encouraging entrepreneurship at school/college level through NAIN (New Age Incubation Network)

1.2 Definition of a Startup

- a) **Should be technology based:** The facilitation under the Startup policy is intended for only technology based startups, i.e. one that creates a technology based service or product or uses technology for enhancing functionality or reach of an existing product or service.
- b) **Tenure:** The startup must not have been registered/incorporated for more than 4 (Four) years from the date of such application for any incentive applied under this policy. The same will be 7 (seven) years for BT companies. Though the startups may not have to be registered or incorporated for receiving various incentives or benefits under the policy, any funding beyond early stage funding will require necessary registration or incorporation.
- c) **Location:** The company/entity has to be registered in Karnataka under the Karnataka Shops and Commercial Establishment Act, 1961.
- d) **Employment:** The company has to employ at least 50 (fifty) per cent of its total qualified workforce in Karnataka, which will not include contract employees.
- e) **Exit Clauses:** A startup will cease to receive benefits under this policy upon the following:
 - Revenue Criteria: Upon the company reaching a revenue of INR 50 Crores
 - Age Criteria: Startup that crosses 4 years since date of registration, 7 years in the case of BT startups

1.3 ***Exclusions***

A company in order to qualify as a technology start-up under this policy should not have been:

- Formed by demerger or reconstitution a business already in existence;
- A subsidiary of a firm in the State, except subsidiary of a startup itself (Subsidiary of a startup qualifies as a startup. The combined entity also qualifies as a startup);
- A merged entity in the State, except if the combined entity satisfies the criteria listed above;
- A franchisee of an existing business in the State;
- Promoted or sponsored by or related to an industrial group in the State whose group turnover exceeds INR 300 crore;
- A holding company or a company that derives more than 50% of its income from investments and loans

2. New Age Incubation Network

2.1 Background

New Age Incubation Network (NAIN) Scheme is implemented to create an ecosystem that promotes innovation in educational institutions. Under the NAIN scheme, students are encouraged to identify local problems and address those using concepts of frugal innovation, and to develop appropriate technology-based solutions and working prototypes. It is also expected that the mentors assigned to the students help them to formulate a business model and encourage them to think like entrepreneurs. 9 Districts (since 2014) are already implementing the scheme. Preference is given to women's colleges if they satisfy other requirements.

2.2 Selection Process

NAIN State-Level Innovation Council chaired by Principal Secretary - IT, BT and S&T, Government of Karnataka has been constituted vide Office Order No. Ref: ITSDS/CEO/17/2014-15 Dated 28-10-2014. The committee reviews all applications and selected institutions where NAIN centre could be established. Applications must be submitted by institutions to the department when a call for the same is released.

Applicant institution must satisfy the following conditions to become a NAIN Host Institution (NHI)

- i) **Eligibility:** Host Institution (HI) must be affiliated to State University in Karnataka or must be a deemed University located in Karnataka. It must be at least 10 years old since its inception.
- ii) **Mandatory Documents:**
The following data must be provided in year-wise manner for past 5 years:
 1. Number of students passing the final year Graduating class with First Class in University exam
 2. Total number of students in the graduating class
 3. Number of full-time Faculty with PhD / M.Phil. / M.Tech.
 4. Total number of full-time faculty members on rolls
 5. Number of research publications in peer reviewed journals (please do not include publications in conference proceedings and paid publications in journals)
 6. Number of patents awarded, if any (originating from the respective department in case of Deemed Univ. / State Univ.)
- iii) **Capex investment by the applicant host institution:** NAIN is a project done in PPP mode. Capital expenditure (Capex) is to be provided by the HI.

Following minimum specified infrastructure to be made available by the NHI:

- Minimum 2000 sq. ft. carpet area in a location which is appropriate to host an incubation centre on college / institution campus.
- 15 computers of latest configuration. (Minimum configurations as on Jan 2015: Core i5 / i7; 5th Gen; 1Tb hard disk, 4GB / 6GB Ram, 3GHz. Monitor at least 21 inches). These configurations may be revised with each call for applications.
- Work spaces to accommodate up to 15 start project / team / start-ups simultaneously

- Independent high-speed dedicated internet connection for the NAIN centre (Minimum speed: 4Mbps line with 30GBdata limit). These configurations may be revised with each call for applications
- Uninterrupted power backup for NAIN centre
- Projection facility, Discussion & Meeting room to be made available on the facility. The NHI should have capacity to conduct mentoring and networking events accommodating up to 125-150 participants.

Institutions will be selected based on their infrastructure, quality of faculty and excellence in education. Notwithstanding the above parameters, N-STIC may give preference to Government institutions and institutions located in backward regions of the State.

Capex investment requirements from Government institutions will be evaluated separately. If deemed necessary by the selection committee, one time financial support of up to INR 10 Lakhs may be provided to the Government-HI towards Capex. This grant will be exclusively used for items listed above for Capex investment. The physical space of 2000 sq. ft. as mentioned above must be identified and made available by the Government-HI.

- iv) **Format for Application:** Applications from eligible and interested institutes will be called on an annual basis. The application form must be supported by necessary documents and forwarded by the Head of the Institution. Format for application is provided in Annexure-1.
- v) **Process of Fund Disbursal:** Government may provide Operational support for three years from date of selection in form of grant support. The grant will be provided to the NHI for the NAIN facility under the following two heads
- NAIN - Operational Expenses (N-OPX)
 - NAIN - Student Project Seed Fund(N-SPF)

2.3 N-OPX: NAIN Operational Expense

Grant of INR 10 lakh per annum (released in phases of INR 5 lakhs at a time) will be operated like revolving fund i.e. upon submission of audited utilization the next instalment could be claimed. This grant will include expenses for:

- i) Salary of Two Full-time employee's i.e.
 - Incubation centre manager
 - Assistant for Operational support.
- ii) Funds for organizing events like Ideathons, Hackathons, Entrepreneurship boot camps etc.
- iii) Meeting, Travel and other miscellaneous expenses
- iv) Contingent & Administrative overheads - up to INR 50,000/- per annum

2.4 N-SPF: NAIN Student Project Seed Fund Grant

- i) A seed fund of up to INR 3 lakh per project will be awarded to every selected team. Up to 10 teams will be funded in each NHI (total fund granted to NHI = INR 30 lakh per annum). This fund will be released to student innovators. In exceptional cases, where the project cost is beyond INR 3 lakh, additional amount not exceeding INR 60,000 may be granted based on review of outcomes by N-IIC within the limit of seed fund granted to the institution. All such cases may be referred to N-STIC for its information and ratification.

ii) The fund will be released in stages i.e. INR 10 lakh at a time which will be operated like a revolving fund i.e. upon submission of audited utilization of up to 75% of the released amount, the next instalment can be claimed by the HI. This fund can be used for:

- Procurement of raw materials to develop a prototype or working model to demonstrate the technology solution being suggested. The individual project costs must be estimated at time of application and changes will only be permitted upon approval of the N-STIC or as specified above.
- These funds cannot be used for procurement of hardware like computers/laptops, pen-drives, printers, scanner, calculators, cell phones, cameras, UPS etc. The hardware is expected to be provided by the host institution. However if there is a critical need of an equipment which is not present on the inventory of the host institution, the same may be hired on rental basis at an acceptable rate. Total rental of the equipment must not exceed 20% of the individual project cost.
- It will be responsibility of the NHI to ensure that appropriate procurement procedures and supporting documents be maintained and produced when asked for.
- All the assets acquired or created from the grant will be installed in the premises of the NAIN only and will not be placed in any other department/division of the host institute, unless specifically approved by N-IA.
- NAIN would maintain a record of all the equipment procured. Assets acquired wholly or substantially out of government grant, will not be disposed without the prior approval of the Government All equipment, hardware and the NAIN prototypes will be property of the NAIN and must be retained in the incubation centre at all times.
- Should there be a need to dispose any equipment within three years of its procurement, a written permission with reasons to do so must be submitted to N-IIC and a concurrence / clearance / permission must be obtained from N-STIC for the same.
- Concerned officers of Government or its authorized representatives may visit the NAIN / N-HI for ascertaining the progress of work and attempt to resolve any difficulties that might be encountered by the students. All Project and NAIN related documents must be produced by N-HI for inspection to the inspection committee / officers / agency assigned by the Government.
- Department will have no responsibility in case of loss of life or property due to accident, fire or any other reasons. The Host Institute is required to take appropriate safety and insurance measures to safeguard against any loss of life and property related to NAIN. Dept. will have no liability on account of any omission or commission of regulatory/statutory requirement by the NAIN or its incubatees and their companies.
- Host Institution should open a separate bank account in any nationalized bank to receive grants. Accounts must be kept properly with all supporting documents.

2.5 Monitoring and Evaluation

The sanctioning authority in the institute must pay due regard to the following:

- i) Each N-HI will enter into MoU with the N-IA.
- ii) N-HI will also submit an indemnity bond. Indicative MoU is attached– Annexure 2
- iii) Each N-STSP must be led by a project leader. The team must agree on deliverables and milestones as proposed in the project proposal submitted by the team.
- iv) NAIN may be subjected to third party audit of the accounts as per discretion of the N-STIC. Book of accounts, cash books and related ledgers must be produced for inspection.
- v) The expenditure should not prima facie be more than the occasion demands, and vigilance must be exercised in respect of expenditure incurred from public money.
- vi) The amount of allowances such as travelling allowance, granted to meet expenditure of a particular type should be so regulated such that the allowances are not on the whole a source of profit to the recipients.

2.6 NAIN Institution and State Innovation Council

Project monitoring will be done at two levels:

- i) **N-STIC:** NAIN State-Level Innovation Council chaired by Principal Secretary - IT, BT and S&T, Government of Karnataka that has been constituted vide Office Order No. Ref: ITSDS/CEO/17/2014-15 Dated 28-10-2014. This committee constitutes of members drawn from Government of India, industry, heads of leading incubation centres and academia. ICT Skills Development Society will serve as the NAIN-Implementing Agency (N-IA) for rolling out the NAIN project under this Startup Policy. This committee will meet once every six months.
- ii) **N-IIC:** NAIN – Institution-Level Innovation Council: This council will be chaired by the Principal of the N-HI. Senior Professor-Level faculty member will be nominated as the NAIN-College coordinator N-CC who will serve as member secretary and the NAIN-Incubation Centre Manager will be the convener.

This committee should have a minimum 12 members:

S. No.	Members	Responsibility
a.	Principal	Chairperson
b.	N-CC	Member Secretary
c.	N-ICM	Convener
d.	Local successful entrepreneurs	Minimum 3 people
e.	Academia Principals of local collages	Minimum 2 people
f.	Head / Convener of Alumni cell	
g.	Local representative of the Collegiate education department	
h.	Local mentors in specific areas of technology / specialization	Minimum 3 people
i.	All heads of Departments	Invited members
j.	Any other member as deemed fit	

This committee must meet once a quarter. Proceedings of each meeting must be uploaded on the NAIN-Portal once it is established. Till such time, a copy of the proceedings may be sent for information to the N-IA.

This committee must constitute of members from academia, industry and Government and must initiate all steps not limited to implementation of NAIN for promoting innovation in education and for developing an ecosystem where students are given the necessary resources and support to convert their ideas into proof of concept and create IPs.

2.7 Operational Guidelines

It is proposed that ownership of any IP generated at the NAIN will be shared in the following manner:

- Student / Inventor – 90%
- N-HI – 10%

N-HI will reverse the royalty earned from 10% stake back into its own NAIN corpus i.e. to the account meant for receiving the grants.

Each N-HI will facilitate to showcase the prototypes and new technologies in appropriate forum to generate revenue and become a self-sufficient / independently functional unit post-three years of funding support from the Government.

Following minimum activities are expected to be conducted by the institution in addition to the programs conducted by the N-IA.

- Invited talks by successful entrepreneurs – 4 per annum
- Tech workshops on upcoming areas like IoT, Big Data Analytics, Cloud Computing, ESDM, Bioinformatics, etc. – 2 per annum
- Hackathons or Ideathons – 2 per annum
- Institutions should offer elective courses on Entrepreneurship / Specific Technology with focus on commercialization which may be audited by students. In case of autonomous institutions, these courses could enable students to earn academic credits or marks depending on the evaluation system being followed by N-HI.
- Each student innovator team must constitute of at least 3 members. Primary applicant must be an on-roll full time student of the college. Alumni and local entrepreneurs are eligible to join the teams but cannot be the primary applicants of NAIN. The teams must be well-rounded and may consist of members from diverse disciplines and various departments of N-HI to support collaborative projects.
- The N-IA will offer summer / winter internships for top performing students. The N-HIs will facilitate student participation into these internship programs.

Performance of each N-HI and its NAIN incubator at will be evaluated for three years based on parameters described below:

- Number of projects which have reached prototype stage
- Number of IPs generated
- Application of solution in the field
- Number of companies incorporated,
- Conduct of actual business by student innovator teams
- Angel / Venture funding received for innovator groups,
- Number of Independent Events conducted (excluding the events mandated by NAIN and funded by GoK)

Extension of Funding beyond three years

NAIN centres which are in the third year of their operation will be evaluated for cumulative performances based on parameters indicated above. N-HIs that excel would be further supported for another two years. Extension of funding for additional two years (making the total duration of funding not exceeding five years) will be done as per criteria laid out for extension. This additional grant will also have scope for broadening the outcomes.

- N-HI desirous for extended funding must apply as a consortium of adjoining colleges from within the district. The primary applicant will be the N-HI. It must propose to serve as Hub of local innovation. It must propose a plan to develop the entrepreneurial ecosystem by mentoring the three spoke institutions. Additional funding will be made available for the additional scope of work at spoke institutions.
- Disputes if any will be resolved amicably by negotiations. The appellate authority for dispute resolution will be the Principal Secretary IT, BT and S&T, Government of Karnataka and the decision will be final and binding. Should there be a need to approach the court of law, all such matters will be referred to the Bangalore jurisdiction only. The language of communication will be English.

NAIN Incubation Centre Manager (N-ICM)

The NAIN Incubation Centre Manager must interact and promote innovation in academic setting and bring in flair of industry to the academic campus. The innovation could be in social enterprise, technical or non-technical domain. The Manager will report to and work with Head of the Host institution and the College Coordinator on a regular basis.

The N-ICM must be a technical / professional graduate with at least 5 years of working experience in industry at managerial level.

Roles & Responsibilities of N-ICM include:

- Running of the incubator program;
- Basic business coaching and assistance in business plan writing;
- Management and operations of the Incubation Centre;
- Networking and fundraising for innovator groups ;
- Conduct and coordinate various NAIN and related events etc.;
- Monitoring of student innovative projects.

Duties of the N-ICM include basic marketing of NAIN program including regular social media posts, event participation, material distribution, website updates, develop and maintain collaborations with partnering agencies and NGOs relevant to the student innovator groups, schedule regular meetings and reviews, ensure physical and financial compliance and any other work assigned by the either the Government of the Head of the Host institution.

Revised Standard Operating Procedures will be issued by the Government from time to time to evolve the program for effective implementation and desired outcomes.

2.8 Annexures

ANNEXURE – 1

NAIN APPLICATION FORM

NAIN – New Age Incubation Network has been established with an aim to encourage the students and youth of Karnataka to become entrepreneurs. All colleges desirous of applying for the scheme are advised to read the Startup Policy – 2015 and of the Department Of IT, BT and S&T, Government of Karnataka and the accompanying operational guidelines of this Policy (available at www.bangaloreitbt.in)

- I. Institution Details
 - a) Name
 - b) Address
 - c) Type of institution: Government / Aided / Private
 - d) Copy of bylaws / Memorandum of Association / Registration Certificate (or any other document depicting the organizations of the Host Institute is to be attached with the proposal)
 - e) Affiliating University
 - f) Details of Management Committee Members
 - g) Institution Profile
 - h) Split of Number of Girl & Boy students
 - i) Split of Number of Women and Men Faculty members
 - j) Number of Departments

- II. Details of Each Department:
 - a) Intake per annum
 - b) Details of Full-time Faculty Details Only
 - c) Faculty with PhD
 - d) Faculty with M.Tech / M.Phil

- III. Student Result & Placement Details for Graduating Class
 - a) Pass % with split of Distinction, 1st and 2nd Class
 - b) Placement % with average CTC details

- IV. Research Activities
 - a) Number of Student research publications in last 1 year and average of all the journal's Impact factor
 - b) Number of Faculty research publications in last 1 year and average of all the journal's Impact factor
 - c) Number of Patents awarded in last 5 years

- V. Conferences Conducted in last 2 years
 - a) Number of National conferences, number of participants in each
 - b) Number of International conferences, number of participants in each, number of countries represented in each

- VI. Social and Community Activities conducted in 2 years
 - a) Paragraph of 50 words may be written for each cause that has been taken up in neighborhood / city / state etc. that addresses needs of citizens.

- VII. Regional Details

- a) Is the institute in HK region
- b) Is the institute in Backward area as per Government Guidelines

VIII. Details of the Principal Applicant

- c) Name
- d) Designation
- e) Academic Record
- f) Affiliating Department
- g) Research Details
- h) Details of activities related to Incubation / Commercialization

IX. Why is the college interested to have NAIN (100 words)

X. How is college planning to sustain beyond three years of initial funding by the Government if selected under NAIN (100 words)

XI. Is college willing to invest in the Capex as per operational guidelines of the NAIN? If yes, then please provide

- a) Details of current state of the identified space proposed for NAIN with photographs
- b) Timeline as to how long will the institution take to make the NAIN infrastructure up and running from date of award letter if selected
- c) What is the proposed place being currently used for?
- d) Host institution must also give an undertaking that space earmarked for NAIN facility will be used for NAIN startups only and exclusively. This space may be used for Start-up/ Innovation/ Entrepreneurship related activities collaboration with NAIN but not causing inconvenience to the incubatees.

3. Technology Business Incubators

Business incubation has been globally recognized as an important tool for job creation and economic development. Technology Business Incubators (TBI) are supported by GoK primarily in institutions with strong R&D focus to tap innovations and technologies for venture creation by utilizing expertise and infrastructure already available with the host institution.

3.1 Objectives

The objective of this scheme is to achieve speedy commercialization of the technologies developed by the host Institutions.

- To promote and nurture novel technology/innovation based startups.
- To build a vibrant startup ecosystem by establishing a network between academia, financial institutions, industries and other institutions.
- To provide services to startups like infrastructure, equipment, mentoring, branding, networking, legal, financial, technical, intellectual property related services
- The funding is available for innovations in thrust areas such as ICT/IOT/Software Products, ESDM, Robotics, 3D Printing, Healthcare and Biopharma, Agriculture & Allied Fields, Clean Tech, Energy, Water & its recycling, Education, Nanotechnology & Composites

3.2 Eligibility

The proposal can be submitted by institutions with strong R&D focus. The host institute must have adequate expertise and infrastructure to support incubation. An existing TBI registered as a Section 8 Company/Society will be eligible to apply to strengthen the facility and operations in case there is a demonstrated linkage with academic Institutions with respect to Technology Commercialization.

Additionally,

- The host institution should be in existence for at least 10 years.
- A pure R&D proposal for academic pursuits and industrial consultancy will not be eligible for support.
- Incomplete/ineligible proposals will not be considered.

3.3 Selection Process

State Expert Advisory Committee (SEAC) has been constituted vide Government Order No. ITD 17 PRM 2016 Dated 02-01-2017. The SEAC is chaired by Principal Secretary IT, BT and S&T, Govt of Karnataka and is responsible for screening and selection of institutions to establish TBI. The SEAC also reviews performance of TBIs.

Applications / proposals are invited from time to time by issuing a call for the eligible institutions to submit application in prescribed format.

Proposal (two hard copies + soft version in MS word document) in the prescribed pro forma with the necessary enclosures including consent for Terms & Conditions will be required to be submitted.

Proposal to be sent by Head of the Host Institute/Incubator along with endorsements as per Annexure-I, II, III. Proposal must be sent to the prescribed address as per advertisement.

Proposals will be received year round. The State Expert Advisory Committee (SEAC) on Innovation, Incubation and Technology Entrepreneurship will meet at least twice in a year. Proposals submitted up to a month before the meeting will be considered.

Proposals shall be evaluated on merit and capability of Host Institute or TBI in promoting technology based startups. Evaluation shall be conducted by SEAC on Innovation, Incubation and Technology Entrepreneurship, consisting of experts on R&D, technology & commercialization, entrepreneurship etc. Department will take a final decision to support the TBI based on SEAC recommendations.

The following broad parameters are used for evaluation of the proposals –

- Preparedness of Host Institute (HI)/TBI
- Team proposing TBI at the HI and capability of HI for promoting startups and innovations
- Approach and Methodology to be adopted
- Assessment of TBI reaching projected milestones, co-funding and sustainability of TBI

3.4 Disbursement of Funds

Once the proposal for TBI is agreed in-principle by GoK, the process for the sanction of TBI and subsequent release of funds would be taken up after ensuring the following preliminary actions are taken by the Host Institution:-

- Registration of TBI/Host Institute as a not for profit society/trust or a section 8 company.
- Creation of a separate interest bearing bank account under the name of registered TBI.
- Earmarking of a minimum of 5000 sq. ft. of furnished space for hosting the TBI. The SEAC may examine higher or lower requirements of space on a case to case basis.
- Host Institute to provide land and building on a lease for a minimum of 15 years. Support by the Host Institute beyond the initial lease period is expected and a commitment letter is to be submitted for the same.

After in-principle approval of the GoK for supporting a TBI, the grant for TBI would be released only after ensuring that all pre-requisites have been fulfilled.

3.5 Governance and Monitoring

TBI shall be administered by the apex body called Governing Body to be chaired by the Head of the Institute. This Governing Body to meet once every six months to review progress of TBI and formulate guidelines for its operations. HI and TBI to ensure that TBI operations are in sync with the sanctioned proposal and activities are tailored to achieve milestones. HI to ensure adequate autonomy to the Chief Executive Officer (CEO) of TBI for speedy and transparent decisions.

TBI shall ensure and recruit competent manpower to ensure smooth operations and management, being a specialized facility. Each TBI to have a fulltime CEO and team with relevant credentials.

HI shall constitute a selection committee (with a GoK nominee member) for selection of CEO. HI is free to decide on CEO remuneration and shall ensure a suitable incentive.

TBI shall formulate a transparent system for incubatee selection. Incubatees must fulfill eligibility criteria before being admitted. TBI shall execute an agreement with incubates, clearly outlining the residency and exit policy.

Each TBI to have its own website with quarterly updates (e.g. incubate details). This website to be connected to the department common portal.

Continuation of support and funds to TBI shall be performance based. SEAC shall review the same every year on qualitative and quantitative parameters. GoK may, on a need basis, send a team to monitor TBI performance and help in removing any difficulties faced in implementation. Support/Funds may be terminated mid-term on SEAC recommendation of a significant shortfall in progress. TBI is expected to achieve self-sustenance by the end of 5 years.

3.6 General Guidelines

- The proposal should be accompanied by both forwarding letter by the Host Institute (HI) and endorsement from the Head of the Institution.
- A copy of Bye Laws/Memorandum of Association/AoA of HI is to be attached.
- The annual accounts/balance sheet of TBI as presented to the Governing Body along with the annual report are required to be made available to GoK.
- It is expected that at the end of five years the TBI becomes self-sustainable and no further support is requested from the Department. Host Institution and the Governing Body of the TBI to ensure the smooth continuation of activities after completion of 5 yrs.

Other terms and conditions include:

- HI and TBI Governing Body shall develop a mechanism to ensure proper implementation and functioning of TBI. This mechanism shall be administered by a Project Management Committee, which shall consist of representatives from Department of IT, BT and S&T, GoK and technical and financial experts.
- Furnished space provided to TBI by HI must be on a long term lease in the name of the not-for-profit entity created for TBI. HI to provide this lease for land & building for a minimum 15 years and continue to provide support beyond this period. HI to enclose a commitment letter for the same. This does not apply in case TBI is applying for strengthening facilities and operations.
- Grant provided shall only be spent on the earmarked purpose of its sanction within stipulated time. Unspent balance from this amount (including interest) to be refunded to GoK,
- As per financial rules of GoK, the grantee is required to send two copies each of following to GoK at the end of each financial year as well as at the time of seeking further installments of the grant, if any.
 - Progress report (hard & soft copy);
 - Audited statement of accounts relating to the amount sanctioned; and
 - Utilization certificate, in the prescribed pro forma
- Assets acquired or created from the grant will be installed in the premises of the TBI (within the allotted space) and not in any other department/Division of the HI.
- Assets acquired wholly or substantially out of government grant, will not be disposed of without the prior approval of GoK.
- TBI would maintain a record of all the capital equipment procured and once these are unserviceable/obsolete/unusable they should be disposed with a prior permission for assets more than INR 5.0 lakh from the GoK (if disposed within 3 years of purchase). The fund thus generated from disposal of capital equipment should flow back for TBI activities.

- Grantee shall maintain separate audited accounts for the grant. The funds released should be kept in a separate bank account earning interest, the interest earned should be reported to the GoK. The interest thus earned will be treated as a credit to the organization to be adjusted towards further installments of the grant, if any.
- Grantee shall not outsource/entrust implementation of work for which grant is being issued to another institution or divert any amount from the grant to another institution. In case the grantee is rendered incapable of executing the project, the entire amount received as grant shall be returned/refunded forthwith to the GoK.
- In case grantee fails to adhere to specific conditions of the grant as prescribed by GoK, it will be liable to return/refund the grant amount to GoK in the prescribed manner. No further grant shall be permitted to said grantee in the future. GoK shall not be responsible/liable towards manpower recruited by the grantee for implementation.
- GoK shall bear no responsibility in case of damage to life/property due to any accident/fire, etc. HI shall ensure appropriate safety and insurance measures for safeguarding such life/property related to TBI.
- The GoK will have no liability on account of any omission or commission of regulatory/statutory requirement by the TBI or its incubatees and their companies.
- The Grantee will indemnify, defend and hold harmless the Department from and against, and in respect to, any and all losses, expenses, costs, obligations, liabilities and damages, including interest, penalties and attorney's fees and expenses, that the Grantor may incur as a result of any negligent or willful acts or omissions of the Grantee.

3.7 Annexures

PROFORMA FOR SUBMISSION OF PROPOSAL

Please fill up the pro forma completely, incomplete proposals are liable to be rejected. Even if information is not available for a particular point please record that information is not available.

1. **Executive Summary:**
2. **Name of the Host Institution/Organization/TBI:**
 - a) Address:
 - b) Phone:
 - c) Fax:
 - d) E-mail:
 - e) Website:
3. **Name & Designation of the Head of the Institution/Organization:**
 - a) Address :
 - b) Phone:
 - c) Mobile:
 - d) Fax:
 - e) E-mail:
4. **Name, Designation & Contact Details of the TBI Coordinator:**
 - a) Address :
 - b) Phone:
 - c) Mobile:
 - d) Fax:
 - e) E-mail:
5. **Name of TBI as Registered Society/Trust or Section 8 Company** (if TBI is already registered, enclose a copy of Registration Certificate, Memorandum of Association, etc. related to the TBI)
6. **Bank Account Details of TBI**
 - a) Name as given in Account:
 - b) Account No.:
 - c) IFSC Code:
 - d) MICR Code:
 - e) Name of bank with complete branch address (Enclose a copy of cancelled cheque):
7. **Host Institution (HI) Information-General**
 - a) Number and names of academic departments with number of associated faculty in the department.
 - b) Total student strength (separately for UG/PG/Doctorate courses)
 - c) Total number of teaching and research faculty with PhD qualification.
8. **Host Institute's preparedness for TBI**
 - (i) **Applicable to Institutions WITH pre-existing TBI**

- a) Profile of TBI (which must capture background, duration since inception, focus areas, infrastructure & equipment, capacity, facilities, funds generated, number of startups supported, awards and recognition etc.). It must also include organization structure with one page profile of entire team at TBI.
- b) SWOT analysis of TBI with 200 words (50 words in each of the 4 aspects listed below)
 - a. Strengths
 - b. Weakness
 - c. Opportunities
 - d. Threats
- c) Justification of why is the institution keen to apply for funding under TBI grant when the institution already has a TBI. This must include the financial and technology expansion plan, short & long-term goals (max 200 words).
- d) Details to be provided for past two years for
 - a. Occupancy level or incubator per quarter
 - b. Sustainability of incubator i.e. source of funding for the incubator
 - c. Number of incubates per 1000sq.ft of space
 - d. Survival rate of incubates

- e) List of Incubatees for past 2 years from date of application with following details:

Name of incubate startup	Duration of stay /	Team size occupied at incubation center	Funding received at TBI	Turnover as per their balance sheet	Reason for moving out of TBI

- f) Details of Mentor associated with TBI Network with demonstration of performance for past 2 years from date of application

Name of Mentor	Name of Mentee startup	Duration of association	Sum Total Funding received by all associated startups from private sources	Sum Total of Funding received by all associated startups from public sources	Average Turnover of ALL the startups associated with	Annual
					FY 15-16	FY 16-17

- g) Angel and venture funds associated with the TBI for past 2 years as on date of application

Name of Venture	Angel & Number of startups supported	Total sum invested across all startups in TBI	Any other details

- h) Total Funds generated (with details of source) by the TBI in past 5 years or since inception (whichever is higher)

- i) List of mentoring, networking, enablement activities conducted at TBI for last 2 years. One or two examples of their direct impact on success of the incubating startup may also be mentioned
- j) What according to you are key elements of the success factors influencing the performance of the incubator and relationship between them (100 words)
- k) How does the proposed TBI fit in the existing value chain with respect to existing facilities? (100 words)
- l) Any other information/success story that you might want to furnish to support your application in up to 100 words.

(ii) Institutions which DO NOT HAVE pre-existing TBI

- a) Experience and Expertise of the TBI Coordinator or probable CEO from Institution identified for the TBI. (Attach a brief CV/bio-data, a person with domain expertise and having conceptual understanding and deep interest for innovation and entrepreneurship would be preferred to steer the TBI till it gets operationalized and thereafter would guide the recruited TBI team and be an active interface between Host Institute and TBI). Briefly explain the contributions of the proposed/recruited TBI team
- b) Any other information/success story that you might want to furnish to support your application in up to 100 words.

Name of the project	Sponsoring agency	Amount Sanctioned (in INR Lakhs)	Amount Released (in INR Lakhs)	Duration	Outcome

- c) Details of patents granted during last five years
- d) Details of R&D being carried out in the institution for past 5 years and its outcomes to support and justify this application for TBI
- e) Awards & Recognition during last five years: Indicate separately for the proposed TBI team
- f) Any other notable activities in innovation and entrepreneurship
- g) Indicate details of product development/commercialization
- h) Details on entrepreneurship orientation for faculty/and proposed TBI team
- i) Details on organization of relevant entrepreneurship development programme viz. courses, workshops, seminars, competitions, lectures etc. by the institute.
- j) List out the network that has been created
- k) Details of Association/Affiliation to
- l) Industry
- m) Reputed National and International Universities & Institutions
- n) Industry Associations and the charter of doing so
- o) Mentors associated
- p) How does the proposed TBI plan to fund the prospective incubatees?
- q) Details of existing infrastructure to be used by incubatees

9. Feasibility of TBI

To be evaluated based on the institution's strength, preparedness in hosting TBI, business ecosystem, TBI business plan, operating model, systems and processes and effective leadership.

Following factors would be considered:

- a) Reasons for the HI to promote TBI (500 words)
- b) Strength of the Institute in hosting TBI
- c) Overall business environment of the location of the host institute and ecosystem in the region
- d) Assessment of entrepreneurial needs
- e) Proposed Thrust Area of Incubation (Please highlight the technology domain that TBI would focus on. This should be aligned with the possibility of promoting economically viable startups)
- f) Notable achievements of existing incubatee and graduated companies, if any.
- g) Sources of tapping new incubate entrepreneurs
- h) Financial model of the Incubator for operational sustainability of the TBI after five years as the support is available for first five years only.

10. How much built- up area (in sq.mt. /sq. ft.) will be made available for TBI?

(Enclose Layout of the proposed space)

S.No.	Description	Space Proposed (sq. mt. /sq. ft.)
1	Incubation Space (Cubicles)	
2	Conference Room	
3	Meeting Room	
4	Cafeteria	
5	Office Space	
6	Other details	
	Total	

Year-wise work plan for five years (a separate time linked activity chart to be provided along with the detailed work plan.

11. Target Milestones (should be projected based on the most likely attainable targets)

S. No.	Outcome	1st Year	2nd Year	3 rd Year	4 th Year	5 th Year	Total
1	No. of new entrepreneurs to be admitted for incubation						

2	No. of entrepreneurs to be graduated from the incubator						
3	No. of new products/technologies to be developed/innovations to be Commercialized						
4	No. of training programme to be Conducted						
5	No. of conferences/seminars/ workshops to be organized						
6	Other notable services to be provided (specify)						

12. Budget

S. No.	Item of Expenditure*	1st Year	2nd Year	3rd Year	4th Year	5th Year	Total
A	Non-Recurring						
1	Renovation/furnishing of space for TBI excluding the cost of land & building (Provide details as annexure)						
2	Thrust area equipment (Enclose a list with approximate cost)						
3	Office equipment including state-of- the art communication network						
	Total A						
B	Recurring**						
1	Manpower						
2	Travel						
3	Utility and maintenance						
4	Marketing, promotion and publicity						
5	Networking and Training Programme						
6	Other Administrative Expenses including consumables, printing, publications, books, journals, etc.						
7	Miscellaneous and Contingencies						
	Total B						
C	GoK's contribution (% of B)	100%	100%	80%	60%	50%	
	Total C						
	Total A + C						

* Budget to be submitted along with the justification of each item and a list indicating cost

**** Budget break-up of Recurring Expenditure- manpower, utility and maintenance, marketing promotion, training programme and Miscellaneous & contingencies along with the justification to be given on a separate sheet.**

Funding pattern: Out of the total recurring expenditure incurred by the TBI against the approved amount, following mode of funding by GoK would be followed on actual recurring expenditure.

1st year	2nd year	3rd year	4th year	5th year
100%	100%	80%	60%	50%

13. Means of Financing

S. No.	Financing	Amount
1	Contribution of GoK towards Non-Recurring grant	
2	Contribution of GoK towards Recurring grant	
3	Contribution of HI towards Non-Recurring grant	
4	Contribution of HI towards Recurring grant	
5	Revenue Generation from TBI activities	
Total:		

14. Revenue generation projections for sustainability of TBI

S. No.	Means of Revenue	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year	Total
1							
2							
3							
4							
5							
	Total						

15. Attach endorsement from head of the institution as given in Annexure-I

Name & Signature of the
Head of the Institution/Agency (with seal)

Name & Signature of the
TBI Coordinator (with seal)

Date:
Place:

Annexure-I

CERTIFICATE

ENDORSEMENT FROM THE HEAD OF THE HOST INSTITUTION

1. We have gone through and agreed to abide by the Terms and Conditions of the GoK grant for TBI.
2. We have not submitted, nor do we intend to submit this, or a similar project proposal, to any other agency for financial or other support. In case we submit a proposal to the other agency and get the support, we will keep GoK informed.
3. We undertake to submit progress reports, statement(s) of accounts, and utilization certificates as required.
4. Certified that Dr./Shri/Smt..... is the TBI Coordinator of the proposed TBI. The TBI Coordinator will assume the responsibility of implementation of the project.
5. Certified that the hardware, other basic facilities and such other administrative support required for successful running of TBI will be extended exclusively to the TBI by Host Institute, as per terms and conditions of the grant.
6. Our institution/agency assures to undertake the complete financial and other management responsibilities of the TBI, and successful running of TBI beyond five years of sanction of TBI by GoK. We are aware that the GoK grant is only for five years.
7. Certified that the minimum period of lease to provide land and building to TBI is 15 years and we will continue to provide support beyond this lease period.
8. If any of the above statements found to be incorrect by GoK at any point of time, the organization takes the responsibility to refund the entire amount released by GoK.

Date.....

Place.....

Name & Signature of the

Head of Institution/Agency

Annexure-II

FORWARDING LETTER FROM THE HOST INSTITUTE/TBI (on the Letter Head)

I hereby forward the proposal of Technology Business Incubator to be established at

It is being ensured that space of sq.mt. /sq. ft. and basic facilities will actually be available as and when required for the TBI activities. There will not be request for additional financial support for procurement of these facilities and space.

It is agreed to abide by the terms and conditions of the GoK grant.

The following documents are enclosed for consideration:

S. No.	Items	Number of copies
1	Endorsement from the Head of the Institution (on the Letter Head)	One
2	Proposal for the TBI duly signed (2 hard & 1 soft copy)	Three
3	Registration certificate of the TBI	One, if applicable
4	Memorandum of Association of the Host Institute, Audited Balance Sheet and Annual Report of previous three years of the Host Institute.	One

Date.....

Place.....

Name & Signature of the

Head of Institution/Agency

Annexure-III

Presentation Format

1. **Slide 1 & 2:** Organizational strengths and past activities relevant to incubation and entrepreneurship.
2. **Slide 3 & 4:** List best five industrial consultancy or technology development/innovation undertaken.

Name of the Project	Sponsoring agency	Amount Sanctioned (in INR Lakh)	Duration	Outcome

3. **Slide 5:**
 - Patents Granted/ Applied
 - Awards & Recognitions
 - Products developed/commercialized
4. **Slide 6:** Team Strength
 - Competence of the Incubator Management Team (Technical and Commercial strengths)
 - Organizational strength in scouting and promoting Innovations
5. **Slide 7 & 8:**
 - Incubation model, proposed thrust area
 - SWOT Analysis of the proposal
 - Legal status of proposed TBI
 - Space to be made available to the TBI
 - Duration of long term lease for transfer of space to the TBI

S. No.	Description	Space Proposed (sq.mt/sq. ft.)
1	Incubation Space (Cubicles)	
2	Conference Room	
3	Meeting Room	
4	Cafeteria	
5	Office Space	
	Total	

6. **Slide 9:** Target milestones (should be projected based on most likely attainable targets)

S. No.	Outcome	Year 1	Year 2	Year 3	Year 4	Year 5	Total
1	No. of new entrepreneurs to be admitted for incubation						
2	No. of entrepreneurs to be graduated from the incubator						
3	No. of new products / technologies developed / innovations to be commercialized						
4	No. of entrepreneurs to be assisted offsite						
5	Other notable services to be provided (specify)						

Please mention the sources of tapping new entrepreneurs/pipeline of potential incubatees for the above projections.

7. **Slide 10:** Financial Outlay

Sl	Outcome	Year 1	Year 2	Year 3	Year 4	Year 5	Total
A	Non-Recurring						
1	Renovation/furnishing of space for TBI excluding the cost of land & building (Provide details as annexure)						
2	Thrust Area Equipment (Enclose a list with approximate cost)						
3	Office equipment including state-of-the art communication network						
	Total A						
B	Recurring						
1	Manpower						
2	Travel						
3	Utility and maintenance						
4	Marketing, promotion and publicity						
5	Networking and Training Programme						
6	Other administrative expenses including consumables, printing, publications, books, journals, etc.						
7	Miscellaneous and Contingencies						
	Total B						
	GoK Contribution (% of B)	100%	100%	80%	60%	50%	
	Total C						
	Total A+C						

8. **Slide 10:** Means of Financing

S. No.	Means of Financing	Amount (in INR Lakh)
1	Contribution of GoK towards Non-Recurring grant	
2	Contribution of Go towards Recurring grant	
3	Contribution of HI towards Non-Recurring grant (towards furnishing, office/ thrust area equipment, software etc.)	
4	Contribution of HI towards Recurring grant	
5	Revenue Generation from TBI activities	
	Total	

(Including assumptions in revenue generation projections)

Revenue generation projections

S. No.	Means of revenue generation	Year 1	Year 2	Year 3	Year 4	Year 5	Total
1							
2							
3							
4							

4. Idea2PoC

4.1 Scheme in brief

'Idea2POC' initiative is part of India's first multi-sector Startup Policy launched by the Government of Karnataka in November, 2015. The objective is to encourage innovators who may need early-stage funding to stimulate commercialization of their inventions and to help in validating Proof of Concept. The scheme enables technology innovators and entrepreneurs to pursue a promising technology idea and validate proof of concept (PoC). Idea2POC is given in the form of Grant-in-aid but limited to a one time grant of up to Rs. 50 lakhs. Funding shall be released in tranches as per the Project milestones agreed in the MoA between Startup and KBITS.

4.2 Support under the scheme

- The funding support offered by the Department under this scheme is in the form of grant-in-aid.
- The funding level is up to Rs. 50 lakhs.
- The fund disbursement is milestone based and is released in installments over a maximum period of 2 years. Proposed project duration cannot exceed 2 years.
- Scheme Implementation Partner will be identified for non-BT startups herein after referred to as Implementation Partner (IP)
- Scheme Implementation Partner will be Bangalore Bio Innovation Centre for BT startups herein after referred to as Implementation Partner (IP)
- MOU will be signed between KBITS and the Implementation Partner

4.3 Eligibility Criteria for Start-ups and Individual Applicants

- The Applicant shall be a Startup as per definition in Startup Policy.
- The Applicant need not necessarily be incubated for being eligible for the Idea2POC grant assistance.
- For BT startups: The startup must own functional in-house R&D facilities that are adequate to implement the project. If not, then on selection it shall get incubated at an incubator (in biotech area like BBC/CCAMP/IISC) with functional and adequate laboratory facilities.
- The startup that has already received support under this scheme once is not eligible for receiving funding again under this scheme.

4.4 Idea2POC Process

- **Call for Proposals by Startup Cell, KBITS:**
 - Launch the call for Idea2PoC twice every year.
 - The call for proposals will be open for a minimum of 7 days
 - The applications will be screened for data sufficiency/eligibility criteria by the Startup Cell and then sent for evaluation.
- **Evaluation Process :**
 - Select Jury members after following due diligence of signing NDA/NCI with the Juries.
 - 1st Level screening to be conducted by Jury members to shortlist the proposals
 - 2nd Level screening: Organize in-person pitching by shortlisted proposals for shortlisting proposals for final round pitching before Idea2POC Evaluation Committee (IEC)
 - If required and deemed necessary by the departments, successive screening levels may be introduced.
 - Every proposal must clearly identify a Project Leader who will take responsibility for the technical and managerial aspects of the project execution. In the event that the proposal is shortlisted for Presentation in front of the SEAC, then the same Project Leader will be required to present the case for support. In the event that proposal is shortlisted for funding support, then the Project Leader will be required to sign the project agreement.

- Finalize the Tranche Plan with respect to Project Milestones and tranche duration.
- **Monitoring and Review Process:**
 - Enter into MoA with the Idea2POC winner after following due diligence and submission of mandatory documentation such as collecting ID proofs, opening No-lien bank account etc.
 - Provide mentorship to Idea2PoC winners for different topics
 - Put in place a periodic reporting mechanism to monitor the progress.
 - Placing the proposals before the Review Committee (as defined in clause 7.0)
 - Review Committee to recommend release of subsequent tranche
 - Utilization Certificate along with Audited Financial Statements to be submitted to the department.
- **Idea2POC Evaluation Committee- IEC:**
 - Principal Secretary, Department of IT,BT and S & T- Chairman
 - Managing Director, KBITS – Convener
 - Representative from respective Departments
 - Representative from STPI
 - Representative from ISBA
 - Representative/Nominees from Industry Body (IESA/ NASSCOM/ TIE/ABLE)
 - Head, Implementation Partner
 - Representative from Academia (IISC/IIM-B/IIITB)
 - Representative from C-CAMP (for BT startups only)
- **Review Committee:**
 - Managing Director, KBITS – Chairman
 - General Manager (IT), KBITS - Convener
 - Head, Implementation Partner
 - Senior Consultant- Startup Cell
 - Representative/Nominees from Industry Body (IESA/ NASSCOM/ TIE/ABLE)

5. Channelizing Innovation for Social Impact

5.1 Background

Grand Challenges - Karnataka is an initiative of the Government of Karnataka, under Start-up Policy, 2015-2020 of the government. The primary goals of the policy are to “facilitate generation of at least 25 Innovative Technology solutions with a social impact in various sectors like Urban Development, Health Care, Food Security, Clean Environment and Education for all etc.” To achieve this objective, the Department intends to host 5 Grand Challenges each year to find workable and scalable solutions for problems which have great social impact.

5.2 Financial Support

- a) The funding support offered by the Department under this scheme is in the form of grant-in-aid.
- b) Each Challenge selects maximum of five innovative ideas under Phase I, which will be funded up to INR 10 lakhs each. They will be monitored and nurtured for a period of over six-months under this Phase. After the completion of six months, one out of the selected innovations will be shortlisted for further funding of up to INR 50 lakhs for a period of 12 –15 months for Phase II for pilot implementation.
- c) The fund disbursement is milestone based and is released in installments based on achievement of project milestones.
- d) Scheme Implementation Partner will be identified and herein after referred to as Implementation Partner (IP).
- e) MOA will be signed between KBITS and Implementation Partner.

5.3 Grand Challenge Karnataka Committee (GCKC)

- ACS/ Principal Secretary, Department of IT,BT and S & T
- Managing Director, KBITS
- The Chairman and CEO of IKP
- Domain experts nominated by ACS/ Principal Secretary.
- Any other members with relevant expertise nominated by ACS/ Principal Secretary.

5.4 Role of the GCKC

- GCKC will identify and select the broad sectoral area of operation of each Grand Challenge and perform other such duties as specified in MOA.
- The GCKC shall meet at least once in each quarter during a calendar year to review the progress of the Program.
- Decisions will be made with unanimous consent of the committee members. In the event that unanimous consent is not reached, the final decision will be taken by the ACS / Principal Secretary.
- A written decision circulated to all the members of the GCKC by mail to their designated electronic mail IDs’, and approved by the ACS / Principal Secretary will be equally valid and effective as a decision duly made at a physical meeting.

5.5 Grand Challenge Process:

Call for Proposals:

1. Conduct of Mandate Definition Meeting for identifying the exact Challenge statement
2. Launch the call for Grand Challenge Karnataka.
3. The call for proposals will be open for minimum of 30 days.
4. The applications are forwarded to Implementation Partner for screening data sufficiency/eligibility and evaluation.
5. Selection Meeting will be called for the shortlisted innovative ideas for Phase I funding.
6. Selection of maximum of 5 innovative ideas after getting approval from Principal Secretary, Department of IT and BT.
7. Every quarter, Implementation Partner should submit Milestone report of all the Innovators funded by the Department along with the statement of expenditure duly signed by CA for further funding.
8. Phase II is for selection of Pilot Program Candidate for each challenge. Upon the expiry of 6 months from the commencement of Phase I, each Awardee will make a presentation before the GCKC regarding the status of the implementation of their proposed final product and other associated relevant details.
9. The GCKC may, upon due consideration of the Selection Criteria and other relevant factors relating to the performance and future viability of each Awardee's plan of action, select 1 Awardee from amongst the Awardees for pilot implementation of their product/process under each Grand Challenge.
10. Implementation Partner will notify the selection of the Pilot Program Candidate on the Website and the dispatch a notice to the Pilot Program Candidate.
11. Post the execution of the Contract, the pilot program candidate may commence the development and testing of his/her product within the timeline specified under the Program Milestones as specified in the contract, and will receive funding by KBITS through Implementation Partner.
12. Implementation Partner will scrutinize the status of the Program, progress of the pilot program candidate, providing them with mentorship services.

Monitoring and Review Process by Implementation Partner (IP):

1. Enter into MOA with the Grand Challenge awardee, after following due diligence such as collecting ID proofs, opening No-lien bank account etc.
2. IP shall transfer the funds to the selected awardees as per the approved Tranche Plan by KBITS.
3. To put in place periodic reporting mechanism to monitor the progress and feedback from the IP.
4. Placing the proposals before the Grand Challenge Karnataka Committee.
5. It is the IP's responsibility to ensure that Funds are utilized for purpose it has been released.
6. IP will submit Utilization Certificate to KBITS along with progress report and Audited Financial Statements.

5.6 Selection Process/ Criteria by Implementation Partner (IP):

1. For each proposal received under each call, IP will conduct a preliminary screening.
2. Preliminary Screening - IP will receive the proposals through the website from the public sent in response to the Request for Proposals and make provision for the storage and record of the proposals.
3. Within 55 days from the expiry of the Request for Proposals Period, IP will conduct a preliminary screening of the proposals on the basis of the Preliminary Screening Criteria and exclude those that are either not eligible for consideration as per the Karnataka Startup policy or have no relevance whatsoever to the challenge that has been floated, and communicate the list of proposals selected for further review to KBITS for the purpose of obtaining the latter's written approval for the same.
4. Within 7 days of the receipt by IP of KBITS's written approval of the list of Proposals selected for further review, the former will forward the proposals to the experts selected by the parties for evaluation of the proposals.
5. IP will notify on the program website the list of proposals selected for further review.
6. Review of Proposals by the experts - The selected experts would be requested to conduct a technical and financial assessment of the Proposals with reference to the following criteria:
 - a. Novelty of the Proposal;
 - b. The potential scale and magnitude of the impact of the Proposal in relation to the issue it targets;
 - c. The technical viability of the Proposal;
 - d. The financial feasibility and affordability of the mechanisms suggested under the Proposal;
 - e. The sustainability of the solution under the Proposal with regard to implementation on a large scale over an extended period of time; and
 - f. Other factors relevant and pertinent to the success of a Proposal and which influence the feasibility and quality of the Proposal.
7. Each proposal shall be reviewed by minimum of three experts, and the proposals shortlisted on the basis of such review will be asked to make presentation to the GCKC for the final selection. It is expected that the assessment by the experts is completed within 30 days of the receipt of the Proposals from IP.
8. Within 7 days from the receipt of the results of the review from the experts, IP will make arrangements for the hosting of the list of shortlisted proposals on the Website for the purpose of notifying the relevant parties. As the review by experts is a crucial step in the selection process, IP is expected to diligently follow up with the experts to ensure that the timelines are complied with.
9. Within 30 days from the date of publication of the shortlisted proposals on the Website, IP shall arrange for a presentation of the shortlisted proposals before the GCKC. GCKC may co-opt relevant experts to assist it in the final selection of the awardees
10. Within 7 days of the final selection by the GCKC of up to 5 candidates among the shortlisted proposals for each Grand Challenge, IP shall prepare the proceedings and forward it to KBITS for obtaining the approval of the GCKC.

6. Capacity Building through Exposure Visits and Workshops

6.1 Objectives

The scheme intends to give a platform to startups/ budding entrepreneurs/ students to participate in events and workshops both within India and outside.

1. Process of selection: International and National Events will be selected annually in each sector i.e., IT, BT, ESDM and AVGC to sponsor selected startups to participate with substantial financial support including participation/registration/exhibition charges as well and travel and stay. Startups will, however, have to pay a nominal contribution to ensure their committed participation.
2. In addition Special Exposure visits will be organized in association/partnership with reputed organizations for startups such that they are given opportunities to connect with international mentors, investors, incubators in international locations known to have the world's best startup ecosystems.
3. Similar events and workshops will be selected in Bangalore and other Indian Cities such that good startups get an opportunity to participate in them.
4. Startups will be selected on a competitive basis. Post a call for applications, selection will be made with the assistance of experts and representatives from prominent industry bodies/relevant Government departments.

6.2 Eligibility and process selection

The eligibility criteria and process for selection will be as follows:

1. Only startups falling under the definition under the Karnataka Startup Policy will be eligible to apply.
2. Startups who have availed of the scheme earlier in that financial year will not be eligible
3. Women founded startups or women entrepreneurs will be given preference during selection. This shall ensure at least 1/3rd representation of women entrepreneurs in the group.
4. Preference will be given to registered startups

6.3 Selection Process

1. Notification by way of newspaper advt. (at least in two leading newspapers) and or email notification to all the startups registered with Karnataka Startup Cell, notification on the website & circulation to the Government supported Incubators, which shall consist details of the event, eligibility criteria, procedure to apply, participation benefits, cost involved and portion of the cost that will have to be borne by the Startups.
2. Window to receive applications will be open for about 7 working days.
3. Applications should be received only through online mode. (E.g. Google form/Online portal)
4. The received applications shall be evaluated by KBITS. The Startups who have already availed any Government support in terms of participation earlier in the respective financial year shall not be selected.

6.4 ***Support and Assistance, and Cost involved***

- Expenses like travel, boarding, lodging, participation fees, exhibition charges etc. will be covered under this scheme ,
- This scheme is extended to startups for their participation in international exhibitions and trade fairs, up to INR 1.5 lakh with the following component wise cap:
- **Travel and Stay cost:** It includes Return economy Air Ticket, Travel insurance and Visa (except USA visa). Startups are eligible for 60% of actual cost, subject to a maximum of INR 75,000/- . This is applicable on production of original bills, invoice and boarding pass (stamped and sealed by the airport security.)
- **Participation cost:**
 - 50% of the stall rentals would be covered subject to a maximum of Rs.50,000/-
 - Additionally, 50% of freight charges subject to a maximum of Rs.10, 000/- would be covered.
 - DA of \$100 per day for three working days would be permissible.

**Participants will have to pay for all other expenses.*

On receipt of all necessary documents, KBITS will duly analyse the application for eligibility. Post review & assessment of the application, KBITS will approve the reimbursement. The Managing Director, KBITS will finally sanction the eligible amount for reimbursement and the decision shall be deemed final in this regard. The eligible amount of reimbursement will be paid by cheque/NEFT/RTGS to the unit post that.

7. Startup Registration Process

7.1 Instructions

- Startups have to register with the Karnataka Startup Cell to avail incentives and concessions outlined in the policy.
- Online Application has to be filed to the Startup Cell by visiting the Startup Portal www.startup.karnataka.gov.in.
- For new registration, click on 'Sign Up'
- After successful registration, please 'Sign In' and fill in the online application form.
- Mandatory fields have been shown as '*'

7.2 Mandatory Documents

- Incorporation Certificate/ Statutory Registration Certificate/ Registration certificate under Karnataka Shops & Establishment Act to be attached.
- Annual Reports/ Balance Sheet/Annual Salary/Profit and Loss Account Statement for last 3 years duly certified by a registered Chartered Accountant/statutory auditor/ "NIL Revenue" certified by a registered Chartered Accountant in case of new Startups.
- Power of Attorney/Board Resolution/Any other relevant document for appointment for Authorized Person who would be co-ordinating with the Dept. on behalf of the company/entity to be attached if applicable.

Post submission of correct documentation in all respect, the startup registration certificate will be generated in ten working days.

8. Incentives

8.1 Reimbursement of Service Tax

Reimbursement of Service Tax paid by startups incubated in GoK supported incubators and CIFs whose annual turnover does not exceed Rs. 50 Lakhs for the first three years or till the incubator becomes DST certified whereby the services given by the incubator and the incubatees become exempt from service Tax.

To avail benefits under reimbursement of Service tax paid by startups, there are certain eligibility criteria that have to be met:

Eligibility Criteria

1. The applicant should be a Startup registered with the Karnataka Startup Cell
2. Eligible Startups physically or virtually incubated in Government of Karnataka supported incubators or CIFs will have to pay the prevailing service tax to the Service Tax Department, Government of India and later claim reimbursement of Service Tax from the Karnataka Startup Cell.
3. This reimbursement incentive will only apply to **services performed** during the validity of the Karnataka Startup Policy period.
4. Startups with an annual turnover not above INR 50 Lakh will be eligible under this provision, annually, for the first 3 years post commercial operations begin or till incubatee becomes DST certified (DST certification shall render services provided by incubatee exempt from Service Tax).
5. Reimbursement amount will be released/disbursed on the seniority basis depending upon the Budget allotment of the State Government

Mandatory Documents

1. Application as in Annexure-I, II and III if applying through a GoK Supported incubator.
2. Copy of the Service Tax Registration certificate issued by the competent authority.
3. Copy of the invoices of all the services offered and received for which reimbursement is claimed.
4. Indicate the year-wise and Monthly/quarterly (as applicable) service tax paid to the Government being claimed by the applicant.
5. Tax returns (ST Form-3) filed by Startup for the period for which reimbursement is being claimed.
6. Challan / Receipt issued by Service Tax Department / Net banking provider
7. Audited financial statements for the years for which reimbursement is claimed

On receipt of all necessary documents, KBITS will duly analyse the application for eligibility. Post review & assessment of the application, KBITS will approve the reimbursement of the due and payable **net service tax**. The Managing Director, KBITS will finally sanction the eligible amount for reimbursement and the decision shall be deemed final in this regard. The eligible amount of reimbursement will be paid by cheque/NEFT/RTGS to the startup post that.

After GST implementation from 01/07/2017, please refer to below.

Supply of Services after GST implementation from 01/07/2017

Reimbursement of GST, i.e. CGST, SGST and IGST paid by startups incubated in GOK supported incubators and CIFs (Common Instrumentation Facility) whose annual turnover does not exceed Rs. 50 lakhs for the first three years or till the incubator becomes DST certified whereby the services given by the incubator and the incubatees become exempt from GST ". To avail benefits under this, there are certain eligibility criteria that have to be met:

Eligibility Criteria

1. The applicant should be a Startup registered with the Karnataka Startup Cell
2. Reimbursement of Good and Services Tax (GST) means, the eligible Startups physically or virtually incubated in Government supported incubators or CIFs will have to pay the prevailing GST to the GST Department, Government of India or Government of Karnataka and later claim reimbursement of GST from the Karnataka Startup Cell.
3. This reimbursement incentive will only apply to the **supply of services** performed during the validity of the Karnataka Startup Policy.
4. Startups incubated in Government supported incubators or CIFs with an annual turnover up to a maximum of Rs. 50 Lakhs will be eligible for reimbursement annually for the first three years from the date of commercial operation or till the incubatee will become exempt from GST under a notification.
5. Reimbursement amount will be released/disbursed on the seniority basis depending upon the Budget allotment of the State Government
6. Reimbursement shall be done annually by the Karnataka Startup Cell.

Mandatory Documents:

1. Application as in Annexure – I and II
2. Duly filled Annexure I, II and III if applying through a GoK Supported Incubator.
3. Copy of the GST Registration and other registration of Commercial Tax Department/Central Tax Department.
4. Indicate the year-wise and monthly/quarterly (as applicable) NET GST paid to the Government being claimed by the applicant
5. Copy of Tax returns filed by Startup for the year for which reimbursement is being claimed.
6. Copy of Challan / Receipt issued by the GSTN / net banking service provider
7. Relevant invoices raised.
8. Audited financial statements for the years for which reimbursement is claimed

On receipt of all necessary documents, KBITS will duly analyse the application for eligibility. Post review & assessment of the application, KBITS will approve the reimbursement of the due and payable **net GST**. The Managing Director, KBITS will finally sanction the eligible amount for reimbursement and the decision shall be deemed final in this regard. The eligible amount of reimbursement will be paid by cheque/NEFT/RTGS to the unit post that.

Annexures for Service Tax

ANNEXURE – I

Proforma Application for Claiming Reimbursement

(To be printed on company/entity letterhead and duly signed and affixed with company/entity seal)

1.	KBITS Registration No.		
	Affiliated Incubator Details (Registration Number and Address):		
3.	Service Tax Identification Number of the Startup		
4.	Service Tax Registration Certificate No and Date:(copy to be enclosed)		
5.	Services offered and value of the same:	Service	Value (INR)
6.	Reimbursement Claimed:		
7.	Service Tax Authority:		
	Designation :		
	Address:		

(i) Certified that the services are directly been offered to the end users.

(ii) I / We hereby certify that the particulars given above and in the appended enclosures are true and correct to the best of my/our knowledge and belief and that no material facts have been concealed or suppressed.

Place:

Date:

(Signature)

(Name and Designation)

ANNEXURE – II

(To be printed on company/entity letterhead and duly signed and affixed with company/entity seal)

Declaration

I, (full name)
S/o.....
Managing Director / Director / Proprietor / Partner of
M/s..... (Complete
address), do hereby solemnly affirm and declare that the particulars stated above in the application are true and correct to the best of my knowledge, information and belief. In case any of the Statement / Information furnished in the application or documents are found to be wrong or in correct or misleading, I do hereby bind myself and my / our unit to pay to the Government on demand, the full amount received as reimbursement in respect of the above mentioned activity, within 7 (Seven) days of such a demand being made to me in writing.

Place:

Signature and Seal

Date:

(Proprietor / Mg. Partner / Chief Executive)

ANNEXURE-III

INCUBATOR ENDORSEMENT AND GUARANTEE

(To be printed on company/entity letterhead and duly signed and affixed with company/entity seal)

I hereby solemnly affirm and endorse that the Startup _____ has been incubated with in our Incubator from _____ to _____ and the information in the application dated _____ for Service Tax Reimbursement by _____ bearing KBITS registration number _____ is complete, true and correct as per the terms and conditions stipulated the Operational Guidelines of the Startup Policy. In case above declaration is found wrong or incorrect or misleading, I do hereby bind myself & my unit and undertake to pay to the Government on demand the full amount received as reimbursement in respect of above mentioned activity, within 15 days of the demand being made to me in writing if the concerned Startup has not already made payment towards the same.

DEPONENT

KBITS INCUBATOR REGISTRATION NUMBER:

Place:

Date:

Annexures for GST

ANNEXURE-I

PROFORMA APPLICATION FOR CLAIMING REIMBURSEMENT AGAINST NET GST PAID UNDER THE START UP POLICY

1.	Registration No.	
2.	Reimbursement Claim:	For GST Paid to the Tax Department:
3.	Amount of Reimbursement Claimed:	
4.	Affiliated Incubator Details and date of commencement of incubation:	
5.	Tax Identification Number of the Applicant/ GST Regn. no.	
6.	Please provide GST of the supplier (if applicable):	
7.	GST Registration Certificate No and Date (copy to be enclosed):	
8.	Turn over for the year for which GST reimbursements claimed	
9.	Local GST officer.	
10.	Designation: Address:	

Certified that all the plant and machineries claimed for GST reimbursement are new and no second hand machinery has been included. (Good working condition)

I/We hereby certify that the particulars given above and in the appended enclosures are true and correct to the best of my/our knowledge and belief and that no material facts have been concealed or suppressed.

I/We here by certify that the particulars given above and in the appended enclosures in regards to the eligibility for reimbursement are consistent with the terms and conditions stated in the Karnataka Startup Policy 2015-2020 and the Karnataka Startup Policy Operational Guidelines.

Place:

(Signature)

Date:

(Name and Designation)

ANNEXURE-II

(To be printed on Company/Entity letter head and duly signed and affixed with company/entity seal)

DECLARATION

I, (full name)..... S/o..... Managing Director/ Director/ Proprietor/ Partner of M/s (Complete address), do hereby solemnly affirm and declare that the particulars stated above in the application are true and correct to the best of my knowledge, information and belief. In case any of the Statement/Information furnished in the application or documents are found to be wrong or incorrect or misleading, I do hereby bind myself and my/our unit to pay to the Government, on demand, the full amount received as reimbursement in respect of the above mentioned activity, within 7 (Seven) days of such a demand being made to main writing.

Place :

Signature and Seal

Date :

(Proprietor/Mg.Partner/Chief Executive)

ANNEXURE III

INCUBATOR ENDORSEMENT

(To be printed on Company/Entity letter head and duly signed and affixed with company/entity seal)

I hereby solemnly affirm and endorse that the information in the application dated for GST reimbursement by bearing KBITS Registration No. correct as per the terms and conditions stipulated the Karnataka Startup Policy 2015-2020 and the Operational Guidelines of the Startup Policy. In case the above declaration is found wrong or incorrect or misleading, I do hereby bind myself & my unit and undertake to pay to the Government on demand the full amount received as reimbursement in respect of above mentioned activity, within 15 days of the demand being made to me in writing if the same has not already paid by the concerned Startup.

DEPONENT

KBITS INCUBATOR REGISTRATION NUMBER:

Place

Date:

8.2 Reimbursement against Net VAT & CST

Annual Reimbursement of VAT/CST paid in Karnataka, up to a maximum of Rs. 50 Lakhs turnover by incubated startup companies / entities within a period of first three years of being incubated. To avail benefits under this there are certain eligibility criteria that have to be met:

Eligibility Criteria

1. The applicant should be a Startup registered with the Karnataka Startup Cell
2. The startup should be physically or virtually incubated.
3. Eligible Startups shall make payment of prevailing Net VAT and CST to the Commercial Tax Department and later claim reimbursement of the same from the Karnataka Startup Cell subject to terms and conditions mentioned herein.
4. This reimbursement incentive will only apply to sales made after the date of registration with the Karnataka Startup Cell.
5. Only sales meant for final consumers within Karnataka will be eligible for Net VAT incentive. Sales made by the Startup to dealers in Karnataka who in turn make inter-state, stock or export sales will not be eligible for such incentive.
6. The Net VAT/CST paid in Karnataka by an incubated Startup entity with an annual turnover of up to a maximum of INR 50 Lakhs will be eligible for this reimbursement incentive annually for the first three years of being physically or virtually incubated.
7. The reimbursement amount will be released/disbursed on the seniority basis depending upon the Budget allotment of the State Government
8. Reimbursement will be processed annually by the Karnataka Startup Cell.

Mandatory Documents

1. Application as in Annexure - I and II
2. Duly filled Annexure I, II and III if applying through a GoK Supported Incubator.
3. Copy of the KVAT Registration, KST/CST Registration and other registration of Commercial Tax Department.
4. Indicate the year-wise and monthly/quarterly (as applicable) Net VAT/ CST paid to the Government being claimed by the applicant
5. Copy of Tax returns filed by Startup for the year for which reimbursement is being claimed (Form 100 and 240)
6. Copy of Challan / Receipt issued by Commercial Tax Department / through Net-Banking Payment
7. Relevant sale invoices raised.

On receipt of all necessary documents, KBITS will duly analyse the application for eligibility. Post review & assessment of the application, KBITS will approve the reimbursement of the due and payable **net VAT and CST**. The Managing Director, KBITS will finally sanction the eligible amount for reimbursement and the decision shall be deemed final in this regard. The eligible amount of reimbursement will be paid by cheque/NEFT/RTGS to the unit post that.

After GST implementation from 01/07/2017, please refer to below.

Reimbursement of net VAT/CST after implementation of GST from 01/07/2017

The incentives for claiming reimbursement against net GST, with respect to sale of goods is being referred to in this section. The annual reimbursement of net GST (CGST, SGST & IGST) paid in Karnataka, up to a maximum of Rs.50 lakhs turnover by incubated startup entities within a period of first three years of being incubated. To avail benefits under this there are certain eligibility criteria that have to be met:

Eligibility Criteria:

1. The applicant should be a Startup registered with the Karnataka Startup Cell
2. The reimbursement of GST means, the eligible Startup will have to pay the prevailing GST to the Department (GSTN) and later claim reimbursement of net GST from Karnataka Startup Cell based on the terms and conditions mentioned herein.
3. This reimbursement incentive will only apply to **sale of goods** made after the date of registration with the Karnataka Startup Cell.
4. The GST related incentive will be in respect of the sales meant for final consumers within the State only. The sales made by the Startup to other dealers within the State who in turn make inter-State sales, stock transfer or export sales, will not be eligible for the GST related incentive.
5. The GST paid in Karnataka by a physically or virtually incubated Startup company/entity with an annual turnover of up to a maximum of Rs. 50 Lakhs will be eligible for this reimbursement incentive annually for the first three years of being incubated.
6. The Reimbursement amount will be released/disbursed on the seniority basis depending upon the Budget allotment of the State Government
7. Reimbursement will be done annually by the Karnataka Startup Cell.

Mandatory Documents:

1. Application as in Annexure – I and II
2. Duly filled Annexure I, II and III if applying through a GoK Supported Incubator.
3. Copy of the GST Registration and other registration of Commercial Tax Department/Central Tax Department.
4. Indicate the year-wise and monthly/quarterly (as applicable) NET GST paid to the Government being claimed by the applicant
5. Copy of Tax returns filed by Startup for the year for which reimbursement is being claimed.
6. Copy of Challan / Receipt issued by the GSTN / net banking service provider
7. Relevant invoices raised.
8. Audited financial statements for the years for which reimbursement is claimed

On receipt of all necessary documents, KBITS will duly analyse the application for eligibility. Post review & assessment of the application, KBITS will approve the reimbursement of the due and payable **net GST for sale of goods**. The Managing Director, KBITS will finally sanction the eligible amount for reimbursement and the decision shall be deemed final in this regard. The eligible amount of reimbursement will be paid by cheque/NEFT/RTGS to the unit post that.

Annexures for VAT/CST Reimbursement

ANNEXURE-I

PROFORMA APPLICATION FOR CLAIMING REIMBURSEMENT AGAINST NET VAT+CST PAID UNDER THE STARTUP POLICY

1	Registration No.	
2	Reimbursement Claim:	<input type="checkbox"/> For VAT/CST Paid to the Commercial Tax Department
3	Amount of Reimbursement Claimed:	
4	Affiliated incubator details and date of commencement of incubation: Are you applying through a GoK Supported Incubator:	<input type="checkbox"/> Yes <input type="checkbox"/> No
5	Tax identification number of the applicant:	
6	VAT Registration Certificate No and Date (copy to be enclosed):	
7	Turnover for the year for which VAT/CST reimbursements claimed	
8	Local VAT officer of Commercial Taxes	
9	Designation : Address:	

- (i) Certified that all the plant and machineries claimed for Net VAT+CST reimbursement are new and no second hand machinery has been included. (Good working condition).
- (ii) I / We hereby certify that the particulars given above and in the appended enclosures are true and correct to the best of my/our knowledge and belief and that no material facts have been concealed or suppressed.
- (iii) I / We hereby certify that the particulars given above and in the appended enclosures in regards to the eligibility for reimbursement are consistent with the terms and conditions stated in the Karnataka Startup Policy 2015-2020 and the Karnataka Startup Policy Operational Guidelines.

Place:
Date:

(Signature)
(Name and Designation)

ANNEXURE - II

(To be printed on company/entity letterhead and duly signed and affixed with company/entity seal)

DECLARATION

I, (full name).....
S/o..... Managing Director /
Director / Proprietor / Partner of
M/s..... (Complete
address), do hereby solemnly affirm and declare that the particulars stated above in the application are true and correct to the best of my knowledge, information and belief. In case any of the Statement / Information furnished in the application or documents are found to be wrong or incorrect or misleading, I do here by bind myself and my / our unit to pay to the Government on demand, the full amount received as reimbursement in respect of the above mentioned activity, within 7 (Seven) days so of such a demand being made to main writing.

Place:

Signature and Seal

Date:

(Proprietor / Mg. Partner / Chief Executive)

ANNEXURE-III

INCUBATOR ENDORSEMENT

(To be printed on company/entity letterhead and duly signed and affixed with company/entity seal)

I hereby solemnly affirm and endorse that the information in the application dated _____ for Net VAT/CST Reimbursement by _____ bearing KBITS registration number _____ is complete, true and correct as per the terms and conditions stipulated the Karnataka Startup Policy 2015-2020 and the Operational Guidelines of the Startup Policy. In case the above declaration is found wrong or incorrect or misleading, I do hereby bind myself & my unit and undertake to pay to the Government on demand the full amount received as reimbursement in respect of above mentioned activity, within 15 days of the demand being made to me in writing if the same has not already paid by the concerned Startup.

DEPONENT

KBITS INCUBATOR REGISTRATION NUMBER:

Place:

Date:

Annexure for GST

ANNEXURE-I

PROFORMA APPLICATION FOR CLAIMING REIMBURSEMENT AGAINST NET GST PAID UNDER THE START UP POLICY

1.	Registration No.	
2.	Reimbursement Claim:	For GST Paid to the Tax Department
3.	Amount of Reimbursement Claimed:	
4.	Affiliated Incubator Details and date of commencement of incubation: Are you applying through a GoK Supported Incubator:	Yes No
5.	Tax Identification Number of the Applicant/ GST Regn. no.	
6.	GST Registration Certificate No and Date (copy to be enclosed):	
7.	Turn over for the year for which GST reimbursements claimed	
8.	Local GST officer.	
9.	Designation: Address:	

Certified that all the plant and machineries claimed for GST reimbursement are new and no second hand machinery has been included. (Good working condition)

I/We hereby certify that the particulars given above and in the appended enclosures are true and correct to the best of my/our knowledge and belief and that no material facts have been concealed or suppressed.

I/We here by certify that the particulars given above and in the appended enclosures in regards to the eligibility for reimbursement are consistent with the terms and conditions stated in the Karnataka Startup Policy 2015-2020 and the Karnataka Startup Policy Operational Guidelines.

Place: (Signature)

Date: (Name and Designation)

ANNEXURE-II

(To be printed on Company/Entity letter head and duly signed and affixed with company/entity seal)

DECLARATION

I, (full name)..... S/o..... Managing Director/ Director/ Proprietor/ Partner of M/s (Complete address), do hereby solemnly affirm and declare that the particulars stated above in the application are true and correct to the best of my knowledge, information and belief. In case any of the Statement/Information furnished in the application or documents are found to be wrong or incorrect or misleading, I do hereby bind myself and my/our unit to pay to the Government, on demand, the full amount received as reimbursement in respect of the above mentioned activity, within 7 (Seven) days of such a demand being made to main writing.

Place : Signature and Seal

Date : (Proprietor/Mg.Partner/Chief Executive)

ANNEXURE III

INCUBATOR ENDORSEMENT

(To be printed on Company/Entity letter head and duly signed and affixed with company/entity seal)

I hereby solemnly affirm and endorse that the information in the application dated for GST reimbursement by bearing KBITS Registration No. correct as per the terms and conditions stipulated the Karnataka Startup Policy 2015-2020 and the Operational Guidelines of the Startup Policy. In case the above declaration is found wrong or incorrect or misleading, I do hereby bind myself & my unit and undertake to pay to the Government on demand the full amount received as reimbursement in respect of above mentioned activity, within 15 days of the demand being made to me in writing if the same has not already paid by the concerned Startup.

DEPONENT

KBITS INCUBATOR REGISTRATION NUMBER:

Place

Date:

8.3 Reimbursement of VAT/CST on goods supplied to the incubatee

The startups will be eligible for reimbursement of VAT/CST on any goods that are supplied to the incubatee. To avail these benefits under the Startup Policy, the following eligibility criteria have to be met:

Eligibility Criteria

1. The applicant should be a Startup registered with the Karnataka Startup Cell
2. The startup should be physically incubated in any of the GoK supported incubators.
3. This reimbursement incentive will only apply to supplies/purchases made after the date of registration with the Karnataka Startup Cell.
4. The Net VAT/CST paid in Karnataka by a physically incubated Startup company/entity with an annual turnover of up to a maximum of INR 50 Lakhs will be eligible for this reimbursement incentive annually for the first three years of being incubated
5. The Reimbursement amount will be released/dispensed on the seniority basis depending upon the Budget allotment of the State Government
6. Reimbursement will be processed annually by the Karnataka Startup Cell.

Mandatory Documents

1. Application as in Annexure - I and II
2. Duly filled Annexure I, II and III if applying through a GoK supported incubator.
3. Copy of the KVAT Registration, KST/CST Registration and other registration of Commercial Tax Department.
4. Indicate the year-wise and monthly/quarterly (as applicable) Net VAT/ CST paid to the Government being claimed by the applicant
5. Copy of Tax returns filed by Startup for the year for which reimbursement is being claimed (Form 100 and 240)
6. Copy of Challan / Receipt issued by Commercial Tax Department / through Net-Banking Payment
7. Relevant invoices raised
8. Audited financial statements for the years for which reimbursement is claimed
9. TIN number of the relevant supplier of goods for which Net VAT/CST has been paid

On receipt of all necessary documents, KBITS will duly analyse the application for eligibility. Post review & assessment of the application, KBITS will approve the reimbursement of the due and payable **net VAT/CST for goods supplied to incubatee**. The Managing Director, KBITS will finally sanction the eligible amount for reimbursement and the decision shall be deemed final in this regard. The eligible amount of reimbursement will be paid by cheque/NEFT/RTGS to the unit post that.

After GST implementation from 01/07/2017, please refer to below.

Reimbursement of VAT/CST on goods supplied to the incubatee after implementation of GST from 01/07/2017

The incentives for claiming reimbursement against net GST, with respect to purchase of goods made by incubatee physically incubated in GoK supported incubators is being referred to in this section. To claim the benefits under this section of the Startup Policy, the following eligibility criteria have to be met:

Eligibility Criteria:

1. The applicant should be a Startup registered with the Karnataka Startup Cell with a valid Karnataka Startup Cell registration number.
2. This reimbursement incentive will only apply to details of purchase of goods provided after the date of registration with the Karnataka Startup Cell.
3. The GST paid in Karnataka by a physically incubated Startup company/entity with an annual turnover of up to a maximum of Rs. 50 Lakhs will be eligible for this reimbursement incentive annually for the first three years of being incubated.
4. The Reimbursement amount will be released/disbursed on the seniority basis depending upon the Budget allotment of the State Government
5. Reimbursement will be done annually by the Karnataka Startup Cell.

Mandatory Documents:

1. Application as in Annexure – I and II
2. Duly filled Annexure I, II and III if applying through a GoK supported Incubator.
3. Copy of the GST Registration and other registration of Commercial Tax Department/Central Tax Department.
4. Indicate the year-wise and monthly/quarterly (as applicable) NET GST paid to the Government being claimed by the applicant
5. Copy of Tax returns filed by Startup for the year for which reimbursement is being claimed.
6. GST Registration No. of the supplier
7. Relevant purchase invoices raised.
8. Audited financial statements for the years for which reimbursement is claimed

Annexures for VAT/CST Reimbursement

ANNEXURE-I

PROFORMA APPLICATION FOR CLAIMING REIMBURSEMENT AGAINST NET VAT+CST PAID UNDER THE STARTUP POLICY

1	Registration No.	
2	Reimbursement Claim:	<input type="checkbox"/> For VAT/CST Paid to the supplier of goods to incubatee
3	Amount of Reimbursement Claimed:	
4	Affiliated incubator details and date of commencement of incubation:	
5	Tax identification number of the applicant:	
6	Please provide TIN of the supplier:	
7	VAT Registration Certificate No and Date (copy to be enclosed):	
8	Turnover for the year for which VAT/CST reimbursements claimed	
9	Local VAT officer of Commercial Taxes	
10	Designation : Address:	

- (iv) Certified that all the plant and machineries claimed for Net VAT+CST reimbursement are new and no second hand machinery has been included. (Good working condition).
- (v) I / We hereby certify that the particulars given above and in the appended enclosures are true and correct to the best of my/our knowledge and belief and that no material facts have been concealed or suppressed.
- (vi) I / We hereby certify that the particulars given above and in the appended enclosures in regards to the eligibility for reimbursement are consistent with the terms and conditions stated in the Karnataka Startup Policy 2015-2020 and the Karnataka Startup Policy Operational Guidelines.

Place:

Date:

(Signature)

(Name and Designation)

ANNEXURE - II

(To be printed on company/entity letterhead and duly signed and affixed with company/entity seal)

DECLARATION

I, (full name).....
S/o..... Managing Director /
Director / Proprietor / Partner of
M/s..... (Complete
address), do hereby solemnly affirm and declare that the particulars stated above in the application are true and correct to the best of my knowledge, information and belief. In case any of the Statement / Information furnished in the application or documents are found to be wrong or incorrect or misleading, I do here by bind myself and my / our unit to pay to the Government on demand, the full amount received as reimbursement in respect of the above mentioned activity, within 7 (Seven) days so of such a demand being made to main writing.

Place:

Signature and Seal

Date:

(Proprietor / Mg. Partner / Chief Executive)

ANNEXURE-III

INCUBATOR ENDORSEMENT

(To be printed on company/entity letterhead and duly signed and affixed with company/entity seal)

I hereby solemnly affirm and endorse that the information in the application dated _____ for Net VAT/CST Reimbursement by _____ bearing KBITS registration number _____ is complete, true and correct as per the terms and conditions stipulated the Karnataka Startup Policy 2015-2020 and the Operational Guidelines of the Startup Policy. In case the above declaration is found wrong or incorrect or misleading, I do hereby bind myself & my unit and undertake to pay to the Government on demand the full amount received as reimbursement in respect of above mentioned activity, within 15 days of the demand being made to me in writing if the same has not already paid by the concerned Startup.

DEPONENT

KBITS INCUBATOR REGISTRATION NUMBER:

Place:

Date:

Annexure for GST

ANNEXURE-I

PROFORMA APPLICATION FOR CLAIMING REIMBURSEMENT AGAINST NET GST PAID UNDER THE START UP POLICY

1.	Registration No.	
2.	Reimbursement Claim:	For GST Paid to the supplier of goods to incubatee or incubator
3.	Amount of Reimbursement Claimed:	
4.	Affiliated Incubator Details (If applicable) and date of commencement of incubation:	
5.	Tax Identification Number of the Applicant/ GST Regn. no.	
6.	Please provide GST of the supplier:	
7.	GST Registration Certificate No and Date (copy to be enclosed):	
8.	Turn over for the year for which GST reimbursements claimed	
9.	Local GST officer.	
10.	Designation: Address:	

Certified that all the plant and machineries claimed for GST reimbursement are new and no second hand machinery has been included. (Good working condition)

I/We hereby certify that the particulars given above and in the appended enclosures are true and correct to the best of my/our knowledge and belief and that no material facts have been concealed or suppressed.

I/We here by certify that the particulars given above and in the appended enclosures in regards to the eligibility for reimbursement are consistent with the terms and conditions stated in the Karnataka Startup Policy 2015-2020 and the Karnataka Startup Policy Operational Guidelines.

Place:

(Signature)

Date:

(Name and Designation)

ANNEXURE-II

(To be printed on Company/Entity letter head and duly signed and affixed with company/entity seal)

DECLARATION

I, (full name)..... S/o..... Managing Director/ Director/ Proprietor/ Partner of M/s (Complete address), do hereby solemnly affirm and declare that the particulars stated above in the application are true and correct to the best of my knowledge, information and belief. In case any of the Statement/Information furnished in the application or documents are found to be wrong or incorrect or misleading, I do hereby bind myself and my/our unit to pay to the Government, on demand, the full amount received as reimbursement in respect of the above mentioned activity, within 7 (Seven) days of such a demand being made to main writing.

Place : Signature and Seal

Date : (Proprietor/Mg.Partner/Chief Executive)

ANNEXURE III

INCUBATOR ENDORSEMENT

(To be printed on Company/Entity letter head and duly signed and affixed with company/entity seal)

I hereby solemnly affirm and endorse that the information in the application dated for GST reimbursement by bearing KBITS Registration No. correct as per the terms and conditions stipulated the Karnataka Startup Policy 2015-2020 and the Operational Guidelines of the Startup Policy. In case the above declaration is found wrong or incorrect or misleading, I do hereby bind myself & my unit and undertake to pay to the Government on demand the full amount received as reimbursement in respect of above mentioned activity, within 15 days of the demand being made to me in writing if the same has not already paid by the concerned Startup.

DEPONENT

KBITS INCUBATOR REGISTRATION NUMBER:

Place

Date:

8.4 Marketing Incentives to Startups

Government shall provide reimbursements of 30% of the actual costs including travel incurred in international marketing through trade show participation. This incentive will be subject to a maximum of Rs.5 Lakhs per year per company. To avail these benefits from the Government of Karnataka, the startups have to follow due processes and ensure their eligibility.

Eligibility Criteria

1. The applicant should be a startup registered with the Karnataka Startup Cell with a valid registration number.
2. Only activities undertaken in trade show participation and related travel expenses will be eligible under this incentive. A maximum of 2 employees per startup/applicant in up to 2 international events per year shall be entitled for reimbursement. DA (Dearness Allowance) shall include lodging, food, intra-city commute, and journey days shall not be considered in computing TA/DA.
3. Marketing incentives can be claimed on a half-yearly basis in every financial year (within 6 months of the expense incurred).
4. Within the ambit of the monetary cap specified in the Karnataka Startup Policy 2015-2020, the reimbursement for MDA will be subject to the following conditions.
 - a. Preference for reimbursement will be given to woman members
 - b. Travel reimbursement will only be applicable on economy air travel
5. Reimbursement amount will be released / disbursed on the seniority basis depending upon the Budget allotment of the State Government.
6. Government shall provide reimbursements of 30% of the actual costs including travel incurred in international marketing through trade show participation. This incentive will be subject to a maximum of Rs.5 Lakhs per year per company.

Mandatory Documents

1. Application form as in Annexure I.
2. Duly filled Annexure II if applying through a GoK Supported Incubator.
3. If reimbursement is claimed against an International Event/Trade Show participation, the following needs to be furnished:
 - a. Invitation Letter
 - b. Welcome Letter from Organizers
 - c. Confirmation of registration and receipt of registration fee
4. Market Research Subscription/ Reports (Web link/Letter/E-mail communications) if applicable.
5. If reimbursement is claimed against Advertisements / PR in International Print/ Broadcast / Online Publications / Google AdWords / social media marketing content, the following need to be furnished:
 - a. Photocopies/Scanned documents of publicity material
 - b. Web links
 - c. Invoice of the payment towards the service providers and payment proofs
6. Copy of Invoices and Purchase Orders for all Marketing Expenses claimed along with at least one supporting document for each expense. In this regard, the company/unit has to produce proof of stay at the location (hotel bills) along with air travel (air tickets and boarding pass sealed and stamped by airport security) and copy of the passport first and last page and stamped visa.

On receipt of all necessary documents, KBITS will duly analyse the Application for eligibility. Post review & assessment of the Application, KBITS will arrive at the quantum of reimbursement due and payable. The Managing Director, KBITS will finally sanction the eligible amount for reimbursement and the decision shall be deemed final in this regard.

Annexures

ANNEXURE - I

Application Form

1	Name of the Company and KBITS Registration No.	
2	Affiliated Incubator Details (Registration Number and Address): Are you applying through an GoK Supported Incubator:	
3	Number of claims taken under MDA from State Government and Date of releases.	
4	Name of Individuals Claiming Incentive who attended the fair / exhibition along with passport particulars/No.	
5	Whether any individual is a woman? If yes, please specify details:	
6	Date of Application of Incentive:	
7	Affiliated Incubator registration Details	
8	Date of actual departure from India (Please attach photocopy of Passport duly highlighting date of departure) Please furnish copy of the same	Date:
9	Date of actual Arrival to India after completing the event (Please attach photocopy of Passport duly highlighting date of Arrival) Please furnish copy of the same	Date:
10	Particulars of fair / exhibition / buyer – seller meets	Name: Place: Duration of event: From: To:
11	Products exported and to which countries products are exported	

12	Details of the organizers of the event like ITPO/EPCs / other recognized agencies		
13	International Event/Trade Show participation	Expense Enclosure Nos. & Dates	Expenditure (Rupees)
14	Conference Participation & Sponsorship Fees		
	Employee/Customer Invitee Travel		
	Employee/Customer Invitee Boarding		
	Exhibition Infrastructure (Stall / Publicity Material / Electricity / Equipment / AV		
15	Customer Seminar hosted by company for international customers in foreign locations		
	Description	Expense Enclosure Nos. & Dates	Expenditure (Rupees)
	Travel costs for Employees and Customer participants		
	Boarding costs for Employees and Customer participants		
	Hotel Expenses for Event (Conference Room, Food, Support Staff, Audio-Visual Demos)		
	DA		
16	Advertisements / PR in International Print / Broadcast / Online Publications / Google AdWords	Yes <input type="checkbox"/> No <input type="checkbox"/>	
17	Total Expenditure Claimed (Subject to 5 Lakh)		
18	Whether the organization has been charged / prosecuted/ debarred/ blacklisted under investigation under Export & Import Policy of India or any other law framed by Govt. of India relating to export and import business ?		
19	Whether assistance availed from other Govt. Bodies / EPCs/ Commodity Boards / Authorities etc., for the activity under reference.(if yes, Please give full details)		

Declaration

I solemnly declare that the particulars given in the above statement are correct, I also undertake that any financial assistance granted to us on the basis of this declaration will be liable to be refunded to KBITS, if at any time, any information furnished in this application/ declaration is found to be wrong or incorrect or misleading.

Place

Signature

Date:

Name & Designation

(Office Seal)

ANNEXURE - II

INCUBATOR ENDORSEMENT

(To be printed on company/entity letterhead and duly signed and affixed with company/entity seal)

I hereby solemnly affirm and endorse that the information in the application dated _____ for International Marketing Reimbursement by _____ bearing KBITS registration number _____ is complete, true and correct as per the terms and conditions stipulated the Operational Guidelines of the Startup Policy. In case above declaration is found wrong or incorrect or misleading, I do hereby bind myself & my unit and undertake to pay to the Government on demand the full amount received as reimbursement in respect of above mentioned activity, within 15 days of the demand being made to me in writing if the concerned Startup has not already effected payment towards the same.

DEPONENT

KBITS INCUBATOR REGISTRATION NUMBER:

Place:

Date:

8.5 Patent Reimbursement

The policy defines that the cost of filing and prosecution of patent application will be reimbursed to the incubated startup companies subject to a limit of Rs. 2 lakh (0.2 million) per Indian patent awarded. For awarded foreign patents on a single subject matter, up to Rs. 10 lakh (1 Million) would be reimbursed. The reimbursement will be done in 2 stages, i.e., 75% after the patent is filed and the balance 25% after the patent is granted. The detailed guidelines for this are provided below:

Eligibility Criteria

1. The applicant should be a Startup registered with the Karnataka Startup Cell with a valid Karnataka Startup Cell registration number. Additionally, the startup should be incubated, physically or virtually.
2. Only patents that have been filed by a startup within validity of this Policy (from the date of publish of GO) will be eligible to claim this reimbursement.
3. Patents that are created for a technology based service or product or uses technology for enhancing functionality or reach of an existing product or service are eligible.
4. The applicant should have already filed or been granted a patent with the concerned authority. The applicant should have paid the mandatory Government fees/attorney fees in this regard.
5. The eligible startups will submit the application in the prescribed format along with the documents mentioned in the format to the Karnataka Startup Cell as follows:

a. Application for reimbursement Post Filing of Patent:

Applicant should have filed for the patent for which reimbursement is being claimed. The Applicant may claim reimbursement towards fees paid to the concerned authority and legal charges, if any (drafting/consultation). The reimbursement shall be made on a one-time basis and shall be availed only once for the particular patent application. Applicant to mandatorily fill and submit relevant documents along with Annexure I - Form A and B in the prescribed format.

b. Application for reimbursement Post Grant of Patent:

Applicant should have already been granted the patent for which reimbursement is claimed and should have already claimed reimbursement of costs incurred post filing of the patent under clause 13.1.5(1). Applicant may claim reimbursement towards fees paid to the concerned authority and legal charges, if any (drafting/consultation). Applicant to mandatorily fill and submit relevant documents along with Annexure I - Form A and B in the prescribed format. Applicant shall not be entitled to reimbursement under this provision in case Applicant has received reimbursement of Rs. 2 Lakhs for a domestic patent filing and/or Rs. 10 Lakh for foreign patent filing.

c. Application for reimbursement Post Filing and Post Grant of Patent simultaneously:

Applicant should have been granted the patent for which reimbursement is being claimed and should not have claimed reimbursement for the same previously. Applicant may claim reimbursement towards fees paid to the concerned authority and legal charges, if any (drafting/consultation). Applicant to mandatorily fill and submit relevant documents along with Annexure I - Form A, B and C in the prescribed format. Applicant shall be eligible to reimbursement up to Rs. 2 Lakh for an Indian Patent and up to Rs. 10 Lakh for a foreign Patent.

Mandatory Documents

The following information / documents must be furnished with the application:

1. KBITS registration No.
2. Duly filled forms as applicable and Annexure I & II
3. Duly filled forms and Annexure –I, II and III if applying through a GoK supported Incubator.
4. A copy of the patent filed at the appropriate authority.
5. Certificate of Patent Grant from Patent Office as applicable.
6. Detailed statement of expenses incurred towards the Patent Registration along with the copies of invoices & receipts from the patent authority and legal counsel as applicable.
7. All Invoices submitted by the appropriate Patent Authority towards Govt. fees and towards legal agents.
8. The certificate of Patent with valid serial number must be furnished and valid form 27 to be enclosed.

On receipt of all necessary documents, KBITS will duly analyse the application for eligibility. Post review & assessment of the Application, KBITS will arrive at the quantum of reimbursement due and payable. The Managing Director, KBITS will finally sanction the eligible amount for reimbursement and the decision shall be deemed final in this regard. Reimbursement amount will be released / disbursed on the seniority basis depending upon the Budget allotment of the State Government.

Annexures

Common Application Form for Patent Reimbursement

FORM - A

1	KBITS Registration Number:	
2	Affiliated incubator details: Are you applying through an GoK Supported Incubator:	
3	Applying for: <input type="checkbox"/> Post Filing <input type="checkbox"/> Post Grant <input type="checkbox"/> Both Simultaneously	
4	Name and Profile of Inventors (List to be enclosed) a. Designation: b. Owner of the Patent: c. Name : d. Designation:	
5	No. of Patents filed for which reimbursement has been claimed: Furnish details of the past claims:	
6	Are you claiming reimbursement for post filing and post grant simultaneously: If yes, be sure to fill form A, B and C along with this application.	Yes <input type="checkbox"/> No <input type="checkbox"/>
7	Details of Patent Registration a. Title of the Invention b. Brief note on Invention (50 words) c. Advantages of the Invention (50 words): d. Applicable Sectors of the Invention:	

Application Form for Post Filing Patent Reimbursement

FORM - B

1	Date of Filing for Patent Registration	
2	KBITS Registration Number	
3	Title of the Invention	
4	Total Cost of Patent Filing till date/in Pre-grant phase:	
5	Have you furnished a copy of the Patent Filed?	Yes <input type="checkbox"/> No <input type="checkbox"/>
6	Have you furnished detailed statement of expenses incurred towards the Patent Registration along with the copies of invoices & receipts - ANNEXURE I along with this application?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Application Form for Post Grant Patent Reimbursement

FORM - C

1	Title of the Invention	
2	Have you claimed for post filing reimbursement for this patent before this application: If yes, please furnish details of the same:	Yes <input type="checkbox"/> No <input type="checkbox"/>
3	Patent e-Registration Number and Date of Grant of Patent: Form 27 attached?	Yes <input type="checkbox"/> No <input type="checkbox"/>
4	Total Cost of Patent Registration under Post Grant reimbursement:	
5	Detailed statement of expenses incurred towards the Patent Registration along with the copies of Invoices & receipts- ANNEXURE I	Yes <input type="checkbox"/> No <input type="checkbox"/>

ANNEXURE I

(To be printed on company/entity letterhead and duly signed and affixed with company/entity seal)

**DETAILED STATEMENT OF EXPENDITURE INCURRED
FOR ADOPTION OF TECHNOLOGY**

As per the documents and records of M/s..... with registered office at.....

The enterprise has incurred a total expenditure of INR (Rupees..... Only) for Granting Patent for its invention from the Certifying Agency / Organization viz..... The categorization of expenditure is as follows:

Sl.	Details of Payments	Certifying Agency / Organization	Amount (INR)	Remarks
1	<input type="checkbox"/> Patent Office Fee <input type="checkbox"/> Application Fee (India /Abroad) Prior Art Search Fee <input type="checkbox"/> Request for Examination Fee <input type="checkbox"/> Annual Fee			
2	Attorney Drafting Charges			
3	Consultancy Charges			
	Total			

(Note: The above details of payments must be supported by the duly attested copies of invoices and Receipts of payments made towards Patent Registration.)

Place:

Signature and Seal

Date:

(Proprietor / Mg. Partner / Chief Executive)

ANNEXURE – II

(To be printed on company/entity letterhead and duly signed and affixed with company/entity seal)

DECLARATION

I, (full name)

S/o.....

Managing Director / Director / Proprietor / Partner of M/s.

(Complete address), do hereby solemnly affirm and declare that the particulars stated above in the application are true and correct to the best of my knowledge, information and belief. In case any of the Statement / Information furnished in the application or documents are found to be wrong or in corrector misleading, I do hereby bind myself and my / our unit to pay to the Government on demand, the full amount received as reimbursement in respect of the above mentioned activity, within 7 (Seven) days of such a demand being made to me in writing.

Place:

Signature and Seal

Date:

(Proprietor / Mg. Partner / Chief Executive)

ANNEXURE - III

INCUBATOR ENDORSEMENT AND GAURANTEE

(To be printed on company/entity letterhead and duly signed and affixed with company/entity seal)

I hereby solemnly affirm and endorse that the information in the application dated _____ for Patent Reimbursement by _____ bearing KBITS registration number _____ is complete, true and correct as per the terms and conditions stipulated the Operational Guidelines of the Startup Policy. In case above declaration is found wrong or incorrect or misleading, I do hereby bind myself & my unit and undertake to pay to the Government on demand the full amount received as reimbursement in respect of above mentioned activity, within 15 days of the demand being made to me in writing if the concerned Startup has not already effected payment towards the same.

DEPONENT

KBITS INCUBATOR REGISTRATION NUMBER:

Place:

Date:

9. Mentor Network

9.1 Registration of Mentors

An individual can register as a mentor on the Startup Karnataka Portal by providing the following details as mentioned in Annexure:

1. Mentor Name
2. Location
3. Area of Expertise – industry and sector
4. Year of experience
5. Email ID
6. Contact No.
7. Link to Profiles (Websites, LinkedIn, other Professional Networking sites)

A profile will be created showcasing these details for the mentor on the Startup Karnataka Portal.

9.2 Startup Application for Mentoring

If a startup wants to avail mentorship from the mentors registered with Startup Karnataka Portal, Startups can use the “Connect with Advisors” tab by logging into their account on Startup Karnataka Portal. They can select the “area” on which they need mentoring support. In case the ‘area’ which Startups need mentoring support on is not available, they can specify their requirement additionally. Based on selected area, a list of mentors is displayed. The below details are also provided for each of the Mentors:

- Expert Name
- Email Id
- Action

The startup can write to the selected Mentor using the facility provided in the portal. The mentor shall respond to those queries online.

For any mentorship session that may be organized, startups will be notified in advance through the Startup Karnataka Portal.

9.3 Annexure

Application form for Mentors

No	Questions	Data Fields/ Options
1	Name(First/ Last)	
2	Email	
3	Mobile	
4	City	
5	State	
6	Country	
7	Linkedin URL	
8	Present Designation	
9	Present Organisaition/ Employer	
10	Total No of Years of Work Experience (Full Time)	
11	Industry/ Sector	<ul style="list-style-type: none"> • IT/ITES • ESDM • AVGC • Biotech • FMCG • Banking/ Insurance • Automobile • Food/ Beverages • Education • Government • PSU • Power/Energy • Transport • Medicine/ Health • Media/ Advertising • Telecom • Real Estate • Others: Specify

12	Vertical	<ul style="list-style-type: none"> • eCommerce • Fintech • Edtech • Medtech • Agritech • Tourtech • Foodtech • Healthtech • IOT • AI/Robotics • Pharma • Logistics • Machine Learning • Data Analytics • DevOps • Apps • Aggregator • OEM/Electronics • Embedded/ DSP • Others: Specify
13	Domain Expertise	<ul style="list-style-type: none"> • Accounting • Administration • Sales/ BD • Marketing • Finance • Operations • Human Resources • Analyst • Go To Market • Strategy • Advertising/ Branding • Corporate Communications • Legal • Technology • Project Management/ Delivery • R&D • IT Infrastructure Management • CXO • Others
14	Have you been a part of Startup Ecosystem	
15	Have you been a mentor before?	Yes/ No
16	If yes, please give a brief (not exceeding 100 words)	
17	Why do you want to be a mentor? (not exceeding 200 words)	

18	How much time you can devote per week?	2-4Hrs 4-6Hrs 6-8Hrs 8-10Hrs Full Time Mentor
19	How long do you want to be a Mentor?	6 Months 1 Year More than 1 year
20	At what Stage do you want to Mentor?	Idea Stage Concept Stage POC Stage Funding Level Growth Stage Expansion Stage Collaborations Merger/ Take Over All of the above
21	Best way to get in touch with you..	Phone Email

10. Glossary

AVGC	Animation, Visual Effects, Gaming and Comics
BT	Biotechnology
CST	Central Sales Tax
CIF	Common Instrumentation Facility
GoK	Government of Karnataka
IT	Information Technology
IoT	Internet of things
IRR	Internal Rate of Return
KBITS	Karnataka Biotechnology and Information Technology Services
KESDM	Karnataka Electronics System Design and Manufacturing
NAIN	New Age Incubation Network
N-HI	NAIN - Host Institution is a College affiliated to State University or a Deemed University which is selected (or has applied for being selected) under the NAIN program to set up the New Age Incubator.
N-IIC	NAIN - Institution-Level Innovation Council established by the NHI to monitor and evaluate the progress and performance of NAIN
N-STIC	NAIN - State-level Innovation Council chaired by Principal Secretary, Department of Information Technology, Biotechnology and Science & Technology, Government of Karnataka
N-IA	NAIN - Implementing Agency: ICT Skills Development Society (ICTSDS) under the Department of IT, BT and S&T, Government of Karnataka is the implementing agency for the NAIN Scheme.
N-OPX	NAIN Incubator Operational Expenses (Up to 10 Lakh provided per annum for the NAIN)
N-SPF	NAIN Student Project Seed Fund (Up to 30 Lakh provided per annum for selected groups)
N-STSP	NAIN – Start-up Student Project – the project selected for funding under NAIN
N-CC	NAIN College Coordinator : Senior Professor nominee to coordinate the NAIN project
N-ICM	NAIN Incubation Centre Manager

NAV	Net Asset Value
M&A	Merger & Acquisition
PMU	Program Monitoring Unit
PPP	Public Private Partnership
POC	Proof of Concept
RFP	Request for Proposal
SHLCC	State High Level Clearance Committee
SLSWCC	State Level Single Window Clearance Committee
STPI	Software Technology Park of India
SEAC	State Expert Advisory Council
SWOT	Strengths, Weaknesses, Opportunities and Threats
SEBI	Securities and Exchange Board of India
TBI	Technology Business Incubators
TDB	Technology Development Business
UC	Utilization Certificate
VC	Venture Capital
VAT	Value Added Tax
GST	Goods and Service Tax

10. Definitions

INCUBATOR	An entity providing space, connectivity, software, hardware, equipment, infrastructure facilities, mentoring, legal & accounting services etc. to Startups for initial growth.
INCUBATEES	Incubatee is defined as an individual or a Startup located in the incubator and availing the services of incubator.
DEPARTMENT	Department of IT & BT, Government of Karnataka
KBITS	Karnataka Biotechnology & Information Technology Services
VIRTUAL INCUBATOR	Incubator providing services on cloud
GOVERNMENT	Government of Karnataka
POLICY	Startup Policy
MENTOR	Mentor is an expert who can guide the startups on business ideas, market research, business models etc.
INVESTOR	Any person/entity that invests in business / startups
ACCELARATOR	Privately or publicly funded entities that provide startups with cohort working spaces, mentoring, access to investors etc.
IDEATHONS	An event where participants engage in brainstorming and come out with ideas that can be converted to business plans.