APPENDIX II: APPLICATION FORM

TECHNOLOGY BUSINESS DEVELOPMENT FUND (TBDF)
STANDARD APPLICATION FORM

SUPPORTED BY THE GOVERNMENT OF THE REPUBLIC OF ZAMBIA
SECTION (A)

BACKGROUND

1. NAME OF INNOVATION
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   ........................................................................................................................................
   ........................................................................................................................................
   ........................................................................................................................................

2. PROMOTER (s).
   Name: ..................................................................................................................................
   NRC:.................................................................................................................................
   Phone:..............................................................................................................................
   Postal Address:..............................................................................................................
   Physical Address:
   ........................................................................................................................................
   ........................................................................................................................................
   ........................................................................................................................................
   ........................................................................................................................................

   Name: ..................................................................................................................................
   NRC:.................................................................................................................................
   Phone:..............................................................................................................................
   Postal Address:..............................................................................................................
   Physical Address
   ........................................................................................................................................
   ........................................................................................................................................

3. BUSINESS PHYSICAL ADDRESS:
   ........................................................................................................................................
   ........................................................................................................................................
4. State whether your category. Tick as appropriate.
   (a) Entrepreneur [  ]
   (b) R&D institution [  ]
   (c) Tertiary Institution [  ]

SECTION (B)

PROPOSED PROJECT

4. NATURE OF PROJECT: (tick as appropriate)
   Manufacturing [  ]
   Construction [  ]
   ICT [  ]
   Agribusiness [  ]
   Health [  ]
   Mining [  ]
   Other [  ] specify……………………………

5. PROJECT DESCRIPTION: (brief paragraph summing up the project objectives including proposed new product for existing businesses)
   ……………………………………………………………………………………………
   ……………………………………………………………………………………………
   ……………………………………………………………………………………………
   ……………………………………………………………………………………………

6. INNOVATION OF IDEA/ INVENTION : (briefly highlight why you think that your proposed project idea is innovative, is it addressing a challenge and has some commercial or social value)
   ……………………………………………………………………………………………
   ……………………………………………………………………………………………

7. TECHNICAL FEASIBILITY: (Briefly explain how the product is made. However, do not reveal any intellectual property if any)
   ……………………………………………………………………………………………
   ……………………………………………………………………………………………
   ……………………………………………………………………………………………
   ……………………………………………………………………………………………

8. USEFULNESS OF THE PROJECT: (how useful is the product to uplifting living standards, explain how applicable your product or service is to daily life)
   ……………………………………………………………………………………………
   ……………………………………………………………………………………………
   ……………………………………………………………………………………………
   ……………………………………………………………………………………………
9. STRATEGIC IMPORTANCE: (brief paragraph highlighting why the project is important to Zambia’s economic development)


10. TOTAL PROJECT COST: (total estimated cost as per concept note) Amount (ZMK)

(In words)

11. INTELLECTUAL PROPERTY STATUS, where applicable

1. Provisionally protected [ ]
2. Fully protected [ ]
3. Unprotected [ ]
4. N/A [ ]

12. CURRENT STAGE OF THE PROJECT

a. Idea [ ]
b. Concept [ ]
c. Schematic drawing [ ]
d. Prototype [ ]
e. Final Product [ ]

SECTION (C)

FINANCIAL APPLICATION:

13. How much are you applying for? .............................................

14. Purpose of the TBDF financial support. (tick as appropriate)

a. Total investment [ ]
b. Equipment and machinery [ ]
c. Product/process development [ ]
d. Intellectual Property Protection [ ]
e. Concept and market testing [ ]

The following should accompany the application form:

1. National Registration Card
2. Copy of company or business name registration
3. Copy of Intellectual Property Protection certificate, where applicable
SECTION (D)

Disclaimer
The information you provide in this application is used when processing and assessing your submission. Summary information provided by all applicants will be stored at NTBC and remains the property of the Centre. The information you have provided, including personal information, may be used by the Centre to contact you by the Centre or organisations which are support similar programmes, and may be made public through national and local media or via the NTBC websites when deemed necessary for funding purposes.

I, the undersigned, certify that:

☐ I have read the relevant information provided for this application and meet the general eligibility criteria.

☐ The statements in this application are true to the best of my knowledge and any supporting material is my own work or the work of the persons named in this application.

☐ I accept that NTBC reserves the right to use whatever assessment processes and selection criteria they deem necessary to evaluate this and other applications for funding.

☐ I acknowledge that this application will be assessed on its merits, and compared to other projects, and that it may be funded, not funded or it may not be funded at the amount requested.

☐ I consent to information provided in this application being stored on a central database under NTBC.

☐ If my application is successful, I consent to the media being given information, other than personal information, about the funded project and agree that I may be contacted directly.

☐ If my application is successful, I will provide a final project report in accordance with the requirements of the TBDF and all the information and supporting documentation required to acquit properly and fully the money received.

☐ I consent to the use of this information for other purposes confined to developing my project further with the condition of prior notice and authorization by myself.

I hereby declare that the information supplied above is true and correct to the best of my knowledge and belief.

Authorized signatory: [Name & signature].................................................................

Title/ Position..............................................................................................................

Date.............................................................................................................................