

EXPLANATION OF THE CONDITIONS AND PROCEDURE REGARDING THE STARTERSVOUCHER



1. Startersvoucher for young entrepreneurs from Gelderland

ORION (formerly *Gelderland valoriseert!*) – the alliance of a number of institutes and knowledge institutes in Gelderland – supervises the request for startersvouchers. These vouchers are financed by the Province of Gelderland and can be requested (exclusively via some ORION partners) by students, PhD students and recent graduates who are starting their own company. The money is intended as compensation for out-of-pocket expenses for, for example:

- preparations for the company
- study of technical feasibility, marketing opportunities or a business plan
- courses or training sessions about entrepreneurship, advice and supervision.

2. Target group

The startersvouchers are intended for students, PhD students and recent graduates (maximum 3 years) of ArtEZ University of the Arts, HAN University of Applied Science (HAN), Radboud University (RU) and Van Hall Larenstein University of Applied Science (HVHL).

3. Criteria

An independent evaluation committee for the vouchers, which consists of representatives from ArtEZ, HAN and RU, will test the requests on the following nine criteria:

1. The idea or plan for the company
2. Entrepreneurship qualities (use the E-scan for this)
3. Innovativeness of the product, service or process
4. Technical feasibility (if applicable)
5. Market opportunities and earning model
6. Scalability
7. Collaboration with the knowledge institute
8. Social impact
9. The budget of expenses for the €2,500 and a brief financial plan.

The number of available startersvouchers is limited. The evaluation committee will decide whether or not a request will be honoured. This decision is binding. It is not possible to file an appeal or objection. If the request is denied, the requesting party cannot submit a renewed request.



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4. Requirements

- The requesting party is a student, alumni of or PhD student at ArtEZ, HAN, RU of VHL. Students, PhD students or alumni of other universities or universities of applied sciences are not eligible.
- The requesting party will not have graduated or been awarded a PhD longer than three years prior to the moment when the evaluation committee is dealing with the request. The benchmark is the date of the diploma or the date of deregistration from the knowledge institute.
- The requesting party still has no company or has just begun one. A requesting party who is already registered with the Chamber of Commerce is eligible only if they have made a maximum turnover of €10,000.
- The request must always be the first and once-only request for a voucher.
- The requesting party must mail the request to the knowledge institute's file holder listed below. This request will be about 5 pages long (A4), perhaps with annexes, and will contain arguments supporting the nine criteria. A Word format is available for this, but another format (e.g. Powerpoint or video) is also allowed if the nine criteria are explained and supported.
- The requesting party can be involved in only one request.
- There must be necessary expenses for the preparation of a new or recently established company.
- If the voucher is requested as a contribution in the investment in operating assets, the following limits apply:
 - computer equipment, photography or telephony: up to a maximum of €500 (together)
 - company vehicles: not possible
 - machines, tools, equipment for production: 80% of the purchase price.
- The voucher cannot be used to purchase products intended to be sold (stock); however, the purchase of products used as prototype/sample/test sample is allowed.
- The money can only be spent on billed, material expenses and services from third parties. The requesting party's own hours cannot be entered as costs.
- If the requesting party can reclaim VAT via the company, the amounts do not include VAT; otherwise, the amounts do include VAT.
- The amount awarded is a maximum of **€2,500** per request despite the number of student entrepreneurs involved.
- The requesting party is obliged to explain the request to the evaluation committee in a pitch or short presentation.
- The requesting party declares that, if the results of the preparations and any research are positive, he or she will then proceed to establish a new company (if a company does not yet exist).
- If the startersvoucher is awarded, the requesting party will supply the following documents: a copy of a legitimate proof of identification, a copy of a bank card bearing this same name and an excerpt from the Trade Register of the Chamber of Commerce (if applicable).
- The requesting party is willing to cooperate in communication and publicity.
- No longer than six months after payment of the startersvoucher has been made, the requesting party will give the file holder a report of about two pages containing an overview of the final results and including a short financial report on how the €2,500 (incl. or excl. VAT, depending on VAT requirements) has been spent. Proof of payments and invoices must be submitted only at the request of the file holder.

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5. Request procedure and file holder

The evaluation committee meets once every two months to evaluate requests. The dates of the meetings can be found on www.orion-gelderland.nl/financiering. To help with preparations, ORION offers a pitch try-out at which requesting parties can practice their pitches together. Dates and registration information can be found on www.orion-gelderland.nl.

Depending on the knowledge institute, the request is dealt with via the following contact persons:

ArtEZ	Cily Smulders	c.smuldersr@artez.nl	(06) 24 26 75 28
RU	Rob Groenendaal	r.groenendaal@ru.nl	(06) 11 39 65 81
HVHL	Monique Morel	monique.morel@han.nl	(06) 53 53 26 23
HAN	Einte Visser	einte.visser@han.nl	(06) 22 80 96 86

These contact persons determine whether a request is complete and compliant enough to be forwarded to the evaluation committee. No later than six working days prior to the meeting of the evaluation committee, the definitive and complete request must be mailed to monique.morel@han.nl with a CC to the contact persons listed above. The requesting party will then receive information about the presentation/pitch.

6. Award procedure

Following a positive decision by the committee, a contract will be drawn up between RU (administrator and issuer of the money) and the requesting party. After this contract has been signed and the requirements have been met, payment will be made. If it later appears that incorrect information was provided or the money has not been spent or has been spent on other objectives, the money can be reclaimed.

7. Monitoring

In the six months after the voucher has been paid out, the file holder will hold at least two progress discussions. If no progress has been made because of culpable behaviour of the requesting party, the payment can be reclaimed. The requesting party is obliged to regularly inform the file holder about developments. The file holder can give permission if the requesting party wants to deviate from the plan and/or the spending objectives.

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