1. **COMPANY INFORMATION**

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| **Name of Entity:** |  |
| **Structure of Entity (NPO, NPC, PTY Ltd)** |  |
| **Date of application:** |  |
| **Name of applicant:** |  |
| **Position of applicant in the company:** |  |
| **Contact number (land line and mobile):** |  |
| **Email address:** |  |
| **Company registration number:** |  |
| **Company address: (Physical and Postal)** |  |
| **Province, district, sub-district/town:** |  |
| **Number of employees:** |  |
| **Turnover in the last year:** |  |
| **BBBEE status (where applicable):** |  |
| **Company’s core business:** |  |
| **List other project partners if part of a consortium:** |  |
| **Duration to complete the project:** |  |
| **Total funds required from TIA to complete the project:** |  |

1. **CONCISE DESCRIPTION OF THE PROJECT**

*Briefly describe the core business of the entity. Briefly describe the proposed project. What is the overall/core purpose of the project? Phase of project and what is funding being sought for? What is the sustainability model of the entity?*

1. **BACKGROUND AND CONTEXT**

*Describe the background and context to the current Living Lab or why a need for a new Living Lab or expansion of an innovation support programme. What are the economic and social drivers? Provide a policy context and PESTLE analysis, if applicable*. *How many years of experience working in the field?*

1. **DESCRIPTION OF CURRENT/NEW LIVING LAB**

*Cleary describe the following:*

* *Proposed location for implementation (delivery sites);*
* *Targeted beneficiaries;*
* *Innovation support programme and interventions;*
* *Success rate measured in terms of LED drivers (high level of economic participation and production, monitising social innovation for public good);*
* *Implementation challenges; and*
* *Describe the model for supporting local innovators. What co-creation processes are in place (describe)?*

1. **LIVING LAB GOVERNANCE MODEL**

*Describe the governance model. Include institutional representatives. Does the organisation have a board of directors/trustees? Please provide their names and contact numbers.*

1. **LIVING LAB OWNERSHIP MODEL**

*Describe the ownership model and the extent to which communities are involved in ownership of the Living Lab, i.e. governance and/or management of the Lab.*

1. **OPERATIONAL MODEL**

*Describe the business model. How does the company/institution make money? What are the sources of funding? How does the company/institution sustain itself?* *How do you currently finance the operations of your institution? Describe the management structure and current management staff, financial management system and project management systems. Track record of developing funding proposals.*

1. **INNOVATION INFRASTRUCTURE**

*Provide a description of available infrastructure to support innovation. Include land and building, ICT Infrastructure and equipment.*

1. **KEY SUCCESSES**

*List the key successes in the last three years. Mention whether any of these are innovation related, LED related and linked to high levels of economic participation and production.*

1. **INNOVATION CAPABILITY**

*Describe the human and physical resources available for innovation activities.*

*Describe how local community needs have been identified in the current innovation programmes.*

*Describe the rationale and justification for the proposed innovation programme, including community challenges that will be addressed.*

*How has a culture of innovation been stimulated?*

*Any innovation outputs.*

*What new business models for community markets were explored?*

1. **PROPOSED ACTIVITIES FOR FUNDING**

*Clearly identify and describe the activities that will be funded through the Living Lab.*(refer to activities covered by the grant).

1. **PARTNERSHIPS AND COLLABORATION**

*Describe contribution from partners and the type of support that is leveraged from partners. Describe the relationship with local structures particularly local government and innovation actors in the ecosystem.*

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| **Name of stakeholder** | **Designation** | **Institution** | **Role in the project** | **Type of support that can be leveraged** | **Relational with local government** | **Years of experience in innovation/ LED** |
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1. **ENVISAGED OUTPUTS**

*What are the expected outputs of the project and how would they be measured? How will your offering benefit your local economy and community and/or South Africans? Please consider the following, as appropriate to the proposed project: Level and potential intensity of economic impact e.g. contribution to local economic development, meaningful job creation, increased and value added exports, efficiencies of local businesses, increased competitiveness of local entrepreneurs; increased highly skilled capacity and knowledge base and increased capabilities for technology innovation; social impact including improvement in quality of life, and poverty alleviation and the potential impact in lowering barriers to entry for other South African technology innovations; contribution towards transformational agenda or advancement of BBBEE; contribution towards sustainable development.*

1. **PROJECT TEAM AND COMPETENCIES**

*List the key members of the team involved in the project. Provide their qualifications and years of experience in that particular field/technology development/innovation.*

1. **SUSTAINABILITY PLAN**

*Please elaborate on the broader sustainability model of the Lab. Does the organisation have a sustainability plan or strategy in place? What sustainability challenges does your organisation face? What role does sustainability play in your organisation’s overall strategic plan?* *How is the Lab going to sustain itself beyond the DSI/TIA funding?*

1. **PAST PERFORMANCE REFERENCES**

*Please provide signed reference letters from two referees on formal letterheads of the organisations that you have worked with in the past for projects implemented not more than 3 years ago. Reference letters should include contact details as follows, Name of referee, Institution, Position, Relationship to your institution, telephone number and e-mail address. The Reference letters must also provide the following information:*

* *The relationship to the organisation under review.*
* *Description of the work/project.*
* *Names of key personnel that worked on the program.*
* *Cite any instances of exceptional or poor performance*.

1. **PROJECT PLAN**

(include work packages, activities, number of beneficiaries to be reached, duration, deliverables and budget)

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| **Work packages** | **Activities** | **Duration** | **Start and end period** | **Deliverables** | **Budget** | **Targeted beneficiaries** | **Risks** | **Risk mitigation measures** |
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1. **BUDGET**

*Provide a detailed activity-based budget. List the work packages and activities and what costs are incurred towards the activities*.

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| **Work packages** | **Activities** | | **Start and end period** | | **Deliverables** | | | **Targeted beneficiaries** | **Budget from TIA** | **Budget from current structure/ partnerships** |
| **PROJECT MANAGEMENT COSTS** (not more than 10% of the total budget inclusive of VAT) | | | | | | | | | | |
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| **Total Project Management Costs** | | | | | | | | |  |  |
| **PROJECT COSTS (INNOVATION SUPPORT PROGRAMME)** (Maximum R1,3m) | | | | | | | | | | |
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| **Total Project Costs** | | | | | | | | |  |  |
| **OPERATIONAL COSTS FOR THE INNOVATION SUPPORT PROGRAMME** (Not more than 300k) | | | | | | | | | | |
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| **Total Operational Costs** | | | | | | | | |  |  |
| **INFRASTRUCTURE COSTS** (Not more than R700k) | | | | | | | | | | |
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| **Total Infrastructure Costs** | | | | | | | | |  |  |
| **TOTAL COSTS** | | | | | | | | |  |  |

1. **DIRECT YOUR APPLICATIONS TO:**

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| **LIVING LABS FUND MANAGER** | |
| Technology Innovation Agency (TIA) | Contact Details  Ms Sibongile Radebe  Manager: Living Labs Progrmme  012 472 2773  [Sibongile.Radebe@tia.org.za](mailto:Sibongile.Radebe@tia.org.za) |