

Confidential

Department of Economic Development, Taipei City Government

Incubation Subsidy Program

Angel Investment Subsidy Proposal

Project Title: Angel Investment Subsidy Project

Project Period: From _____ (MM/DD/YYYY) to _____
(MM/DD/YYYY)

(Total _____ Months)

Applicant: _____ (Seal)

Responsible Person: _____ (Signature and Seal)

Submission Date: _____ (MM/DD/YYYY)

(Please note that this is the official submission date for the formal document)

Instructions for Proposal Writing and Submission

1. Please use A4-sized paper in vertical orientation and write horizontally (left to right). Prepare the proposal according to the format and framework outlined in the table of contents. Do not remove any section. If the length of any table is insufficient, please adjust as needed. The entire proposal must be paginated and should be completed within 50 pages (excluding required application documents and attachments).
2. Foreign investors applying for the subsidy in accordance with regulations may submit the application form and proposal in English.
3. All market research data or figures provided must include the source and date of the information. Ensure consistency throughout the proposal and fill in the data accurately and truthfully.
4. Amounts should be calculated in units of NT\$1,000 (New Taiwan Dollars), rounded to the nearest whole number.
5. Service Counter and Official Websites:
 - (1) Subsidies and Incentives for Taipei Industry Project accepts applications on a rolling basis. Applications can be submitted online, by mail, or in person to the "Project of Subsidies and Incentives for Taipei Industry Office" (Address: 2F, North Wing, No. 1, Shifu Road, Xinyi District, Taipei City, Industrial and Business Division). Phone: 1999 ext. 1429 or 6625 (for calls outside Taipei, please dial 02-27208889 ext. 1429 or 6625)
 - (2) Official websites: Department of Economic Development, Taipei City Government: (<https://www.doed.gov.taipei>) and Project of Subsidies and Incentives for Taipei Industry website: (<https://www.industry-incentive.taipei>).

Project Summary Form**【Instructions for Completion】**

- The project title must end with “Angel Investment Subsidy Project.” The project title and project duration on this form must be consistent with those on the cover page—please double-check for accuracy.
- As a general rule, the project manager and the contact person should not be the same individual. Please ensure that the contact information provided for the duration of the project is accurate to facilitate communication.

Project Title	Angel Investment Subsidy Project			
Applicant Name (Other Public or Private Entities)				
Mailing Address				
Project Duration	From	(MM/DD/YYYY) to	(MM/DD/YYYY) (Total	Months)
Project Manager	Name		Title	
	Company Phone No.		Cell	
	E-Mail			
Project Contact	Name		Title	
	Company Phone No.		Cell	
	E-Mail			
	Account	Allocated Fund	Percentage	

Total Allocation	Budget	Personnel Fees	Thousand NT\$	%
		Fees for Expert Panel Review, Participation, and Advisory Services	Thousand NT\$	%
		Lecturer Fees	Thousand NT\$	%
		Contracted Labor Fees	Thousand NT\$	%
		Venue Rental and Setup Fees	Thousand NT\$	%
		Promotional Materials Production Fees	Thousand NT\$	%
		Property Rental Fees	Thousand NT\$	%
		Equipment Usage Fees	Thousand NT\$	%
		Equipment Maintenance Fees	Thousand NT\$	%
		Total	Thousand NT\$	100%

【Instructions for Completion】

- This form is limited to one A4 page and must be written in 12-point font.
- The content of this summary must be consistent with the full proposal.
- The information provided in this summary may be published on official government websites.

Project Summary

1. Investment and Operational Track Record

(Please describe the applicant's core business competencies and summarize investment and operational performance over the past two years or more.)

2. Investment Project Objectives

(Please define the objectives of the angel investment project, including the committed number of investments and total investment amount, investment principles and industry scope, as well as the investment timeline.)

3. Growth Objectives for Investee Startups

(Please describe the growth targets for the startups to be invested in through this project, such as the amount of additional investment or capital raised by incubated companies during the year, as well as the effectiveness of post-investment support.)

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I. Applicant Profile

1. Basic Information

Tax ID Number		
Applicant Name		
Registered Address		
Capital (NT\$)		
Responsible Person		
Date of Incorporation		
Names of Main Shareholders (Please list the top five shareholders by shareholding percentage. If any of these shareholders is an overseas investment company, the top three shareholders of that overseas company must also be disclosed.)	Shares Held	Shareholding Percentage %
Total		

2. Organizational Structure and Investment Management Team

(1) Organizational Structure

(2) Management Team and Responsibilities

【Instructions for Completion】 Please describe the personnel dedicated to investment, their professional experience, and relevant work experience in investment.

3. Core Competencies and Investment and Operation Track Record

【Instructions for Completion】 Please describe the applicant's core management capabilities and investment performances over the past two years.

4. Investment Management Model

【Instructions for Completion】 Please describe the procedures for investment case evaluation, investment review and approval process, post-investment management mechanisms, exit management mechanisms and procedures, and any entrusted management companies involved.

II. Angel Investment Subsidy Project Content

1. Investment Project Objectives

【Instructions for Completion】 Set the project objectives for angel investment, including the committed number of investment cases and total investment amount, investment principles, targeted industry sectors, and investment timeline, among other relevant details.

2. Growth Objectives for Investee Startups

【Instructions for Completion】 Please describe the growth objectives for the investee companies under this project, such as the amount of additional investment or capital injection induced for incubated companies during the year, and the effectiveness of post-investment support and mentoring.

III. Checkpoints and Expected Benefits

1. Checkpoints and Evaluation Items

【Instructions for Completion】

- The performance indicators (KPIs) proposed by the applicant must be specific, quantifiable, measurable, and highly relevant to the project objectives, such as achievement of investment targets; number of investments made and total investment amount; and the growth performance of investee companies: the amount of additional investment or capital injection induced for incubated companies during the year, as well as the effectiveness of post-investment support and mentoring.

- The sum of the percentage weights of sub-tasks should equal the total weight of the corresponding subproject.
- The listed checkpoints during the project period may be adjusted through an application for project modification. If the modified plan still fails to meet the deadlines, subsidies will be deducted proportionally based on the weight of the unfinished tasks

Sub proj ect	Sub- Task	Checkpoint	KPI	Sub- Task Weigh t	Subpr oject Weigh t
A	A-1	(MM/DD/YYYY)		%	%
	A-2	(MM/DD/YYYY)		%	
B	B-1	(MM/DD/YYYY)		%	%

Sub project	Sub-Task	Checkpoint	KPI	Sub-Task Weight	Subproject Weight
	B-2	(MM/DD/YYYY)		%	
C		(MM/DD/YYYY)			%
Total					100 %
Social Contribution	(MM/DD/YYYY)	Social Contribution Requirements: <ol style="list-style-type: none"> 1. The applicant must provide at least one paid internship opportunity for a currently enrolled student during the project implementation period. (The internship must comply with the provisions of the Labor Standards Act.) 2. The applicant may also propose additional voluntary social contribution plans. 			%

2. Expected Benefits and Social Contribution

(1) Expected Benefits:

【Instructions for Completion】

- Using the project completion year as the baseline, please describe the operational outcomes expected within three years after project completion, such as achieving future growth of investee companies, supporting the internationalization of the invested businesses, increasing employment opportunities, promoting industrial upgrading within the city, and showcasing the city's unique characteristics.
- Note that expected benefits are not part of the KPI checkpoints and will not be included in the final project review but will be tracked through post-project effectiveness studies.

(2) Social Contribution

【Instructions for Completion】

- Mandatory Contribution: During the project period, the applicant should provide paid internship opportunities for university students (in compliance with Labor Standards Act), with at least one position, accounting for up to 5% of total contributions.
- Additional Contributions: Applicants may propose other relevant social contributions related to the project, except cash donations, accounting for up to 5%.
- The total social contribution is additional to the main project tasks and capped at 10% of the project. Social contribution will be included in the final project review criteria.

Contribution	Details	Quantity	Amount	Total Contribution Amount	Weight	Supporting Documents
Mandatory	Provide paid internship opportunities for university students (in compliance with Labor Standards Act)	Number of Interns (Person)	Projected Salary (Person/Thousand NT\$)	Total Salary (Thousand NT\$)	%	Such as certificate of enrollment, proof of labor insurance coverage, and salary payment records.
Additional	Applicants may propose other relevant social contributions	Quantity (Unit_____)	Expense (Thousand NT\$)	Total Expense (Thousand NT\$)	%	

(3) Corporate Sustainability Benefits and Contributions

【Instructions for Completion】

- Applicants may refer to key corporate sustainability indicators under ESG (Environmental, Social, and Governance) to explain the benefits and contributions of their company's ESG initiatives.
- For example: Creating a friendly workplace by promoting fair and inclusive employment environments, such as family-friendly policies, gender equality, support for families, career advancement friendliness, age inclusiveness, and building a nondiscriminatory

and diverse labor environment. Provide a safe, harmonious, and high-quality working environment that balances work and family life to improve workers' quality of life.

IV. Manpower and Budget Requirements

1. Project Personnel Resume Table

(1) Project Manager’s Qualifications and Background

Name		Title	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Other:	
National ID Number		Date of Birth	(MM/DD/YYYY)	
Applicant Name		Job Title		
Years of Service Outside the Current Unit		Years of Service	Years	
Area of Expertise				
Key Achievements				
Education	School (College and Above)	Period (YY/MM)	Degree	Department

Work Experience	Business Entity	Period (YY/MM)	Department	Job Title
Previous Project Participation (Leave Blank if Not Applicable)	Business Entity	Period (YY/MM)	Project Title	Main Task

(2) Description of Qualifications of the Angel Investment Subsidy Project

【Instructions for Completion】

- All project members participating in this project (excluding student workers) must be listed.
- The tasks assigned to the project members (excluding student workers) be consistent with the previously described project execution framework.
- The personnel involved and the number of months dedicated must align with the personnel expenses budgeted.

No.	Name	Title	Highest Level of Education (School and Department)	Main Experience	Incubation Experience in Years	Participating Task
1						
2						
3						

4						
5						

2. Summary Table of Budget Requirements

【Instructions for Completion】

- Please refer carefully to the “Accounting Classification Principles and Audit Standards for the Taipei City Incubation Subsidy Program” for details on each budget item.
- “Outsourcing fees” are not subject to any percentage limit.

Total Budget Summary Table

Unit of Amount: NT\$1,000

Account		Allocation of Subsidy (Thousand NT\$)	Percentage
1. Personnel Expenses	(1) Project Personnel		
	(2) Student Workers		
	Subtotal		%
2. Fees for Expert Panel Review, Participation, and Advisory Services			%
3. Lecturer Fees			%
4. Contracted Labor Fees			
5. Venue Rental and Setup Fees			%

Account	Allocation of Subsidy (Thousand NT\$)	Percentage
6. Promotional Materials Production Fees		%
7. Property Rental Fees		%
8. Equipment Usage Fees		%
9. Equipment Maintenance Fees		%
Total		
Percentage	100 %	

(1) Personnel Expenses

【Instructions for Completion】

- Personnel expenses listed must be for official employees of the company. Labor insurance documents must be provided when budgeting. For those not covered by labor insurance, proof of employment insurance or other relevant documents must be submitted. For re-employed retired personnel, occupational injury insurance proof is required.
- Project personnel shall not be paid as student workers. Maximum daily wage for student workers is NT\$1,000/person.

Unit of Amount: NT\$1,000

Position	Average Monthly Salary (A)	Person-Months (B)	Estimated Personnel Expenses (A×B)
Project Personnel (Name/Position)			
Subtotal			
Student Workers			

Subtotal		
Total		

(2) Fees for Expert Panel Review, Participation, and Advisory Services

【Instructions for Completion】

- This budget item applies only to external experts; the applicant or project personnel are not eligible for payment.
- The maximum attendance fee is NT\$2,500 per person per session; review fees are paid per item: NT\$690 for each Chinese document review, and NT\$1,040 for each foreign language document review.

Name/Service Unit	Estimated Quantity (Item)	Estimated Fee (Thousand NT\$/Item)	Total Estimated Cost (Thousand NT\$)
Total			

(3) Lecturer Fees

【Instructions for Completion】

- This budget item applies only to external lecturers; the applicant or project personnel are not eligible for payment.

Unit of Amount: NT\$1,000

Name/Service Unit	Estimated Quantity (Item)	Estimated Fee (Thousand NT\$/Item)	Total Estimated Cost (Thousand NT\$)
Total			

(4) Contracted Labor Fees

【Instructions for Completion】

- The contractor cannot be an individual.

Unit of Amount: NT\$1,000

Contracted Task	Cooperating Entity (Full Name)	Amount (Excluding Tax)

Total		

(5) Venue Rental and Setup Fees

【Instructions for Completion】

- This account is divided into venue rental and venue setup.
- Venue rental fees: rental fees for public facilities needed to hold events and does not include permanent exhibition spaces.
- Venue setup fees: do not include the purchase of administrative equipment.

Unit of Amount: NT\$1,000

Item	Purpose	Estimated Expenses	Total Estimated Cost (Excluding Tax)
Total			

(6) Promotional Materials Production Fees

【Instructions for Completion】

- Includes only printing, production, and binding costs. If design services for promotional materials are needed, please include those costs under outsourcing expenses.

Unit of Amount: NT\$1,000

Item	Purpose	Esti mat ed Qua ntity	Esti mat ed Unit Price	Total Estimated Cost (Excluding Tax)
Total				

(7) Property Rental Fees

【Instructions for Completion】

- This budget item is limited to the use of incubation center's space.
- Required attachments: (1) Real estate registration transcript, (2) notarized lease agreement, and (3) review results for land use zoning control and building management regulations for the business premises.

Unit of Amount: NT\$1,000

Address	Monthly Rent	Number of Months	Total Estimated Cost (Excluding Tax)
Total			

(8) Equipment Usage Fees

【Instructions for Completion】

- This accounting category does not include administrative equipment. When budgeting, please indicate the asset number as listed in the company's (business) property inventory.
- The book value and remaining useful life of existing equipment should correspond with the company's property inventory as of the project start date.

Unit of Amount: NT\$1,000

Equipment Name (Asset Number)	Set Book Value A	Set Cou nt B	Monthly Usage Fee AxB/(Remaining Useful Life*12)	Nu mb er of Mo nth s Inv est ed	Estimate d Usage Fee
I. Existing Equipment					
1.					
2.					
Subtotal					
II. Newly Purchased Equipment for the Project					

Equipment Name (Asset Number)	Set Purchasing Amount A	Set Count B	Monthly Usage Fee $A \times B / 60$	Number of Months Invested	Estimated Usage Fee
1.					
Subtotal					
Total					

(9) Equipment Maintenance Fees

【Instructions for Completion】

- This accounting category does not include administrative equipment. Maintenance fees cannot be claimed for equipment newly purchased or added within one year or still under warranty.
- Annual maintenance fees must not exceed 20% of the original purchase cost.

Unit of Amount: NT\$1,000

Equipment Name (Asset Number)	Original Purchase Price per Set	Set Count	Estimated Maintenance Fee
I. Existing Equipment			

1.			
2.			
Total			

V. Appendices (to be attached as applicable)

1. Outsourcing Contracts or Memoranda of Understanding (MOUs)
2. Proof of Appointment for Domestic or International Experts/Scholars
3. Suggested List of Recusal
4. Explanation of Differences in Project Content
5. Continuity Proposal Explanation Form for Previously Subsidized Projects

Appendix 1. Suggested List of Recusal (If no personnel are recommended for recusal, this appendix is not required)

Applicant Name:

Name	Employer	Job Title	Specific Grounds and Evidence for Required Recusal (Must be filled in)

Note:

- If there are no personnel recommended for recusal, please write "None" in the table.
- The form must be stamped with the company seal and the responsible person's seal.
- For personnel recommended for recusale, please clearly specify the reasons and evidence for avoidance; otherwise, the recommendation will not be accepted.

Applicant Seal:

(Seal)



Responsible Person

(Seal)



Appendix 2: Explanation of Differences in Project Content (Not required for first-time applicants)

1. Explanation of reasons for previous return, non-recommendation, or voluntary withdrawal, and explanation of how those reasons have been resolved:

Reason for Previous Rejection	Issue Resolution
<input type="checkbox"/> Return:	(Detailed description)
<input type="checkbox"/> Voluntary Withdrawal:	
<input type="checkbox"/> Rejection	

2. Differences between the current application's main project content and the previous application (Including previously subsidized projects):

	Previous Application	Current Application
Project Title		
Project Content	<p>Sample:</p> <p>1. Project Objectives and Specifications</p> <p>.....</p> <p>2. Implementation Method</p> <p>.....</p>	

Note:

- In the "Project Content" column, please specify the relevant section of the project proposal, such as project objectives and specifications, implementation method, expected benefits, etc.
- Please summarize the differences between the current and previous applications, including technical items, execution content, and other relevant changes.

Appendix 3. Continuity Proposal Explanation Form for Previously Subsidized Projects (For re-application during subsidy execution period)

【Instructions for Completion】 Enterprises that have received subsidies are encouraged to continue with business market expansion, technological iteration and innovation, or brand value enhancement. A friendly re-application mechanism is provided for subsidized enterprises to submit proposals again during the subsidy execution period. The project should demonstrate continuity. Applicants are requested to conduct a self-assessment and provide an explanation of the project's continuity.

	On-going Project	New Proposal
Project Title		
Project Target (Product/Technology/Service)		
Implementation Outcomes	Achieved outcomes of the on-going project	Expected outcomes of the new proposal
Application Category	Ex.: R&D Subsidy/Innovative R&D	Ex.: R&D Subsidy/Innovation Acceleration

Continuity Explanation	Please describe the continuity between the two projects, such as iterative innovation of the same product, completion of small-scale pilot verification, or planning to apply for innovation acceleration to expedite market commercialization.
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