

**Confidential**

**Department of Economic Development, Taipei City Government**

**Incubation Subsidy Program**

**Incubation Subsidy Proposal**

Project Title: Incubation 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 “Incubation 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	Incubation 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\$	%

**【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.

<p><b>Project Summary</b></p>
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### **1. Motivation for the Incubation Project and Operational Track Record**

(Applicants should explain the motivation behind establishing the incubation project—for example, in response to specific policies, market demands, or support needs of startups—as well as describe relevant incubation performance over the past three years. If the applicant is a newly established entity with no operational track record, please provide a three-year business plan and the expected main sources of income.)

### **2. Goals of the Incubation Project**

(Applicants should define the goals of this project based on the needs of the incubation targets.)

### **3. Execution Plan for the Incubation Project**

(Applicants should list the key tasks and promotion methods for this project.)

### **4. Expected Outputs and Benefits of the Incubation Project**

(Please specify the key performance indicators (KPIs) that can be achieved during the implementation period of this project. For example: assisting five startup companies in securing venture capital funding totaling over NT\$30 million; organizing one business matchmaking event and helping three startups secure purchase orders; providing 40 hours of entrepreneurship counseling for new entrepreneurs, etc.)



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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 %
1.		
2.		
3.		
4.		
5.		
Total		

## 2. Organizational Structure

### 【Instructions for Completion】

Please provide an organizational chart illustrating the structure of the incubation center.

Indicate the specific responsibilities of each unit and list the key personnel for each division.

### 【Example】



主任	Director
執行長	CEO
專案經理	Project Manager
業務活動組	Business Activities Division
專案計畫組	Project Planning Division
廠商輔導組	Vendor Guidance Division
智財技轉服務	IP and Tech Transfer Services

Ver. 2025/04/09

策略聯盟夥伴 Strategic Alliance Partners

專家顧問群 Expert Consultants

榮譽指導委員 Honorary Advisors

### 3. Core Competencies and Execution Strengths

**【Instructions for Completion】** Please describe the center's incubation capabilities, ability to integrate key resources, relevant past performance in implementing incubation programs, and any awards or recognitions received.

#### 4. Current Business Development Status

**(1) Incubation Targets:** Please describe the primary industries currently targeted for incubation, define the criteria for identifying incubation targets, and explain the selection mechanism used to evaluate and admit them into the project.

**(2) Services Offered and Distinctive Features:** Please outline the range and scope of services currently provided to incubation targets. For example, describe how the parent organization's R&D capabilities are utilized to support startups in commercializing or industrializing their patented technologies and research outcomes.

**(3) Resources and Facilities:** Please describe the working spaces and facilities currently available to incubation targets. Include a floor plan and real-site photographs to illustrate the physical setup and resources provided.

#### **(4) Revenue Model**

**i. Self-Generated Revenue Plan:** Please describe the planned pricing strategy and revenue generation model for incubation services over the next three years.

**ii. Financial Status:** Please provide detailed information on the incubation center’s operational income over the past three years and attach supporting documentation as evidence.

Year			
Government Subsidy  (Government incubation subsidy. Fill in “None” if not applicable)	Thousand NT\$	Thousand NT\$	Thousand NT\$
Self-Financed Funds  (The applicant’s annual budget for incubation operations)	Thousand NT\$	Thousand NT\$	Thousand NT\$
Income from Incubation Operations			
Total Income (Should be the sum of Item 1 – 6)	Thousand NT\$	Thousand NT\$	Thousand NT\$
1. Rental Income from Space Management  (Refers to rental fees paid by incubation targets for occupied spaces.)	Thousand NT\$	Thousand NT\$	Thousand NT\$
2. Income from Facility Usage  (Refers to fees from incubation targets for using laboratories, equipment, meeting rooms, etc.)	Thousand NT\$	Thousand NT\$	Thousand NT\$

Year			
3. Service Fee Income (Refers to service charges for assisting incubation targets in securing government resources, etc.)	Thousand NT\$	Thousand NT\$	Thousand NT\$
4. Operational Income (Refers to income from consulting services, training workshop registration fees, etc.)	Thousand NT\$	Thousand NT\$	Thousand NT\$
5. Deferred Income (Refers to income from incubation targets contributions, donations, etc.)	Thousand NT\$	Thousand NT\$	Thousand NT\$
6. Other Income (Refers to income from non-core activities such as external consulting or industry-academia collaborations.)	Thousand NT\$	Thousand NT\$	Thousand NT\$

## II. Incubation Project Content

### 1. Project Objectives

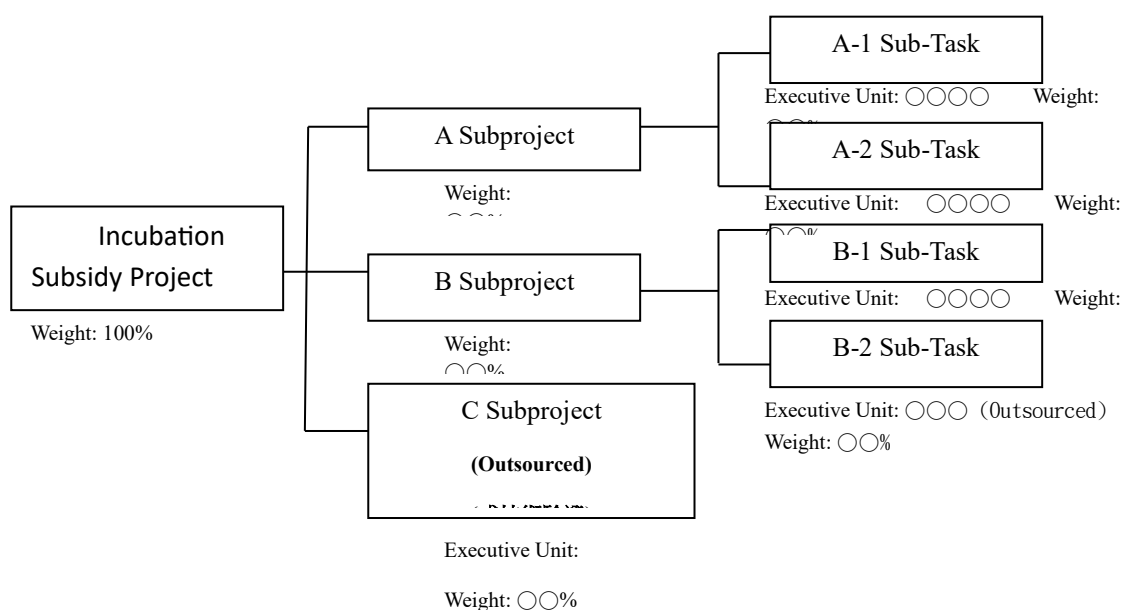
**【Instructions for Completion】** Please define the objectives of this project based on the needs of the incubatees.

## 2. Implementation Strategy

**【Instructions for Completion】** Please describe the incubation acceleration mechanisms that will be employed to achieve the project objectives. For example: If the goal is to help entrepreneurs manage startup risks, explain what types of entrepreneurship training courses will be arranged to meet this goal (strategy). If the goal is to increase the success rate of R&D among startup teams, specify the forms of technical support that will be provided to achieve this outcome (strategy).

## 3. Implementation Framework and Method

**【Instructions for Completion】** Please illustrate the key tasks corresponding to the aforementioned implementation strategies in a tree diagram. If any tasks are to be outsourced, please include them in the overall project framework and attach the relevant outsourcing contracts or Memoranda of Understanding (MOUs).





**【Instructions for Completion】**

- Please describe the implementation method for each task according to the project framework outlined above.
- If the space provided is insufficient, please feel free to add additional pages as needed.

Implementation Year	Subproject		Executive Unit/Department	Implementation Method
Year	A	A-1		
		A-2		
	B	B-1		
		B-2		
	C (Outsourced)			

Implementation Year	Subproject		Executive Unit/Department	Implementation Method
Year	A	A-1		
		A-2		
	C (Outsourced)			

#### 4. Continuity Plan after Project Completion

**【Instructions for Completion】** Please describe future incubation development after project completion, such as establishing investment funds, forming investment partnerships with key enterprises, facilitating international incubation linkages, organizing overseas investment promotion activities, etc.

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 facilitating the commercialization and industrialization of R&D outcomes from startups, demonstrating the resulting market value; assisting incubatees in securing investment, business, or technological resources; contributing to the creation of innovative products, services, or startups; and supporting incubated enterprises in attracting investment or capital increases within the project year (including both new investments and capital injections).
- 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 project	Sub-Task	Checkpoint	KPI	Sub-Task Weight	Subproject Weight
A	A-1	(MM/DD/YYYY)		%	%

Sub proj ect	Sub- Task	Checkpoint	KPI	Sub- Task Weigh t	Subpr oject Weigh t
	A-2	(MM/DD/YYYY)		%	
B	B-1	(MM/DD/YYYY)		%	%
	B-2	(MM/DD/YYYY)		%	
C		(MM/DD/YYYY)			%
Total					100 %

Sub proj ect	Sub- Task	Checkpoint	KPI	Sub- Task Weigh t	Subpr oject Weigh t
Social Contribution	(MM/DD/YYYY)	<b>Social Contribution Requirements:</b>  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. Comparison Before and After Project Implementation & Expected Benefits

**(1) Differences Before and After Project Implementation:** Please provide a comparative analysis of the incubation targets' professional capabilities, entrepreneurial skills, and other relevant differences before and after the implementation of this project. For example, improvement in business management abilities, number of orders received, amount of government funding obtained, enhancement of public awareness, and increase in strategic partners. The comparison items mentioned above may be adjusted or supplemented based on the characteristics of the respective industry.

The incubation targets' professional capabilities, entrepreneurial skills, and others	Before Project Implementation	After Project Implementation (Completion)

### (2) Expected Benefits

- Using the project completion year as the baseline, please describe the operational outcomes expected within three years after project completion, such as enhancing the R&D efficiency and industrial value of incubation targets, 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.

### (3) 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 (Person/Thousand and NT\$)	%	Such as certificate of enrollment, proof of labor insurance coverage, and salary payment records.
		At Least One				
Additional	Applicants may propose other relevant social contributions	Quantity (Unit_____)	Expense (Thousand NT\$)	Total Expense (Thousand NT\$)	%	

#### **(4) 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
<b>Previous Project Participati on</b> (Leave Blank if Not Applicable)	Business Entity	Period (YY/MM)	Project Title	Main Task

## (2) Description of Incubation-Related Qualifications of Project Personnel (Including Consultants)

## 【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	Professional Experience in Years	Participating Task
1						
2						
3						

4						
5						

### (3) Introduction of Outsourcing Vendors

#### 【Instructions for Completion】

Explanation of Related Parties: According to Financial Accounting Standards No. 6, related parties are defined based on control ability or significant influence over decision-making between two organizations or between an organization and an individual. If either of these situations exists, or if two or more companies are controlled by the same organization or individual, then those organizations or individuals are considered related parties. Common practical examples of related parties in business include:

- Investors or investee companies applying the equity method of accounting.
- Two companies sharing the same chairman or general manager.
- Two companies whose chairmen or general managers are spouses or within the second degree of kinship.

- The company's directors, supervisors, general manager and their spouses, senior executives themselves, and relatives within the second degree of kinship of the chairman or general manager.

Outsourcing Vendor	
<div>1. Explanation of the Necessity to Collaborate with This Outsourcing Vendor for Project Implementation</div> <div>2. Description of the Outsourcing Vendor's Relevant Operational Items and Performance Related to This Project</div> <div>3. Explanation of Previous Government Subsidies Received by the Outsourcing Vendor</div>	
Are the Applicant and the Outsourcing Vendor Related Parties	<input type="checkbox"/> No <input type="checkbox"/> Yes

## 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.
- The total amount of “Outsourcing Fees” shall not exceed 50% of the total project budget (i.e., the subsidy amount must be less than or equal to the self-funded amount). Subsidy ratios for other budget accounts are not subject to this restriction.
- Percentages (%) should be calculated to one decimal place and rounded accordingly. The total percentage must add up to 100%.

### Total Budget Summary Table

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			

Account	Allocation of Subsidy (Thousand NT\$)	Percentage
5. Venue Rental and Setup Fees		%
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.

Name/Position	Average Monthly Salary (A)	Person-Months (B)	Estimated Personnel Expenses (A×B)
<b>Project Personnel</b>			
1.			
2.			
Subtotal			
<b>Student Workers</b>			
1.			
2.			
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.

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

#### (4) Contracted Labor Fees

- The budget for this item must not exceed 50% of the total project budget
- The contractor cannot be an individual.

Unit of Amount: NT\$1,000

Contracted Task	Cooperating Entity (Full Name)	Cooperation Details	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 Quantity	Estimated Unit Price	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	Estimated Quantity	Estimated 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 Purchasin g Amount A	Set Cou nt B	Monthly Usage Fee  AxB/60 (Using the straight-line depreciation method as the basis, the value of 60 listed in this table is the maximum limit; please calculate according to the actual useful life.)	Nu mb er of Mo nth s Inv est ed	Estimate d Usage Fee

1.					
2.					
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/Innovative R&D

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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