**Confidential**

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

**Incubation Subsidy Program**

**International Incubation Project Proposal**

Project Title: International Incubation 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)](https://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 “International Incubation 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 |  International Incubation 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 |  |
| Total Budget Allocation | Account | Allocated Fund | Percentage |
| Applicant | International Startup |
| 1. Personnel Fees | Thousand NT$ | Thousand NT$ | % |
| 2. Fees for Expert Panel Review, Participation, and Advisory Services | Thousand NT$ |  | % |
| 3. Lecturer Fees | Thousand NT$ |  | % |
| 4. Contracted Labor Fees | Thousand NT$ |  | % |
| 5. Venue Rental and Setup Fees | Thousand NT$ |  | % |
| 6. Promotional Materials Production Fees | Thousand NT$ |  | % |
| 7. Equipment Usage Fees | Thousand NT$ |  | % |
| 8. Equipment Maintenance Fees | Thousand NT$ |  | % |
| 9. Property Rental Fees | Thousand NT$ |  | % |
| 10. Space Usage Fees |  | Thousand NT$ | % |
| 11. Exhibition Fees | Thousand NT$ | Thousand NT$ | % |
| 12. Travel Expenses | Thousand NT$ | Thousand NT$ | % |
| Total  | Thousand NT$ | Thousand NT$ | % |
| Percentage | % | % | 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. 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 international incubation 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, the number of international startups assisted in establishing a presence in Taiwan (including soft landing), the number of international startup teams supported in forming local connections or securing investment/commercial resources, the number of international professionals hired by innovative startup teams in related fields, and the amount of investment or capital increase induced for the incubated companies during the year (including both investments and capital injections), 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 % |
|  |  |  |
|  |  |  |
| Total |  |  |

**2. 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 international startup incubation programs.

**3. Management Team and Responsibilities**

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

**4. Current Business Development Status**

(1) Current Status of Operations

Please provide an overview of the applicant’s current incubation activities and space (a floor plan and photos), the entry and support mechanisms for resident teams, and the core industries targeted for incubation.

(2) Financial Status: Please provide detailed information on the incubation center’s operational income over the past three years and attach supporting documentation as evidence. For newly established entities without existing operational or financial records, please provide a self-prepared financial plan.

Unit of Amount: NT$1,000

|  |  |  |  |
| --- | --- | --- | --- |
|  | 2022 | 2021 | 2020 |
| Item | Amount | Amount | Amount |
| 1. Government SubsidyGovernment incubation subsidy (Leave blank if not applicable) |  |  |  |
| 2. Self-Financed FundsThe applicant’s annual budget for incubation operations |  |  |  |
| 3. Income from Incubation Operations |  |  |  |
| i. Rental Income from Space Management | Rental fees paid by enterprises for occupied spaces |  |  |
| ii. Service Fee Income | Service charges for assisting assistant with securing government resources, etc. |  |  |
| iii. Income from Facility Usage | Fees from usage of laboratories, equipment, meeting rooms, etc. |  |  |
| iv. Operational Income | Income from consulting services, training workshop registration fees, etc. |  |  |
| v. Deferred Income | Enterprise contributions, donations, etc. |  |  |
| vi. Other Income | Income from external consulting or industry-academia collaborations.) |  |  |

**II. International Incubation Project Content**

**1. Project Objectives and Features**

【Instructions for Completion】Set project objectives based on the needs of international incubation, and outline the operations and features for international incubation, such as: “Selection Methods and Core Focus Areas for Recruiting International Startup Teams to Taiwan,” “Resource Connection Plans for International Startup Teams after Arriving in Taiwan (Talent, Funding, Market access,” “Soft-Landing Support Resources,” or other distinctive functional indicators.

(1) Project Objectives

(2) Selection Methods and Core Focus Areas for Recruiting International Startup Teams

(3) Technical Capabilities, Operational Plans, and Expected Benefits of International Startup Teams

(4) Resource Connection Plan for Recruiting International Startup Teams

**2. Innovative Operating Model**

【Instructions for Completion】Please provide a comprehensvie comparison of differences between this project and other similar programs in terms of the project’s incubation acceleration functions or how it enhances incubation value, in order to clearly present the establishment of an innovative operational model.

**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).

 Incubation Subsidy Project

B Subproject

C Subproject

**(Outsourced)**

**(或技術驗證)**

A-1 Sub-Task

A-2 Sub-Task

A Subproject

B-1 Sub-Task

B-2 Sub-Task

Weight: 100%

Weight: ○○%

Weight: ○○%

Executive Unit:

Weight: ○○%

Executive Unit: ○○○○　　Weight: ○○%

Executive Unit: 　○○○○　　Weight: ○○%

Executive Unit: 　○○○○　　Weight: ○○%

Executive Unit: ○○○ (Outsourced) Weight: ○○%

【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) |  |  |
| 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**

* The performance indicators (KPIs) proposed by the applicant must be specific, quantifiable, measurable, and highly relevant to the project objectives, such as acilitating the connection between international startup teams and local enterprises in terms of technology, talent, and resources, and driving the internationalization of the city’s startup ecosystem, including referrals of incubation accelerators, provision of co-working or office space, assistance for international startup teams in establishing technical linkages in Taiwan or securing investment/commercial resources, and the amount of investment or capital injection induced for the incubated enterprises during the year (including both new investments and capital increases).
* At least one Taiwanese national must be newly added to the international startup team during the project implementation period, and this requirement shall be included in KPI evaluations. The local member may be engaged in forms such as contractual employment or internship, and their period of service must be no less than one-third of the international startup team’s stay in Taiwan.
* 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.

| Subproject | Sub-Task | Checkpoint | KPI | Sub-Task Weight | Subproject Weight |
| --- | --- | --- | --- | --- | --- |
| A | A-1 | (MM/DD/YYYY) |  | % | % |
| A-2 | (MM/DD/YYYY) |  | % |
| B | B-1 | (MM/DD/YYYY) |  | % | % |
| B-2 | (MM/DD/YYYY) |  | % |
| C | (MM/DD/YYYY) |  | % |
| Total | 100 % |
| Social Contribution | (MM/DD/YYYY) | **Social Contribution Requirements:**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

* Using the project completion year as the baseline, please describe the operational outcomes expected within three years after project completion, such as facilitating the future growth of incubated companies, supporting internationalization of the city’s startups, 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$) | Total Salary (Person/Thousand NT$) | % | 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 | □ Mr. □ Ms.□ 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 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 | Incubation 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 |  |
| 1. Explanation of the Necessity to Collaborate with This Outsourcing Vendor for Project Implementation
2. Description of the Outsourcing Vendor’s Relevant Operational Items and Performance Related to This Project
3. Explanation of Previous Government Subsidies Received by the Outsourcing Vendor
 |
| Are the Applicant and the Outsourcing Vendor Related Parties | □ No □ 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.
* At least 60% of the subsidy must be allocated for use by international startup teams coming to Taiwan.
* "Outsourcing fees" are not subject to any percentage limit.
* For international startup teams, only the following expense categories are eligible: Personnel Fees – Newly Hired Local Staff for International Startup Teams, Space Usage Fees, Exhibition Fees, and Travel Expenses.

**Total Budget Summary Table**

Unit of Amount: NT$1,000

|  |  |  |
| --- | --- | --- |
| Account | Allocation of Subsidy | Percentage % |
| Applicant | International Startup Team |
| 1.Personnel | (1) Project Personnel |  |  |  |
| (2) New Employees by the International Startup Team |  |  |  |
| (3) 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 |  |  | % |
| 6. Promotional Materials Production Fees |  |  | % |
| 7. Equipment Usage Fees |  |  | % |
| 8. Equipment Maintenance Fees |  |  | % |
| 9. Property Rental Fees |  |  | % |
| 10. Space Usage Fees |  |  | % |
| 11. Exhibition Fees |  |  | % |
| 12. Travel Expenses |  |  | % |
| Total  |  |  |  |
| Percentage | % | % |  |

(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.
* Personnel fees for newly hired staff by international startup teams are eligible for the international incubation subsidy program only if the hires are Taiwanese nationals recruited specifically to support the international startup team.
* The newly hired personnel for the international startup team may be formally employed by the applicant entity, with enrollment in labor or employment insurance, or may be hired through a consultancy agreement signed with the applicant, followed by a contractual employment agreement with the startup team.

Unit of Amount: NT$1,000

|  |  |  |  |
| --- | --- | --- | --- |
| Position | Average Monthly Salary (A) | Person-Months (B) | Estimated Personnel Expenses (A×B) |
| 1. Project Personnel (Name/Position) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Subtotal |  |  |
| 2. New Hires by International Startup Teams |
| Hires by A Startup Team |  |  |  |
| Hires by B Startup Team |  |  |  |
| Hires by C Startup Team |  |  |  |
| Subtotal |  |  |
| 3. 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.

Unit of Amount: NT$1,000

|  |  |  |  |
| --- | --- | --- | --- |
| 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 | 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 Count B | Monthly Usage FeeAxB/(Remaining Useful Life\*12) | Number of Months Invested | Estimated Usage Fee |
| I. Existing Equipment |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| Subtotal |  |
| II. Newly Purchased Equipment for the Project |
| Equipment Name (Asset Number) | Set Purchasing Amount A | Set CountB | Monthly Usage FeeAxB/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 |  |

(10) Space Usage Fees

【Instructions for Completion】

|  |  |  |  |
| --- | --- | --- | --- |
| Residency of International Startup Team | Monthly Fee | Number of Months | Estimated Cost (Excluding Tax) |
|  |  |  |  |
|  |  |  |  |
| Total |  |

(11) Exhibition Fees

【Instructions for Completion】

* Only expenses related to participation in exhibitions in Taiwan that are necessary for the applicant of the international incubation subsidy program and the recruited international startup teams are eligible, such as booth rental, exhibition booth design/decor, and essential transportation costs.
* The exhibition fees incurred by international startup teams participating in events in Taiwan must be covered by the applicant incubation organization.

Unit of Amount: NT$1,000

|  |  |  |
| --- | --- | --- |
| Item | Exhibition Name/Location | Total Estimated Cost (Excluding Tax) |
| Applicant |
|  1. Venue Rental |  |  |
|  2. Booth Setup and Decoration |  |  |
| Subtotal |  |
| International Startup Teams |
|  1. Venue Rental |  |  |
| 2. Booth Setup and Decoration |  |  |
| Subtotal |  |
| Total |  |

(12) Travel Expenses

【Instructions for Completion】

* Limited to international travel only, including airfare (economy class only, for Innovation Acceleration projects) and accommodation expenses.
* Budget should be calculated based on number of travelers, purpose, destination, duration, and required travel costs.
* The airfare and accommodation expenses for international startup teams traveling to Taiwan must be borne by the applicant incubation organization.

Unit of Amount: NT$1,000

|  |
| --- |
| Applicant |
| Plane Ticket | Region | Flight | Estimated Expenses | Number of People | Subtotal |
|  |  |  |  |  |
|  |  |  |  |  |
| Accommodation | Region | Number of Days | Estimated Expenses | Number of People | Subtotal |
|  |  |  |  |  |
|  |  |  |  |  |
| Subtotal |  |
| International Startup Teams |
| Plane Ticket | Region | Flight | Estimated Expenses | Number of People | Subtotal |
|  |  |  |  |  |
|  |  |  |  |  |
| Accommodation | Region | Number of Days | Estimated Expenses | Number of People | Subtotal |
|  |  |  |  |  |
|  |  |  |  |  |
| Subtotal |  |
| 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 |
| □ Return:  | (Detailed description) |
| □ Voluntary Withdrawal: |
| □ 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 | Sample:1. Project Objectives and Specifications ……………2. Implementation Method …………… |  |

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. |