

**APPLICATION FOR EXISTING RTBI/BBI  
PROFROMA FOR SUBMISSION OF PROPOSAL**

**1. Executive Summary**

**2. Endorsement from HEAD of RTBI/BBI (see Annexure-I )**

**3. Name of the RTBI/BBI:**

Address, Phone, Fax:

**4. Name of Host / Promoting Organization**

Address, Phone, Mobile, E-mail:

**5. Name, Designation & contact details of the RTBI/BBI Head: -**

Address, Phone, Mobile, E-mail:

**6. RTBI/BBI Information-General:**

- I. Legal Status of RTBI/BBI (enclose certificate of registration)
- II. Establishment date & summary of registered Objectives
- III. List of Governing Body / Board of Directors
- IV. Is the RTBI/BBI head full time (w/o any other responsibility) and what powers are given for autonomy of RTBI/BBI?
- V. Thrust Areas of Incubation
- VI. Name of the Government Dept. / Ministry which is the sponsor
- VII. Date of last Annual General Meeting (attach the minutes of meeting)
- VIII. Enclose Annual Audited statement & IT returns for last 3 years

**7. Track record of RTBI/BBI:**

- I. Expertise of the RTBI/BBI Team - brief profiles, functional expertise and contributions to Incubation of all key staff members of RTBI/BBI.
- II. Incubation infrastructure currently available (enclose separate sheets with details):

| <b>S. No.</b> | <b>Description</b>         | <b>Space (sq. ft.)</b> |
|---------------|----------------------------|------------------------|
| 1.            | Dedicated Incubation Space |                        |
| 2.            | Conference Room            |                        |
| III. 3.       | Meeting Room(s)            |                        |
| 4.            | Office Space               |                        |

III. Incubation of startups – information of past 3 years

| <b>Description</b>  | <b>2013-14</b> | <b>2014-15</b> | <b>2015-16</b> |
|---|----------------|----------------|----------------|
| Number of companies Incubated   |                |                |                |
| Number of Companies graduated   |                |                |                |
| Number of Entrepreneurs who approached for incubation                   |                |                |                |
| Number of startups who raised external funding (debt / equity / grants) |                |                |                |

IV. Incubation related activities carried out in last 3 years

| <b>Description</b>   | <b>2013-14</b> | <b>2014-15</b> | <b>2015-16</b> |
|--|----------------|----------------|----------------|
| Number of awareness camps, EDP, etc. conducted                 |                |                |                |
| Number of workshops/programmes for incubatee companies         |                |                |                |
| Number of external programmes where Incubator has participated |                |                |                |

Indicate the efforts that the Incubator has made in the following:

- Selection process for incubation
- Facilitating the fund raising for startups
- Business & other services provided to startups
- Participation of startups in exhibitions / events etc.
- Linkages with the State Government / agencies / Industry associations etc. in the region
- Post incubation support to graduate companies

V. Notable achievements of incubatee and graduate companies (brief details of past 3 years):

- Awards / recognition received
- Companies having registered high growth, marquee clients etc.
- Details of external financing raised by the companies

**8. Proposed Strategy & activity for agro / rural enterprise development:**

- Strength of the Organisation for carrying out the activity
- Overall business environment of the location and ecosystem in the region
- Assessment of entrepreneurial needs
- Sources of tapping new incubate entrepreneurs

- Financial model of the Incubator for operational sustainability after 2/3 years as the DST, Rajasthan support is available for first two years and subject to be extended by one more year with due approval

**9. Year-wise work plan for five years (a separate time linked activity chart to be provided along with the detailed work plan).**

**10. Target milestones (should be projected based on most likely attainable targets).**

| Outcome  | 1 <sup>st</sup><br>Year | 2 <sup>nd</sup><br>Year | 3 <sup>rd</sup><br>Year | 4 <sup>th</sup><br>Year | 5 <sup>th</sup><br>Year | Total |
|--|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------|
| a) No. of entrepreneurs to be admitted for incubation  |                         |                         |                         |                         |                         |       |
| b) No. of entrepreneurs to be graduated from the incubator   |                         |                         |                         |                         |                         |       |
| c) No. of new products/ technologies to be developed/ innovations to be commercialized                       |                         |                         |                         |                         |                         |       |
| d) No. of startup service/ startup enabling / other firms to be incubated (many would be startup themselves) |                         |                         |                         |                         |                         |       |
| e) No. of college connect & related trainings to be conducted  |                         |                         |                         |                         |                         |       |
| f) No. of conferences / seminars /workshops to be organised  |                         |                         |                         |                         |                         |       |
| g) Other notable services to be provided [ No. added every year to the existing]                             |                         |                         |                         |                         |                         |       |

## 11. Budget

### Non-recurring (add rows)

| S. No. | Item of Expenditure                | Amount (Rs. in lakh)    |                         |                         |                         |                         |       |
|--------|------------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------|
|        |                                    |                         |                         |                         |                         |                         |       |
|        |                                    |                         |                         |                         |                         |                         |       |
|        |                                    |                         |                         |                         |                         |                         |       |
|        | <b>Total</b>                       |                         |                         |                         |                         |                         |       |
| B.     | Recurring                          | 1 <sup>st</sup><br>Year | 2 <sup>nd</sup><br>Year | 3 <sup>rd</sup><br>Year | 4 <sup>th</sup><br>Year | 5 <sup>th</sup><br>Year | Total |
| 1.     | Manpower                           |                         |                         |                         |                         |                         |       |
| 2.     | Travel                             |                         |                         |                         |                         |                         |       |
| 3.     | Utility & Maintenance              |                         |                         |                         |                         |                         |       |
| 4.     | Marketing promotion<br>& publicity |                         |                         |                         |                         |                         |       |
| 5.     | Network & Training<br>Programmes   |                         |                         |                         |                         |                         |       |
| 6.     | Miscellaneous &<br>contingencies   |                         |                         |                         |                         |                         |       |
|        | <b>Total</b>                       |                         |                         |                         |                         |                         |       |

## 12. Revenue Generation Projections for Sustainability of RTBI/BBI

| S.No. | Means of Revenue Generation | 1 <sup>st</sup><br>Year | 2 <sup>nd</sup><br>Year | 3 <sup>rd</sup><br>Year | 4 <sup>th</sup><br>Year | 5 <sup>th</sup><br>Year | Total |
|-------|-----------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------|
|       |                             |                         |                         |                         |                         |                         |       |

Name & Signature of the  
Head of the Institution/ Agency

Name & Signature of the  
RTBI/BBI Co-coordinator

**Date:**

**Place:**

**ENDORSEMENT FROM THE HEAD OF HOST/PARTNER / PROMOTING INSTITUTION (on letter head)**

1. We have gone through and agree to abide by the terms and conditions of the grant scheme for RTBI/BBI.
2. We have not submitted, nor do we intend to submit this, or a similar project proposal, to any other agency for financial or other support. In case we get the support, we will keep DST, Rajasthan informed.
3. We undertake that we will register the RTBI/BBI as a Registered Society / Section 8 company as per the guidelines, within 3 months if selected as a RTBI/BBI under the scheme.
4. We undertake that a full time dedicated Incubation Manager will be appointed to head the RTBI/BBI and further appoint necessary full time support staff for the RTBI/BBI. We also undertake that the RTBI/BBI will be given functional autonomy and financial powers.
5. We undertake to provide \_\_\_\_\_ sq.ft. dedicated space to the RTBI/BBI, in the campus and that such space would be provided for a minimum period of 5 years and extendable if so desired by DST, Rajasthan.
6. Certified that the hardware, other basic facilities and such other administrative support required for successful running of RTBI/BBI will be extended to the RTBI/BBI by Host Institute, as per terms and conditions of the grant.
7. We undertake to submit progress reports, statement(s) of accounts, utilization certificates, etc. as required.
8. Certified that Shri/Smt..... will be the RTBI/BBI Co-coordinator of the proposed RTBI/BBI. The RTBI/BBI Coordinator will assume the responsibility of implementation of the project.
9. Our institution/agency assures to undertake the complete financial and other management responsibilities of the RTBI/BBI, and successful running of RTBI/BBI beyond 2/3 years of DST, Rajasthan financial support.
10. If any of the above statements found to be incorrect by DST. Rajasthan at any point of time, the organization takes the responsibility to refund the entire amount released by DST, Rajasthan.

Date.....

Place.....

Name, Signature & Seal of the  
Head of RTBI/BBI