**PROPOSAL TEMPLATE /01**

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| **Note:**   * **The light blue text serves as a guideline for proposal writing and highlights key RISP requirements. Kindly ensure that this text is removed from the final submitted version.** * **Please note that the use of RISP or DSTI logos on the proposal is strictly prohibited. Do not include them under any circumstances.** * **The proposal must not exceed 20 pages (excluding appendices)** |
| **LAYOUT – REGIONAL INNOVATION NETWORKING PLATFORMS** |
| 1. EXECUTIVE SUMMARY [**maximum of 1 page**]      1. TABLE OF CONTENT [**maximum of 1 page**] 2. INTRODUCTION [**maximum of 1.5 pages**]    1. Regional socio-economic profile – *Include key characteristics and a profile of the targeted region*.    2. Situational Assessment - *This entails an analysis of the targeted subnational (regional) innovation system, providing key insights into the state of innovation within that region.*    3. Policy and strategy analysis & alignment – *This entails the analysis of relevant national, provincial, and local government policies and strategies, and demonstrating how the Platform aligns with these policy frameworks.* 3. BUSINESS CASE    1. Rationalfor establishing a Regional Innovation Networking Platform [**maximum of 1 page**]   *Outline the importance of establishing the Regional Innovation Networking Platform, including its potential role in the targeted region. Ideally, the Platform should respond to and address key challenges and opportunities in the region, most of which would have already been identified under the socio-economic profile, situational analysis, and policy and strategy alignment.)*   1. OBJECTIVES OF THE PLATFORM [**maximum of 1 page**]    1. Key objectives – List the key objectives of the Regional Innovation Networking Platform.    2. Platform offerings/services - List the key offerings of the Regional Innovation Networking Platform, and unpack what each offering will entail.      1. SECTORS TO BE SUPPORTED **[maximum of ½ page]**   *Provide a concise overview of the key economic sectors that will be supported by the Platform and justify your selection.*   1. GOVERNANCE STRUCTURE AND INSTITUTIONAL ARRANGEMENT [**maximum of 1 page**]    1. Steering Committee – *Provide a list of the Platform Steering Committee members, including their organisations and roles within the Platform. Additionally, indicate the Lead* *Organisation.*    2. Financial Control and Management – *Indicate how best financial controls and management practices will be implemented and maintained.* 2. PLATFORM WORKPLAN AND ACTIVITIES [**maximum of 1.5 pages**]    * 1. Interventions Plan – *The intervention plan should, to a large extent, respond to the regional needs, socio-economic and Policy and strategic context. Outline and describe each intervention and innovation support activity. Please note that all interventions and innovation support activities must comply with RISP minimum requirements.* *Please note that there is a difference between innovation support activities and business support activities - applicants are expected to clearly understand this distinction to ensure compliance with the requirements of the Call for Proposals*.*Most importantly, innovation support activities must be explicitly designed to enable innovation in a specific region, with a focus on tech SMMEs and innovators.* *These activities should be implemented in partnership with regional actors such as local and provincial government departments, their agencies, industry stakeholders, civil society organisations (including NPOs), and other key role-players. RISP funding will only support such innovation support activities. The intervention Plan must fully document how it will comply with the* ***RISP minimum requirements****, which are outlined in the Call for proposal document:*  * *Mechanisms for meaningful participation of previously disadvantaged individuals – Please ensure that your proposal is clear on strategies and processes to actively and effectively include individuals who have been historically excluded from innovation activities. This requirement must also be clearly demonstrated in your KPIs.* * *It must include a diverse mix of structured and relevant Science, Technology and Innovation (STI) capacity building programmes, such as innovation based and technical training programmes, networking events or forums, mentorship programmes, innovation-based workshops directed at youth, innovators and technology based SMMEs, designed to enable innovation-driven industrial competitiveness. These constitute innovation support activities.* * *Support mechanisms for improved innovation partnership deals (e.g. access to information, business strategy, legal/IP templates, funding proposals etc.). This entails providing tools, resources, and guidance to help innovators and tech SMMEs access innovation support from other organisations, including access to innovation seed funding, access to innovation support infrastructure, prototyping facilities, IP databases (to name a few).*   + 1. Gantt chart – *Provide clear timelines for the Intervention Plan, ensuring that all innovation support activities outlined above are fully reflected in the Gantt Chart.*  1. KEY PERFORMANCE INDICATORS  * *Refer to* ***MAIN PERFORMANCE INDICATOR TEMPLATE/01*** * *The KPIs must, among other things, reflect the meaningful participation of previously disadvantaged individuals and must align with your Intervention Plan.*  1. BUDGET (INCLUDING CO-FUNDING) [**maximum of 1 page**]  * *A detailed budget, including co-funding and a breakdown of allocations for all proposed interventions (i.e. innovation support activities), logistics (such as travel and accommodation), and a project management fee.* * *The management fee will be capped at 15% of the overall budget, calculated using the following formula:* * ***Project Management Fee = Total cost of all Innovation Support Activities requested, to be funded from RISP × 15%.*** * Please note that if your proposal is eligible for funding and the project management fee exceeds 15% of the total requested funds from RISP, the project management fee will be adjusted down to the allowable maximum of 15%. * *Administrative and related costs (limited to stationery), will be limited to a combined total of R5,000.* * *Logistics costs, including travel, accommodation, and related expenses for Platform personnel, will be capped at a combined total of R30,000.* * *Based on the information provided above, RISP funding will only cover the following cost categories:* * ***Category 1****: Qualifying innovation support activities (A detailed breakdown will be required; therefore, each activity must be listed as a separate line item)* * ***Category 2****: Administrative and related costs (limited to stationery) (capped at R5,000)* * ***Category 3****: Logistics costs, including travel, accommodation, and related expenses for Platform personnel (capped at R30,000).* * *Please refer to the following RISP sliding scale to determine your minimum required* ***co-funding contribution****.*      * *Co-funding contributions are divided into* ***cash*** *and* ***in-kind*** *components. Both must be quantifiable and supported by auditable evidence.* * *The budget* ***must*** *be organised as follows:*  |  | **Activity** | **(A)Funding requested from RISP PMU** | ***(B)Co-funding (cash) from organisation 1 [name the organisation (s)]*** | ***(C)Co-funding (in-kind) from organisation 1 [name the organisation (s)]*** | ***Total budget (A+B+C)*** | | --- | --- | --- | --- | --- | --- | | 1 |  |  |  |  |  | | 2 |  |  |  |  |  | | 3 |  |  |  |  |  | | 4 |  |  |  |  |  | | 5 |  |  |  |  |  | | n… |  |  |  |  |  | |  | **Total** |  |  |  |  |  1. RISKS, MITIGATION AND ASSUMPTIONS [maximum of 1 page]  * *This section should identify the potential risks associated with the initiative, including financial, operational, or external factors that could impact its success. It should also outline strategies to mitigate these risks, such as contingency plans or actions to reduce their likelihood or impact. Finally, any assumptions being made should be clearly stated.*  1. CONCLUSIONS AND RECOMMENDATIONS [maximum of 1/2 page]  * *Provide a conclusion and present your recommendations.*  1. APPENDIX 1: CVs AND LEAD CONSORTIUM EXPERIENCE (PROFILE)  * *The CVs and experience of the Lead Consortium must clearly demonstrate the capability and/or potential of the applicants (including co-applicants) to create and support a Regional Innovation Networking Platform that enables an environment conducive to innovation, and offer targeted innovation support for youth, tech SMMEs, and innovators.*  1. APPENDIX 2: PROOF OF CO-FUNDING AND LETTERS OF SUPPORT  * *Co-funding is a compulsory requirement and forms part of the minimum requirements. Therefore, applicants must submit a firm, written confirmation of the committed funds. This confirmation must be attached in the form of signed letters of funding commitment.* * *Applicants must also submit letters of support from regional stakeholders, pledging other forms of support—such as strategic or advisory roles, in-kind contributions etc.*  1. REFERENCES (IF NECESSARY)   *Add references if necessary* |

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| **LAYOUT – FEASIBILITY STUDIES FOR SCIENCE AND TECHNOLOGY PARKS, TECHNO PARKS, TECHNOLOGY INCUBATORS, INNOVATION CENTRES** |
| 1. EXECUTIVE SUMMARY [maximum of 1 page] 2. TABLE OF CONTENT [maximum of 1 page] 3. INTRODUCTION [maximum of 1.5 pages]    1. Regional socio-economic profile - *Include key characteristics and a profile of the targeted region.*    2. Situational Assessment (including the analysis of the regional innovation system and must be relevant to innovation) - *This entails an analysis of the targeted subnational (regional) innovation system, providing key insights into the state of innovation within that region.*    3. Policy and strategy analysis & alignment - *This entails the analysis of relevant national, provincial, and local government policies and strategies, and demonstrating how the Platform aligns with these policy frameworks.* ***As a minimum requirement****, the proposal must demonstrate linkages and synergies to relevant development plans (3 spheres of Government) such as provincial plans and Municipal IDP.*    4. Rationale – *Outline the rationale for establishing a Science Park, Technology Incubator, or Techno Park, and clearly describe its envisaged role in the region.* 4. SECTORS TO BE ANALYSED - *Include sectors to be analysed and the process to be followed when analysing these sectors.* [maximum of 1 page] 5. TERMS OF REFERENCE- *Define the boundaries of the project by outlining its scope, detailing what will be undertaken during the feasibility study, explaining its importance, and describing how it will be conducted.* [maximum of 1 page]      1. METHODOLOGY AND APPROACH [maximum of 1.5 pages]    1. – *Provide details on how the project will be implemented, including the tools, methodologies, and techniques that will be employed to conduct the feasibility study.*    2. Project Phases – *Outline the phases of the project and provide a detailed description of what each phase entails.*    3. Gantt chart/Workplan - *include all phases & clear timelines*    4. Required capabilities *– the applicants are expected to outline how this project (or some of the project aspects) will be executed, including the capabilities and expertise required on the projects, and how these capabilities and expertise will be accessed or sourced (e.g. inhouse, outsourced, through collaboration etc.* 2. DETAILED BUDGET (INCLUDING CO-FUNDING) [maximum of 1 page]  * *A detailed budget, including co-funding and a breakdown of allocations for all tasks and activities and a project management fee.* * *The management fee will be capped at 15% of the overall budget, calculated using the following formula:* * *Please note that if your proposal is eligible for funding and the project management fee exceeds 15% of the total requested funds from RISP, the amount will be adjusted down to the allowable maximum of 15%.* * *RISP funding will only cover qualifying project tasks and activities (A detailed breakdown will be required; therefore, each activity must be listed as a separate line item). RISP funding will only cover qualifying project tasks and activities (A detailed breakdown will be required; therefore, each activity must be listed as a separate line item). Importantly, feasibility study and business plan support do not include the cost of implementation. Any costs related to implementation, infrastructure, or associated costs will result in the disqualification of the proposal.* * *Logistics costs, including travel, accommodation, and related expenses will be capped at a combined total of R20,000.* * *Co-funding contributions are divided into* ***cash*** *and* ***in-kind*** *components. Both must be quantifiable and supported by auditable evidence.* * *The budget* ***must*** *be organised as follows (budget template):*  |  | **Activity** | **(A)Funding requested from RISP PMU** | ***(B)Co-funding (cash) from organisation 1 [name the organisation (s)]*** | ***(C)Co-funding (in-kind) from organisation 1 [name the organisation (s)]*** | ***Total budget (A+B+C)*** | | --- | --- | --- | --- | --- | --- | | 1 |  |  |  |  |  | | 2 |  |  |  |  |  | | 3 |  |  |  |  |  | | 4 |  |  |  |  |  | | 5 |  |  |  |  |  | | n… |  |  |  |  |  | |  | **Total** |  |  |  |  |  1. RISKS, MITIGATION AND ASSUMPTIONS [maximum of 1 page]  * *This section should identify the potential risks associated with the project, including factors that could impact its success. It should also outline strategies to mitigate these risks, such as contingency plans or actions to reduce their likelihood or impact. Finally, any assumptions being made should be clearly stated.*  1. CONCLUSIONS AND RECOMMENDATIONS [maximum of 1 page]  * *Provide a conclusion and present your recommendations.*      1. APPENDIX 1: PROOF OF CO-FUNDING AND LETTERS OF SUPPORT  * *Co-funding is a compulsory requirement and forms part of* ***the minimum requirements****. Therefore, applicants must submit a firm, written confirmation of the committed funds. This confirmation must be attached in the form of signed letters of funding commitment.* * *Applicants must also submit letters of support from regional stakeholders, pledging other forms of support—such as strategic or advisory roles, in-kind contributions etc.* * ***At a minimum****, applicants must submit evidence of firm commitment from key regional institutions or stakeholders (e.g. provincial or local government, academic institutions, private sector entities, etc.) indicating their intention to implement the business plan or the outcomes of the feasibility study, should it prove to be viable.*  1. REFERENCES (IF NECESSARY) [maximum of 1 page]  * *Add references if necessary* |

MAIN PERFORMANCE INDICATOR TEMPLATE/01 – [For Regional Innovation Networking Platforms] - *Compulsory*

| **(Deliverables)** | | **Progress** | | | | | **Expected impact** | **Means of Verification (MOV)** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Q1** | **Q2** | **Q3** | **Q4** | **Annual** |  |  |
| **KPI01 - CREATION OF INNOVATION NETWORKS - NUMBER OF STAKEHOLDERS IN THE REGIONAL INNOVATION NETWORKING PLATFORM** | | | | | | | |  |
| Number of national, provincial and local (municipalities) government stakeholders involved in, or contributing to, the network/Platform. | |  |  |  |  |  |  |  |
| Number of institutions (e.g. Higher Education Institutions ,science councils, etc.) participating in the network/Platform | |  |  |  |  |  |  |  |
| The number of civil society organisations, NPOs, and other entities organisation involved in or contributing to the network/platform. | |  |  |  |  |  |  |  |
| Number of large enterprises/private companies involved in, or contributing to the network/platform. | |  |  |  |  |  |  |  |
| Number of tech SMMEs and innovators participating in the network. This entails participants undergoing long-term programmes with the duration of four weeks or more (*e****.g. mentorship***, etc.) | **Total SMMEs/innovators** |  |  |  |  |  |  |  |
| **Female** |  |  |  |  |  |  |
| **Male** |  |  |  |  |  |  |
| **Black** |  |  |  |  |  |  |
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| **KPI02 - DEMONSTRATION OF LINKAGES, PARTNERSHIPS AND INNOVATION ENABLEMENT IN THE REGION** | | | | | | | |  |
| Number of innovation-based projects/initiatives/programmes initiated by the Platform and implemented in partnership with **regional** stakeholders for the benefit of the region | |  |  |  |  |  |  |  |
| Number of innovation-based projects/initiatives/programmes initiated by the Platform and implemented in partnership with **other** stakeholders (national, international etc.) | |  |  |  |  |  |  |  |
| Leveraging synergies and collaboration opportunities with other sub-national innovation initiatives. | |  |  |  |  |  |  |  |
| Number of STI based initiatives (initiated by the Platform) emanating from government strategies or policies for economic and industrial growth | |  |  |  |  |  |  |  |
| **KPI03 - CO-FUNDING** | | | | | | | |  |
| Co-funding amounts | Private sector | e.g R500K |  |  |  |  |  |  |
| Provincial Government |  |  |  |  |  |  |
| Local Government |  |  |  |  |  |  |
| Other (include list of stakeholders) |  |  |  |  |  |  |
| **KPI04 - CAPACITY BUILDING PROGRAMMES FOR IMPROVED INNOVATION DRIVEN INDUSTRIAL COMPETITIVENESS** | | | | | | | |  |
| Number of workshops/networking events/conferences | |  |  |  |  |  |  |  |
| Number of stakeholders that attended workshops/networking events/conferences | |  |  |  |  |  |  |  |
| Number of technology-driven mentorship programmes. | |  |  |  |  |  |  |  |
| Number of capacity development programmes, technical training events, innovation challenges and related initiatives. | |  |  |  |  |  |  |  |
| Number of knowledge sharing platforms (e.g. website) | |  |  |  |  |  |  |  |
| Number of tech SMMEs/innovators or ideas that secured further funding as a result of participation in RISP initiatives | Number of technology SMMEs/innovators |  |  |  |  |  |  |  |
| Source and nature of funding |  |  |  |  |  |  |  |