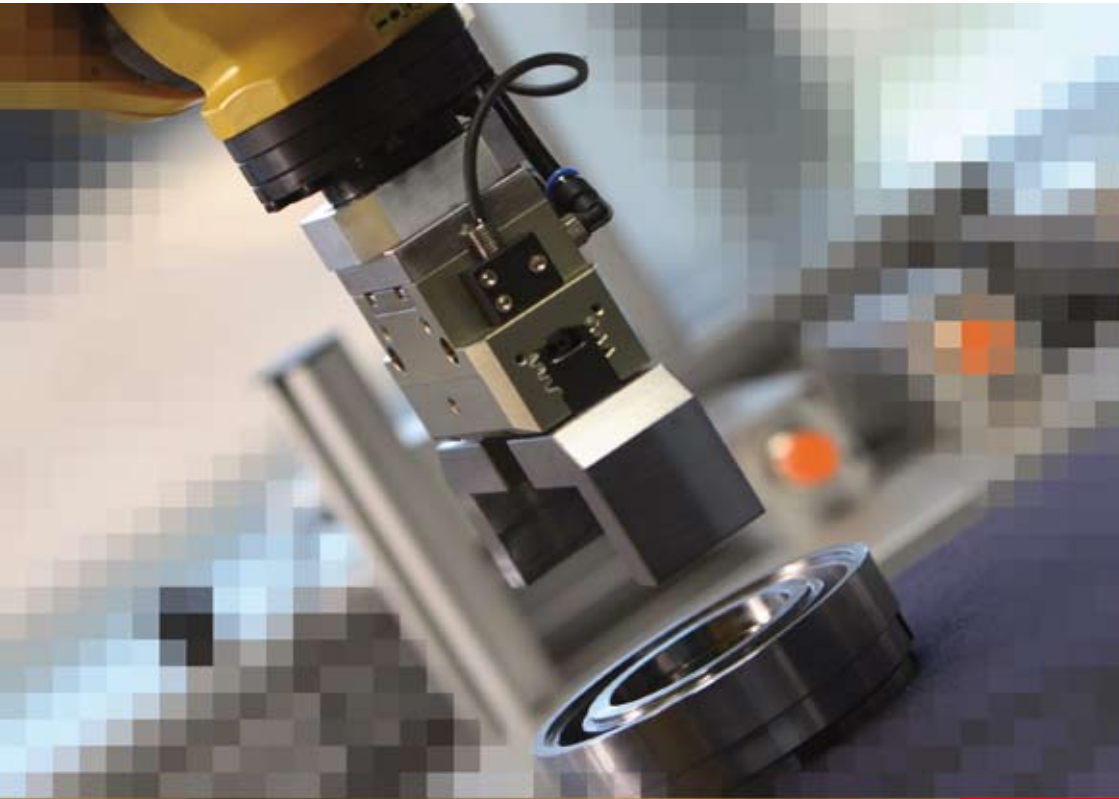




Federal Ministry
of Economics
and Technology



Innovation Policy, Information Society, Telecommunications

English

Central Innovation Programme SME (ZIM)

Funding Module ZIM-KOOP

Funding Module ZIM-SOLO

Funding Module ZIM-NEMO

www.zim-bmwi.de

A Catalyst for Growth

Funding offers Bright Prospects for your Innovation Activities

The Central Innovation Programme SME (ZIM) is a country-wide support measure open to all technologies and sectors. It is geared to small and medium-sized enterprises (SMEs) and collaborating research organisations closely aligned with business. The programme offers small and medium-sized enterprises a reliable opportunity through 2013 to support their initiatives towards innovation.

Within the scope of the “Pact for Employment and Stability in Germany towards Securing Jobs, Strengthening Growth Factors and Modernising the Country” (Economic Stimulus Package II), the increased and expanded “Central Innovation Programme SME” has proved a successful crisis management instrument.

Based on a decision by the German Bundestag on the 2011 federal budget, the ZIM will be continued at an expanded level throughout the country. This applies not only to cooperation and network funding but also to individual project funding for small and medium-sized enterprises throughout Germany.

ZIM is the basic programme of the Federal Ministry of Economics and Technology for market-driven technology support of the innovative SME economy in Germany.

Under the banner “A Catalyst for Growth”, the powers of ingenuity among innovative SMEs are substantively funded and a contribution is made towards their growth and competitiveness. Companies are to be supported in continuing to advance their research and innovation efforts at a high level and to intensify the development of new products, processes and services, in order to meet the challenges of global competition. The in-depth collaboration of companies with business-driven research institutions on cooperation and network projects is geared towards accelerating the transfer of cutting-edge technologies.

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As of

January 2011

Programme Objectives

The aim of the “Central Innovation Programme SME (ZIM)” is to provide sustainable support to the innovative capabilities and competitiveness of companies, including the trades and those persons who are independently employed in liberal professions.

The funding is intended to:

- ▶ encourage companies to dedicate more efforts to market-driven research, development and innovation
- ▶ reduce the technical and economic risks of technology-based projects involving research and development
- ▶ rapidly implement the R&D results in the form of market-orientated innovations
- ▶ enhance the level of collaboration of companies and research organisations and to expand technology transfer
- ▶ increase the commitment of companies towards R&D cooperation
- ▶ improve innovation, cooperation and network management within the enterprise

ZIM comprises three support measures:

ZIM-KOOP
Funding Module
Cooperation Projects

ZIM-SOLO
Funding Module
Single Projects

ZIM-NEMO
Funding Module
Network Projects

Additional funding for implementing the R&D results in the market:

DL
Services and consultation for SMEs promoting innovation

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Who is funded?

ZIM-KOOP

Funding Module Cooperation Projects (starting at page 10)

The ZIM-KOOP funding module promotes R&D cooperation projects of companies, or companies and research organisations, in the development of new products or processes. They are to be carried out in a balanced partnership in which all the partners provide innovative input. In order to support the commercial exploitation of research, SMEs may receive additional funding for services and consultation that promote innovation.

ZIM-KOOP is targeted towards:

- ▶ small and medium-sized enterprises according to the definition of SMEs (box on page 7)
- ▶ public¹ and private non-profit research organisations

¹ Universities, colleges, universities of applied sciences and their institutions; institutions of the Helmholtz Association; Institutes of the Wilhelm Leibniz Association, the Max Planck Society and the Fraunhofer Society; federal and independent state institutions involved in R&D responsibilities

ZIM-SOLO

Funding Module Single Projects (starting at page 10)

In the ZIM-SOLO funding module, single-company R&D projects in firms are funded for the development of new products and processes. In addition, services and consulting supporting innovation towards commercial exploitation of results can be funded.

ZIM-SOLO is targeted towards:

- ▶ small and medium-sized enterprises according to the definition of SMEs (box on page 7)

Prior to applying, you can utilise the following opportunities for initial information about ZIM:

- ▶ www.zim-bmwi.de
- ▶ the Federal Funding Advisory Service, free call hotline within Germany 0800 26 23 00 83
- ▶ Chambers of Industry and Commerce as well as the Chambers of Trades
- ▶ Agencies for technology transfer and innovation advisory
- ▶ State chapters of the RKW-Rationalisation and Innovation Centre of German Industry
- ▶ or other public agencies involved in promoting innovation and industry

ZIM-NEMO

Funding Module Network Projects (starting at page 20)

In the ZIM-NEMO funding module, network management services are funded for the development of innovative networks involving at least six companies with the aim of harnessing synergies.

Among the companies involved, the following institutions tasked with network management are eligible to submit an application:

- ▶ an external network management institution or
- ▶ a research institution involved in the network.

SME Definition

	small enterprises	medium-sized enterprises
Employees	less than 50	less than 250
Annual turnover or	up to € 10m	up to € 50m
Annual balance sheet total	up to € 10m	up to € 43m

The company must be an “independent enterprise” or, according to the EU method of evaluation, together with its “partner companies” and “affiliates”, cannot exceed the above-mentioned requirements as regards number of employees and annual turnover or balance sheet total. (Complete definition: Official Journal of the European Union No. L 124 dated 20 May 2003)



Funding Requirements

Requirements for the Project

- ▶ New products, processes or technical services are to be developed, which in their functions, parameters or characteristics are clearly superior to existing products, processes or technical services.
- ▶ The product is orientated towards the international state of the art and serves to enhance the company's technological level of performance and innovative expertise.
- ▶ The project involves a considerable, yet calculable, technical risk.
- ▶ The competitiveness of the company is sustainably increased, new market opportunities are opened up and jobs are created or secured.
- ▶ The project cannot be realised, or only with significant delay, without the funding.

The project is not allowed to be

- ▶ supported within the scope of other grants,
- ▶ launched prior to confirmation of receipt of application and carried out by a third party.

Requirements of Personnel

Persons working on the project may be funded if

- ▶ proper qualification and engagement can be documented and recognised.

They cannot be funded if

- ▶ their duties are supported within the scope of other funding programmes of the Federal government, the German states, or the EU,
- ▶ they are financed through job creation modules, employment subsidies or comparable labour-market policies,
- ▶ personnel financed through general grants (without substitute personnel) are to be employed in research organisations.

In terms of subjects and technologies, ZIM is open to (nearly) all new market-driven ideas.

You define the technological development yourself, along with the form of the project, as well as possible cooperation and network partners at home and abroad.



Requirements of the Companies and Institutions

The companies and institutions must

- ▶ have available sufficiently-qualified scientific and technical personnel or temporary personnel from research institutions or undertake to newly hire qualified employees,
- ▶ minus personnel for the project and with remaining personnel capacity, including management, be able to safeguard normal business operations,
- ▶ have completed previous funding projects in an orderly manner,
- ▶ have an organised accounting system in place and
- ▶ not have filed for bankruptcy or opened insolvency proceedings.

The companies must

- ▶ have finalised their incorporation and be able to commit their own adequate financial contribution.

There is no formal legal point in time for the completion of incorporation (e.g. entry in the Commercial Register). Rather, sales should already have been achieved with a regularly produced product, the revenues from which can be applied to financing the equity portion of the R&D project.

What is funded?

The ZIM-KOOP and ZIM-SOLO funding modules promote R&D projects for the development of innovative products, processes or technical services without restriction to particular technologies and sectors.

In addition, services and consultation for SMEs promoting innovation may be funded. (page 14)



Types of Projects Funded

EP	ZIM-SOLO	Single-company R&D projects within enterprises	page 11
DL		Services and consultation for SMEs promoting innovation	page 14
KU	ZIM-KOOP	R&D cooperation projects involving at least two companies	page 12
KF		R&D cooperation projects involving at least one company and at least one research institution including Special Form VP : cross-technology R&D joint research projects involving at least four SMEs and at least two research organisations	page 12 page 13
		KA	R&D projects of companies involving the commissioning of an R&D contract to a research partner

EP Single Projects

In ZIM-SOLO, single-company R&D projects are funded for the development of innovative products, processes or technical services without restriction to particular technologies and sectors.

The objective is the development of in-house innovative expertise within the company.

→ Important Tips for all Applicants

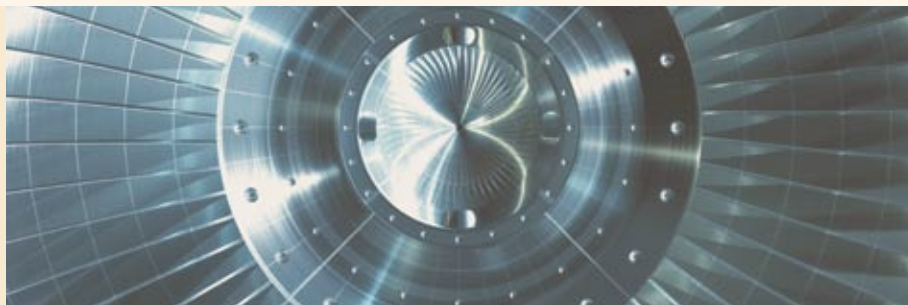
The ZIM projects are processed at the project agency's exclusively by own staff obliged to maintain confidentiality and at ZIM-NEMO by a jury sworn to secrecy.

As soon as the receipt of your ZIM application has been confirmed by the project agency, you can begin work on your R&D project at your own risk. In case of approval you can bill the accrued costs retroactively. Please keep track of billable hours from the beginning of the project. For network projects the permissible launch date will be published at www.zim-bmwi.de.

Should any problems or changes occur when implementing your project, please contact the project agency in due time, where you will receive prompt and courteous advice and assistance.

Upon project completion, be sure to submit your report on expenditure of funds as soon as possible, along with a brief, yet substantive narrative report. The last 10 percent of your grant will only be disbursed upon presentation of a proper report on expenditure of funds.

What is funded?



KU R&D Cooperation Projects in Companies

Funding will be provided for R&D cooperation projects involving at least two companies, among which all the partners provide innovative input.

- ▶ Collaboration will be based on a balanced partnership and a shared potential for carrying out the project, not on a contractual relationship.
- ▶ In bilateral projects, no partner may assume more than 70 % and for projects involving more than two partners not more than 50 % of the fundable costs of the entire project.
- ▶ Each company submits an application for its subproject.
- ▶ Cooperation partners may also include companies that are not eligible to apply, e. g. foreign companies.

KF R&D Cooperation Projects of Companies and Research Organisations

Funding is provided to projects involving at least one company and at least one research organisation.

- ▶ The basis for collaboration includes a balanced partnership and shared potential for carrying out the project, however with no contractual relationship.
- ▶ In bilateral projects, no partner may assume more than 70 % and for projects involving more than two partners not more than 50 % of the fundable costs of all partners. As a rule, research organisations may not assume more than 50 % of the fundable costs of the entire project.
- ▶ Each cooperation partner submits a grant application for his subproject.
- ▶ Cooperation partners may also be foreign companies that are not allowed to submit an application, for example.



VP R&D Integrated Project involving Companies and Research Organisations (Special Form of KF)

Funding is provided to integrated R&D projects bundling several technologies and involving at least four SMEs and at least two research organisations, which integrate various technologies in interdisciplinary collaboration.

- ▶ The basis for collaboration includes a balanced partnership and shared potential for carrying out the project, however with no contractual relationship.
- ▶ Together the companies must assume at least 50 % of the costs of the entire project.
- ▶ Each company eligible to submit a grant application does so for its subproject.
- ▶ Cooperation partners may also be companies that are not eligible to submit an application and/or foreign research organisations.

KA R&D Project of a Company contracting R&D with a Research Partner

Funding is provided to R&D projects involving companies that are affiliated to a research partner on the basis of an R&D contract.

- ▶ The basis of collaboration includes a contractual relationship. The company that pays for the R&D contract submits the grant application.
- ▶ The share of the research partner(s) must be at least 30 % and may not exceed 70 % of the man-months fundable throughout the entire project.
- ▶ The contractors can also be foreign research partners.

Cooperation partners should submit their applications jointly if possible or in close succession. Completed materials of high quality will shorten the processing time.



What is funded?



DL Services and Consultation promoting Innovation

New products and processes are only a successful innovation once they have arrived in the marketplace. Additional ideas and means are necessary for the commercial exploitation of R&D results.

That is why in ZIM-KOOP and ZIM-SOLO funding may also be provided for the services of third parties to support the commercial exploitation of results of the R&D projects (see funding levels on page 16).

Applications may be submitted exclusively by SMEs fulfilling the definition of an SME (see box on page 7) whose R&D project has been approved.

Applications for funding may be submitted up to six months following successful completion of the R&D project.

Fundable DL third-party services include, for example,

- ▶ Consultation on running a business for
 - ▶ Business field strategy or innovation strategy
 - ▶ Marketing and Sales
 - ▶ Realisation concept for market launch
 - ▶ project-based financial services
- ▶ Technical support for
 - ▶ Series production after conclusion of the project
 - ▶ technical consultation on product preparation and product introduction (standards questions, such as DIN) as well as process design
 - ▶ Preparation of product documentation and operator manuals (incl. translations)
 - ▶ Product data sheets
 - ▶ Handbooks and process descriptions
- ▶ Technology transfer services
 - ▶ Information on research results
 - ▶ Listing in technology and user databases
 - ▶ Support towards internationalisation of project results (market entry abroad)
 - ▶ Fees for the presentation of new products within the scope of lectures, presentations, trade fairs, trade press, workshops, conferences etc.
- ▶ Training
 - ▶ Participation in external project-based training measures for implementing the innovation
 - ▶ for marketing and sales
- ▶ Consultation in connection with the acquisition and protection, and trading of rights to intellectual property as well as licencing agreements
 - ▶ Patent work
 - ▶ Consultation on acquisition of intellectual property and licencing agreements
- ▶ Consultation on the use of standards
- ▶ Costs of office space for product presentations
- ▶ Use of databases
- ▶ Certifications

The market introduction of your products and processes is supported by the additionally-funded services and consulting designed to promote innovation.

The total costs per application should be no less than 1,000 Euros.

You will find additional examples of services and consulting designed to promote innovation at www.zim-bmwi.de in the download area.

How does the funding work?



Types of Project Costs

The following project costs are fundable in the ZIM-KOOP and ZIM-SOLO funding modules:

- ▶ **Direct personnel costs**
- ▶ **Costs for project-related contracts with third parties** (max. 25 % of the direct personnel costs)
- ▶ **Miscellaneous costs** (lump-sum supplement, related to direct personnel costs)
 - ▶ for companies up to 100 % (transnational: up to 120 %)
 - ▶ for research organisations up to 75 %

For R&D Integrated Projects the fundable costs for the entire project are limited to € 2,000,000.

Reimbursement Rates

- ▶ **R&D projects**
 - ▶ for companies 35 % to 50 % of the fundable costs, which per subproject are limited to € 350,000
 - ▶ for research organisations 90 % to 100 % of fundable costs; maximum grant per KF-subproject € 175,000
- ▶ **Services and consultation promoting innovation**
50 % of the fundable costs for DL contracts, which are limited to € 50,000.

The disbursement of the grant occurs retroactively and in instalments. Please submit the payment requests for grant disbursement within the deadline and bearing proper signatures. Please remember that delays are to your disadvantage.



Maximum Reimbursement Rates

A grant within ZIM-KOOP and ZIM-SOLO is disbursed as a non-repayable subsidy in the form of proportional funding up to the following reimbursement rates, as they relate to the fundable costs:

Small companies ¹	ZIM-SOLO EP ZIM-KOOP KA	ZIM-KOOP KU ZIM-KOOP KF² ZIM-KOOP VP²
Former West German states	40 %	45 %
New East German states and Berlin	45 %	50 %
Medium-sized companies ¹	ZIM-SOLO EP ZIM-KOOP KA	ZIM-KOOP KU ZIM-KOOP KF² ZIM-KOOP VP²
Former West German states	35 %	40 %
New East German states and Berlin	45 % ³ (35 %)	45 %
Research organisations		ZIM-KOOP KF ZIM-KOOP VP
country-wide		100 % ² (90 %)

¹ according to the SME definition (see box on page 7)

² The supplement for cooperation projects versus individual projects associated with KF and VP projects is only allowed to companies if the research institution bears 10 percent of the costs for the undertaking from its commercial revenues, according to the EU Community framework for state aid for research and development and innovation, No. 5.1.3. Should the companies decide to forgo the cooperation supplement, the reimbursement rate for the research institutions is 100 %, otherwise it is 90 %.

³ This rate is only provided if the company is documented to render industrial research services.

Application and Approval Procedures



Dates

Applications can be submitted at any time. Last date for submittal:

ZIM-KOOP

SMEs under 250 employees and research organisations	31.12.2013
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ZIM-SOLO

SMEs with less than 250 employees	31.12.2013
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Certain forms are required for the application. You may obtain these forms on the Web at www.zim-bmwi.de or as hard copies free of charge from the project agency. Please complete one set of application forms and submit the forms unbound as originals. There is no automatic entitlement to grant approval. Funding decisions are made by the authorised project agencies.

Submission of application

Optional: consultation with the project agency

Optional: rough draft concept to the project agency

Submission of application to the project agency

Application processing by the project agency

Decision by the authorised project agency



Through qualified preparation of the application, you can accelerate the processing by the project agency. Use the experience of the project agencies. They can provide:

- ▶ consultation free of charge
- ▶ evaluation of the funding eligibility of your proposal based on a project draft.

You may obtain additional information in the “frequently-asked questions” section at www.zim-bmwi.de/FAQ.

Application documents



Please submit the following documents

Description of the applicant

- ▶ Legal declarations
- ▶ List of funding obtained through other programmes in the past three years

additionally for SMEs

- ▶ current copy of an excerpt from the Company Registry or business registration
- ▶ Declaration on classification as an SME

additionally for private research organisations

- ▶ excerpt from the Association Registry, charter, list of members
- ▶ for a non-profit limited liability company (gGmbH), current excerpt from the Company Registry and proof of non-profit status

Description of Project Content

- ▶ Justification and description of the project objective and its impacts (exploitation plan)
- ▶ Planning of the work flows
- ▶ Draft cooperation agreement

Supporting Documents of the Requested Grant

- ▶ Personnel and Cost Planning
- ▶ Details on creditworthiness and financing of each share of contribution

Concept for Monitoring Success

Please provide a project description precise enough that the aim, approach and cost calculation can be sufficiently understood.



What is funded? Who is funded?

What is funded?

In the ZIM-NEMO funding module, management and organisational services are supported for developing innovative networks with at least six companies without restriction to particular fields of technology or sectors:

Phase 1

Design and establishment of the network



Phase 2

Implementation and further development of the network design

Tasks and Services Rendered by Network Management

- ▶ Acquisition and contractual engagement of the network partners
- ▶ Strengths / weaknesses analysis of the network partners
- ▶ Identification of important fields of technology
- ▶ Market analysis
- ▶ Marketing concept
- ▶ Public relations
- ▶ Project controlling and
- ▶ Impact monitoring

Please refer to a detailed description of the services rendered in attachment 2 of the directive at www.zim-bmwi.de.

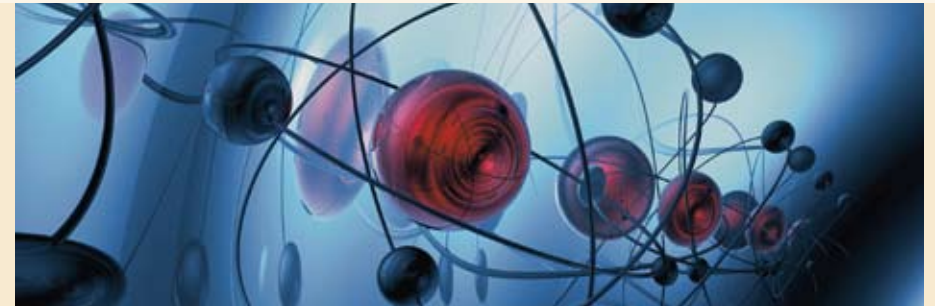
The network management organisation shall render services predominantly using its own capacity. The delegation of supplemental orders to third parties is only possible with a view to economic criteria. The contracting of network partners is excluded. The funding of a network is generally limited to three years.

Who is funded?

The organisation contracted for network management by the participating companies is eligible to submit an application:

- ▶ an external network management organisation or
- ▶ a research organisation participating in the network

The (recipient) companies involved in the network increasingly contribute their own financial resources. For recipient companies, the funding represents support according to the EU's de minimis rules. The network partners receive a de minimis approval of the proportionate funding.



Requirements for the Function of Network Management

- ▶ Technological competence
- ▶ Experience in project management and marketing
- ▶ Experience in the moderation and coaching of innovative processes
- ▶ Experience in cooperation with companies and research organisations

The network management shall have no proprietary commercial interests in the results of the network or own shares in any network companies (neutral intermediary). The network partners or associated persons shall have no involvement in the management institution.

R&D projects designed as a result of network collaboration may be funded within the cooperation and single-company grants.



How does the funding work?



Types of Project Costs

The following project costs are reimbursable within ZIM-NEMO:

- ▶ **Direct personnel costs**
- ▶ **Costs of project-related procurement from third parties** (max. 25 % of total costs)
- ▶ **Additional costs** (lump-sum up to 100 % of personnel costs)
 - ▶ for companies up to 100 %
 - ▶ for research organisations up to 75 %

Reimbursement Rates

The funding of the network projects is on a declining scale.

- ▶ **In Phase 1** it includes up to 90 % of reimbursable costs (direct personnel costs, costs for project-related procurement from third parties, additional costs).
- ▶ The following maximum reimbursement rates apply to **Phase 2**:
 - ▶ 1st year 70 %
 - ▶ 2nd year 50 % and
 - ▶ where applicable, 30 % in the 3rd year.

The maximum grant for network projects is € 350,000, and no more than € 150,000 may be applied to Phase 1.

The increasing own contribution is to be financed by the participating network partners.

Application and Approval Procedures

In the ZIM-NEMO funding module, applications are being accepted at any time up until 31 December 2013.

The processing time for the applications depends primarily upon the quality and completeness of the documents.

The submission of the application must adhere to certain formalities. You can obtain forms on the Internet at www.zim-bmwi.de or in hardcopy form free of charge from the appropriate project agency.

The Federal Ministry of Economics and Technology decides on the grant based on a recommendation from an external jury.

There is no legal entitlement to grant approval.

Two-step Application Procedure

Prior to submitting the application, you can consult with the project agency and have a rough draft concept evaluated (see Page 26 for project agencies responsible).



Application documents



Please submit the following documents

For Phase 1

- ▶ Application form with details on the applicant
- ▶ Detailed concept
- ▶ Description of the applicant's references
- ▶ Disclosures on personal and institutional affiliations between network management and network partners
- ▶ Current excerpt from the Company Registry and/or Register of Associations
- ▶ Attachments for the calculation of the personnel and other costs
- ▶ Letters of intent from the network partners to reach a contractual agreement with the applicant functioning as network manager
- ▶ Declarations of the network firms about any previous de minimis grants

For Phase 2

A grant application in Phase 2 can only be submitted after Phase 1 has been declared successfully completed.

For Phase 2, please submit the application documents containing all requested information, including the signed network agreement.

Phase 2 should be applied for and commenced no later than three months after completion of Phase 1.

Additional Opportunities for obtaining Information on ZIM



All the latest information on the support programme is always available at www.zim-bmwi.de

- ▶ Current information on the funding programme
- ▶ Funding guideline
- ▶ Downloads incl. application and billing forms
- ▶ Information material, publications, studies
- ▶ Notices and assistance for classification as an SME
- ▶ Examples of funded projects
- ▶ Event notices
- ▶ Frequently asked questions
- ▶ ZIM-News
- ▶ Contact details of the project agencies

Information and Consultation



ZIM-KOOP 

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VDI/VDE

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ZIM-SOLO  **EuroNorm**

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Processing of Applications

Proceeds in cooperation with the project agency VDI/VDE-IT.


Consultation free of charge on ZIM-SOLO

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