



## FAQs – Frequently Asked Questions to StartUp Voucher 2018-2020

### Q.01. What is *StartUp Voucher*?

**A.01.** The *StartUp Voucher* act aims to promote the development of business projects for a maximum period of twelve months, by young people with ages between eighteen and thirty-five years old through a set of specific types of support articulated among them and made available throughout the three phases of the business project development, enabling the consequent set up of new companies.

### Q.02. How will *StartUp Voucher* run?

**A.02.** The *StartUP Voucher* has a minimum duration of four months and a maximum duration of twelve months given the stages of business project development and the company set up, which are as follows:

- a) Stage 1 – development of the idea, of the knowledge and/or application development of R&D results, in the production of new products and services;
- b) Stage 2 – development of the technology and of the business model;
- c) Stage 3 – development of the business plan and set up of the company.

### Q.03. Who can apply for *StartUp Voucher Grant*?

**A.03.** In accordance with article 10<sup>th</sup> of the *StartUp Voucher* Regulation, attached to Order nr. 6619-A/2018, young entrepreneurs may apply which cumulatively:

- a) Are aged between 18 (eighteen) and 35 (thirty-five);
- b) Have portuguese nationality or inhabit in Portugal;
- c) Are not benefiting of another grant for the same purposes and have no other source of income;

d) Do not have a set up company.

The requirements set out under points a) and b) must be satisfied at the date of the application, and the remaining ones must be satisfied up to the date of submission of the Acceptance Agreement. The compliance with point c) is assured through the presentation of a copy of the IRS Declaration for the period in which the promoter the StartUp Voucher grant, considering the income sources of categories A (Employment) or B (Business and Professional) of the CIRS (Code of Personal Income Tax) for this purpose.

**Q.04. Can Portuguese nationality candidates living abroad apply for *StartUp Voucher*?**

**A.04.** Yes, provided that Portuguese nationality is made proof and that the remaining eligibility criteria are met.

**Q.05. Can any foreign nationality candidates apply for the *StartUp Voucher*?**

**A.05.** Yes, that residence in Portugal is made proof and that the remaining eligibility criteria are met.

**Q.06. Can candidate residents in Algarve or Madeira or Azores Autonomous Region apply for the *StartUp Voucher*?**

**A.06.** Yes, provided that the remaining eligibility criteria are met.

**Q.07. What kind of projects are eligible?**

**A.07.** The eligible projects are those which fit one of the following typologies:

1. Projects of qualified entrepreneurship that contribute to change the productive profile of the economy, with the setting up of companies endowed with qualified human resources; that develop activities in sectors with strong growth dynamics and/or technology and knowledge-intensive sectors; or that value the application of R&D results in the production of new goods and services;
  2. Projects of creative entrepreneurship that include cultural and creative industries activities, which use creativity, cultural knowledge and intellectual property as the resources to produce tradable goods and services for internationalization with social and cultural significance such as: performing and visual arts; cultural heritage; handicraft; cinema; radio; television; music; editing; educational and entertainment software and other computer software and services; new media; architecture; design; fashion and advertising.
- The actions and investments that are part of the project must be located in the regions envisaged in the call for tender, admitting that actions outside these might be carried out as long as they benefit the economy of those regions.

- Applications that simultaneously meet both the promoter and the project requirements are eligible for the assignment of the StartUP Voucher.

#### **Q.08. How should the project teams be formed?**

**A.08.** The applications/projects must be submitted by teams of at least two and a maximum of five promoters aged over eighteen years and only two of them can benefit from StartUp Voucher Grant for the development of the business project.

Teams can be formed by other elements apart from the grant holders, not being an exclusion criteria the existence of elements outside the eligibility framework of the grant, namely in terms of age, nationality or place of residence.

#### **Q.09. Which type of support is granted by the *StartUp Voucher*?**

**A.09.** The support given by the *StartUP Voucher* is divided in the following categories:

- **Grant** – monthly amount aimed at the development of the business project;
- **Mentoring** – access to a network of mentors who provide guidance to the promoters;
- **Follow-up of the project** – by an accredited entity;
- **Mid-term evaluation Prizes** – 1.500€ prize for the projects that achieve a positive mid-term evaluation according with the purposes of each stage;
- **Achievement Prize** –2.000€ prize for the implementation of the project through a startup with a commercial company set up, provided that it occurs after the first six months of participation in the program and up to six months after the twelve-month maximum duration of the *StartUp Voucher*.

#### **Q.10. What is the *StartUp Voucher Grant*?**

**A.10.** The *StartUp Voucher Grant* is a monthly grant of 691.70€ per beneficiary, payable at the end of each month, for a maximum period of twelve months. A maximum of two grants can be assigned per business project.

#### **Q.11. Does *StartUp Voucher Grant* count as a first job?**

**A.11.** It is a grant and doesn't establish a bond with an employer. This way, it cannot be considered as a first job.

**Q.12. Is the *StartUp Voucher Grant* cumulative with the unemployment benefit?**

**A.12.** No. The unemployment benefit is a cash benefit granted to a worker for the lack of compensation due to involuntary loss of employment. With the attribution of *StartUp Voucher* grant, the candidate receives a monthly amount and thus is no longer entitled to the benefit.

**Q.13. Is *StartUp Voucher Grant* subject to IRS tax?**

**A.13.** The *StartUP Voucher* grants do not constitute employment income nor independent work or business income, so it is not necessary to open activity. In addition, the grant holders are not obliged to send proof of receiving the monthly grant to IAPMEI.

**Q.14. What is the Mentoring?**

**A.14.** The mentoring, within the scope of this Measure, aims to establish the link between managers\expert entrepreneurs, mentors and the beneficiary promoters of *StartUp Voucher*, who are given business advice during the length of *StartUp Voucher* grant. Mentors can be requested to the selected incubator by entrepreneurs for project monitoring or to IAPMEI, taking into account the business projects needs and its geographic location.

Access to mentoring is conditioned to the availability of the mentors and to the acceptance by the parties of the to be established mentoring. The mentoring relationship shall be governed by the Regulation of the National Network of Mentors (RNM), available on the *StartUp Voucher* platform.

**Q.15. How is the follow-up of the *StartUp Voucher* projects?**

**A.15.** Project follow-up includes guidance on any doubts about the work on the project development and also on the guidance of the mentoring.

The projects are monitored within the scope of the National Network of Incubators (RNI), through an accredited incubator within the framework of Portugal 2020 incubation vouchers or through IAPMEI. In the context of the *StartUp Voucher* follow-up, incubators must maintain regular contacts with the entrepreneur, ensuring the potential success of the business projects.

**Q.16. What are the mid-term evaluation prizes?**

**A.16.** The mid-term evaluation prizes aim to create technical and financial conditions for the project development, namely in the following activities:

- Business Model;
- Technological Assistance;
- Support for business digitalization, including web and social network presence;

- Market Research;
- Support in the identification of financing solutions.

Mid-term evaluation prizes are granted under the following terms:

- An amount of 1.500€ per project as a result of the positive mid-term evaluation on the first stage development of the project.
- An amount of 1.500€ per project as a result of the positive mid-term evaluation on the second stage development of the project.

The withdrawal from the *StartUp Voucher* after the mid-term evaluation prize attribution may oblige to the return of the funds, subject to the demonstration by the beneficiaries of the development of the project.

**Q.17. What is the achievement prize?**

**A.17.** The achievement prize corresponds to 2.000€ per business project, payable after the company set up, designed to incorporate the beneficiaries stake in its capital, provided that the set up occurs after the first six months of participation in the program and up to six months after the twelve-month maximum duration of the *StartUp Voucher*. The prizes are only attributed when the created company has the beneficiary promoters among its partners.

The integration of the achievement prize into the capital can be made through the paid-up share capital or through supplementary payments, which must be proven to IAPMEI within one month after the attribution of the achievement prize.

**Q.18. Is it necessary that all initial promoters become a part of the society for attribution of the achievement prize?**

**A.18.** The attribution of the achievement prize for the company set up is aimed only at the beneficiary promoters of *StartUp Voucher*, so that they can hold a stake in the share capital, and it cannot be assigned to those who did not have this quality during the implementation of the project.

**Q.19. Does the set up of a one-person-company allows to benefit of the achievement prize in the amount of 2.000€?**

**A.19.** Yes, provided that the company is formed by one of the grant holders of the *StartUp Voucher*.

**Q.20. How many applications can be submitted?**

**A.20.** Only one application/project to *StartUp Voucher* can be submitted by each promoter in each stage.

- The projects under the *StartUp Voucher* cannot be supported by any other grants of the same nature or for the same purposes.
- Applications whose projects or promoters have received support of the same nature or for the same purposes in the last twelve months will not be accepted.
- Applications/projects must be submitted by teams which must have at least two promoters and a maximum of five with ages over eighteen.
- Applications/projects should be presented by teams in which both genders are represented, wherever possible.
- The teams of beneficiary promoters formed on gender equality or exclusively by feminine gender elements are valued.

There is a valuation of two (2) points for projects exclusively submitted by feminine gender beneficiary entrepreneurs and one (1) point for gender equality projects which the leading beneficiary entrepreneur is female.

**Q.21. When can the applications be submitted?**

**A.21.** The deadline for application submission is between July 9<sup>th</sup> of 2018 from 11 AM (Portugal local time) and September 10<sup>th</sup> of 2018 until 06 PM (Portugal local time).

**Q.22. How does the application submission work?**

**A.22.** The application submission to the support measure is exclusively made through the available form on the IAPMEI website, I.P. ([www.iapmei.pt](http://www.iapmei.pt)).

**Q.23. Is it possible to include other candidates for the grant on the approved project at a later stage?**

**A.23.** No. There is only one moment for application to be formalized through the application form fully filled in where both the grant candidates and other members of the team will be identified.

**Q.24. Who ensures my data protection?**

**A.24.** The data provided by the promoters under the *StartUp Voucher* are treated by IAPMEI or by third party that may have participation in the evaluation process as confidential. Personal data to be treated in conformity with General Data Protection Regulation are documents of financial or commercial nature and technical or technological data, methods, formulas, demonstrations, samples or studies are considered as confidential.

**Q.25. How is the application for *StartUp Voucher* evaluated?**

**A.25.** The application is initially evaluated by IAPMEI or other entities designated by IAPMEI, based on the evaluation criteria for projects and promoters, under article 13<sup>th</sup> of *StartUp Voucher* Regulation, attached to Order nr. 6619-A/2018, and the selection criteria defined in the call for tender. The *StartUp Voucher* is carried out by a jury in two further evaluation stages: after the first four months and the first eight months, respectively, to assess the continuity of the support.

**Q.26. What criteria are used for the initial evaluation of the application?**

**A.26.** As defined in the call for tender, the evaluation of the application is based on the following criteria:

- a) Level of innovation or differentiation of the idea;
- b) Response to the market needs (demand);
- c) Potential impact in the project development region;
- d) Economic valuation and scaling potential;
- e) Defined work plan with the activities to be developed and the critical steps;
- f) Suitability of the team of promoters' skills to the project needs;

And also:

- g) Gender equality as a valuation criterion.

Gender equality will be valued with one (1) more point when there is one feminine beneficiary entrepreneur and one of the male gender.

- h) Date of entry of the application as a tie-breaking criteria.

**Q.27. How long does the *StartUp Voucher* application evaluation take?**

**A.27.** The evaluation period may vary and is expected to last at least thirty days after the completion of the tender submission stage.

**Q.28. How is the assignment of the *StartUp Voucher* formalized?**

**A.28.** The assignment of the *StartUP Voucher* is formalized through the signature and submission of the Term of Acceptance by each of the beneficiaries, within ten (10) working days after the report of the result of the application evaluation. It should be noted that the validation of the Term of Acceptance is only considered after the compliance with all the associated formalities by the beneficiaries.

**Q.29. What is the deadline for returning the *StartUp Voucher* Term of Acceptance to IAPMEI after it is made available for signature?**

**A.29.** The Term of Acceptance signature takes place within ten (10) working days after the report of the result of the evaluation of application.

**Q.30. Who is responsible for processing the payments and notifying about the Grant and the Mentoring attribution?**

**A.30.** All interaction and formal communication regarding applications and projects are conducted via the *StartUp Voucher* electronic platform, through the electronic account owned by one of the beneficiary promoter, who is responsible for all information and communications carried out.

**Q.31. Which reports should be submitted during the *StartUp Voucher*?**

**A.31.** During the period which the *StartUP Voucher* takes place, the promoter undertakes to produce and present:

- a) Monthly Reports;
- b) Final Report.

**Q.32. Can I have a simultaneous professional activity, without undermining the exclusive dedication to the *StartUp Voucher*?**

**A.32.** The assignment of the *StartUp Voucher* implies the exclusive dedication to the achievement of the presented project.

**Q.33. Can I withdraw from my business project during the *StartUp Voucher* without any penalty?**

**A.33.** The promoter is required to declare to IAPMEI the withdrawal from the business project and the consequent end of the grant in order to avoid the reimbursement of the sums unduly paid.

**Q.34. Where to clarify further questions about the *StartUp Voucher*?**

**A.34.** Further clarification and additional questions shall be made by email ([info@iapmei.pt](mailto:info@iapmei.pt)), or by telephone to the Blue Line of IAPMEI (808 201 201 | 213836237)