**PROPOSAL GUIDELINE/01**

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| **GUIDELINE (LAYOUT) – REGIONAL INNOVATION NETWORKING PLATFORM** |
| 1. EXECUTIVE SUMMARY [maximum of 1 page]
2. TABLE OF CONTENT [maximum of 1 page]
3. INTRODUCTION [maximum of 3 pages]
	1. Regional socio-economic profile
	2. Situational Assessment (including the analysis of the regional innovation system and must be relevant to innovation)
	3. Policy and strategy analysis & alignment (*e.g. National/provincial/local government etc.*)
4. BUSINESS CASE (*Rational for establishing/implementing the platform and its role in the region economy*) [maximum of 1 page]
5. OBJECTIVES OF THE PLATFORM [maximum of 1 page]
	1. Key objectives
	2. Platform offerings/services
6. SECTORS TO BE SUPPORTED [maximum of 1 page]
7. GOVERNANCE STRUCTURE AND INSTITUTIONAL ARRANGEMENT [maximum of 2 pages]
	1. Steering Committee (including Lead Institution)
	2. Financial Control and Management
	3. Reporting (*e.g. to steering committee, TLIU etc*.)
8. PLATFORM WORKPLAN AND ACTIVITIES [maximum of 3 pages]
	1. Development/intervention Plan - o*utline and unpack all developmental activities in detail.*
		1. i.e*.* **Structured and relevant Science, Technology and Innovation (STI) capacity buildings programmes (e.g. technical training, innovation related interventions, networking events/forums, mentorship programmes, workshops** etc.).
		2. i.e. **Support mechanisms for improved innovation partnership deals** (e.g. access to information, business strategy, legal/IP templates, funding proposals etc.)
	2. Gantt chart – provide clear timelines with respect to the developmental plan.
9. KEY PERFORMANCE INDICATORS (refer to MAIN PERFORMANCE INDICATOR TEMPLATE/01)
10. BUDGET (INCLUDING CO-FUNDING) (*detailed budget – e.g. SMME support, interventions, projects, initiatives workshops, projects, traveling, administration etc*.) [maximum of 1 page]
11. RISKS, MITIGATION AND ASSUMPTIONS [maximum of 1 page]
12. CONCLUSIONS AND RECOMMENDATIONS [maximum of 1 page]
13. REFERENCES (IF NECESSARY) [maximum of 1 page]
14. APPENDICES AND PROOF OF CO-FUNDING (IF NECESSARY) [maximum of 3 pages]
	1. E.g. Signed commitment letters, CVs, Profiles etc.
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| **GUIDELINE (LAYOUT) – INNOVATION BASELINE STUDIES** |
| 1. EXECUTIVE SUMMARY [maximum of 1 page]
2. TABLE OF CONTENT [maximum of 1 page]
3. INTRODUCTION
	1. Description of the focus area(s)/region (*to be covered by the baseline study*) [maximum of 1 page]
	2. Regional socio-economic profile [maximum of 1 page]
	3. Regional economic sectors [maximum of 1 page]
	4. Situational Assessment [maximum of 1.5 page]
	5. Policy and strategy context (*e.g. National/provincial/local government policies/strategies etc.*) [maximum of 1 page]
	6. Project Rationale (*for conducting the Innovation Baseline Study*) [maximum of 1/2 page]
4. TERMS OF REFERENCE (*for conducting the Innovation Baseline Study*) [maximum of 1 page]
5. METHODOLOGY AND APPROACH [maximum of 5 pages]
	1. Project Phases and detailed description of each phase
	2. Workplan and indicators of performance (*include all phases, milestones & clear timelines*)
	3. Gantt chart
6. PROJECT STEERING COMMITTEE (*it is recommended that the Steering Committee comprises of representatives of provincial/local government, civil society, academia/STI institution and private business* ) [maximum of 1 page]
7. DETAILED BUDGET (INCLUDING CO-FUNDING) [maximum of 1 page]
8. RISKS, MITIGATION AND ASSUMPTIONS [maximum of 1 page]
9. CONCLUSIONS AND RECOMMENDATIONS [maximum of 1 page]
10. REFERENCES (IF NECESSARY) [maximum of 1 page]
11. APPENDICES (IF NECESSARY) [maximum of 1 page]
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| **GUIDELINE (LAYOUT) – FEASIBILITY STUDIES FOR SCIENCE AND TECHNOLOGY PARKS, TECHNO PARKS, TECHNOLOGY INCUBATORS, INNOVATION CENTRES ETC.** |
| 1. EXECUTIVE SUMMARY [maximum of 1 page]
2. TABLE OF CONTENT [maximum of 1 page]
3. INTRODUCTION [maximum of 3.5 pages]
	1. Regional socio-economic profile
	2. Situational Assessment (including the analysis of the regional innovation system and must be relevant to innovation)
	3. Policy and strategy analysis & alignment (*e.g. National/provincial/local government etc.*)
	4. Rationale (*for establishing a science park, technology incubator, techno park etc. and its envisaged role in the region*)
4. SECTORS TO BE SUPPORTED *(or detailed proposed process to determine these)* [maximum of 1 page]
5. TERMS OF REFERENCE [maximum of 1 page]
6. PROJECT STEERING COMMITTEE (*it is recommended that the Steering Committee comprises of representatives of provincial/local government, civil society, academia/STI institution and private business* ) [maximum of 1 page]
7. METHODOLOGY AND APPROACH [maximum of 3 pages]
	1. Project Phases (e.g. *Benchmarking,* *market assessment, technical assessment, concept development, business plan development etc.- Describe each phase in detail*)
	2. Workplan and Indicators of performance (*include all phases & clear timelines*)
	3. Gantt chart
8. DETAILED BUDGET (INCLUDING CO-FUNDING) [maximum of 1 page]
9. RISKS, MITIGATION AND ASSUMPTIONS [maximum of 1 page]
10. CONCLUSIONS AND RECOMMENDATIONS [maximum of 1 page]
11. REFERENCES (IF NECESSARY) [maximum of 1 page]
12. APPENDICES (IF NECESSARY) [maximum of 2.5 page]
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MAIN PERFORMANCE INDICATOR TEMPLATE/01 – [Regional Innovation Networking Platforms]

| **(Deliverables)** | **Targets** | **Comments** |
| --- | --- | --- |
| **Quarter 1** | **Quarter 2** | **Quarter 3** | **Quarter 4** | **Annual** |
| **Number of Stakeholders in the Regional Innovation Support Platform (RISP)** |  |
| Number of Government stakeholders(National, provincial & Local) involved in the Platform network |  |  |  |  |  |  |
| Research, Development and Innovation (RDI) involved Communities in the Platform network  |  |  |  |  |  |  |
| Number of technology based/innovators SMMEs involved in the network (beneficiaries) |  |  |  |  |  |  |
| Number of Black technology based/innovators SMMEs involved in the network (beneficiaries) |  |  |  |  |  |  |
| Number of female owned technology based/innovators SMMEs involved in the network (beneficiaries) |  |  |  |  |  |  |
| Number of black owned large enterprises |  |  |  |  |  |  |
| Number of Historically disadvantaged communities assisted by the Platform  |  |  |  |  |  |  |
| Others |  |  |  |  |  |  |
| Co-finding amounts | Private sector |  |  |  |  |  |  |
| Provincial Government |  |  |  |  |  |  |
| Local Government |  |  |  |  |  |  |
| Other |  |  |  |  |  |  |
| Leveraging of synergies with other sub-national innovation initiatives |  |  |  |  |  |  |
| **Capacity Building Programmes for Improved Innovation Driven Industrial Competitiveness** |  |
| Number of workshops/networking events/conferences |  |  |  |  |  |  |
| Number of technology/innovation based training events  |  |  |  |  |  |  |
| Number of knowledge sharing platforms/portals (website, Information sharing etc.) |  |  |  |  |  |  |
| Number of technology SMMEs trained |  |  |  |  |  |  |
| Number of black-owned technology SMMEs trained |  |  |  |  |  |  |
| SMME that secured further funding as a result of capacity building programme | Number of SMMEs |  |  |  |  |  |  |
| Source  |  |  |  |  |  |  |
| Ideas that secured further funding as a result of capacity building programme:  | Number of ideas |  |  |  |  |  |  |
| Source  |  |  |  |  |  |
| **Enabling Innovation** |  |
| Number of technology transfer transactions resulting from RISP or RISP activities |  |  |  |  |  |  |
| Number of technology transfer transactions still active after 5 years |  |  |  |  |  |  |
| Number of deals that are generated as a result of RISPs or RISP activities |  |  |  |  |  |  |
| **Contribution to STI related policy and strategy development & Strategic Alignment** |  |
| Sub-national intelligence to update DST of relevant sub-national activities to ensure policy alignment |  |  |  |  |  |  |
| Alignment of interventions to influence Policy and create greater synergies at a National, Provincial or Local Government Level  |  |  |  |  |  |  |
| Number of STI based initiatives emanating from government strategies or policies for economic and industrial growth |  |  |  |  |  |  |