



Guidelines for Scale-up support to Established Incubation Centers under Atal Innovation Mission

Government of India
NITI Aayog
Atal Innovation Mission

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Scheme for Scale-up Support to Established Incubation Centers

I. Background:

The Government of India has setup the Atal Innovation Mission (AIM) at NITI Aayog. The overarching purpose of this Mission is to promote a culture of innovation and entrepreneurship in India. The Government realizes that there is a need to create world class incubation centers¹ across various parts of India with adequate infrastructure and availability of sectoral experts for mentoring start-up businesses, and develop an ecosystem by strengthening linkages amongst incubation centers, universities and corporates.

2. The Government proposes to augment the capacity of the Established Incubation Centers by providing scale-up support. The objective of this scheme is to radically transform the start-up ecosystem in the country by upgrading the Established Incubation Centers to world-class standards.

II. The Key Highlights of the Scheme:

- a) **Financial Support to Scale-up:** Grant-in-aid support of Rs. 10 crore will be provided in two annual instalments of Rs. 5 crore each to top performing Established Incubation Centers in India selected through this Scheme.
- b) **Duration:** The scheme will be in operation for a period six years. An Established Incubation Center would be eligible to avail grant-in-aid under this scheme for a maximum of three times.
- c) **Selection:** Established Incubation Centers will be shortlisted based on the Key Performance Indicators (KPIs) as indicated in Annex II. Shortlisted Established Incubation Centers will be required to make a presentation on their scale up plan before the AIM Directorate for a final selection.
- d) **Eligibility:** The Established Incubation Centers, registered in India as a legal entity in public, private or public-private partnership mode, which are in operation for a minimum three years would be eligible.
- e) **Reapplication:** The Established Incubation Centers supported under this scheme can reapply for further scaling up in subsequent years based on demonstration of proven outcomes and efficient utilization of the previous grant-in-aid received.

¹ A typical incubation center provides pre-incubation facilities common infrastructure and services such as technology development assistance, networking and mentoring, funding access, training and development, business support services (entrepreneurship development, marketing, finance and accounting, research, legal, regulatory) amongst others to start-up businesses.

III. Process:

- a) Established Incubation Centers intending to avail scale-up support under this scheme may visit <http://www.niti.gov.in> and submit their application online to the Atal Innovation Mission, NITI Aayog. The prescribed application formats are at Annex I-II. Necessary documents can also be uploaded online.
- b) The proposals would be evaluated based on merit by an Expert Committee duly constituted for this purpose.
- c) Performance review of the selected Established Incubation Centers would be undertaken by a professional third party agency.
- d) Details of Terms and Conditions of the Scheme are prescribed in Annex III.
- e) Selected Applicants will be required to enter into a Memorandum of Understanding (Annex IV) and sign a Bond (Annex V) with the AIM Directorate.
- f) The above Scheme and Guidelines are subject to periodic review in consultation with stakeholders.

Application Proforma

S. No	Information	Details
1.	Name of the Established Incubation Center*	
2.	i) Name of head of Established Incubation Center* ii) Address* iii) Telephone* iv) Email* v) Fax vi) Website	
3.	Year of Establishment of the Established Incubation Center*	
4.	Name and designation of the Head of Host Institution / Organisation* i) Address* ii) Telephone No.* iii) Email* iv) Fax v) Website	
5.	(i) Legal Entity Status (Public/Private/ PPP/ Section-8 or any other) (please specify)* (ii) Registration No.*	
6.	List details of five most recent sponsored projects (sponsoring agency/year/value/description).*	
7.	Details of grants-in-aid/support received so far from various sources?*	
8.	Existing capacity of the Established Incubation Center (No. of start-up businesses that are incubated)	
9.	Details of present incubation facilities provided to start-up businesses (500 words)	
10.	Proposed scale-up plan to become world class. Provide details of physical infrastructure requirements and capacity expansion, along with corresponding financial requirements (500 words)	
11.	Contact person (telephone and email) at the Established Incubation Center	

**Mandatory information*

Key Performance Indicators (KPIs) – To be filled by the Applicant

S No.	Description	Year 1	Year 2	Year 3	Year 4	Year 5
1.	Number of (a) physical & (b) virtual incubated start-up businesses ¹					
2.	Number of start-up businesses functioning annually					
3.	Number of start-up businesses graduated annually					
4.	Number of jobs created by start-up businesses annually					
5.	Number of academic institutions associated					
6.	Number of entrepreneurship development workshops organized annually					
7.	Number of training programs organised for start-up businesses					
8.	Number of mentors available for start-up businesses (national & international) ²					
9.	Number of technologies developed by the incubated start-up businesses					
10.	Number of technologies patented by the incubated start-up businesses					
11.	Number of awards received by incubated start-up businesses from recognized institutions					
12.	Capacity utilization of the space by the start-up businesses					
13.	Seed funding corpus available with the Established Incubation Centers for funding start-up businesses (Rs. Lakhs)					
14.	Total number of personnel at the Established Incubation Center to assist start-up businesses (Full Time and Part Time Employees)					
15.	Cumulative sales turnover of graduated start-up businesses (Rs. Lakhs)					
16.	Return on investment of the Established Incubation Center ³					

¹ Attach profiles of top 10 start-up businesses during last 5 years.

² Provide details separately (Name/Designation/Area of Mentoring).

³ Provide detailed calculations.

TERMS & CONDITIONS:

1. The purpose of this document is to provide information to the interested applicants for the completion of their application. It is neither an agreement nor an offer made by AIM.
2. AIM does not make any representation or warranty as to the accuracy, reliability or completeness of the information in this document and it is not possible to consider particular needs of each applicant.
3. AIM will not be responsible for any delay in receiving the applications.
4. No applicant shall submit more than one application.
5. All applications will be invited only in the online mode. All communications related to the scheme including announcements of shortlisted applicants, invitation for presentation and final selection of applicants will be published on the NITI Aayog website <http://www.niti.gov.in>.
6. The issue of these guidelines does not imply that AIM is bound to select an Applicant. AIM reserves the right to accept/reject any or all of applications submitted in response to the document at any stage without assigning any reasons whatsoever.
7. AIM's decision will be final and no explanation or justification for any aspect of the selection process will be given.
8. Applicants shall bear all costs associated with the preparation and submission of their applications, and their participation in the selection process.
9. Applicants may seek clarifications on the guidelines within five days from the date of issue of the guidelines. Any request for clarification should be emailed to md-aim@gov.in.
10. As per the latest instruction by Controller General of Accounts (CGA), Government of India, the grantee institution is required to register at CGA website (<http://cpsms.nic.in>) to facilitate release of funds.
11. All grantee institutions except public funded institutions are required to execute a Bond (in prescribed pro-forma Annex V) on a non-judicial stamp paper before any grant-in-aid is released to them.
12. All the assets acquired or created through the grant under this scheme should not be disposed-off or encumbered or utilised for purpose other than those for which the grant has been sanctioned without the prior permission of the Atal Innovation Mission, NITI Aayog.
13. The grant being released should be exclusively spent for the specified purpose for which it has been sanctioned within the stipulated time. Any unspent balance out of the amount released would be refunded to the Govt. of India by means of an Account's Payee Demand Draft drawn in favour of Drawing and Disbursing Officer, NITI Aayog, payable at New Delhi.
14. In the event that the grantee is not in a position to execute or complete the project no further grant will be provided to the Established Incubation Center. The entire amount will be treated as a sunk cost and the assets will be written off by AIM.
15. The grantee is required to send online i) progress report; ii) audited statement of accounts and Balance Sheet; and iii) Utilization Certificate (Annex VI), to Atal Innovation Mission, NITI Aayog at the end of each financial year as well as at the time of seeking further instalments of the grant, if any.
16. The operations and performance of the selected Established Incubation Centers will be reviewed yearly by a professional third party agency. The release of grant each year will be based on satisfactory performance.
17. Concerned officers of Atal Innovation Mission, NITI Aayog or its authorized representatives may visit the Established Incubation Centers periodically for ascertaining the progress of work.

18. The Comptroller and Auditor General (CAG) of India at his discretion shall have the right of access to the books of account for the grant received from the Government.
19. The grantee will maintain separate audited accounts for the grant. The funds released should be kept in a bank account earning interest; the interest earned should be reported to the AIM, NITI Aayog and the same will be treated as a credit to the organization to be adjusted towards further instalments of the grant, if any.
20. The grantee must not entrust the implementation of the work for which the grant is being sanctioned to another institution and divert the grant receipts as assistance to the latter institution. In case the grantee itself is not in a position to execute or complete the project, it may be required to refund forthwith the Govt. of India, the entire amount of grants-in-aid received by it.
21. AIM, NITI Aayog reserves the right to terminate support to the project at any stage, if it is convinced that the grant is not being utilized properly or that appropriate progress in the project work is not being made.
22. Where support has been provided by AIM, NITI Aayog under specific conditions accepted by a grantee institution and if it does not comply with these conditions, it will be liable to refund the grant already received in such a manner as may be required by the Government and no further grant will be allowed to such an institution from AIM, NITI Aayog.
23. The Manpower employed by the Established Incubation Center will be the liability of the Incubation Center. AIM and NITI Aayog will not have any liability towards them.
24. AIM, NITI Aayog will have no responsibility in case of any loss is caused to any life or property due to accident, fire or any other reasons. The Established Incubation Center is required to take appropriate safety and insurance measures to safeguard against any loss to human life and property related to the Established Incubation Center.
25. The AIM, NITI Aayog will have no liability on account of any omission or commission of regulatory/statutory requirement by the AIC or its incubatees and their companies.
26. Any dispute if arise will be settled in the jurisdiction of court of Delhi.

**DOCUMENTS TO BE UPLOADED ALONG WITH THE APPLICATION FORM
(As applicable)**

1. Application form & key performance indicators
2. Proposed Budget Plan
3. Detailed Business Plan
4. Registration Certificate of the applicant
5. Memorandum of Association of the applicant
6. Audited Statement of Accounts for the last three years
7. Annual Reports for the last three years
8. Names of the Industries that are being associated and proposed to be associated with the Established Incubation Center along with their letter of intent.
9. MOU / Partner Contract with Research Institution & Industries
10. Experience / Credentials of Full-time Managing Team (Board, CEO and other officials)
11. List of key mentors along with their CVs
12. Bond (in prescribed pro-forma) on a non-judicial stamp paper as mentioned at para 11 of Terms & Conditions

MEMORANDUM OF UNDERSTANDING BETWEEN ATAL INNOVATION MISSION AND ESTABLISHED INCUBATION CENTER APPLYING FOR SCALE UP SUPPORT

The Atal Innovation Mission (hereinafter called as 'AIM') and the *****, Location (hereinafter called as 'Established Incubation Center'), which is an academic / technical / private entity or individual or a group of individuals with its registered office at *****, hereby agree to enter in a MOU on ** day of month, 20** subject to the term and conditions stated in the MOU.

Whereas,

- i) Atal Innovation Mission is a programme of the NITI Aayog, Government of India.
- ii) The Established Incubation Center is a recognised body under the **** Act.
- iii) Any other institution /state/industry/individual participation to be listed****
- iv) The Established Incubation Center is operating since ** years and propose to avail grant-in-aid from AIM for scaling up.

Objective

- i) The objective of the AIM is to promote a culture of innovation and entrepreneurship in India and has therefore, has decided to provide the grant-in-aid for scaling up the Established Incubation Center.
- ii) The role of the Established Incubation Center is to provide pre-incubation and incubation facilities which include physical capital, human capital, technical/legal/financial facilities, services, etc., as necessary to achieve objectives of the AIM. The Established Incubation Center would be upgraded through grant-in-aid received from AIM to augment its capacity.

Terms and Condition**1. Funding**

- i) The Established Incubation Center would be provided a total financial support in the form of Grant-in-aid of Rs. ** crore till ****, 20** and would be exclusively spent on the specified purpose for which it has been sanctioned within the stipulated time.
- ii) The grant-in-aid would be adequately divided to cover the capital and operational expenditure and will be agreed to in consultation between AIM and the Established Incubation Center.
- iii) The Established Incubation Center shall maintain a separate interest bearing bank account for the funds to be disbursed by AIM. The interest earned on the grant money, would be reported to the AIM, NITI Aayog and the same will be treated as a credit to the Established Incubation Center to be adjusted towards further instalments of the grant.
- iv) The amount sanctioned during the first tranche will depend on the proposed and agreed expenditure between AIM and Established Incubation Center.
- v) The Established Incubation Center shall register itself with Controller General of Accounts (CGA) and the CAG at its discretion shall have the right to access the books of account for the grant received from the Government.
- vi) The Established Incubation Center will be required to submit Utilisation Certificates (UCs) of the grant at the end of each financial year as well as at the time of seeking further instalments of the grant, if any.
- vii) Any unspent balance sanctioned by AIM would be refunded to the Govt. of India by means of an Account's Payee Demand Draft drawn in favour of Drawing and Disbursing Officer, NITI Aayog, payable at New Delhi.

viii) In the event that the grantee is not in a position to execute or complete the project or does not succeed, no further grant will be provided. The entire amount will be treated as a sunk cost and the assets will be written off by AIM.

2. Obligations of the Established Incubation Centers

- i) Scaling up the infrastructure of the Established Incubation Centers to become world class so as to enhance the innovation and entrepreneurship ecosystem in the country in line with the objectives of the AIM. Besides upgrading physical infrastructure and providing business support services to start-up businesses, the Established Incubation Centers will also ensure augmenting domain and management expertise of core team/supporting staff for its successful operations within six months from the date of release of funds.
- ii) The Manpower employed by the Established Incubation Center will be the liability of the Established Incubation Center. AIM, NITI Aayog will not have any liability towards them.

3. Monitoring

- i) The operations and performance of the selected Established Incubation Centers will be reviewed yearly by a professional third party agency. The release of grant each year will be based on satisfactory scaling up and performance.
- ii) Concerned officers of AIM, NITI Aayog or its authorized representatives may visit the Incubation Center periodically for ascertaining the progress of work and resolving any difficulties that might be encountered in the course of implementation.
- iii) AIM, NITI Aayog reserves the right to terminate support to the project at any stage, if it is convinced that the grant is not being utilized properly or that appropriate progress in the project work is not being made.

4. General Conditions

- i) AIM, NITI Aayog will have no responsibility in case of any loss is caused to any life or property due to accident, fire or any other reasons.
- ii) The MOU will be valid for ** years from the date of signing and will be terminated after the successful implementation of the scaling up plan which will be reviewed by AIM.
- iii) The MOU can be modified or revised from time to time with mutual consent of the parties.
- iv) The MOU has to be supported with the following documents:
 - a. Registration Certificate of the Established Incubation Center.
 - b. Bond (in prescribed pro-forma) on a non-judicial stamp paper.
 - c. Names of the Industries that would be associated with the Incubation Center along with their letter of intent.
 - d. Experience / Credentials of Full-time Managing Team (Board, CEO and other officials)
 - e. List of key mentors along with their CVs.

Each of the undersigned signatories represent and warrant that he/ she is authorised to execute this arrangement on behalf of the party for whom he/ she signs and that no further authority or execution by any other person for such party is necessary.

To be signed by Representative of Established Incubation Center

Name:

Designation:

Date:

Signature:

Witness along with their addresses:

1.

2.

To be signed by Representative of AIM

Name:

Designation:

Date:

Signature

Witness along with their addresses:

1.

2.

BOND FORM

(Applicable to non-government funded institutions)

(Bond is to be furnished on Rs. 20/- or higher stamp paper and signed in original)

Know all persons by these present that we the
.....
.....(Name of individual or the Name of Established Incubation Center / entity registered under the Societies / Trust / Companies Act / Affiliated to University (Specify the respective Act or Affiliation)) and having its office atvide Registration Numberdatedin the State of _____ (hereinafter called the “**Obligator**”) are held and firmly bound to the President of India (herein after called the “**Government**”), in the sum of Rs..... (Rupees in words) well and truly to be paid to the President on demand and without demur, for which payment we bind ourselves and our successors and assigns by these presents. The term, obligator or sureties, unless repugnant to the context, shall mean and include the respective agents, assigns, heirs, successors etc., as the case may be.

2. **SIGNED** this day ofin the year

3. **WHEREAS** on the Obligator’s request the Government has as per Atal Innovation Mission (AIM) Letter No.dated.....and herein after referred to as the letter of sanction/ approval, agreed to make in favour of the Obligator for the purpose of scaling up the Established Incubation Center ata grant of Rs. (Rupees.....), the obligators have agreed to execute this bond in advance, in favour of Atal Innovation Mission, NITI Aayog for the entire amount of Rs.....as requested in the proposal sent to the Government. The obligator is willing to accept the proposed amount or any other amount approved/ sanctioned by the Government. The obligator is willingly executing this bond of the proposed amount with the stipulation that obligator will be bond up to this amount or by the actual amount approved/sanctioned by the Government. The obligator is also willing to accept all terms and conditions mentioned in the “Letter of Sanction” to be issued by the Government.

4. Now in consideration of the aforesaid letter of sanction, the obligator herein binds itself and undertakes to comply with the conditions of the letter of sanction referred to herein and if the obligator shall duly fulfil and comply with all its conditions mentioned in the letter of Sanction mentioning the grant then this bond or obligator’s obligation therein shall be void and of no effect, but otherwise it shall remain in full force, effect and virtue, and the Government shall be at liberty to enforce this bond against the obligator jointly and/or severally, as it may deem fit and on its option. These presents further witness that:

a. The decision of the CEO, NITI Aayog, Govt. of India or the Mission Director of the Atal Innovation Mission, NITI Aayog, Govt. of India, administratively concerned with the matter, on the question whether there has been breach or violation on the part of the Obligator or any of the terms and conditions mentioned in the letter of sanction, shall be final and binding on the Obligator.

b. The Obligator shall, in the event of breach or violation of the terms and conditions mentioned in the letter of sanction, refund to the Government on demand and without demur the entire amount of Rs. (Rupees) or such part thereof as may be mentioned in the Notice Demand issued by the Government along with the interest thereon at the rate of 11.50% compounded annually (which would be adjusted as per the Government of India notification issued from time to time) from the date of receipt of the said amount by the Obligator up to the date of refund thereof to the Government.

c. The obligator and surety confirm that they have understood the scheme of grant of sanction and they have executed this bond voluntarily and out of their free will.

d. The Government of India has agreed to bear the stamp duty, if any, chargeable on these presents.

5. In witness thereof these presents have been executed on behalf of the Obligator and the Sureties the day and year here in above written and accepted for (Name and Designation) on the day and year appearing against his signature.

Signed for and on behalf of the Obligators
(with date and Stamp/Seal)

Signature of the Surety

Signature of the Grantee
(With Date and Stamp/Seal)

In the presence of:

1.....
(Name & Address of witness) (Signature)
Aadhar Card No/PAN No.....

2.....
(Name & Address of witness) (Signature)
Aadhar Card No/PAN No.....

Accepted for and on behalf of the President of India

UTILISATION CERTIFICATE

S. No.	Letter No. and Date	Amount (in Rs.)	<p>Certified that out of Rs. _____ of Grants-in-aid sanctioned during the year(s) - _____ in favour of _____ by Atal Innovation Mission, NITI Aayog vide letter No. _____ dated _____ and Rs. _____ on account of unspent balance of the previous year, a sum of Rs. _____ has been utilised for the purpose of _____ for which it was sanctioned and that the balance of Rs. _____ remaining unutilised at the end of the year has been surrendered to Government (vide letter No. _____ dated _____) / or will be adjusted towards the grants-in-aid payable during the next year _____.</p>
	Total		

1. Certified that I have satisfied myself that the conditions on which the grants-in-aid was sanctioned have been duly fulfilled / are being fulfilled and that I have exercised that following checks to see that the money was actually utilised for the purpose for which it was sanctioned.

Kinds of checks exercised.

1. Signature _____
- 2.
3. Designation _____
Seal
- 4.
5. Date _____