

# **REGULATIONS OF THE ACCELERATION PROGRAMME "POLAND PRIZE 2018 - STARTUP HUB: THE PRIZE".**

## **DEFINITIONS**

### **§ 1.**

Terms used in this Regulations shall mean:

1. „Agency” (hereinafter also referred to as „PARP”) - Polish Agency for Enterprise Development;
2. „Acceleration” - key phase of each of the three rounds of the Programme lasting about from 3 to 5 months, during which Participants will develop their Projects, implement the Mentoring Programme, participate in events prepared by the Organizer, Strategic Partner and Partners;
3. „Demo Day” - an event organized at the turn of the fourth and fifth month of each of the three Rounds of the Programme, held in front of an audience consisting of representatives of the Agency, the Organizer, the Strategic Partner, Partners, investors and representatives of the industry, during which the Winners of the Programme are selected and the Awards are awarded;
4. „Application Form” - an application form available on the website [www.startuphub.pl/the-prize/](http://www.startuphub.pl/the-prize/) and submitted in electronic form via this website.
5. „Initial Grant” - financial support in the amount of PLN 50,000 (for Batch 1&2) and PLN 40,000 (for Batch3) for Participants qualified by the Commission to participate in each Round of the Programme, awarded to Participants after registration of their activity in Poland;
6. „Second level Grant” - financial support in the amount of PLN 60,000 for the Participants who, in the opinion of the Commission, achieve the greatest progress in the development of the Project under the Programme and PLN 30,000 for the other Participants participating in the Programme;
7. „Concierge” - an entity selected by the Organizer, providing assistance to Participants in the form of administrative, formal and substantive support;
8. „Winner” - Participant of the Programme, who during the Demo Day event will be selected as the winner of the first, second or third place.
9. „Mentor” – a natural person cooperating with the Organizer, Strategic Partner or Partners, invited by them to participate in the Programme, having expert knowledge and preparing the Participants for commercialization and development of business ventures in Poland;
10. „Award ” – one of three financial support paid to Programme Winners after the Demo Day event: for the first place: PLN 90,000; for the second place: PLN 60,000; for the third place: PLN 30,000.
11. „Organizer” –Startup Hub Poland Foundation;
12. „Strategic Partner” – Polish Oil and Gas Company S.A.;
13. „Partner” – an entity supporting the Programme by virtue of an agreement or letter of intent;
14. „Post-acceleration” - the period of the Programme following the end of the Acceleration, during which the Participants continue to cooperate with the Organizer, receive a summary of the Programme

and have the opportunity to consult on the further development of the Projects;

15. „Programme” – Acceleration Programme „Poland Prize 2018 - Startup Hub: The Prize”;

16. „Mentoring Programme” - a programme that prepares Participating Companies for commercialization and development of business ventures;

17. „Project” – an innovative, competitive solution from the areas related to energy, ICT or other, accepted by the Organizer, implemented by the Participant, compared to existing solutions;

18. „Regulations” – these regulations;

19. „Round” - one of the three phases of the Programme, lasting about 8 months and consisting of the recruitment, Soft Landing and Acceleration period;

20. „Soft Landing” - the process of moving to Poland for qualified Participants. Has 3 aspects: financial, procedural and personal. In order to cover expenses related to the first stage of accommodation and current expenses, the Participants will be granted support in the amount of PLN 8,000;

21. „Participating Company” – an entity that meets the conditions of these Regulations and fulfills the definition of a Final Beneficiary presented in the Regulations of the Poland Prize competition (available at <https://poir.parp.gov.pl/attachments/article/39786/Regulamin%20naboru6.6.18.pdf>), successfully submitted the Application Form, or in another way accepted by the Organizer, was qualified to participate in the Programme once it will be incorporated in Poland and is represented during the Programme by a person or persons who can demonstrate a connection with the Project – Individual Participant(s);

22. “Individual Participant” – an individual, private person who belong to the Project’s team and has been qualified to the Programme in order to create a new legal business entity in Poland within the Programme – by creating Participating Company.

23. „Additional services” - additional substantive support for the Participant implementing the Project, in the form of consulting, mentoring, networking, organization of industry meetings, services in the field of commercialization of R&D implementations, intellectual property analysis, patent purity, preparation for due diligence process, internationalization on markets, etc. The value of the Additional Services for each Participant cannot exceed the level of PLN 40,000.

24. „Operational Plan” - method of implementing strategic plans; detailed description of specific tasks and activities, which determines, among others, the composition of the staff, time needed to implement the plan, external conditions or required resources, prepared jointly by the Participating Company and a person appointed by the Organiser.

## **GENERAL INFORMATION**

### **§ 2.**

1. The aim of the Programme is to support and develop innovative projects with the use of development opportunities available in Poland through participation in the Programme and in the Mentoring Programme, granting financial support (under certain conditions) in the form of an Initial Grant, Second level Grant and Awards to Participating Companies implementing their Projects and working on enabling

new and competitive implementations to industry in Poland.

2. The Programme is financed under the Smart Growth Operational Programme, Priority Axis II Support for the environment and capacity of enterprise for R&D&I activity, Measure 2.4 Cooperation within the framework of the national innovation, Pilotage Poland Prize, Submeasure 2.4.1 Centre for analysis and pilotage of new inno\_LAB instruments.

3. Duration of the Programme is 01 July 2018 – 31 December 2019.

4. The Programme is implemented on the territory of Poland and is addressed to foreign entrepreneurs who, in connection with the participation in the Programme, plan to start running their business activity or its part in Poland, with particular emphasis on entrepreneurs from the region of Central and Eastern Europe.

5. The Programme is addressed to those entrepreneurs and project teams which develop technologies or business projects in areas related to the ICT, energy and life-sciences sectors, in particular such as Industry 4.0, gas technologies, gasification and transmission, methods of detection and exploitation of deposits, monitoring of transmission lines and industrial installations, digitisation, sensorics, Internet of things in measurement applications, smart-home solutions, smart-cities applications, A/VR, artificial intelligence, natural language computing, gaming, big-data and cloud computing, cybersecurity, block-chain, new materials, retail digitalization, photovoltaics, geothermal energy and other renewable energy sources, antismog technologies, filters and combustion process catalysts, bio/agri-tech and digital med-tech etc.

6. The Organizer reserves the right to choose to participate in the Programme the entrepreneurs developing technologies in sectors other than those indicated in point 4, if the Strategic Partner or Partners indicate the existence of chances for implementation of such solutions in industry and only if such Projects will not constitute the majority of Projects accelerated in a given Round.

7. The Programme is implemented in the equity-free model, i.e. under the Programme it is not possible for the Organizer to take up shares in the accelerated Participants.

8. The Organizer stipulates that double financing of expenditures from public funds is not allowed under the Programme.

8. These Regulations define the rules of carrying out the Programme.

9. Joining the Programme is tantamount to acceptance by the Individual Participants as well as Participating Companies of the provisions of the Regulations. By joining the Programme, the Participant undertakes to comply with the provisions of the Regulations, as well as confirms that he or she meets all the conditions for participation in the Programme.

## **PARTICIPANTS**

### **§ 3.**

1. Individual Participants of the Programme may be foreigners who do not conduct business activity or who conduct business activity outside the borders of Poland. Individual Participants declare that they will undertake all necessary actions to create a new legal entity in Poland – the Participating Company.

Individual Participants must have full legal capacity. The Programme is not open to individuals who conduct or have ever conducted business activity in the territory of Poland. Such individuals can become team-members and/or employees of the Participating Company and support Individual Participants in exploiting intellectual and logistical infrastructure of the Programme.

2. The Participating Company, once it becomes incorporated in Poland by the Individual Participants, will in particular enjoy the Mentoring Programme and absorb under certain conditions the grant financing within the Programme.

3. Foreigners residing in Poland may become Individual Participants in the Programme, provided that they do not conduct or have not conducted any business activity in Poland.

4. Individual Participants of the Programme may be entities in which at least half of the shares are taken up by persons who do not hold Polish citizenship and in which at least one member of the Management Board is not the citizen of the Republic of Poland.

5. From participation in the Programme are also excluded persons who:

a) are or have been bound by an employment relationship with the Organizer during the 12 months preceding the Programme completion date;

b) meet or in the period of the year preceding the end of the Programme met the benefits for the benefit of the Organizer against payment;

c) are or in the period of three years preceding the Programme completion date were members of the Organizer's management or supervisory body;

d) are or in the period of three years preceding the Programme completion date, were a partner, founder or shareholder of the Organizer;

e) is married or has a relationship of kinship or affinity in a straight line, kinship or affinity in a side line up to the second degree or is bound by adoption or guardianship with an employee of the Organizer.

6. The above provision also applies to groups of natural persons, at least one of which meets the criteria indicated in the preceding paragraph and legal persons, in which at least one person meeting these criteria is a member of the managing or supervisory body or is a partner, founder, shareholder or beneficiary of profits of such legal person from another title.

7. The Organizer does not take any responsibilities for Individual Participants nor their coworkers/team-members in respect of any accidents or health conditions that may occur to the Individual Participant during his/her stay in Poland.

## **RULES FOR APPLYING TO THE PROGRAMME**

### **§ 4.**

1. Project applications for participation in the Programme are accepted by the Organizer by submitting the completed Application Form in electronic form through the website [www.startuphub.pl/the-prize/](http://www.startuphub.pl/the-prize/) or in any other form agreed with the Organizer, which allows for effective communication of relevant information to the Organizer.

2. Submissions to single Programme Rounds should be made within the time limits specified in § 7.
3. Project Submission in the manner specified in this paragraph results in its acceptance for the initial assessment referred to in §8.
4. The information provided to the Organizer is the basis for the assessment of the Project submitted by the Participant.
5. One Project may be submitted in each of the Rounds only within one offer.

## **TRANSFER OF MATERIALS**

### **§ 5.**

1. All materials sent by the Participants to the Organizer shall not be returned.
2. Information about the Project and contact data provided by the Participants will be processed by the Organizer to the extent necessary for the proper implementation of the Programme. The data referred to above will not be disclosed to third parties, with the exception of the Organizer's team members, associates, analysts, experts and Mentors indicated by the Organizer, who are necessary to assess and qualify the Project. Information on selected Projects may be presented to the Partners involved in the Programme.
3. Contact details and information about the Project may be subject to control by authorized public authorities.
4. The Participant is responsible for the correctness and timeliness of the information provided in the Application Form.
5. The Organizer, Agency and Strategic Partner reserve the right to verify the information contained in the Application Form.
6. By submitting an innovative Project to the Programme, the Participant declares that all rights to the Project resulting from the relevant regulations in force in the Participant's country of origin (in particular copyrights, industrial property rights and other intellectual property rights) are vested exclusively in the Participant or the team it represents, and the Project is the Participant's idea, does not violate third party rights, regulations on the protection of classified information, is not burdened with any restrictions, third party rights including property rights, claims under any title, including any surety or security. In the event that a third party is entitled under the rights referred to above, the Participant is obliged to indicate such a person and provide the Organizer with a written consent of such a person to the Participant's participation in the Programme.
7. The Organizer declares that information constituting a secret of the business of the Projects applying for participation in the Programme, acquired during the recruitment stage, may be disclosed only to entities participating in the Project evaluation, i.e. Strategic Partner, Partners, Agency and Mentors and only when it is required for the proper implementation of the Programme.
8. Participants agree that the Organizer should record the Programme with their participation and use the material obtained in this way for video/audio/photo production with the use of the image of Participants to

promote the Participant, the Programme, the Agency, the Organizer, the Strategic Partner and Partners.

## **THE SCHEDULE OF THE PROGRAMME**

### **§ 6.**

1. Excluding the recruitment phase, which is preparatory and organizational in nature, the Programme will consist of three rounds, which will be carried out on the following dates:

#### **FIRST ROUND**

- a) Recruitment from 03 September 2018 to 30 October 2018,
- b) Soft Landing from 10 January 2019 to 31 January 2019,
- c) I Round of Acceleration from 01 February 2019 to 31 May 2019,
- d) Post-acceleration from 1 to 3 months after the end of the I Round of Acceleration.

#### **SECOND ROUND**

- a) Recruitment from 20 March 2019 and not longer then till 30 March 2019,
- b) Soft Landing from 10 June 2019 to 8 July 2019,
- c) II Round of Acceleration from 9 July 2019 to 18 November 2019,
- d) Post-acceleration from 1 to 3 months after the end of the II Round of Acceleration.

#### **THIRD ROUND**

- a) Recruitment from 01 June 2019 to 15 July 2019,
- b) Softlanding from 19 August 2019 to 31 August 2019,
- c) III Round of Acceleration from 01 September 2019 to 30 November 2019,
- d) Post-acceleration from 1 to 3 months after the end of the III Round of Acceleration,

#### **GRANDE FINALE**

in December 2019.

2. The Organizer reserves the right to modify the dates and content of individual rounds due to obvious circumstances requiring an extension/shortening of specific stages.

## **EVALUATION OF SUBMITTED PROJECTS**

### **§ 7.**

1. The preliminary evaluation consists in checking the compliance of the Project application with the areas of interests of the Programme and expectations of its Partners, as well as the Regulations, and in particular in checking whether:

- a) the submission was made on the Application Form or in another way accepted by the Organizer;
- b) the entry form contains all the required information;
- c) the application was submitted within the time limit communicated by the Organizer i.e. in social media channels.

2. Preliminary evaluation of the Project submitted to the Programme is carried out by persons appointed by the Organizer.

3. Preliminary evaluation of the Project is made on the basis of information provided by the Participant at the time of application and possibly on the basis of additional information provided in accordance with §7 point 6 of the Regulations.

4. The evaluation of the submitted Projects to the Programme aims at selecting Projects with the greatest commercialisation potential and/or technological disruption potential

5. Evaluation of Projects at stages indicated in §7 point 1 shall be carried out by the Commission of at least 5 Members, in which the Organizer may appoint:

- a) Representative of the Organizer (1 person from an institution) - as Chairman of the Commission
- b) Representative of the Organizer (2 person from an institution) – as Commission Members
- b) Representatives of the Strategic Partner (up to 3 persons from one institution) as Vice-Chairman and Commission Members
- c) Representatives of selected Partners (3 persons from different institutions in total)
- d) Selected Mentors (up to 3 persons from different institutions in total)
- e) Representative of the Agency (1 person from an institution)

6. The Organizer reserves the right to request additional information about the Project from the Participants in order to supplement the formal deficiencies of the application or analysis parameters with information necessary for further qualification and the right to finish the recruitment process before the deadline indicated in §6. If necessary, the Organizer can extend previously indicated deadline.

7. If the requested information is not submitted, the Project will be evaluated on the basis of information provided by the Participant or the Project will be rejected in case of formal deficiencies of the application.

8. Commission appointed by the Organizer will be based on the criteria of Project evaluation, which will be determined at the first meeting of the Commission and described in the Regulations of the Commission.

9. The Organizer shall prepare and publish the Regulations of the Commission.

10. Decisions of the Commission may be taken by circulation with the use of electronic form of

communication.

11. Decisions of the Commission shall not be subject to appeal.

12. Projects which have not been selected to participate in the Programme can reapply for the next round. In such case the applicant can either submit the project through the Application Form adequate to the next round or confirm with the Organizer if the reapplication can be accepted upon a simple email request.

## **SOFT LANDING**

### **§ 8.**

1. Once a Project has been qualified to participate in the Programme, the Organizer will undertake, if necessary, a special visa procedure allowing Individual Participants and – if necessary – their team-members who are not Individual Participants to come to Poland efficiently in order to incorporate the Polish-based startup – the Participating Company and take part in the Acceleration.

2. The Organizer can provide Individual Participants with the initial financial support referred to in §10 point 1 and will provide organizational assistance in arrival and accommodation in Poland.

3. Immediately after arriving in Poland, Individual Participants are obliged to register their business activity in Poland and to contact the appropriate authority in order to obtain a temporary residence permit in Poland, if it is necessary to participate in the Acceleration.

4. The Organizer shall provide upon Individual Participants request in particular:

a) „Welcome Day”, which consists in the support of the team on the day of arrival and the support of the Concierge throughout the Programme;

b) assistance with business registration, administrative and legal matters;

c) assistance in renting an apartment;

d) support in finding an office;

e) daily support from the Organizer's representatives - support for Participants through meetings, local cultural events, integration, language courses;

f) organisation of initial meetings with Mentors, representatives of the Strategic Partner, Partners and industry.

5. Participation in the Programme requires Participants to remain in Poland with at least one of the representatives throughout the duration of the Programme and register their business activity in Poland.

## **ACCELERATION**

### **§9.**

1. The substantive phase of the Program – Acceleration, in each of the three Rounds should last not shorter than 3 months and not longer than 5 months. For each Participating Company a business plan will be developed, the implementation of which will be assessed by the Organizer, Strategic Partner, Partners



and Mentors at the end of each month full month of the acceleration.

2. Acceleration includes setting up an individual Operational Plan for every Participating Company including general plan of activities and milestones according to grant financing of the company, proposed series of substantive meetings with Mentors adjusted to the Project by the Organizer. Every plan should include preparations for the presentation of Project development results during Demo Day. The Mentoring Programme will be implemented through individual work, group work, online sessions or workshops.

3. During the Acceleration, Mentors, basing on Operational Plan, will prepare an assessment of the Participating Company's progress and possible suggestions for further development. The Organizer will collect this information and on the basis of it will prepare a collective summary of the course of cooperation between the Participating Company and the Mentors.

4. The Organizer reserves the right to prepare additional tasks for the Participating Company in order to better prepare the it for business activity and technology development.

5. In terms of Acceleration, the Organizer will also provide Participants with cooperation with local, national and/or international entities involved in the startup ecosystem, training cycles, workshops and meetings leading to the acquisition of new knowledge and skills by Participants, as well as further activities aimed at full acclimatization of Participating Company's team in Poland.

6. During the Acceleration, the Organizer can provide Participants with a package of Additional Services. The main areas of advice are as follows:

- a) detailed market and competition analysis;
- b) development and implementation of a business plan;
- c) preparation of a sales strategy;
- d) raising capital and expectations of various investors (BA, seed, VC);
- e) preparation of marketing strategy and PR;
- f) preparation of various forms of investment presentation and investor relations;
- g) clauses of the investment agreement and formal and legal issues related to running the company in Poland;
- h) strategy for the protection and development of intellectual property;
- i) project and team management;
- j) pitching and the art of public speaking.

## **FINANCIAL SUPPORT**

### **§ 10.**

1. After qualifying for participation, Individual Participants of the Programme can be supported by the Organizer in the professional acclimatization in Poland, which overall cost will not exceed PLN 8,000. This costs can in particular cover the costs of first-days accommodation in Poland (not longer than the

time of registration of Participating Company.

2. After registering a business activity in Poland, each Participating Company will be enabled under the special agreement with the Organizer to receive the Initial Grant in the amount of PLN 40,000 (for Batch3) for running a business, technology development and business activities (according to the Operational Plan).

3. Additionally, after the first two months of each Acceleration Round, Participants will be invited to receive a Second level Grant, the amount of which - PLN 60,000 or PLN 30,000 - will depend on the assessment of the relative progress and further development potential in course of further the Acceleration. The evaluation will be carried out by a Committee consisting of Mentors, representatives of the Organizer, selected Partners and the Strategic Partner.

4. Before the end of each Round the Organizer will invite Participating Companies to a Demo Day event, as a result of which the Participant, whose Project, in the opinion of the Jury, will show the greatest innovative and economic potential, will be awarded the title of Programme Winner and the Award in the amount of:

PLN 90,000 - for the first place

PLN 60,000 - for the second place

PLN 30,000 - for the third place

6. The financial support will be paid to the company's bank account indicated by the Participating Company implementing the Project to which the support has been granted. In exchange for the Grant, the Organizer does not acquire any rights against the company to which it has been distributed.

7. The Initial Grant and the Second level Grant should be allocated for the development of the Project.

8. The core condition for the payment of financial support to Participants is running a business in Poland – the Participating Company.

9. The condition for granting the financial support is the presence of at least one representative of the the Participating Company on the territory of Poland during the implementation of the Programme and participation in the Mentoring Programme.

10. The Strategic Partner and Partners have the right to grant Participating Company additional financial or content-related support at their own discretion.

11. During the Programme Participating Company will receive from the Organizer supervised by the Agency a package of so called Additional Services in the form of for example mentoring, legal advice, consulting, administrative, tax, and specialized topics, such as intellectual property protection, patent protection, obtaining visas/documents related to residence in the country, procedures for conducting business. The financial value of support in the form of Additional Services cannot exceed PLN 40,000 for each Participating Company. If that helps to speed up the process of incorporation of the Participating Company, some of the Additional Services can be directed to the Individual Participants.

## **SETTLEMENT OF THE PROGRAMME**

### **§ 11.**

1. At the turn of the last month of the given Acceleration round the Organizer will organize Demo Day. This summary will take the form of a solemn event in which all Companies participating in the Programme will be able to take part and their representatives will be invited to present their speeches in front of the audience.
2. The speeches of the Participants will take the form of an oral presentation of the Project, with the possible use of additional materials. The total time of the presentation should not exceed 5 minutes.
3. During each of the three organized Demo Days, the Jury consisting of representatives of the i.e. Strategic Partner, Partners, Mentors and other representatives of key industries will choose the Winners.
4. The selection by the Jury of Projects, which will be awarded with the Awards, will be based, among others, on the evaluation of the relative progress of the Project, development of technology, the result of a pilot experiment or implementation in the industry, the evaluation of mentors, the potential for further financing and the quality of the presentation.
5. The Strategic Partner and Partners have the right to award Participating Companies additional financial or intangible prizes in order to reward and further develop the Project at their own discretion.
6. The results of the Programme will be announced during Demo Day.
7. The results of the Programme will also be published on the website [www.startuphub.pl/the-prize/](http://www.startuphub.pl/the-prize/) and other websites / media channels selected by the Organizer. The Organizer reserves the right to make information about the course and results of the Demo Day available in the media.
8. In the last month of the whole Programme (potentially: December 2019), the Organizer will conduct an event, the so-called Grande Finale. It will be attended with honors by the current Winners of three Rounds of the Programme and all the Participating Companies.
9. The aim of the Grande Finale is to give the Participating Companies the opportunity to present themselves in front of the general public, to summarize their experience in running a business in Poland and to further promote the presented technology.

## **BREACHES OF THE REGULATIONS**

### **§12.**

1. Individual Participants, Participating Companies and their team members are responsible for violations of the Regulations towards the Organizer on general terms and conditions.
2. In the case of a major violation like i.e. false information provided by the Individual Participants in the Application Form, they may be summoned respectively by the Organizer to return the soft landing financial support they received within 7 (seven) days from the summoning.
3. Participating Companies undertake to participate in the Programme conscientiously, to participate in the Mentoring Program and to carry out homework. Due to the Organizer's obligations towards the

Agency, consisting in the diligent implementation of the objectives of the Programme, unjustified, not consulted absence by the Participant during the Programme may result in termination of the participation agreement and the Participating Companies' obligation to return received financial support.

## **FINAL PROVISIONS**

### **§13.**

1. The Regulations come into force on the day of announcement.
2. In matters not regulated in the Regulations, only the provisions of Polish law, in particular the provisions of the Polish Civil Code, shall apply.
3. These Regulations are available on the website: [www.startuphub.pl/the-prize/](http://www.startuphub.pl/the-prize/) and at the Organizer's registered office.
4. These Regulations constitute an attachment to the agreement between the Organizer and – respectively - the Individual Participants and the Participating Company, and its acceptance by the Participant is a necessary condition for taking part in the Programme.
5. The Organizer reserves the right to change the Regulations, however the changes in the Regulations will be announced on the website.
6. Detailed information about the Programme can be obtained at the following address: [\[office@startuphub.pl\]](mailto:office@startuphub.pl) and on the website [www.startuphub.pl/the-prize/](http://www.startuphub.pl/the-prize/).
7. The Organizer, Strategic Partner and Partners do not bear or reimburse the costs related to participation in the Acceleration during the Programme, in particular the costs of travel, accommodation and meals.
8. The Regulations have been drawn up in two language versions (Polish and English), with the English version being the decisive one.

These Regulations was published on 3 September 2018.