



**Draft Guidelines for setting up of Atal Community Innovation Centres under Atal
Innovation Mission, NITI Aayog**

Atal Innovation Mission

NITI Aayog

Government of India

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GUIDELINES FOR SETTING UP OF ATAL COMMUNITY INNOVATION CENTRES (ACICs)

1.0 Background

Atal Innovation Mission (AIM) at NITI Aayog is mandated to promote a culture of innovation and entrepreneurship in India. Until now, AIM has selected 102 institutions for supporting them in establishment of Atal Incubation Centres (AICs) programme so far. AIM has also selected over 8800 schools for their establishment as Atal Tinkering Labs (ATLs) which have the potential to build a culture of innovation and technology adoption in India.

There is still a need for creating opportunities for the community towards strengthening the innovation ecosystem and offer them space and an enabling environment for the conceptualisation of innovative products. In fulfilling the commitments to serve the society, the creative ideas and innovative thoughts is required to give shape into proof of concept, pre-prototype and prototype having potential to be transformed into Minimum Viable Product for the benefit of society offering unique innovative solutions. AIM proposes to support the establishment of community innovation centres for this purpose. These centres will provide requisite infrastructure for innovation in the unserved / underserved or having potential to build innovation ecosystem in various parts of the country. Thus, nurturing entrepreneurs from the community to help them address various societal challenges. The initiative of AIM as **Atal Community Innovation Centre (ACIC)**, is offering the vision to,

- Foster innovation and entrepreneurial spirit in the people of regions which are aspiring to make up their space in building innovation ecosystem
- Design innovative solutions for societal challenges
- Offer infrastructure facilities and capacity building opportunities to potential innovators helping them become change-agents in the society
- Help startups to achieve sustainable and scalable growth over varied geographies and sectors

2.0 Objectives of the program

The objective of the ACIC program is to offer unique and incentivized solutions, which will encourage students, researchers or any individual/group of individuals to ideate and design novel solutions. In order to meet this purpose, the program offers enabling freedom to innovate the solutions under the program. The program would deliver the objectives to ensure,

- Nurture innovators to ideate in areas of societal importance
- Design thinking process to spur creativity
- Opportunity for everyone to innovate, ideate and design solutions, irrespective of their age
- Community oriented approach enabling innovative solutions through advanced tinkering
- Capacity building of emerging innovators in evolving technologies and designing their innovations from ideation to impactful solutions.

- Partnerships with local industries / institutions in problem solving through innovative offerings in terms of products, services and processes
- Public Private Partnership (PPP) to enable support for financial sustainability and encourage participation of central agencies, PSUs, other legal entities etc. to mobilize resources for running the program

3.0 Expected aspiring applicants of ACIC

In order to provide an environment conducive to support innovators across unserved / underserved regions in an equitable manner, the desired applicant for establishment of ACICs would be from the following focusing area:

- Tier-2, Tier-3 cities, Tribal areas, Rural areas
- Aspirational districts, North East (NE) region and cities of Jammu & Kashmir (J&K),
- Smart Cities identified by Government of India
- Unserved/underserved areas of Tier-1 / Metro cities

The following entities will have to apply for the program from academic and non-academic categories:

Eligible Academic Applicants	Eligible Non-Academic applicants
<ul style="list-style-type: none"> • UGC and AICTE affiliated Universities / Colleges • Educational Institutions like ITIs & other technical diploma colleges 	<ul style="list-style-type: none"> • Voluntary and other organizations having good experience and exposure in awareness and promotion of Science and Technology in the country

4.0 Expected Function outcome of the ACIC:

- Build capacity of the potential innovators through community engagement in innovation-related events.
- Conduct events like Ideathons to encourage scouting solutions for addressing community challenges
- Provide training and mentorship to entrepreneurs to groom their capacity to innovate
- Assist the potential startups in unserved and underserved regions in creating a sustainable, scalable & profitable business model
- Provide physical infrastructure and value-added support services planning their sustainability
- Create a strong network of mentors and community development experts who can provide sector-specific guidance to innovators and startups
- Forge partnerships and networks with academia, industry, funding sources, existing incubators including Atal Incubation Centres and others for the start-ups to leverage.
- Forge partnerships with Atal Tinkering Labs in their respective regions and provide infrastructural and other supports to school students
- Enable access to prototyping facilities, test beds, markets, and pilot implementation for the product/services.

Build a strong team with adequate knowledge and experience in guiding start-ups, building business plans, facilitating investments etc.

5.0 Features of the program:

1. ACICs will be established by Public funded institutions, Private sector funded institutions or through Public Private Partnership (PPP) mode.
2. All academic applicant will have to setup as a Special Purpose Vehicle (SPV), a not-for-profit Company under Section 8 of the Companies Act, 2013. In case of Voluntary and other organizations, if applicant is non-profit entity under Section 8 of the Companies Act, 2013 will be required to establish structurally separate holding structure for independent ACIC operations under the same parent entity and are exempted from establishing another Sec-8 entity. However, such applicant will have to ensure independent operational holding mechanism within the applicant Sec-8 and also have to create separate books of accounts and under not-for-profit making objectives to manage the Grant-in-Aid for the projects. In case of Voluntary and other organizations which are not Sec-8 establishment under The companies Act, 2013 (such as Trust, Societies, Councils and like), have to establish a separate entity under Sec-8 of the Companies Act 2013 and have to offer independent establishment giving sufficient autonomy.
3. All applicants have to adhere the financial regularities and norms as prescribed in General Financial Rules (GFRs) orders of Government of India.
4. Under special circumstances for managing the operations or expansion, ACICs can receive funds from other than government institutions to fetch capital expenditure, operational support, infrastructure expansion, Seed Capitals and to build the corpus of SPV for managing the operations of ACIC in delivering the objectives as defined under these programs.
5. Under the program, applicants desired not to have any partial holding by any non-Indian legal entity or any non-Indian individual beyond the norms prescribed by DPIIT. In case of foreign funding, the ACICs have to follow the rules defined for the same purpose by Government of India. The necessary approval shall be required for the said purpose from Atal Innovation Mission and other partner funding entities following mandatory applicable rules as prescribed by Government of India.
6. For promotion of innovation in education system, ACIC is encouraged to attract CSR funds from corporates and PSUs to enable financial sustainability over and above the support provided under PPP Mode or as part of PPP Funding. The CSR received for the purpose of ACIC must be utilised for the objectives defined in the program guidelines.
7. The primary focus will be on nurturing ideas helping them transform into minimum usable prototype (covering Ideation stage to Prototype Development of the Innovation Cycle)
8. An ACIC will initially be sector agnostic but will have freedom to develop their expertise in specific sectors over medium to long term.
9. There will be increased focus on the needs of the community, hence promoting development of such innovations that align with national socio-economic development priorities
10. ACIC will provide an “Advanced Tinkering Space” to encourage utility innovation supported by Design Thinking Modules to serve the society
11. There will be a significant level of homogeneity in functional operations of ACICs
12. Regular Training Programs on Evolving Technologies will be organised throughout the year to build basic contemporary skills which are pre-requisite to innovation

13. A platform will be created for facilitating innovation lead offering of products, services and processes to local industries with a special focus on MSMEs
14. Connecting these innovations with MSMEs to industry clusters in India
15. Focus on cross community learnings
16. As significant focus on training and advanced tinkering, a good number of mentors/trainers for the center along with a virtual network of mentors like that in ATLS and AICs will become the pillar of the functional operations in an ACIC
17. As Funding Partner(s) will be present with explicitly defined obligations, financial sustainability of the center will be more secured not just over the five years of support by AIM but also beyond that. These funding partners will also be involved in the functioning and supervision of the activities of ACIC.
18. ACIC will be encouraged to separately design and propose the innovation boosting programs to enable their revenue generation and sustainability.

6.0 Funding Support :

6.1 Atal Innovation Mission under its ACIC program will consider applications for the grant in-aid support up to Rs. 2.5 Crore in multiple tranches over a maximum period of 5 years. The said support would cover capital and operational expenditure of the proposed ACIC up to 50% of the total project cost. The remaining contribution has to be arranged / assured by applicant.

6.2 An important objective of ACIC establishment is to evolve a Public Private Partnership (PPP) model with participation from CSR funds or other funding sources to support community education and build the innovation ecosystem. The mode of financial mechanism in utilization of Budget in PPP model is given in the Annexure VIII. The applicants will be required to collaborate with private/publicly funded corporates or large scale central or state public-sector undertaking companies (Maharatna, Navratna and other Companies) etc. for the funding required to establish ACIC. Contribution is also expected from the applicant towards the project cost as infrastructure or operational support. This contribution can be in the form of cash/monetary component and/or non-monetary component towards setup or operational costs, land, building etc.

The below table gives a tentative breakup of the funding pattern of the ACIC.

	Source of fund	Support	
Maximum support from AIM will be 2.5 crores, released in tranches over 5 years	Grant from AIM	Up to 50 % of project cost	Matching or greater contribution from funding partner(s)*/applicant *PPP / Private or Corporate funding mode as well
	Grant from Funding partner : Institutions, PSUs, Private sector corporates and other agencies	50% and above of the project cost (maximum up to 80% of project cost)	

Key aspects of funding ACICs :

- The grant-in-aid will be disbursed in a phased manner as per the budget plan submitted by the applicant and approved by the AIM Directorate considering views of matching funding partner(s). Matching contribution from the applicant's funding partner(s) will be a prerequisite for grant disbursement by AIM.
- The first tranche of grants-in-aid will be released after execution of Memorandum of Agreement, submission of bond by the SPV and other necessary compliance processes. Subsequent tranches will be released after due monitoring and evaluation of the performance of ACIC in delivering the objectives.
- The space approvals and establishments should be the responsibility of the host institution (academic or non-academic). The project approval will not be given till working space is exclusively assigned for ACIC under necessary terms as prescribed in the program guidelines.
- Cost components mentioned in para 6.6 (given below) shall not be considered as eligible project costs.
- Apart from government entities, privately run academic as well as non-academic institutions shall also be considered as entities establishing ACIC if they have collaboration with funding partner(s) (corporates, PSUs etc) which might be willing to match the contribution by AIM, NITI Aayog (as per the budget plan).
- Applicant institution availing the funding support from any entity (other than the host institution) will be required to provide a Letter of Intent (LoI) to support the ACIC established, highlighting the monetary and non-monetary support being provided by the external entity.
- Seed funding over and above project cost can be fetched through AIs /VCs.

6.3 The applicant is strongly encouraged to make the ACIC self-sustainable in a period of five years and it should clearly reflect in the proposed budget submitted by the applicant. For this purpose, it is expected that the ACIC would also bring funds from their partner entities or from Corporate / PSUs to create a self-sustainable model.

6.4 The grant-in-aid shall be disbursed in a phased manner as per the budget plan submitted by the applicant and approved by the AIM Directorate.

6.5 Budget Guidelines

- Expenditure on office furnishings, administration, utility and maintenance, and office expenses should be kept to a minimum.
- The larger part of the grant-in-aid should be spent on the core operation activities of the ACIC as described in para 4.0 (Expected functions of the ACIC).

6.6 AIM Grant-in-Aid support cannot be utilised for the following purposes :

- Cost of purchasing of / leasing land, construction of building, purchase of vehicles
- Rental expenses for the proposed ACIC
- For brick and mortar construction activities.

- Any structural modification, civil construction related activities or any activities including but not limited to legal approval, license fee etc. thereof.
- Cost of hiring any external agency/consultant for developing the ACIC operational model or for conducting whole or part of the ACIC operations. (AIM will assist the ACIC in developing the operational model based on global best practices and will provide training to the team)
- Cost of any fee paid to any external agency/individual(s) for the preparation of the application for ACIC.
- Expenses such as SPV registration charges, seed money for the bank accounts, and other similar expenses for incorporation of the SPV.
- Salary of consultants to advise for civil construction activities
- Monetisation of any notional / opportunity costs

7.0 Requirements for ACIC:

7.1 The applicant will have to provide at least 4000 sq. ft. of ready-to-use, net carpet area for the exclusive use of the ACIC. The space should be owned or leased by the applicant. In case of self-owned space, which is under bank loan, EMIs can be considered as contribution from applicant towards the project cost and the same cannot be claimed from PPP Grant-in-Aid support. In case of a leased space, the period of lease should be a minimum of 30 years for academic government institutions or 15 years for private academic institutions, whereas for the non-academic institutions, should have a minimum lease of 9 years, additionally the rentals paid towards hiring the leased space can be considered as contribution from applicant towards the project cost and the same cannot be claimed from PPP Grant-in-Aid support. In case of the change in location during the project term, the cost incurred towards relocation of facilities in the same well-being shall be borne by the applicant, for any such changes prior written approval is to be taken by applicant from AIM and PPP partner, 3 months prior to change in the location. Prior to sanction of the grant-in-aid, the documents of ownership of the space / lease agreements shall be verified. The name of the owner(s) of the leased space should not be declared under the list of bank defaulters (<http://www.mca.gov.in/MinistryV2/defaulterdirectorslist.html>), has been penalized under any section, and the applicants will be required to furnish self-declaration from owners of the leased space in their lease agreements, on a bond paper not less than the value of Rs. 100/-.

7.2 Aspirants for establishing ACICs may submit their expression of interest under the online call of proposal by Atal Innovation Mission, NITI Aayog (at www.aim.gov.in/ACIC). The prescribed template is attached in Annexure V. All necessary documents are mandatory to be uploaded online.

7.3 The applications would be evaluated based on the indicative Selection Matrix (Annexure IV) by a Screening cum Selection Committee (SSC) duly constituted for this purpose. Selected Applicants will be required to enter into Memorandum of Agreement (MoA) and Bond as per the general prescribed terms given in draft template, and will also be required to comply as per

the clauses mentioned in ACIC guidelines. The tentative checklists of documents to be submitted while applying and post selection are included as part of “General Conditions” in Annexure I.

7.4 The above program and guidelines are subject to periodic review and revision taking into the consideration of the concerned stakeholders.

8.0 Aspirants for establishing ACICs may submit their application online to the Atal Innovation Mission, NITI Aayog by visiting <https://aim.gov.in/>. The prescribed application format is attached at Annexure V. Apart from filling up the online application form, the applicants are required to upload the business plan and budget plan, registration document, letter of declaration and other necessary documents as mentioned in the application form.

9.0 Evaluation of applications:

9.1 The applications would be evaluated by a duly constituted SSC for this purpose. The criteria for selection of applicants to establish ACIC shall be decided by SSC and their decision shall be final. Selected applicants will be required to enter into a MoA and Bond with AIM, NITI Aayog. The indicative criteria that may be used for evaluation of the applications are given in the Annexure IV.

10.0 Evaluation and Monitoring

10.1 The operations of the ACIC will be reviewed annually or even interim evaluation can be done for every ACIC in case of any lapses/discrepancies in operations/goals and deliverables of the ACIC. Every ACIC shall constitute an executive committee to review the activities carried out under the proposed budget plan versus the actual physical and financial performance. It will also involve internal audits and annual 3rd party review and monitoring.

10.2 The release of grants after the first year and each subsequent year will be based on satisfactory implementation, performance as per decided Goals and Deliverables and financial review by authorised entities nominated by AIM and partner entities which have adopted the ACIC.

10.3 AIM will constitute a monitoring committee to conduct a yearly performance assessment of the ACIC and provide recommendations for the release of the next tranche of Grant-in-Aid, in consultation with the PPP partner. The monitoring committee will comprise of the experts from innovation, startup and community development ecosystem. Based on annual review of ACIC by the monitoring committee, the ACIC shall be given recommendations to rework on the goals and deliverables to achieve the targets as committed under the MoA before release of the next tranche of Grant-in-Aid. All the recommendations of the monitoring committee are required to be adhered by ACICs and they should accordingly design their future programs in concurrence with those recommendations.

10.4 ACIC shall be expected to submit quarterly reports and update monthly their progress against key metrics as highlighted in their goals and deliverables on the online monitoring platform and are also encouraged to have the publication of their activities in social/print media. This is to ensure that the awareness promotion, publicity and progress of ACIC are on track and AIM is periodically notified of the developments taking place in every ACIC.

10.5 Concerned officers of AIM, NITI Aayog or its authorized representatives may visit the ACIC periodically for ascertaining the progress of work and for resolving any difficulties that might be encountered during the course of implementation. However, each ACIC will be assigned a Single point of Contact (SPOC) for any operational coordination with AIM, NITI Aayog.

10.6 AIM, NITI Aayog reserves the right to terminate support to the project at any stage, if it is convinced that the grant is being misused or misappropriated or appropriate progress of project work is not being made.

10.7 An internal audit is to be conducted by ACIC through the AIM notified Auditors, and AIM shall also conduct third-party evaluation-cum-audit.

11.0 Goals and Deliverables

The ACIC shall be expected to track and report the following parameters for their performance evaluation. Following shall serve as the major heads of goals and deliverables which the ACIC shall project while applying, and later give the progress report against the same:

- Outreach Events including number of events organised for community to promote their involvement in entrepreneurship and innovation
- Ideathons on addressing local issues / needs of the community
- Number of start-ups/innovators that will be inducted (physically/virtually)
- Number of startups to be graduated / exited
- Number of technologies / products / innovations to be commercialised / deployed
- Fundraising events
- Number of Mentors available / support
- Number of corporate partners/collaborations
- Number of Academic partnerships
- Number of women / economically weaker section led startups supported
- Number of trainings / mentoring sessions conducted / Capacity building of the community
- Amount of seed funding leveraged
- IP Generated
- Awards received by ACIC
- Awards received by Startups/innovators

AIM, NITI Aayog reserves the rights to add/modify/remove any of the above goals and deliverables, at its sole discretion.

Events/Workshops:

Following is the indicative list of events to be conducted by ACIC to encourage community participation in innovation ecosystem. However, ACIC will be free to conduct any other relevant events too, to nurture creativity and innovation in their region :

- Startup festivals can be organised inside the ACIC where all the inducted innovators/startups will evaluate the progress of one another on their respective ideas.
- Annual start-up ‘therapy’ sessions where startups which have not come to the fold of ACIC previously can apply for 1 week “therapy” session in the form of mentoring so that they can re-ignite their idea and work on their failures. These can help the local, lesser known startups which are facing problem due to lack of knowledge, strategy, finance or marketing after a promising initial start.
- Prototype show fair can be organized, where all the inducted innovators/startups are about to finish their course. This is an event like the science fair where angel investors all over the globe will be invited to listen to these inducted innovators/startups and, if possible, some of them will be chosen by the investors depending on the quality of the prototypes.
- Events can be co-organised with other ecosystem partners in the same city or state.
- In house two hours one to one mentoring sessions of the inducted innovators/startups with the experts thrice a month or at least 30 a year.
- New business creation by nurturing the environment and opportunities for know-how providers, entrepreneurs and financiers to meet one another and form business teams.
- Nurturing businesses through start-ups by creating and running an efficient business offering, access to technology support, mentoring, creating networks of relevant stakeholders, scientific and information resources, and a generally conducive and supportive environment.
- Promoting and running an active program for identification, creation, acceleration and translation of technology ideas suitable for new venture creation and community development (encouraging innovation for the needs of the community).
- Running active programs in building resources, networks, competencies and special expertise in select areas at the interfaces of technology and innovation, business and entrepreneurship, and government and policy.
- Writing Community Challenge brief and addressing through technology learning
- Elevator pitch competitions.
- Events like “Next big innovative idea” contest where the ACIC will attract local people with their raw ideas. This, event will help in bringing more people under the fold of this program.
- Special annual event only for women entrepreneurs / entrepreneurs from economically weaker sections of the region.

12. The above scheme, screening criteria and guidelines are subject to periodic review in consultation with concerned stakeholders. Any periodic changes made in guidelines shall be bound to all applicants.

ANNEXURE I

GENERAL 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. All applications will be invited only in the online mode. No hard copies will be accepted. The sample application form is at Annexure V.
5. Applicants may seek clarifications on the guidelines within five (5) days from the date of issue of the guidelines. Any request for clarification must be sent by standard electronic means (PDF or word file) and emailed to acic-aim@gov.in
6. All communications related to the scheme including announcements of shortlisted applicants and final selection of applicants will be published on the NITI Aayog website <http://www.niti.gov.in>.
7. 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.
8. AIM's decision will be final and no explanation or justification for any aspect of the selection process shall be given.
9. Applicants shall bear all costs associated with the preparation and submission of their applications, and their participation in the selection process.
10. The applicant would need to set up an SPV (refer para 5.2 of the Features of the Program) and upload a copy of registration certificate along with the Bank Details and other documents as may be asked for by the AIM Directorate within a stipulated time frame of 30 days from the date of Approval Letter from the AIM Directorate to release the funds to the SPV.
11. All grantee institutions except government institutions are required to execute a signed Bond before any grants-in-aid are released to them.
12. AIM strongly discourages engagement of consultants / external agencies on a paid basis for preparation and submission of the application.
13. The AIM, NITI Aayog will have no liability on account of any omission or commission of regulatory/statutory requirement by the ACIC or its Startups/Innovators and their companies.

14. In case of any dispute, the same shall be subject to the jurisdiction of the court in Delhi.
15. List of Documents to be submitted online while applying
 1. Application form
 2. Registration Certificate of the applicant
 3. Proof of availability of at least 4000 sq. ft net carpet area along with copy of the lease deed/ownership documents in favour of the SPV, location plan and floor plan (Please note that the entire space needs to be at the single location). It is assumed that the Applicant would continue to provide support beyond the initial lease period.
 4. Commitment letter from the Funding Partner
 5. Proposed Budget Plan
 6. Detailed Business Plan
 7. Other documents required as part of the application
16. List of documents to be submitted within 1 month from the date of the approval letter but before the release of first instalment : (as applicable)
 1. Copy of the Registration Certificate and MoA of Special Purpose Vehicle created for establishing the Atal Community Innovation Centre (ACIC)
 2. One original copy of the Bond (on Rs. 20 non-judicial stamp paper) signed and stamped by the SPV.
 3. Proof of financial closure for the total project cost indicating the source of availability of matching contribution by the Funding Partner / Applicant in the form of board decision/commitment by the authorized signatory/loan approval etc. along with a copy of the balance sheet and ITR for the last three years of the Funding Partner / Host Institution.
 4. Proof of availability of matching contribution equivalent to the first tranche in the bank account of SPV. The amount disbursed as the first tranche will depend on the proposed and agreed expenditure as per the budget plan submitted by the applicant.
 5. CV/ Resume of Full-time Managing Team (Board, CEO and other officials)
 6. List of key mentors along with their designation, qualification and areas of specialization etc.
 7. Copy of MOU / Partner Contract between the SPV and R&D Institutions or Industries or Individuals for technical, funding and other types of collaboration.
 8. Annual goals and deliverables document for the ACIC for the duration of the project.

SPECIFIC TERMS AND CONDITIONS

1. The grant-in-aid is towards financial support to ACIC which would be exclusively spent on the specified purpose within the stipulated time and as per the break-up suggested for fund utilisation.
2. Disbursement of the grant-in-aid fund to the ACIC shall be made online through Public Financial Management System (PFMS). The instructions regarding registration on PFMS will be communicated separately and in due course of time to the selected applicants.

3. All transactions related to establishment of ACIC including the matching or greater contribution from funding partners shall be processed through EAT (Expenditure, Advance and Transfer) module of PFMS (Public Financial Management System). The ACIC shall download all the volumes of the User Manual on EAT module from PFMS portal / AIM website and read them carefully before starting any transaction.
4. All interests or other earnings against Grants in aid or advances (other than reimbursement) released to any Grantee institution shall be mandatorily remitted to the Consolidated Fund of India immediately after finalisation of the accounts. Such advances shall not be allowed to be adjusted against future releases in terms of rule 230 (8) of General Financial Rules, 2017.
5. The first tranche of the grant-in-aid money will be disbursed to the ACIC for setting up of its infrastructure facilities on receipt of two copies of duly signed Memorandum of Agreement (MoA) and one copy of the Execution of the Bond. The MoA and the Bond have to be executed by the SPV that is set up by the applicant.
6. The remaining grant-in-aid shall be disbursed to the ACIC in the subsequent years, based on satisfactory achievement of the committed goals and deliverables and the compliance of financial requirements.
7. The ACIC will open separate bank account and maintain separate books of accounts for the grant-in-aid for setting up the community innovation centre facilities and a separate bank account for the seed fund (if needed).
8. The ACIC is expected to meet its goals and deliverables within the stipulated time frame, that will be monitored at regular intervals and also before the release of subsequent tranches.
9. The applicant is required to immediately start the process of setting up the SPV, the team required to operate the ACIC, upload a copy of registration certificate along with bank details and other documents as may be asked for by the AIM Directorate within a stipulated time frame after receiving the Approval Letter from the AIM Directorate to release the funds to the SPV.
10. The ACIC shall put in place all the requisite physical infrastructure (shared/specific) such as utilities, support services, innovation labs and equipment, networking, mentoring and other facilities within a period of **one month (30 days)** from the date of release of funds for capital and operational expenditure.
11. The ACIC would also put in place a dedicated full time Chief Executive Officer (CEO) with desired domain and management expertise and other core team/supporting staff for its successful operations within **30 days** from the date of release of funds. The applicant will have full freedom to decide the composition, recruitment and compensation of the CEO as well as the management team of the ACIC. It shall begin its operations within these **30 days** (from the date of release of funds)
12. The ACIC should develop appropriate linkages with other parties to enable its success. For instance, an ACIC in an educational institute should collaborate with the industry and vice versa.
13. It is mandatory for every ACIC to attend all workshops and meetings conducted by AIM, NITI Aayog to support various activities of ACIC. Intimation for such events will be

- provided at least a week in advance, and recusal if required, should be obtained by the ACIC in writing from AIM, NITI Aayog.
14. The ACIC shall evolve a transparent system for selection of Startups / Innovators. The startup would be admitted subject to fulfilling the admission criteria and the ACIC shall enter into an appropriate agreement with the Startups / Innovators.
 15. In reference to the Grant-in-Aid to the ACIC, it is mandatory for it to abide by the ACIC monitoring system, details of which will be communicated in due course of time. AIM, NITI Aayog will have the right to evaluate and monitor the activities and working of the ACIC, to enable that it is in alignment with the vision of AIM, NITI Aayog. The website link for uploading ACIC updates and related instructions will be communicated separately.
 16. The ACIC will be required to submit i) progress report; ii) audited statement of accounts and Balance Sheet; and iii) Utilisation Certificate (UCs) (as per the format in Annexure VI) for the grant-in-aid at the end of each financial year as well as at the time of seeking further instalments of the grant-in-aid, if any. Any unspent balance out of the amount sanctioned would be either adjusted towards the grants-in-aid payable during the next year or refunded to the Govt. of India by means of an Account Payee Demand Draft drawn in favour of Drawing and Disbursing Officer, NITI Aayog, payable at New Delhi.
 17. The funding partner (which has made a matching contribution to the grant-in-aid by AIM for establishing ACIC) would be required to submit a yearly expenditure statement for the matching contribution provided by it to the ACIC.
 18. The operations of the ACIC will be reviewed yearly based on a comparison of the proposed budget plan vs the actual expenditure and physical performance. The release of grants after the first year and each subsequent year will be based on satisfactory performance. Further, the disbursement schedule can be reviewed after 2 years.
 19. The brand name ACIC may also be withdrawn in case of non-performance.
 20. All the assets acquired or created out of the grant-in-aid should not be disposed-off or encumbered or utilised for the purpose other than those for which the grant-in-aid has been sanctioned without the prior permission of the Atal Innovation Mission, NITI Aayog.
 21. Concerned officers of Atal Innovation Mission, NITI Aayog or its authorized representatives may visit the ACIC periodically for ascertaining the progress of work and resolving any difficulties that might be encountered in the course of implementation.
 22. AIM, NITI Aayog reserves the right to terminate support to the project (ACIC) 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.
 23. In case an ACIC wishes to wind up its activities, the ACIC shall give a notice of at least three months to AIM, NITI Aayog before the closure, and design and implement a closure/succession plan in consultation with AIM, NITI Aayog as per the established procedures / regulations for winding up.
 24. In the event of breach or violation of the MoA terms and conditions, the ACIC will be required to refund to the Government on demand, the entire amount or such part thereof as may be determined by the competent authority and mentioned in the demand notice issued by the Government, along with interest thereon at the rate of 11.50% (which would

- be adjusted as per the Government of India notification issued from time to time) compounded annually from the date of the receipt of the grant-in-aid to the date of refund.
25. As per Rule 236 of General Financial Rules 2017, the accounts of all Grantee Institutions or Organisations shall be open to inspection by the sanctioning authority and audit, both by the Comptroller and Auditor General of India under the provision of CAG(DPC) Act 1971 and internal audit by the Principal Accounts Office of the Ministry or Department, whenever the Institution or Organisation is called upon to do so. The grantee shall provide all necessary support to carry out the inspection of accounts.
 26. AIM, NITI Aayog will have no responsibility in case of any loss caused to life or property due to accident, fire or any other reasons. The SPV is required to take appropriate safety and insurance measures to safeguard against any loss to human life and property related to ACIC. The Manpower employed by the SPV will be the liability of the SPV and AIM, NITI Aayog will not have any liability towards them.
 27. Each ACIC would be required to have a website of its own, which should be updated on a continuous basis with the details of startups/innovators inducted. In addition, the ACIC will submit short videos for 1- 2 minutes of successful start-ups / innovations to AIM Directorate every year.
 28. 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.
 29. The ACIC can't use the National Emblem for any purpose. However, it can use AIM or ACIC logo as per the directions issued by AIM.

ANNEXURE II

FORMAT FOR DECLARATION

(This document should be printed on the letter head of the applicant, signed, scanned and uploaded along with the application form)

To

Mission Director,
Atal Innovation Mission (AIM), NITI Aayog,
Sansad Marg,
New Delhi – 110001

Date: _____

Subject: Declaration form for the application of Atal Community Innovation Centres 2019-20

Dear Sir/Madam,

_____ [name of institute / organisation] hereby declares that I/we have read, understood and will abide by all the terms and conditions of the Atal Community Innovation Centre (ACIC) scheme as mentioned in the Annexure I of the scheme guidelines. The information submitted in the application form by us is complete and to the best of our knowledge and belief; there is nothing that has been concealed or suppressed.

We confirm that we shall provide at least 4000 sq. ft. net carpet area for the exclusive use of the proposed ACIC.

We confirm that we have prepared the application in-house and that no paid external consultants were engaged to prepare this application.

If any of the information stated above or provided in the application form are found to be incorrect at any point of time, I / we take the responsibility to refund the entire amount of Grant-in-aid released by AIM, NITI Aayog.

Thanking you.

Regards,

[Name of the applicant with the official stamp of the institution]

(Designation)

ANNEXURE III

SUGGESTED SCOPE OF AREAS / SECTORS FOR ESTABLISHING ATAL COMMUNITY INNOVATION CENTRES

- Agriculture and Allied Fields
- Bio Technology
- Building Materials/Construction Technology
- Electricity, New and Renewable Energy and Environmental sustainability
- Education
- Health and Pharmaceuticals
- Information & Communication Technology (ICT)
- Sensor Technology
- Manufacturing and Engineering
- Micro and nano electronics
- New Materials including Nano Materials
- Water, Sanitation and Solid-Liquid Waste Management
- Housing – Urban and Rural
- Transport
- Telecommunication
- Cyber Security
- Drone Technology
- Other emerging areas or of social / national importance

ANNEXURE IV

Indicative SELECTION MATRIX

The following factors would be considered in selecting the Applicant:

Parameters	Components
Eligibility Check	<ul style="list-style-type: none"> • Submission of mandatory documents • Location of Innovation centre space (sq ft) (Minimum area required) • In reference to the policy/ACIC guidelines, commitment of matching funding / Funding partner's acceptance to support the ACIC.
Startup Centre Site and support system	<ul style="list-style-type: none"> • Proximity to business centres, local industry • Availability / commitment to create resources (library, computing & communication facilities, conferencing facilities etc.) • Sectors & Regions in Focus (More points to underserved, backward sectors and regions)

<p>Parameters (related to the host institution, both academic / research and non-academic)</p>	<ul style="list-style-type: none"> • Academic / Research Institutions <ul style="list-style-type: none"> ○ Number of technologies developed / deployed by the host institution ○ Number of research publication / patent filing by faculty members with / without PhD / Non-Ph.D. ○ Number of patents granted filed / granted ○ Prior experience of the institution in promotion of novel ideas, innovation and entrepreneurship • Voluntary Organisation/Others <ul style="list-style-type: none"> ○ Prior experience in the area of innovation and entrepreneurship ○ Activities towards awareness & promotion of Innovative Ideas ○ Achievements in the field of community development ○ Targeted regions and sectors in focus (previous work)
<p>Proposed ACIC related indicators</p>	<ul style="list-style-type: none"> • Overall strengths and weakness of the proposed business plan as well as the action plans for implementation of the ACIC • Goals and Deliverables <ul style="list-style-type: none"> ○ Outreach Events including number of events organised for community to promote their involvement in entrepreneurship and innovation ○ Ideathons on addressing local issues / needs of the community ○ Capacity Building Programs ○ Number of Startups/Innovators to be admitted (physically / virtually) ○ Number of Startups/Innovators expected to be graduated / exited (year wise timeline) ○ Number of new products/technologies/innovations to be deployed / commercialised ○ Fundraising events (year wise) ○ Number of mentors to be available ○ Number of corporate partners / collaborations ○ Number of Academic Partnerships ○ Number of women / economically weaker sections led startups to be supported ○ Amount of seed funding to be leveraged ○ Number of IPs to be generated • Business Consulting

	<ul style="list-style-type: none"> ○ Advisory and Support Services ○ Linkages to improve the efficacy. ○ Number and diversity of partners proposed. ● Credentials of the Managing Team <ul style="list-style-type: none"> ○ Experience / Credentials of Full-time Managing Team (Board, CEO and other officials) ● Financial Plan organising the various activities and programs which are offering sustainability to their operations. Usage of the Grant-in-Aid (Efficient and outcome oriented utilisation of fund expected)
Contribution of the applicant and partnership of the ACIC with private/public sector corporates	<ul style="list-style-type: none"> ● Contribution of the corporate partner of ACIC ● Contribution of the host institution ● Share of the contribution of the host institution / funding partner in overall project cost.
Others	Any other, Presentation and Discussion with AIM Mission Directorate in line with the National Objective

ANNEXURE V

APPLICATION FORM

BASIC DETAILS

1. Name of Institute / Voluntary Organization / Others*:

2. Address*:

State (Dropdown)* District (Dropdown)*

Pin code*

3. Mobile No.*:

4. Confirm Mobile No.* : ‘Verification in the background’

5. Email Address*:

6. Confirm Email Address* : ‘Verification in the background’

7. Fax:

8. Website:

9. Year of establishment* Only Numeric (MM-YYYY)

10. Do you have at least 4000 sq. ft., net carpet area for setting up of ACIC*: YES/No.

a. **If Yes**, then (All fields are mandatory)

i. Proposed floor area for setting up ACIC (in sq. ft.)* [Numbers Only]

ii. 'Upload the map'*- Map should be in pdf format only (up to 2 MB)

iii. Date of Availability* (In this format: DD-MM-YYYY)

iv. Rented/Owned* (check Box)

1. **If Rented**

a. Agreement for how many year(s)*: [Only numeric]

b. Monthly Rent Paid (In thousand rupees)*: [Only numeric]

2. **If Owned**

a. Loan Free (Y/N)

i. **If No**, Statement from Bank about EMI Paid/Pending*: [Attach] (pdf only up to 1 MB)

ii. **If Yes**, a self-declaration on 10 rupee stamp paper that land is loan free.* [Attach] (pdf only up to 1 MB)

b. If No, then (All fields are mandatory)

i. Commitment to share the map of 4000 sq. ft net carpet area for exclusive use of ACIC within 15 days of the last date of Application Submission* – Upload the Commitment letter (pdf only up to 1 MB)

11. Location of the Applicant (Multiple Selections Option)*

- Tier 2 Tier 3 Underserved / Unserved region of Metro / Tier I city
Smart Cities Aspirational District Rural Area North East
Tribal Areas City in J&K Others (Please specify)

12. Are you ready to bring at least matching contribution (to that of grant by AIM) through funding partner(s) and other sources *: Yes / No

a. **If Yes**

i. Proposed Investment Commitment: _____ (Rs. In Lakhs)* [Only numeric]

ii. Commitment letter from the applicant*: [UPLOAD] (pdf only up to 1 MB)

13. Are you working in field of Science and Technology*: YES/NO

14. Are you supporting Indigenous creativity, grassroot and societal innovators*: YES/NO

Track Record

Type of Application Entity*

- Academic applicants
 - UGC and AICTE affiliated universities / institutions
 - Educational / Training Institutes like Industrial Training Institutes, Technical Diploma Colleges etc
- Non-Academic applicants
 - Voluntary Organisations
 - Section 8 Non-profit company
- Other

A.1 UGC and AICTE affiliated universities / institutions

For Higher Educational Institution Applicant:

Name of the college*

Name of the university affiliated with*

Specify category: (Radio button)*

- Central State Private Other (please specify)

AICTE Id (if applicable) – Both text and Upload Link (pdf only up to 1 MB)

UGC Certification document – Upload link (not mandatory) (pdf only up to 1 MB)

Specialisation of the educational institution (choose those applicable): *

- All Agriculture Medical Marketing Health, Biotechnology,
 Medical Devices Management Engineering & Technology
 Water and Wastewater Energy Others (Please Specify)

Number of Academic Departments* –

Number of Permanent Faculties* –

Total number of Teaching and Research Faculties with PhD qualification* -

Total number of students enrolled (in last academic year)* :

Course	Discipline (s)	No. of Students	Performance in Brief (Academic)	Supporting documents for Awards received by students /

				faculty (pdf only up to 2 MB)
Diploma				
UG				
PG				
PhD				
Others: _____				

A.2 Educational / Training Institutes like Industrial Training Institutes, Technical Diploma Colleges etc

ITIs Technical Diploma Colleges Others

ITI Code (if ITIs selected) Both text and upload (pdf only up to 1 MB)*

AICTE ID (Technical Diploma Colleges, if Technical Diploma Colleges selected) Both text and upload (pdf only up to 1 MB)*

For others, relevant certification document issued by a competent authority – Upload Link* (pdf only up to 1 MB)

Specialisation(s) of the institution and number of students / trainees enrolled (for 2018-19):*

Discipline	No. of Students / Trainees	Number of students / trainees placed in industries etc.	Proof for the number of beneficiaries both being trained and placed (pdf only up to 1 MB)

Add more rows option here

A.3 Voluntary Organisations (NGOs)

DARPAN ID of NGO / VO Both text and upload (up to 1 MB) *

Date of registration*

FCRA Registration Number (if available)

Trust / Society Member Details*

Name of the Trust / Society Member	Designation
------------------------------------	-------------

--	--

Add more rows here.

Performance of the NGO / VO in community development*

Activity / Programme	Target Community	No. of Beneficiaries	Contribution towards Community Development (Outcomes)	Proof for the outcomes and number of beneficiaries (pdf only up to 1 MB)

Add more rows here.

A.4 Section 8 non-profit company

PAN of the company* - Both text and upload (pdf up to 1 MB)

CIN * - Both text and upload (pdf up to 1 MB)

TAN * - Both text and upload (pdf up to 1 MB)

GSTIN (if Applicable)

Details of the Directors *

Name of the Director	Director Identification Number	Equity Share in the company (if any)

Add more rows here.

Performance of the company in community development*

Activity / Programme	Target Community	No. of Beneficiaries	Contribution towards Community Development (Outcomes)	Proof for the outcomes and number of beneficiaries (pdf only up to 1 MB)

Add more rows here.

B. Technology Development and related Exposure

- Number of research papers published in past 3 years [Kindly fill '0' if none]*:
(Numeric Only)
- Number of technologies commercialized in past 3 years [Kindly fill '0' if none]*:
(Numeric Only)
- Experience in Technology Development (or Deployment)

S. No.	Technology / Innovation in brief	Phase of technology development (TRL1, TRL2 etc)	Upload the document with technology details (pdf only up to 1 MB)

Add more rows option here

- Number of Indian or WIPO-compliant patents filed in last 3 years *:
0 1-5 6-24 25 or more
- Number of Indian or WIPO-compliant patents received in last 3 years *:
0 1-5 6-24 25 or more

C. Prior experience

- Number of entrepreneurship awareness / training programs conducted in the last three fiscal years *:
0 1-5 6-24 25 or more

Events conducted for promotion of entrepreneurship / training programs (Significant ones)

S. No.	Name of the Event	Sponsoring Agency	No. of Beneficiaries	Other Outcomes of the event

Add more rows option here

- Have you accelerated / funded startups in the last three fiscal years *? Yes No
 - Total number of startups supported in the last three fiscal years *:
0 1-5 6-24 25 or more

Startups / Ideas supported

S. No.	Brief description of startups / ideas supported (50 words max for each)	Sector in focus	Region in focus	Other relevant information

Add more rows option here.

- Number of events conducted for promotion of Science & Technology in the last three fiscal years*

0 1-5 6-15 15 and above

Events conducted for promotion of innovation and Science & Technology (Significant ones)

S. No.	Name of the Event	Sponsoring Agency	Amount Released to promote potential technologies (in Lakhs)	No. of Beneficiaries	Other Outcomes of the event

Add more rows option here

- Regions targeted (multiple selection check box)
 - Tier 1 cities / Metro cities
 - Tier 2 cities
 - Tier 3 cities
 - Rural Areas
 - North East
 - J&K
 - Tribal Areas
 - Aspirational Districts
 - Smart Cities
 - Others (Please specify)
- Institutional Strength in Sectoral Focus Area(s) (multiple options to be allowed)*
 - Agriculture and Allied Fields
 - Bio Technology
 - Building Materials/Construction Technology
 - Electricity, New and Renewable Energy and Environmental sustainability
 - Education
 - Health and Pharmaceuticals
 - Information & Communication Technology (ICT)
 - Sensor Technology
 - Manufacturing and Engineering
 - Micro and nano-electronics

- New Materials including Nano Materials
- Water, Sanitation and Solid-Liquid Waste Management
- Housing – Urban and Rural
- Transport
- Telecommunication
- Cyber Security
- Drone Technology
- Other emerging areas of social / national importance

Proposed ACIC

Five sub-sections

1. Proposed ACIC (General)
2. Proposed ACIC (Goals and Deliverables)
3. Proposed ACIC (Business Consulting)
4. Proposed ACIC (Credentials of the Managing Team)
5. Contribution of the applicant / funding partner of the ACIC

Proposed ACIC (General)

1. Where do you want to establish the ACIC?*
- State (Dropdown list) District (Dropdown list)
2. Location of the ACIC: (Multiple options to be allowed)*
- Tier 2 Tier 3 Underserved / Unserved region of Metro / Tier I city
Smart Cities Aspirational District Rural North East
Tribal Areas City in J&K Others (Please specify)

Kindly upload supporting documentary proof(s) for the type of location issued by the competent authority. (Format for each of the above options is given in the Annexure IX) – Upload Link* (pdf only up to 1 MB)

3. Which is the nearest business or industrial hub and its distance from proposed ACIC*?
 - Name –
 - Distance (in km) – Numeric only field
4. What is / are the main strength(s) of the organisation that you will leverage for the ACIC? [Multiple Option(s) can be selected] –Check box*
 - Community Training Programs
 - Ideathons / Hackathons to address local community issues
 - Real estate / Office space
 - Maker space
 - Wet Lab(s)

- Pool of mentors from business / tech community
- Networking with other institutions / Labs / Academia
- Finance for setting up the ACIC
- Test beds for pilots
- Faculty guides
- Patent facilitation centre
- Technical support
- Other support services

5. Proposed floor area for setting up the ACIC (in sq. ft): **[Numerical with values greater than equal to 4000 only acceptable]***

6. Is the space available for exclusive use of the Atal Community Innovation Centre immediately? *

Yes No

7. Have you taken any other grant from any Government (Centre or State) ministry/organisation to establish a similar innovation centre or an incubator? * Yes No

8. If Yes, is the grant currently active?* Yes No

• If Yes, please specify: *

- i. Name of the grant-giving organisation, *
- ii. Name of program/scheme, *
- iii. The total sanctioned amount, *
- iv. Date of sanction, *
- v. Duration of the grant: *
- vi. Utilisation certificate (if any) – Upload option here. (pdf only up to 2 MB)

• If No, please specify: *

- i. Name of the grant-giving organisation, *
- ii. Name of program/scheme, *
- iii. The total sanctioned amount, *
- iv. Date of sanction, *
- v. Duration of the grant: *
- vi. Project Closure * Yes No

1. If Yes*

- a. Utilisation Certificate (for multiple years if grant period is more than a year) * (pdf only up to 2 MB)
- b. Overall outcome (Goals and Deliverables) of the project – Upload supporting documentary proof * (pdf only up to 1 MB)

2. If No

- a. Utilisation certificate (if any) – Upload option here. (pdf only up to 2 MB)
- b. Outcome (goals and deliverables) achieved till now – Upload supporting documentary proof (pdf only up to 1 MB)

9. Registration certificate of the institution (To be attached) – Upload link * (pdf only up to 1 MB)
10. Letter of Declaration* (to be attached in the format provided in Annexure II) [Upload a pdf only up to 1 MB]
11. Business Plan *(Components listed in Annexure VII) [Upload pdf only up to 2 MB]
12. Budget* (to be attached in the format provided in Annexure VIII) [Upload excel file only up to 1 MB]

Note:

- The business plan to be attached must be a pdf document.
- The business plan must not exceed more than 25 pages (PDF of not more than 2MB)

Proposed ACIC (Goals and Deliverables) [Only Numerical to be accepted]*

S No.	Description	Year 1	Year 2	Year 3	Year 4	Year 5
1	Outreach Events including number of events organised for community to promote their involvement in entrepreneurship and innovation					
2	Ideathons on local issues on addressing local issues / needs of the community.					
3	Capacity Building Programs					
4	No. of Ideas / startups / Innovators to be supported (physically/virtually)					
5	No. of Ideas / startups / Innovators to be graduated / exited *					
6	Number of new products/technologies/innovations to be commercialized / deployed					
7	Fundraising Events					
8	Number of mentors that will be available					
9	Number of Corporate partners / Collaborations					
10	Number of Academic partnerships					
11	Number of women / economically weaker section led startups to be supported					
12	Amount of seed funding to be leveraged					
13	Number of IPs to be generated					
14	Others					

* Description: For this purpose, graduate/exit will be counted as a startup that has received external venture funding, got acquired by a larger existing company, or found a financially sustainable business model. In case of individual or a group of innovator(s), graduate/exit will be counted if the prototype has been developed and has further been supported by an incubation centre.

Proposed ACIC (Business Consulting)

PARTNERSHIPS/ LINKAGES

1. Total number of partners of the host institution (existing):

Provide details of at max 5 existing partners who are most relevant for the ACIC

Name	Type of Partner	Type of Linkage	Comments (not more than 50 characters)
	Define Partners here (Radio Buttons)	Define Linkages here (Radio Buttons)	

Add more rows option here

2. Total number of proposed partners (new):

Provide details of at max 5 new partners who will be most relevant for the ACIC

Name	Type of Partner	Type of Linkage	Comments (not more than 50 characters)
	Define Partners here (Radio Buttons)	Define Linkages here (Radio Buttons)	

Add more rows option here

Description:

1. Type of partner: Academic, Corporate, Individual, Start-up, Government, R&D Lab, Investment, Small Medium Enterprise (SME), Others (please specify).
2. Type of Linkages: Buyer/Vendor, Mentoring, R&D, Business Innovation, Networking, Donor, Market access, Business Support, For Community Training, Others (Please specify)

Proposed ACIC (Credentials of the Managing Team)

Total manpower proposed for O&M of ACIC:*

Name of Post	No. of Employee(s)	Annual Salaries (Total, in lakh)
CEO		
Manager (s)		
Others		

1.1 Proposed CEO:

1. Has the person been identified? Yes No *
2. If yes, Name: *
3. Age: *
4. Highest Qualification: Dropdown (Graduate/Post- Graduate/ MPhil/PhD and above) *
5. Current Designation: *
6. Current Organisation: *
7. Total number of experience of years: *

- | | | | |
|----------------------------|-----------------------------------|------------------------------------|-----------------------------------|
| 1. Academic/Teaching | <input type="checkbox"/> 0-5 yrs. | <input type="checkbox"/> 6-10 yrs. | <input type="checkbox"/> >10 yrs. |
| 2. Industry | <input type="checkbox"/> 0-5 yrs. | <input type="checkbox"/> 6-10 yrs. | <input type="checkbox"/> >10 yrs. |
| 3. Research | <input type="checkbox"/> 0-5 yrs. | <input type="checkbox"/> 6-10 yrs. | <input type="checkbox"/> >10 yrs. |
| 4. Entrepreneurial | <input type="checkbox"/> 0-5 yrs. | <input type="checkbox"/> 6-10 yrs. | <input type="checkbox"/> >10 yrs. |
| 5. Others (Please specify) | | | |

8. Is the proposed CEO currently holding a fulltime position*? Yes No
9. Will he/she leave their position to work for the ACIC full-time*? Yes No

1.2 Proposed ACIC Manager(s) :

1. Has the person been identified? Yes No *
2. If yes, Name: *
3. Age: *
4. Highest Qualification: Dropdown (Graduate/Post- Graduate/ MPhil/PhD and above) *
5. Current Designation: *
6. Current Organisation: *
7. Total number of experience of years: *

1. Academic/Teaching	<input type="checkbox"/> 0-5 yrs.	<input type="checkbox"/> 6-10 yrs.	<input type="checkbox"/> >10 yrs.
2. Industry	<input type="checkbox"/> 0-5 yrs.	<input type="checkbox"/> 6-10 yrs.	<input type="checkbox"/> >10 yrs.
3. Research	<input type="checkbox"/> 0-5 yrs.	<input type="checkbox"/> 6-10 yrs.	<input type="checkbox"/> >10 yrs.
4. Entrepreneurial	<input type="checkbox"/> 0-5 yrs.	<input type="checkbox"/> 6-10 yrs.	<input type="checkbox"/> >10 yrs.
5. Others (Please Specify)			
8. Is the proposed manger currently holding a fulltime positions? * Yes No
9. Will he/she leave their position to work for the ACIC full-time? * Yes No

Contribution of the applicant / funding partner of the ACIC *

1. Mode of setting ACIC (Dropdown Menu) *
 1. Government / Public Funded (In case of Smart Cities etc.)
 2. Private Corporate Funded
 3. Central and State PSUs supported
 4. Local Body / District Administration Supported
 5. Others (Please specify)
2. Proposed investment from the applicant and / or funding partner institution(s) (in Rs Lakhs) *
3. Total Share of the applicant and / or funding partner(s) in total project expenditure (as per the Budget document) *

<input type="checkbox"/> 50%	<input type="checkbox"/> 50-60%	<input type="checkbox"/> 60-70%	<input type="checkbox"/> 70-80%
------------------------------	---------------------------------	---------------------------------	---------------------------------

Contact Details

Contact 1 (Single Point of Contact) *

- a. Name*:
- b. Designation*:
- c. Mobile*:
- d. Telephone:
- e. Email*:
- f. Fax:

Contact 2 (Authority Person): *

- a. Name*:
- b. Designation*:
- c. Mobile*:
- d. Telephone:
- e. Email*:
- f. Fax:

ANNEXURE VI

GFR 12 – A

[(See Rule 238 (1))]

FORM OF UTILIZATION CERTIFICATE FOR AUTONOMOUS BODIES OF THE GRANTEE ORGANIZATION

UTILIZATION CERTIFICATE FOR THE YEAR..... in respect
of recurring/non-recurring
GRANTS-IN-AID/SALARIES/CREATION OF CAPITAL ASSETS

1. Name of the Scheme.....
2. Whether recurring or non-recurring grants.....
3. Grants position at the beginning of the Financial year
 - (i) Cash in Hand/Bank
 - (ii) Unadjusted advances
 - (iii) Total
4. Details of grants received, expenditure incurred and closing balances: (Actuals)

Unspent Balances of Grants received years [figure as at Sl. No. 3 (iii)]	Interest Earned thereon	Interest deposited back to the Government	Grant received during the year			Total Available funds (1+2-3+4)	Expenditure incurred	Closing Balances (5-6)
			Sanction No. (i)	Date (ii)	Amount (iii)			
1	2	3	4			5	6	7

Component wise utilization of grants:

Grant-in-aid- General	Grant-in-aid- Salary	Grant-in-aid-creation of capital assets	Total

5. Details of grants position at the end of the year

- (i) Cash in Hand/Bank
- (ii) Unadjusted Advances
- (iii) Total

Certified that I have satisfied myself that the conditions on which grants were sanctioned have been duly fulfilled/are being fulfilled and that I have exercised following checks to see that the money has been actually utilized for the purpose for which it was sanctioned:

- (i) The main accounts and other subsidiary accounts and registers(including assets registers) are maintained as prescribed in the relevant Act/Rules/Standing instructions (mention the Act/Rules) and have been duly audited by designated auditors. The figures depicted above tally with the audited figures mentioned in financial statements/accounts.
- (ii) There exist internal controls for safeguarding public funds/assets, watching outcomes and achievements of physical targets against the financial inputs, ensuring quality in asset creation etc. & the periodic evaluation of internal controls is exercised to ensure their effectiveness.
- (iii) To the best of our knowledge and belief, no transactions have been entered that are in violation of relevant Act/Rules/standing instructions and scheme guidelines.
- (iv) The responsibilities among the key functionaries for execution of the scheme have been assigned in clear terms and are not general in nature.
- (v) The benefits were extended to the intended beneficiaries and only such areas/districts were covered where the scheme was intended to operate.
- (vi) The expenditure on various components of the scheme was in the proportions authorized as per the scheme guidelines and terms and conditions of the grants-in-aid.
- (vii) It has been ensured that the physical and financial performance under..... (name of the scheme has been according to the requirements, as prescribed in the guidelines issued by Govt. of India and the performance/targets achieved statement for the year to which the utilization of the fund resulted in outcomes given at Annexure – duly enclosed.

- (viii) The utilization of the fund resulted in outcomes given at Annexure – duly enclosed (to be formulated by the Ministry/Department concerned as per their requirements/specifications.)
- (ix) Details of various schemes executed by the agency through grants-in-aid received from the same Ministry or from other Ministries is enclosed at Annexure –II (to be formulated by the Ministry/Department concerned as per their requirements/specifications).

Date:

Place:

Signature

Signature

Name.....

Name

Chief Finance Officer

Head of the Organisation

(Head of the Finance)

(Strike out inapplicable terms)

ANNEXURE VII

COMPONENTS OF THE PROPOSED BUSINESS PLAN

A. Executive Summary
B. Strategy and business model

1. Core strength(s) of the applicant that it will leverage for ACIC
2. Describe the local/regional innovation ecosystem and why there is a need to setup an Atal Community Innovation Centre there and how this region is unserved / underserved in terms of innovation and entrepreneurial ecosystem (max 250 words)
3. Describe the plan to involve communities in innovation and entrepreneurial activities (250 words max)
4. List focus areas / sectors (Annexure III) for the project and rationale to choose them
5. List infrastructure (Space, conference/meeting room, cafeteria, lab space, furniture, computers, utilities etc) and services (IT, technical, legal, financial) to be provided
6. Provide a proposed PERT chart of operational programme year wise for 5 years
7. Provide details of marketing strategy and support
8. Provide action plan to meet business support services
9. Outline mentoring, counselling and training efforts
10. Provide details of previous products/innovations developed and deployed (if any)
11. Financial Sustainability and revenue generation model
12. Proposed plan for use of grant-in-aid (please see guidelines carefully)
13. Detailed Budget Plan (in the format provided in Annexure VIII)
14. Describe the proposed collaborations with industries / academia / others and how these partnerships will help ACIC and the community
15. Describe the feasibility of attainment of various goals and deliverables (for 5 years) submitted as part of the application process

C. Legal status of the entity (the SPV / proposed ACIC) and its governance policies

1. Legal status of the entity
2. Proposed team, board members and governance structure
3. Describe the proposed composition of the Board of directors: government representatives, policy makers, academicians, entrepreneurs, industry, professionals, investors, consultants etc. A multi-stakeholder board with adequate representation on a permanent basis as well as available on consultation should be planned.
4. Plans to appoint the CEO and management team to ensure smooth running of the Innovation Centre.

Note:

- *Please give specific information in respect of each item rather than a generalized account / write up*
- The business plan to be attached must be in a pdf document.
- The business plan must not exceed more than 25 pages (PDF of not more than 2MB)

ATAL COMMUNITY INNOVATION CENTRE - FORMAT OF THE PROPOSED BUDGET PLAN

Total AIM Grant-in-Aid requested :

Total Contribution from the Funding Partner and Other Sources (FP & OS*) :

S. No.	Items**	Amount (Rs. lakh)											
		YEAR 1		YEAR 2		YEAR 3		YEAR 4		YEAR 5		Total	
	Expense made from ***	AIM Grant	FP & OS	AIM Grant	FP & OS	AIM Grant	FP & OS	AIM Grant	FP & OS	AIM Grant	FP & OS	AIM Grant	FP & OS
A.	Item-wise Capital expenditure												
1	Office equipment (if any)												
2	Makerspace / Fab lab												
3	Sector(s) specific / Area of focus related equipment (if any)												
4	Furnishing of space for the ACIC (if any)												
5	(Add more rows as required)												
	Total A												
B.	Operating/ Recurring expenditure												
1	Personnel												
2	Events												
	Ideathons												

	Workshops & Seminars												
	Capacity Building Programs												
	Outreach Events (Add more rows as required)												
3	Support Services to Startups / Innovators (such as technology, IPR legal, accounting, marketing, etc. support)												
4	Domestic Travel												
5	Utility and Maintenance												
6	Miscellaneous Expenses, if any												
7	Seed Fund, if any												
8	Add more rows as required												
	Total B												
	Total Projected Cost (A + B)												
C	Projected Income												
1	Grant proposed from AIM												

2	Any other grants from government / other sources, if applicable (add a row for every grant)												
3	Contribution from the Funding Partner												
4	Contribution from Applicant (Host Institute / Promoter)												
5	Contribution from other collaborators / Partners												
6	Projected Revenues												
7	Any other source of Income (Add more rows as required)												
8	Total Projected Income C												
D	Projected Surplus / Deficit, if any												

Note: This is not an exhaustive list and can be extended as per suitability.

** FP&OS stands for Funding Partner and Other Sources*

*** Please provide detailed break-up of all expenses (E.g. list of equipment, break-up of the manpower, other recurring expenditure as annexures to the budget)*

**** Please provide a break up of all the expenses that are being paid through the AIM grant and through other means of financing the project*



ANNEXURE IX

Declaration for the type of location of the proposed ACIC
(On the letterhead of the competent authority as mentioned below)

Format for the underserved / unserved regions of Tier-I or metro cities
(To be certified by District Magistrate of the region)

To
Mission Director
Atal Innovation Mission (AIM)
NITI Aayog, Sansad Marg
New Delhi – 110001

Subject: Declaration

Dear Sir

It is to declare that the proposed Atal Community Innovation Centre
.....Name....., located at
.....Address..... comes under an unserved / underserved region of the
Tier-I or metro city,Name of the city..... wherein the innovation
ecosystem is not well developed and it can be considered as an unserved / underserved region
of Tier I or metro city for the purpose of application of Atal Community Innovation Centre,
which is a program of Atal Innovation Mission under the aegis of NITI Aayog.

The certified map (sealed and signed by the District Magistrate) is also attached here to support
the above declaration.

District Magistrate

Signature and Stamp



For the Tier II cities
(To be certified by District Magistrate of the region)

To
Mission Director
Atal Innovation Mission (AIM)
NITI Aayog, Sansad Marg
New Delhi – 110001

Subject: Declaration

Dear Sir

It is to declare that the proposed Atal Community Innovation CentreName....., located atAddress..... comes under the **Tier II city**,Name of the city..... . The innovation ecosystem is not well developed in this city and it can be considered as an unserved / underserved region for the purpose of application of Atal Community Innovation Centre, which is a program of Atal Innovation Mission under the aegis of NITI Aayog.

The certified map (sealed and signed by the District Magistrat) is also attached here to support the above declaration.

District Magistrate

Signature and Stamp



For the Tier III cities
(To be certified by District Magistrate of the region)

To
Mission Director
Atal Innovation Mission (AIM)
NITI Aayog, Sansad Marg
New Delhi – 110001

Subject: Declaration

Dear Sir

It is to declare that the proposed Atal Community Innovation CentreName....., located atAddress..... comes under the **Tier III city**,Name of the city..... . The innovation ecosystem is not well developed in this city and it can be considered as an unserved / underserved region for the purpose of application of Atal Community Innovation Centre, which is a program of Atal Innovation Mission under the aegis of NITI Aayog.

The certified map (sealed and signed by the District Magistrate) is also attached here to support the above declaration.

District Magistrate

Signature and Stamp



For Aspirational Districts
(To be certified by District Magistrate of the region)

To
Mission Director
Atal Innovation Mission (AIM)
NITI Aayog, Sansad Marg
New Delhi – 110001

Subject: Declaration

Dear Sir

It is to declare that the proposed Atal Community Innovation CentreName....., located atAddress..... comes underName of the district....., one of the districts under the **“Transformation of Aspirational Districts”** Programme of Government of India. The innovation ecosystem is not well developed in this city / region and it can be considered as an unserved / underserved region for the purpose of application of Atal Community Innovation Centre, which is a program of Atal Innovation Mission under the aegis of NITI Aayog.

The certified map (sealed and signed by the District Magistrate) is also attached here to support the above declaration. Moreover, the relevant document (sealed and signed by the DM) declaring the district (where ACIC is proposed) as an Aspirational District is also attached.

District Magistrate

Signature and Stamp



For Smart Cities
(To be certified by CEO, Smart City)

To
Mission Director
Atal Innovation Mission (AIM)
NITI Aayog, Sansad Marg
New Delhi – 110001

Subject: Declaration

Dear Sir

It is to declare that the proposed Atal Community Innovation CentreName....., located atAddress..... is part of the **Smart City Proposal**. It can be considered for Atal Community Innovation Centre, which is a program of Atal Innovation Mission under the aegis of NITI Aayog.

The certified map (sealed and signed by the CEO, “Smart City SPV”) is also attached here to support the above declaration. Moreover, the relevant document (sealed and signed by the CEO) declaring the city as a ‘smart city’ is also attached.

Chief Executive Officer
(Smart CityName of the city.....)

Signature and Stamp



For Rural regions
(To be certified by Sarpanch, Gram Panchayat)

To
Mission Director
Atal Innovation Mission (AIM)
NITI Aayog, Sansad Marg
New Delhi – 110001

Subject: Declaration

Dear Sir

It is to declare that the proposed Atal Community Innovation Centre
.....Name....., located at
.....Address..... comes under a **rural area**. The innovation ecosystem
is not well developed in this region and it can be considered as an unserved / underserved
region for the purpose of application of Atal Community Innovation Centre, which is a program
of Atal Innovation Mission under the aegis of NITI Aayog.

The certified map (sealed and signed by the Sarpanch) is also attached here to support the above
declaration.

Sarpanch
Gram Panchayat

Signature and Stamp



For Tribal regions
(To be certified by District Magistrate)

To
Mission Director
Atal Innovation Mission (AIM)
NITI Aayog, Sansad Marg
New Delhi – 110001

Subject: Declaration

Dear Sir

It is to declare that the proposed Atal Community Innovation Centre
.....Name....., located at
.....Address..... comes under a **tribal region**. The innovation
ecosystem is not well developed in this region and it can be considered as an unserved /
underserved region for the purpose of application of Atal Community Innovation Centre, which
is a program of Atal Innovation Mission under the aegis of NITI Aayog.

The certified map (sealed and signed by the District Magistrate) is also attached here to support
the above declaration.

District Magistrate

Signature and Stamp