Pre-consultation registration questions

To apply for business development support, a company must first complete a mandatory pre-consultation. Registration for the pre-consultation takes place through an online form, where we ask for the company's basic details, how it meets the eligibility criteria, the objective and activities of the planned development plan, the project budget and sources of financing, and the timeline. This information sheet lets you go through the questions with your colleagues and management and prepare the necessary information before filling in the form.

Good to have ready before filling in the form

- the company's registry code and the contact person's details;
- sales revenue, export turnover and main target markets for the last financial year;
- an overview of which (at least three) eligibility criteria the company meets;
- a description of the planned change, the expected measurable result and up to three development plan activities;
- the approximate total cost of the project, sources of financing, and the expected start date and duration.

* required field

1. Company details

Company name *

Registry code *

Company website *

Is the company part of an international group? *

- ◯ Yes
- ◯ No

Name of the group *

Answer if your answer to the previous question was "Yes".

Contact person's name *

Contact person's role *

Contact person's email address *

Contact person's mobile phone *

2. Eligibility criteria

Select all criteria that, in your own assessment, the company meets. *

The applicant must meet at least three of the following eight criteria.

- [ ] Sales revenue of at least 500,000 euros in the last financial year.
- [ ] Export sales revenue of at least 100,000 euros in the last financial year.
- [ ] Value added per employee at least equal to the Estonian average for the relevant field of activity.
- [ ] Total investments in research, development and innovation activities of at least 100,000 euros over the last two financial years.
- [ ] Private sector investments of at least 100,000 euros raised during the last three financial years.
- [ ] The company has a prototype, proof of concept or tested service model whose functionality has been verified in a relevant environment.
- [ ] At least two full-time employees, plus an employee with the required qualifications or work experience who is responsible for managing technology or service development.
- [ ] Average gross monthly salary per employee at least equal to the Estonian average for the relevant field of activity.

3. Export and development plan

Export turnover in the last financial year (in euros) and main current or planned target markets *

What is the international competitive advantage of your product, service, or technology? *

Describe how it differs from competing solutions and identify the main competitors in the international market.

Which business process do you want to change, and what role do digitalisation, automation or AI play in it? *

Briefly describe the current problem, the planned change and how it is innovative.

What measurable business result do you want to achieve? *

For example, growth in value added, reduced time or cost of production, improved quality, or export growth.

Please note that, as a mandatory requirement, by the end of the second financial year following the year in which the project's eligibility period ends, the beneficiary must achieve growth in value added and exports of at least 15% (SMEs) or 10% (large enterprises) compared to the financial year preceding the submission of the application.

Which three activities do you want to carry out under the development plan? *

Select up to three activities.

- [ ] Development of the organisation and processes.
- [ ] Development of quality and compliance management systems.
- [ ] Export of a new or improved product or service to a new target market.
- [ ] Strategic management and development of intellectual property.
- [ ] Development or implementation of digitalisation, automation and AI.
- [ ] Testing a product or service in a real-life environment in the target market.
- [ ] Acquisition of equipment or machinery directly related to a digitalisation, automation or AI solution.

4. Project budget and financing

Approximate total cost of the project (in euros) *

From which sources do you plan to finance the project? *

Select all that apply.

- [ ] Company's own funds.
- [ ] Loan.
- [ ] Capital from owners or investors.
- [ ] Other public support.
- [ ] Other source of financing.
- [ ] Sources of financing need to be specified.

Has other public support been applied for or received for the project activities? *

- ◯ Yes.
- ◯ No.
- ◯ Planning to apply.

Please explain which related grants have been received or are planned to be applied for. *

Answer if your answer to the previous question was "Yes." or "Planning to apply.".

5. Project timeline

Expected start date and duration of the project (in months) *

The maximum eligibility period of the project is 24 months.

Confirmation

Please note that:

- Completing the pre-consultation is mandatory for this measure. An application cannot be submitted without approval of the development plan.
- The pre-consultation and approval of the development plan do not give the right to a decision to grant the application, but confirm the strategic fit of the planned business development project with the objectives of the support.
- Pre-consultations are held in the order in which registrations are received.
- Submitted applications are assessed according to the application evaluation criteria and procedure set out in the business development support regulation.

☐ **I confirm that the information provided is correct to the best of my knowledge.** *

This information sheet is for preparation only. Registration takes place only through the online form.