**GUIDELINES FOR FILLING IN THE FORM
SUBMIT YOUR IDEA!**

1) Title, description of the proposed project and inspiring motivations.

In this section, briefly illustrate the innovative project including the reasons that encouraged the proposer to structure and present their creative idea to CYF.

2) Project Partners: have Universities, Research Bodies, Schools or other subjects been involved?

The proposer is invited to point out if the project he is presenting is already included in a network of contacts useful for its promotion in the reference market or with potential partners / supporters, who in various ways may contribute to the realization of the proposal.

3) Objective of the project: which innovative solutions will it offer?

a. The design components must be illustrated in this section, in terms of:
    i. the technological innovation or new way of using existing technologies;
    ii. process innovation: in this case illustrate which process in particular (a production process, or an organizational process, or a management process, or finally a communication process) is involved / innovated by the project.
b. Report in this section also the intermediate and/or final outputs expected from the realization of the project (for example a study, a research, an industrial prototype, an event, etc.).

4) Methods of realization, competitive advantages, reference market and competitors.

The proposer is invited to provide information on:
a) how will the project proposal be carried out, highlighting the division of activities among the stakeholders involved in the project (*Who does what*);

b) the competitive advantages of the project presented, compared to similar proposals already on the market;
c) the type of market which the project is oriented to, with the possible identification of the extent of the potential market;
d) any competing realities: the proposer must show here if research has already been carried out in order to identify the existence of competitors and eventually show who they are.

5) Forecast regarding goods, financial resources, skills and time needed, through a summary work plan.

In this section it is requested to highlight the overall of "resources" which, in various ways, contribute to the realization of the project. The proposer is therefore invited to outline a work plan divided into phases. For each phase indicate:
a) necessary material goods;
b) financial resources (specifying any share of direct joint investment that is foreseen);
c) the necessary skills useful for the realization of one or more project phases;
d) the times assumed for the realization of each phase.

6) Is the project conceived with criteria consistent with the circular economy model and/or with the concept of sustainability?

Given that:
1) a circular economic system is based on sustainable solutions (renewable, reusable and recyclable) and on the circular use of assets which provides for the maximization of use and their enhancement;
2) by sustainability, here we mean the ability to produce long lasting benefits both for the direct beneficiaries and for the community as a whole.

In this section, the Foundation asks the proposer to illustrate the points of compliance of its proposal with the concepts mentioned above.

7) What level of reproducibility / transferability does the project have?

This question is aimed at investigating the level of reproducibility and / or transferability of the project. The proposer is therefore invited to briefly illustrate:
- the possibility of replicating the proposal in similar contexts and/or for solving similar problems to those that gave rise to the proposal;
- the possibility of replicating the proposal in different contexts or to solve problems other than those that gave rise to the proposal.

8) Please indicate what you expect from CYF in order to support your project.

Each innovative project needs to be supported with tools of different kind (financial support, help in identifying partners, support for participation in calls for tenders or similar, identification of operational spaces, finding technical-expert skills and more).
In this section the candidate can express in which areas they would like to have support from the CYF.