

APPLICATION GUIDELINES

Educational Institutions

The objective of this document is to provide guidelines to applicants for development of their proposals for the setting up of Educational Institutions, Labs or Centers focusing on the ICT (Information and Communication Technology) sector in the UAE.

In addition to the requirements within this document, the applicant may also provide any additional information that would further support the application.

The application will be screened for eligibility (applicant status, nationality requirements, etc.) and then evaluated across the different components – applicant details, technical proposal and commercial proposal. Evaluation criteria will include applicant qualifications, technical feasibility, alignment of commercial proposal with technical proposal, among others.

The ICT Fund reserves the right to request for any clarification on the submitted information or seek any additional information. The ICT Fund also reserves the right to summarily reject an application for funding without assigning any reason whatsoever.

1. EXECUTIVE SUMMARY



Large empty rectangular area for form content.



Large empty rectangular area for form content.



2. APPLICANT DETAILS

PLEASE COMPLETE USING CAPITALS

Applicant No: _____ (for office use)

2.1 Lead Applicant Name			
2.2 Address			
Postcode		Country	
Tel. No.		Fax No.	
Email		Website	
<p>2.3 For Companies, please provide:</p> <ul style="list-style-type: none"> • Company Registration No. and Date • Registration documents and copies of Articles of Association/Memorandum of Association • Details of owners/promoters/shareholders and respective funding/shareholding • Details of Board of Directors and Senior Management and Financial Statements for the past 5 years (if available) 			

Empty rectangular area for content.

**2.4 For Consortiums/Partnerships:
Please provide details of Memorandum of Understanding (MoU)/Partnership Agreement between members**

Empty rectangular area for content.

2.5 Proof of UAE representation (extent and form of participation of UAE nationals/companies)

Empty rectangular area for content.



Blank area for document content.

2.6 Qualifications of the applicant to establish/operate an Educational Institution

Blank area for document content.



3. TECHNICAL PROPOSAL

A – TECHNICAL BACKGROUND INFORMATION ON THE INSTITUTION

3.1 Past management experience
3.2 Subject areas, courses and curricular descriptions
3.3 Faculty capabilities and detailed profiles



[Empty form area]

3.4 Organization details (departments, faculty details etc)

[Empty form area]

3.5 Industry collaboration/plans

[Empty form area]



3.6 Student selection, assessment, mentoring and placement systems & processes

B – DETAILS OF RELEVANT ASSETS/RESOURCES

3.7 Committed third party support (if applicable)



Blank area for content.

3.8 Premises, equipment, experts, partnerships, agreements, etc.

Blank area for content.



Large empty rectangular area for form content.



C – CAPABILITY OF THE INSTITUTION

3.9 Student strength

Empty text area for section 3.9

3.10 Faculty strength (Senior and Junior academicians)

Empty text area for section 3.10

3.11 Faculty to student ratios

Empty text area for section 3.11



Empty text area for section 3.12.

3.12 Practical training infrastructure (rooms, laboratories, technical infrastructure etc)

Empty text area for section 3.12.

D – FEASIBILITY

3.13 Management's views on alignment of capacity and capability with institution's requirements and plans, along with justifications

Empty text area for section 3.13.



[Empty form area]

3.14 Management's views on alignment of course content with market/industry requirements

[Empty form area]



E – KEY PERFORMANCE INDICATORS (KPIs)

3.15 Proposed KPIs to measure the success of the institution

Empty area for proposed KPIs to measure the success of the institution.



4. COMMERCIAL PROPOSAL

A – MARKETING AND PROMOTION PLANS

B – FIVE-YEAR PROJECTIONS

4.1 Revenue model (including student fees) with student intake plans
4.2 Infrastructure and other resource cost estimates



Blank area for content.

4.3 Human Resources cost estimates

Blank area for content.

4.4 Technology cost estimates

Blank area for content.



Blank area for content.

4.5 Other costs

Blank area for content.

4.6 Detailed expenditure plan

Blank area for content.



C – INSTITUTION FINANCIAL STATEMENTS AND PROJECTIONS
(past 5 years if available and next 5 years) – Balance Sheet, Income Statement, Cash Flow Statement

D – DETAILED RELATED FUNDING PLAN (including future years)

E – CONTRIBUTION TO THE ICT FUND, IF ANY, IN THE FUTURE

CHECKLIST

Please ensure you have attached the following documentation:

- In case of companies, details of owners / promoters / shareholders along with registration documents and copies of Articles of Association / Memorandum of Association
- In case of companies, details of Board of Directors and Senior Management and Financial Statements for the past 5 years (if available)



- In case of consortiums/Partnerships, details of Memorandum of Understanding (MoU)/Partnership Agreement between members
- Proof of UAE representation (extent and form of participation of UAE nationals/companies)
- Technical background information on the institution: Past management experience; Subject areas, courses and curricular descriptions; Faculty capabilities and detailed profiles; Organization details (departments, faculty details etc); Adequate industry collaboration/plans to ensure industry participation; Student selection, assessment, mentoring and placement systems & processes
- Details of relevant assets/resources: Committed third party support (if applicable); Premises, equipment, experts, partnerships, agreements, etc.
- Marketing and promotion plans
- Five-year projections: Revenue model (including student fees) with student intake plans; Infrastructure and other resource cost estimates; Human Resources cost estimates; Technology cost estimates; Other costs, Detailed expenditure plans
- Institution financial statements and projections (past 5 years if available and next 5 years) – Balance Sheet, Income Statement, Cash Flow Statement
- Detailed related funding plan (including future years)

5. UNDERTAKING

I, _____, hereby declare that:

- I am duly authorized to sign this application
- The information and documents provided for this application is complete, true and accurate and no material details with potential adverse effects for this application has been withheld and that it is an offence to provide false or misleading information
- Once I am granted with the funding, I understand and agree that any output of the project will be primarily utilized for the development of the UAE ICT sector

Signature: _____

Name: _____

Date: _____



مندوق تطوير قطاع الاتصالات وتقنية المعلومات
Information & Communication Technology Fund



FORM NO. APP 04

OFFICE USE ONLY

