



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

Atal Innovation Mission  
NITI Aayog  
Government of India

*June 2020*

## **GUIDELINES FOR SETTING UP OF ATAL COMMUNITY INNOVATION CENTRES**

### **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 are required to give shape into proof of concept, pre-prototype and prototype, having the potential to be transformed into a Minimum Viable Product for the benefit of society and 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 regions or having potential to build innovation ecosystems 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 building and leveraging an innovation ecosystem for the benefit of the local communities
- Design innovative solutions for societal challenges of regional communities
- 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 innovative solutions for the communities in and around the Atal Community Innovation Centers. In order to meet this purpose, the program offers enabling freedom to come up with innovative solutions under this 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 Community Tinkering lab facilities in the Community Innovation Center
- 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 and identifying innovation challenges
- 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 in Tier-2, Tier3 cities
- 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"> <li>• UGC and AICTE affiliated Universities / Colleges</li> <li>• Educational Institutions like ITIs &amp; other technical diploma colleges</li> </ul>	<ul style="list-style-type: none"> <li>• Voluntary and other organizations having good experience and exposure in awareness and promotion of Science and Technology in the country</li> </ul>

### 4.0 Expected Functional outcomes of the ACIC:

- Build capacity of potential innovators through community engagements 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 to Startups / Innovators supporting them in their sustainability.
- ACIC should be sustainable within 5 years of operation. Sustainability means that the cash flow statements for the first 5 years of operations should show adequate surplus which can be used to fund the operations of the ACIC in the 6th year onwards after the duration of AIM, NITI Aayog funds disbursements.
- 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 skill development, prototyping facilities, test beds through the integrated Community Tinkering Labs in the Atal Community Innovation Center
- Facilitate access to customers, markets, and pilot implementation for the ACIC developed innovative 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 applicants of the ACIC program must have a minimum of 3 years of existence on the last date of the call for application which shall be the cutoff date for all the eligibility conditions.
3. All applicants will have to set up a Special Purpose Vehicle (SPV), a not-for-profit Company under Section 8 of the Companies Act, 2013. If an applicant is unable to set up the SPV due to the nature of the organization or due to an existing SPV within the host organization then they may reach out to AIM and AIM has the discretion to provide the host applicant with an alternate solution for hosting the ACIC within the host applicant or through the already existing SPV itself. In either case the ACIC and the host applicant will have to abide by the guidelines and rules set by AIM. The applicant will have to maintain separate books of accounts under not-for-profit to manage the Grant-in-Aid for the project.
  - Further, if the applicant, that gets short-listed for setting up an ACIC, is governmental in nature, it will have the option of accepting the Grants-in-aid in a dedicated third party auditable account, if it is unable to incorporate a majority owned SPV and with suitable justifications to AIM and approval for the same from AIM.

- If the applicant, that gets short-listed for setting up an ACIC, is non-governmental in nature, it is required to incorporate a separate SPV to implement the ACIC mandatorily.
  - However, if any applicant, whether private or government, has an existing legal entity for exclusively operating a business incubator or a pre-incubation then the requirement for creating a separate SPV may be waived off and this existing legal entity can be used as the ACIC and may receive the grant. However, it may please be noted that the objectives, purpose, and operations of the ACIC should be distinct and not an extension of the current incubator.
  - It is clarified that AIM retains the complete right at its discretion to require any ACIC applicant to form an SPV for implementing the ACIC.
4. All applicants will have to adhere to the financial regularities and norms as prescribed in General Financial Rules (GFRs) orders of the Government of India.
  5. ACICs can receive funds from non-government institutions to fetch capital expenditure, operational support, infrastructure expansion, seed capital and to build the corpus of SPV for managing the operations of ACIC in delivering the objectives as defined under the program.
  6. Under the program, the applicants must have at-least 51 percent or more holding in the SPV. In case of foreign funding, the ACICs must adhere to the guidelines prescribed by the Government of India and ensure GFR compliance. Wherever foreign funds are envisaged, necessary clearance from MEA/MHA must be obtained.
  7. For promotion of innovation in the 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 utilized for the objectives defined in the program guidelines including the Community Tinkering Labs being set up as an integral part of the Atal Community Innovation Center
  8. The primary focus of the ACIC will be on nurturing ideas helping them transform into minimum usable prototypes / minimum viable product innovations (covering Ideation stage to Prototype / Product Development of the Innovation Cycle)
  9. An ACIC can be sector agnostic but will have the freedom to develop their expertise in specific sectors / domains over medium to long term.
  10. There will be increased focus on the needs of the community, hence promotion and development of such innovations that align with national socio-economic development priorities will be of utmost importance
  11. ACIC will provide a “Community Tinkering Lab” with emerging technologies like 3D printers, Robotics, IOT, miniaturized electronics, some modern mechanical tools DIY kits to encourage development of a problem solving innovative mindset in students from local schools, ITIs, universities and to develop innovations supported by Design Thinking Modules to serve the society enabling cross community learnings.
  12. Regular Training Programs on Evolving Technologies will be organized throughout the year to build basic contemporary skills which are prerequisite to innovation

13. As there is 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 ATIs and AICs will become the pillar of the functional operations in an ACIC.
14. ACICs may sign an agreement with the Funding Partner(s) for explicitly defining their obligations and support to ensure smooth running of the ACIC.
15. ACIC will be encouraged to separately design and propose the innovation boosting programs to enable their revenue generation and sustainability.
- 16. It is clarified that AIM retains the right at its discretion to require any ACIC applicant to form an SPV for implementing the ACIC.**

## 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 the 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 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 over and above the project cost as infrastructure or any additional operational requirement that may arise as a need with respect to the business plan submitted. 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 table below gives a tentative breakup of the funding pattern of the ACIC.

Maximum support from AIM will be	Source of fund	Support	Matching or greater contribution from funding
	Grant from AIM	<b>Up to 50 % of project cost</b>	

2.5 crores, released in tranches over 5 years	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)	partner(s)*/applicant  *PPP / Private or Corporate funding mode as well
---	---	---	---

#### 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 submission of all compliance documents, execution of Memorandum of Agreement, submission of bond by the SPV and fulfillment of 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 institutions 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.
- Innovation funding to a ACIC challenge based innovation, within the specified limits of AIM Grant in Aid will need a prior matching contribution from the Applicant and can be raised through Applicant Partners / Angel Investors / Venture Capitalists etc. and/or any other non governmental sources by the Applicant. Innovation funding beyond the AIM Grant in aid limits can be raised through any legal sources including CSR contributions.
- Seed funding will not be a part of AIM Grant-in-Aid and will be over and above the project cost and can be raised through Angel Investors /Venture Capitalists etc. and/or any other government sources



**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. To assure sustainability of the ACIC for the period of 5 years, all non-government applicants (private academic or private institutions) must show documented evidence of profitable operations over past 3 years prior to the date of submission of the application

**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) and shall be in adherence with the below mentioned table.

<b>Particulars</b>	<b>Maximum Expenditure percentage of AIM Grant-in-Aid</b>
Capital Expenditure	Maximum of 18%
Workforce and Salaries	Maximum of 20%
Core Activities of ACIC (Awareness Events, Workshops, Ideations, Hackathons, Fellowship etc.)	Maximum of 56%
Utility & Maintenance, Domestic Travel, Miscellaneous etc.	Maximum of 6%

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

- Cost of purchasing or 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
- Monetization 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. This means that the civil works must be complete and doors and windows, railings for the staircase, lifts, fire safety/firefighting, air- conditioning, lighting etc. should already be in place. This space should not include terraces, gardens, parking spaces or other similar areas that are not core to the ACIC.

- In case of self-owned space, which is under bank loan, EMIs cannot 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 leased space, the lease period should be for a minimum of 9 years, additionally the rentals paid towards hiring of the leased space which are being paid to a third party (who is not related to the host institution or the SPV in any manner) against a lease agreement which is already in existence cannot be considered towards the project cost and the same cannot be claimed from PPP Grant-in-Aid support. In case of 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, this is to be done three months in prior to the change in the location.
- Prior to sanction of the grant-in-aid, the documents of ownership of the space / lease agreements shall be verified.
- ACIC should give a formal letter of undertaking stating that the ACIC Applicant and name of the owner(s) of the leased space do not figure in the list of bank defaulters which is declared by \_\_\_\_\_ the \_\_\_\_\_ banks periodically (<http://www.mca.gov.in/MinistryV2/defaulterdirectorslist.html>), and they do not have any pre-existing legal case or formal complaints registered against them which may hamper operations of ACIC. If they do, the same should be voluntarily declared during due diligence to AIM through an undertaking, and it is upto the discretion of AIM to make suitable decisions regarding grant-in-aid support on the same.

**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](http://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 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 sign 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 periodically or even interim evaluation can be done for every ACIC in case of any lapses/discrepancies in operations/goals and deliverables of the ACIC. The authorized AIM Working committee of the ACIC shall review the activities carried out under the proposed budget plan versus the actual physical and financial performance. It may also involve internal audits and annual 3<sup>rd</sup> 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 authorized entities nominated by AIM and partner entities which have adopted the ACIC.

**10.3** AIM will constitute an authorize Working committee consisting of necessary government representatives and expert(s) to conduct performance assessment of the ACIC and provide recommendations for the release of the next tranche of Grant-in-Aid. Based on review of ACIC by the AIM Working committee, the ACIC may 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 AIM Working 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.

## **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 innovation 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.

### **Suggestive list of Events/Workshops that can be conducted by ACIC:**

Following is the indicative / suggestive list of events which may be conducted by ACIC to encourage community participation in the innovation ecosystem. The below mentioned list is only a suggestive list and not a mandatory list and the 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 a one week “therapy” session in the form of mentoring so that they can reignite their idea and work on their failures. These can help the local, lesser known startups which are facing problems due to lack of knowledge, strategy, finance or marketing after a promising initial start.
- Prototype demo fairs 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 and guidelines are subject to periodic review in consultation with concerned stakeholders. Any periodic changes made in guidelines shall be bound to all applicants and will be at the discretion of Atal Innovation Mission.**

## 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](mailto: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. The applicant cannot change the host entity / grantee once the application has been submitted. Such applicants need to re-apply in the next application cycle.
9. AIM's decision will be final and no explanation or justification for any aspect of the selection process needs to be given.
10. Applicants shall bear all costs associated with the preparation and submission of their applications, and their participation in the selection process.
11. The applicant would need to set up an SPV 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 2 months (if not extended) from the date of Approval Letter from the AIM Directorate to release the funds to the SPV.
12. All grantee institutions except government institutions are required to execute a signed Bond before any grants-in-aid are released to them.
13. AIM strongly discourages engagement of consultants / external agencies on a paid basis for preparation and submission of the application.
14. 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.
15. In case of any dispute, the same shall be subject to the jurisdiction of the court in Delhi.

16. 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

17. List of documents to be submitted within 3 months from the date of the approval letter unless otherwise extended by AIM for compliance and due diligence before the formal selection of the ACIC for release of first tranche (as applicable):

1. Copy of the Registration Certificate and MoA of Special Purpose Vehicle created for establishing the Atal Community Innovation Centre (ACIC)
2. Two copies Memorandum of Agreement (includes Budget and Goals & Deliverables as Annexures) and one original copy of Bond (on Rs. 100 non-judicial stamp paper) signed and stamped by the ACIC Applicant/ SPV.
3. Registration details including Public Financial Management System (PFMS) document of the new bank account created for the AIM Grant-in-Aid for the registration of ACIC on the PFMS portal.
4. 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 etc. along with a copy of the balance sheet and ITR for the last three years of the Funding Partner and Host Institution.
5. Proof of availability of at least 4,000 sq. ft ready-to-use space (fully constructed area) along with a copy of the lease deed/ownership documents in favour of the applicant 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 the space for the ACIC beyond the initial lease period. For certain entities including but not limited to, central universities, state universities, etc., AIM at its discretion may accept declarations / undertaking in regard to the availability of space.
6. Proof of availability of matching contribution equivalent to the first tranche in the bank account of ACIC Applicant/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.
7. CV/ Resume of Proposed Centre In Charge



8. List of equipment for makerspace, fab lab, sector specific lab etc.

Please note that if the applicant is setting up an SPV for the implementation of the ACIC then all these documents shall pertain to the SPV and not the applicant.

## **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 utilization.
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 finalization 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 a 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 90 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 Center in charge with desired domain and management expertise and other core team/supporting staff for its successful operations within **30 days** from the date of receipt of AIM Grant in Aid funds. The applicant will have full freedom to decide the composition, recruitment and compensation of the Center in charge 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 recommended for every ACIC to have one or more of their representatives 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 ensure 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) Utilization 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. The ACIC shall submit separate UCs for Grant-in-Aid and Bridging Cost / Matching Contribution. Interest earned by the Applicant on the instalment received in the form of tranches by the Applicant would have to be remitted back to the Government of India by means of an Account Payee Demand Draft drawn in favour of Drawing and Disbursing Officer, NITI Aayog, payable at New Delhi and only post this the subsequent tranches can be disbursed. 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.
  17. The operations of the ACIC will be reviewed bi-annually/annually 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 the disbursement schedule for each subsequent year will be based on satisfactory performance and

- the approval of the AIM established ACIC Monitoring Committee.
18. The brand name ACIC may also be withdrawn in case of non-performance.
  19. 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.
  20. 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.
  21. 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.
  22. In case an ACIC for any reason wishes to wind up its activities in less than 5 years, 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 with the written approval of AIM, NITI Aayog as per the established procedures / regulations for winding up. Also, in such an event the ACIC will be expected to return the entire amount as grant-in-aid 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.
  23. 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.
  24. The applicant will need to be in compliance with and not do anything in contravention of the General Financial Rules, 2017 (or the relevant corresponding rules if the General Financial Rules are updated at any point during the term). It is the applicant's responsibility to ensure compliance with the General Financial Rules, 2017 (or the relevant corresponding financial rules if the General Financial Rules are updated at any point during the term).
  25. As per General Financial Rules 2017, the accounts of all Grantee Institutions or Organizations 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 Organization 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.

Any waiver to the terms, conditions, and clauses of the ACIC guidelines and its Annexures will need to be approved by the competent authority at Atal Innovation Mission, NITI Aayog.

## 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 / organization] 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"> <li>• Submission of mandatory documents</li> <li>• Location of Innovation centre space (sq ft) (Minimum area required)</li> <li>• In reference to the policy/ACIC guidelines, commitment of matching funding / Funding partner's acceptance to support the ACIC.</li> </ul>
Startup Centre Site and support system	<ul style="list-style-type: none"> <li>• Proximity to business centres, local industry</li> <li>• Availability / commitment to create resources (library, computing &amp; communication facilities, conferencing facilities etc.)</li> <li>• Sectors &amp; Regions in Focus (More points to underserved, backward sectors and regions)</li> </ul>
Parameters (related to the host institution, both academic / research and non-academic)	<ul style="list-style-type: none"> <li>• Academic / Research Institutions <ul style="list-style-type: none"> <li>○ Number of technologies developed / deployed by the host institution</li> <li>○ Number of research publication / patent filing by faculty members with / without PhD / Non-Ph.D.</li> <li>○ Number of patents granted filed / granted</li> <li>○ Prior experience of the institution in promotion of novel ideas, innovation and entrepreneurship</li> </ul> </li> <li>• Voluntary Organisation/Others <ul style="list-style-type: none"> <li>○ Prior experience in the area of innovation and entrepreneurship</li> <li>○ Activities towards awareness &amp; promotion of Innovative Ideas</li> <li>○ Achievements in the field of community development</li> <li>○ Targeted regions and sectors in focus (previous work)</li> </ul> </li> </ul>

<p>Proposed ACIC related indicators</p>	<ul style="list-style-type: none"> <li>● Overall strengths and weakness of the proposed business plan as well as the action plans for implementation of the ACIC</li> <li>● Goals and Deliverables <ul style="list-style-type: none"> <li>○ Outreach Events including number of events organised for community to promote their involvement in entrepreneurship and innovation</li> <li>○ Ideathons on addressing local issues / needs of the community</li> <li>○ Capacity Building Programs</li> <li>○ Number of Startups/Innovators to be admitted (physically / virtually)</li> <li>○ Number of Startups/Innovators expected to be graduated / exited (year wise timeline)</li> <li>○ Number of new products/technologies/innovations to be deployed / commercialised</li> <li>○ Fundraising events (year wise)</li> <li>○ Number of mentors to be available</li> <li>○ Number of corporate partners / collaborations</li> <li>○ Number of Academic Partnerships</li> <li>○ Number of women / economically weaker sections led startups to be supported</li> <li>○ Amount of seed funding to be leveraged</li> <li>○ Number of IPs to be generated</li> </ul> </li> <li>● Business Consulting <ul style="list-style-type: none"> <li>○ Advisory and Support Services</li> <li>○ Linkages to improve the efficacy.</li> <li>○ Number and diversity of partners proposed.</li> </ul> </li> <li>● Credentials of the Managing Team <ul style="list-style-type: none"> <li>○ Experience / Credentials of Full-time Managing Team (Board, CEO and other officials)</li> </ul> </li> <li>● Financial Plan organising the various activities and programs which are offering sustainability to their operations.</li> <li>● Usage of the Grant-in-Aid (Efficient and outcome oriented utilisation of fund expected)</li> </ul>
---	---

Contribution of the applicant and partnership of the ACIC with private/public sector corporates	<ul style="list-style-type: none"><li>• Contribution of the corporate partner of ACIC</li><li>• Contribution of the host institution</li><li>• Share of the contribution of the host institution / funding partner in overall project cost.</li></ul>
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\*:

L

L

L

State (Dropdown)\* District (Dropdown)\*

Pin code\*  Only Numeric (6 digits)

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)

- Proposed floor area for setting up ACIC (in sq. ft.)\* [Numbers Only]
- 'Upload the map'\*- Map should be in pdf format only (up to 2 MB)
- Date of Availability\* (In this format: DD-MM-YYYY)
- Rented/Owned\* (check Box)

#### 1. If Rented

- Agreement for how many year(s)\*: [Only numeric]
- Monthly Rent Paid (In thousand rupees)\*: [Only numeric]

#### 2. If Owned

- Loan Free (Y/N)
  - 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 \*:

<input type="checkbox"/> 0 <input type="checkbox"/> 1-5 <input type="checkbox"/> 6-24 <input type="checkbox"/> 25 or more Startups / Ideas supportedS. 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)\*

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Tier 2                  | <input type="checkbox"/> Tier 3                | <input type="checkbox"/> Underserved / Unserved region of Metro / Tier I city |
| <input type="checkbox"/> Smart Cities            | <input type="checkbox"/> Aspirational District | <input type="checkbox"/> Rural  |
| <input type="checkbox"/> Tribal Areas            | <input type="checkbox"/> City in J&K           | <input type="checkbox"/> North East   |
| <input type="checkbox"/> 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) \*  
☐ 50%                      ☐ 50-60%                      ☐ 60-70%                      ☐ 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 Govern- ment	Grant received during the year			Total Available funds (1+2- 3+4)	Expenditure incurred	Closing Balances (5-6)
1	2	3	4			5	6	7
			Sanction No. (i)	Date (ii)	Amount (iii)			

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  
Organisation (Head of the Finance)

Head of the

(Strike out inapplicable terms)

## ANNEXURE VII

<b>A. Executive Summary</b>
<b>B. Strategy and business model</b>
<ol style="list-style-type: none"> <li>1. Core strength(s) of the applicant that it will leverage for ACIC</li> <li>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)</li> <li>3. Describe the plan to involve communities in innovation and entrepreneurial activities (250 words max)</li> <li>4. List focus areas / sectors (Annexure III) for the project and rationale to choose them</li> <li>5. List infrastructure (Space, conference/meeting room, cafeteria, lab space, furniture, computers, utilities etc) and services (IT, technical, legal, financial) to be provided</li> <li>6. Provide a proposed PERT chart of operational programme year wise for 5 years</li> <li>7. Provide details of marketing strategy and support</li> <li>8. Provide action plan to meet business support services</li> <li>9. Outline mentoring, counselling and training efforts</li> <li>10. Provide details of previous products/innovations developed and deployed (if any)</li> <li>11. Financial Sustainability and revenue generation model</li> <li>12. Proposed plan for use of grant-in-aid (please see guidelines carefully)</li> <li>13. Detailed Budget Plan (in the format provided in Annexure VIII)</li> <li>14. Describe the proposed collaborations with industries / academia / others and how these partnerships will help ACIC and the community</li> <li>15. Describe the feasibility of attainment of various goals and deliverables (for 5 years) submitted as part of the application process</li> </ol>
<b>C. Legal status of the entity (the SPV / proposed ACIC) and its governance policies</b>
<ol style="list-style-type: none"> <li>1. Legal status of the entity</li> <li>2. Proposed team, board members and governance structure</li> <li>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.</li> <li>4. Plans to appoint the CEO and management team to ensure smooth running of the Innovation Centre.</li> </ol>

*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)

## ANNEXURE VIII

## 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\*) :**[illegible]

[illegible]



[illegible]

2	Revenue Stream 2								
3	Add more rows as required								
	Total D		0	0	0	0	0	0	
	Total C+D		0	0	0	0	0	0	
F.	Projected Surplus/Deficit, if any = (D) - (A+B)		0	0	0	0	0	0	
	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 Stam

**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 Centre  
.....Name....., located at  
.....Address..... 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 Centre  
.....Name....., located at  
.....Address..... 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 Centre  
.....Name....., located at  
.....Address..... comes under .....Name 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 Centre  
.....Name....., located at  
.....Address..... 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 City .....Name 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

## ANNEXURE X

**Format of the MoA to be signed with the applicant if the ACIC is implemented through an SPV, in case of selection of the applicant**

### Memorandum of Agreement

This MEMORANDUM OF AGREEMENT (“MoA”) is entered on this ..... Day of ..... (Month) ..... (Year) and between:

- i. .... (Name of the Promoter / Host Institution), established and existing under the laws of India with its registered ..... address ..... at ..... (hereinafter referred to as “the Promoter / Host Institution”) together with ..... (Name of the SPV) (hereinafter referred to as “the SPV”), established as per the Companies Act with its registered office at ..... (hereinafter referred to as the first parties) for setting up and operation of the Atal Community Innovation Centre (ACIC).

AND

- ii. The think tank of Government of India (“GOI”), NITI Aayog (hereinafter referred to as “NITI AAYOG”), Sansad Marg, New Delhi – 110001 (hereinafter referred to as the second party)

WHEREAS NITI Aayog, GOI under the Atal Innovation Mission (hereinafter referred to as “AIM”), has taken up an initiative to provide financial support in the form of Grant-in-Aid to selected academic and non-academic institutions for establishment of Atal Community Innovation Centre (“ACIC”) in India to engage the community at large in innovation and entrepreneurial activities.

WHEREAS the Promoter / Host Institution has been selected by AIM, NITI Aayog for establishing and operating the ACIC through a rigorous selection process.

WHEREAS the Promoter / Host Institution shall contribute towards the setting up of the ACIC in kind or through monetary contribution, and must arrange matching funding support to that provided by AIM, NITI Aayog through partnership with private persons such as corporate houses, as well as Central / State public sector undertakings and other such organisation(s).

The Promoter / Host Institution is required to set up the SPV for establishment of the Atal Community Innovation Centre (ACIC) in accordance with the conditions set out by NITI Aayog for this purpose. The Promoter/Host Institution jointly with the SPV and NITI Aayog, Government of India have decided to enter into this MoA. The MoA is setting out the working arrangement, that each party agrees with and is necessary for achieving the objectives of this initiative of Government of India, as under:

## ARTICLE 1: Background and Purpose

### 1.1 Background of Atal Innovation Mission

Government of India has established AIM, at NITI Aayog to promote a culture of innovation and entrepreneurship in the country. The mission subsumes the Self-Employment and Talent Utilization (SETU) programme announced by the GOI.

The objective is to provide a platform for the promotion of world-class innovation hubs, grand innovation challenges, start-up businesses and other self-employment activities, particularly in technology driven areas. The AIM has two core functions:

- a. Entrepreneurship promotion:** Wherein innovators would be supported and mentored to become successful entrepreneurs at Incubation Centres and Atal Tinkering Laboratories.
- b. Innovation promotion:** to provide a platform where innovative ideas are generated and supported to develop innovative technological solutions.

### 1.2 Setting up of ACIC

With a view to promote entrepreneurship and innovation in the country, NITI Aayog has taken up an initiative under AIM, to establish ACIC. As a part of this initiative, NITI Aayog will provide financial support to selected academic and non-academic institutes and organizations across the Tier-2, Tier-3 cities, tribal areas, rural areas, Aspirational Districts, North East (NE) region and the cities of Jammu and Kashmir (J&K) and Ladakh, Smart Cities identified by Government of India and the unserved/underserved areas of Tier-1 / Metro cities to set up the ACIC; providing them a conducive environment, infrastructure facilities and other value-added services in an equitable fashion.

### 1.3 Background of the Promoter / Host Institution

.....  
 .....  
 .....  
 .....  
 .....  
 .....

### 1.4 Background of the SPV

[Write 4-5 lines about the SPV here]

.....  
 .....  
 .....  
 .....  
 .....

## **1.5 Purpose of the Grant-in-Aid**

AIM, NITI Aayog shall provide the Grant-in-Aid to the SPV to set up the ACIC that would provide incubation facilities with suitable infrastructure in terms of capital equipment and operating facilities, coupled with the availability of sectoral experts for high quality mentoring to nurture the community level innovative ideas, helping them transform into minimum usable prototype (covering ideation stage to prototype development of the innovation cycle) with an increased focus on the needs of the community; thereby promoting development of such innovations that align with national socio-economic development priorities.

The ACIC set up by the SPV should have competent team members who understand the innovation and startup ecosystem and have the ability to successfully guide the innovators and startups at a very early stage; infrastructure such as incubation space, meeting rooms, conferencing space and facilities; tech support such as sector specific labs and workshops that have tools and equipment; seed funding support; other support services such as protection and registration of intellectual property rights or any use of others' intellectual property to innovate novel and useful solutions which have commercial applicability, regulatory, legal, market research, etc.; and so on. The ACIC should also conduct outreach initiatives, build a network of mentors, subject matter experts and investors, devise training programs on evolving technologies and such other activities that help communities in effecting transformative changes for societal welfare.

### **ARTICLE 2: Areas of collaboration**

The Promoter / Host Institution together with the SPV and AIM, NITI Aayog are collaborating to set up the ACIC with the objective to nurture innovators to ideate in areas of societal importance such as agriculture, biotechnology, health, education, energy, environment, manufacturing, housing, transport, etc., providing opportunities to innovate, and design unique and incentivized solutions for everyone with a special focus on women and economically weaker sections of the society.

### **ARTICLE 3: Duration**

This MoA shall be valid initially for a period of six years from the date of signing by all the Parties.

### **ARTICLE 4: TERMS**

#### **4.1 Responsibilities of the Promoter / Host Institution**

The Promoter / Host Institution shall be responsible for the following:

- i. The Promoter / Host Institution shall be responsible for setting up a Special Purpose Vehicle (SPV), which will be a not-for-profit Company under Section 8 of the Companies Act, 2013, for the purpose of establishing the ACIC.
- ii. The Promoter / Host Institution shall be responsible for proper utilization of the funds provided by NITI Aayog for establishment of the ACIC to support and encourage the

innovators as well as provide them with necessary infrastructure, facilities and other value-added services.

- iii. Providing at least 4,000 sq. ft. of net usable carpet area for the exclusive use of the ACIC.
- iv. In case of renting of the required space for ACIC, the lease period should be for a minimum of 9 years for companies and individuals with the requisite lease deed registered as per law.
- v. The Promoter / Host Institution will ensure the appointment of a dedicated full time Centre-in-Charge 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 the first tranche.
  - i. The profile of the short-listed candidate(s) for the Centre-in-Charge position should be submitted to AIM. The Centre-in-Charge and the rest of the ACIC team has to be in place and engaged on a full-time basis within 30 days of receiving the Grant.
  - ii. The Centre-in-Charge should have experience as an entrepreneur or in the startup ecosystem and have a strong understanding of starting companies, early stage investments, raising funds, technology and incubation. S/he should be a dynamic changemaker dedicated to the ACIC who has the enthusiasm and energy required to do the leg work that this position requires.
  - iii. The Centre-in-Charge of the ACIC is required to be hired on a full-time basis. In case where the applicants are academic institutions / R&D labs, no in-house faculty members / scientists / researchers can be appointed the CEOs, if they are not full time and they continue to take lectures / deliver their regular duties as faculty / scientists.
  - iv. If any blood relatives or related individuals by law of any director(s) or management officials of the applicant institution / officials / external consultant are appointed as Centre-in-Charge / Incubation Manager or any other key role in the ACIC (whether part-time or full-time at the ACIC), the same needs to be declared to AIM prior to such appointment.
- vi. The Promoter / Host Institution will have full freedom to decide the composition of the ACIC team, the recruitment procedure of the team and the compensation to be paid to the Centre-in-Charge as well as the management team of the ACIC. The ACIC shall begin its operations within 30 days from the date of release of the first tranche by the NITI Aayog to the Promoter/Host Institution.
- vii. The Promoter / Host Institution will provide proof of availability of matching contribution of the particular tranche in the bank account of SPV prior to release of the first tranche of Grant-in-Aid by the NITI Aayog in favour of the Promoter / Host Institution.
- viii. The Promoter / Host Institution will provide an audited statement proof of financial closure for the last three years to AIM, NITI Aayog.

- ix. It will be the responsibility of the Promoter/Host Institution to bridge the gap between the project cost and the Grant-in-aid from AIM, NITI Aayog to ensure that all the facilities as per the scope envisaged, are established in the ACIC to make it fully functional.

#### **4.2 Responsibilities of the SPV**

4.2.1 All funds to the SPV by the NITI Aayog and the Host Institution / Promoter shall be utilised only for the purposes of setting up and operating the ACIC and will not be diverted for any other purpose.

4.2.2 The SPV shall be responsible for proper utilization of the funds provided by NITI Aayog and raised from any other partners (funding partner) for establishment of the ACIC. The funds should be utilized only to support and encourage the innovators as well as provide them with necessary infrastructure, facilities and other value-added services.

4.2.3 The Promoter / Host Institution shall carry out all the activities of the ACIC in compliance with the laws of the land, in an ethical manner, with all the regulatory and statutory requirements being adhered to.

#### **4.2.4 Maintenance of Assets of the ACIC**

- i. The SPV is expected to undertake reasonable care and due maintenance of the assets of ACIC (both from the financial support from NITI Aayog and the counterpart support by the funding partner/ partners).
- ii. The SPV should adequately insure these assets against any loss or damage caused due to accidents, terrorist attacks or natural calamities, to the extent possible. If possible, the assets should be reinstated through insurance.
- iii. All the assets of the ACIC from the Grant-in-Aid, the Promoter / Host Institution and the funding partners, including those maintained and promoted from the grant shall be installed in the premises of the ACIC and not in any other department/division of the Promoter / Host Institution.
- iv. All the assets acquired or created for the purpose of ACIC including the land and building brought in by the promoter/host institution shall not be disposed off or encumbered or utilized for a purpose other than that of ACIC without the prior written permission of the NITI Aayog. The SPV understands and agrees that NITI Aayog reserves the right to terminate future grants and recover the assets created for ACIC without having to approach any judicial, quasi-judicial, or regulatory authority, if it is convinced that the SPV is not utilizing the assets for the objectives of ACIC.

#### **4.2.5 Operational Responsibilities**

- i. It is suggested that the ACIC should be administered by a Governing Body/ Board chaired by the Head of the Promoter / Host Institution. The Governing Body of the ACIC may meet quarterly to review progress of ACIC and provide policy guidelines for the operations of the ACIC. The Promoter / Host Institution should ensure that the operations of the ACIC are in line with the sanctioned proposal and activities are tailored to attain projected

milestones (to be submitted by the Promoter / Host Institution before the release of the first tranche). The Governing Body should ideally provide adequate autonomy and flexibility to the Centre-in-Charge of the ACIC for making speedy & transparent decisions.

- ii. The SPV shall identify and appoint adequate number of team members (technical) for the day to day operations and management of the ACIC. The team should include a full time Centre in- Charge and other members who have the domain knowledge and the expertise required for engaging the community in innovation and entrepreneurial activities and also supporting the innovators / startups at early stages through the grants-in-aid provided by NITI Aayog.
- iii. The SPV will ensure development of domain and management expertise of its core team/supporting staff through training/retraining, starting within six months from the date of release of the grant-in-aid or release of official sanction order, whichever is earlier.
- iv. Any workforce employed by the Promoter / Host Institution will be at its own risk and liability. It is clarified that AIM, NITI Aayog will not have any liability whatsoever towards any such workforce.
- v. The SPV will develop the physical space for the ACIC including but not limited to a co-working space for startups, sector agnostic laboratories, other relevant tools and equipment (including sector specific equipment, if any), meeting rooms, conferencing facilities, IT equipment etc.
- vi. The SPV shall open one separate bank account for the exclusive operations of the ACIC.
- vii. The SPV will evolve a transparent system to involve all the sections of community, particularly women and economically weaker sections. It will also ensure that startups/innovators (including those in line with the thematic areas of specialization of ACIC, if any) are also chosen in a transparent manner for providing support. The startups/innovators would be admitted fulfilling the admission criteria and the ACIC should execute appropriate agreements with them. The residency period and the exit policy may also be defined clearly in the agreement that the ACIC enters into with the selected startups/innovators.
- viii. The SPV will provide the context-appropriate assistance and handholding to startups / innovators to help them create a minimum viable product and transform their ideas into sustainable and scalable enterprises, including but not limited to, business and strategy advice; facilitating access to relevant laboratories and maker's spaces; legal, accounting and intellectual property services and/or support; networking with mentors, vendors, and investors; national and international linkages, etc.

- ix. The SPV shall raise seed funding for startups through external sources. Seed funding support shall not be a part of the total project cost and the AIM Grant-in-aid cannot be used for this purpose. The detailed set of guidelines for seed funding shall be provided separately .
- x. The SPV will adequately promote itself through online and offline channels. The SPV should have a website which should go live within 30 days of the date of release of the first tranche of the grant-in-aid. The website should describe all the facilities and offering that it has for aspiring and recent entrepreneurs / innovators. Subsequently, the details of the innovators / startups and various outreach events etc should also be listed on the website.
- xi. The SPV is required to use the official ACIC logo along with the host institution name as per the template provided by AIM in all its communication/stationery and branding material, whether online or offline, as well as on the display board at the entry gate of the ACIC. The branding guidelines and material will be created and shared by AIM, NITI Aayog on its website.
- xii. In case of any operational disputes or lack of clarity, the decision of the MD, AIM shall be final and binding on the SPV and the Promoter/Host Institution.
- xiii. Within six months of receiving the first tranche of the sanctioned grant-in-aid, the ACIC should be fully functional, inaugurated and operational.

This shall include:

- Centre- in- Charge and the required technical team to provide business mentoring support to the ACIC innovators/startups, should be in place and stabilized
- The labs, if any, should be set up with the technical team required to operate the lab, hired
- The 4,000 sq. ft of space should be furnished and fully functional (ready to use). Proper branding of the ACIC should be done (name board near the entrance)
- The pre-incubation program for the innovators/startups must be in place (i.e. the package that will be offered describing the value-add to innovators, duration, milestones for graduation, engagement model etc.)
- The ACIC should have already conducted at least two promotional / outreach events
- The ACIC must have rolled out its call for applications for admitting innovators and must have enrolled few innovators/startups



AIM retains the unfettered right to require the ACIC to ensure the above in total or any part thereof is fully operational to AIM's satisfaction, no later than 6 months from receiving the grant. If for any reason whatsoever, the above responsibilities of the ACIC are not completed, it will be considered a material breach and AIM may, by giving sixty (60) days' notice for rectification of the material breach, terminate this MoA if said material breach is not rectified within the aforementioned sixty (60) days. Upon termination, the ACIC will be required to return the entire grant amount without any deductions whatsoever including for the avoidance of doubt any utilized amounts of the grant in aid, and including the interest amount earned by the ACIC from the grant.

#### 4.2.6 Monitoring Responsibilities

- i. AIM, NITI Aayog will put in place a progress update and monitoring framework with key performance requirements for SPV/ACIC. The SPV/ACIC shall subscribe itself to the monitoring system and provide updated information on a monthly or quarterly basis as required.
- ii. The SPV/ACIC will be required to demonstrate the impact it has been able to make through the grant-in-aid. The SPV/ACIC will be expected to deliver on the implementation plan as submitted by the SPV/ACIC to AIM, NITI Aayog for every tranche of the grant-in-aid.
- iii. AIM will constitute a monitoring committee to conduct semi-annually or yearly performance assessment of the ACIC and provide recommendations for the release of the next tranche of Grant-in-Aid, in consultation with the funding partner. The monitoring committee will consist of the experts from innovation, startup and community development ecosystems. Based on periodic review of ACIC by the monitoring committee, the ACIC shall be given recommendations to rework on the goals and deliverables to achieve their targets as committed by them before the release of the next tranche of Grant-in-Aid. All the recommendations of the monitoring committee are required to be adhered to by the ACIC and the ACIC should design their future programs in concurrence with the recommendations.
- iv. In the event the SPV fails to make adequate progress in the establishment of ACIC and implementing activities as per budget plan and proposed goals and deliverables, no further grant will be provided and the unspent amount along with interest earned thereon would be required to be refunded within a period of one month from the date of notice issued by NITI Aayog. It is clarified that this is without prejudice to AIM's right to terminate this MoA under the provisions of Clause 4.2.5.xii above.
- v. The release of grant for every tranche will be based on satisfactory performance of the ACIC as well as fulfilment of the financial requirements by the SPV/ACIC.
- vi. Concerned officials of AIM, NITI Aayog or its authorized representatives will have the right to visit the ACIC periodically for ascertaining the progress of work and resolving any difficulties that might be encountered in the course of implementation.

### 4.3 Other Obligations

- i. By accepting this grant-in-aid, the ACIC becomes a part of the AIM programme network and will collaborate with and support AIM, NITI Aayog in its various initiatives and programs relating to innovation, incubation and entrepreneurship. These initiatives may include (but not limited to) the Atal Tinkering Labs (ATLs), Atal Incubation Centres (AIC), The Atal New India Challenges (ANIC) and other similar initiatives in the area of innovation and startup ecosystem in India and the world. Such initiatives shall be communicated to the ACIC from time to time.
- ii. AIM, NITI Aayog is also providing grant-in-aid to institutes for establishing Atal Incubation Centres, scaling up Established Incubation Centres (EICs) and establishing Atal Tinkering Labs (ATLs) in schools. The ACIC shall be expected to work with one or more AICs / EICs that shall be facilitated by AIM, NITI Aayog. The support from AICs / EICs may include transfer of knowledge and relevant standard operating procedures, help in building a network, training of the team, introduction to mentors and investors from the EIC network, co-organizing relevant events and / or any other support that the ACIC may need from time to time.
- iii. The ACIC shall be expected to support the ATLs on aspects such as mentoring of the students, organising exposure visits and interaction sessions with innovators and entrepreneurs, and /or any other support that the ATLs may need from time to time. The ACIC should also encourage school kids (both of ATL and non-ATL schools) to participate in its outreach events, ideathons etc. and also provide them access to its infrastructure for facilitating innovation.
- iv. AIM, NITI Aayog through its partners may also extend support to the ACIC with tools, equipment, research collaborations and /or partnerships. The ACIC should exploit such partnerships, if any are extended by AIM, NITI Aayog. The SPV/ACIC is expected to attend all the workshops, events, meetings and conferences related to community engagement in innovation, entrepreneurship, business incubation, training of team and other relevant topics, which may be organized / facilitated by NITI Aayog from time to time. The SPV/ACIC shall be intimated in advance about the organization of any such events. Recusal from any such events, if required, should be requested from the AIM, NITI Aayog in writing.
- v. It is expected that the ACIC shall become financially self-sustainable by the end of five year time and no other grant-in-aid is requested from any government agency for its operations in executing the purpose and objective as defined for the program at the location as agreed under the scope of present Grant-in-Aid support. The Promoter / Host Institution should ensure smoother continuation of activities and facilities after the end of the support from AIM, NITI Aayog.
- vi. In case an ACIC for any reason wishes to wind up its activities in less than 5 years, the ACIC shall give a notice of at least three months to AIM, NITI Aayog and in such an event the ACIC will be expected to return the entire amount as grant-in-aid 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.

vii. The MOA has to be supported with the following documents (The Promoter / Host institution to ensure this) :

- Registration Certificate of the ACIC
- Proof of availability of at least 4,000 sq. ft net usable carpet area along with lease deed in favour of the ACIC.
- Bond (in prescribed pro-forma) on a non-judicial stamp paper.
- Names of the private corporations, government companies, PSUs etc that would be associated with the ACIC along with their letters of intent.
- Other relevant documents as and when required by NITI Aayog

#### **ARTICLE 5: Assignment**

The Promoter / Host Institution / SPV shall not assign or transfer any rights or obligations under this MOA to any other person/organization without prior written approval from NITI Aayog.

This MoA may be executed in counterparts each of which when so executed and delivered in the English language shall be an original, but all of which shall together constitute one and the same instrument.

#### **ARTICLE 6: Amendments**

No alterations, additions or modification hereto shall be valid and binding unless the same are reduced to writing and signed by all three parties.

#### **ARTICLE 7: Non-Exclusive Discussions**

The Promoter / Host Institution, the SPV and NITI Aayog acknowledge and agree that the discussions in relation to the Areas of Collaboration are being undertaken on a non-exclusive basis for the ACIC or it's SPV without dilution of powers in the SPV and either Party shall be free to enter into or consummate transactions similar to the Areas of Collaboration in India or elsewhere.

#### **ARTICLE 8: Sanction and Disbursement of Grant-In-Aid**

- i. NITI Aayog shall provide financial support in the form of grant-in-aid to the SPV in five or more annual tranches on the basis of the budget submitted by the Promoter / Host Institution and approved by AIM, NITI Aayog. The release of funds in every tranche will be subject to the SPV receiving matching contribution in the bank account of the SPV.
- ii. Disbursement of the grant-in-aid fund to the ACIC shall be made online through Public Financial Management System (PFMS).
- iii. The amount disbursed in tranches will depend on the proposed and agreed expenditure as per the budget plan submitted by the Promoter / Host Institution. Release of funds will also

be dependent on the progress of the ACIC and satisfactory compliance with the financial requirements.

- iv. After six years from the date of the release of first instalment, any unspent balance out of the Grant-in-Aid received from NITI Aayog including the interest earned thereon should be refunded to NITI Aayog, Government of India within 30 days by means of an Account Payee Demand Draft drawn in favour of Drawing and Disbursing Officer, NITI Aayog, payable at New Delhi.
- v. A provision of annual maintenance of the capital equipment in ACIC may be built in the annual recurring costs after the expiry of warranty period of the equipment.
- vi. Administrative expenses for incorporating the SPV and operating it, such as board meetings, annual meeting charges, auditing charges, ACIC registration charges, seed money for the bank accounts, and other similar startup expenses are not allowed from the grant-in-aid. The Promoter/Host Institution would bear this expense on its own.
- vii. If the ACIC is hosted within the campus/premises of an academic institute or in the buildings owned by the Promoter/Host Institution, then the rental value of the said premises shall not be considered as Promoter/Host Institution contribution.

#### **ARTICLE 9: Utilization of the Grant -In-Aid**

- i. The grant-in-aid towards the Personnel Expenses would be used only for engaging new team members of the SPV and not towards the salaries/fees/remuneration of the existing team strength of the Promoter / Host Institution (as on the date of receiving the sanction of grant-in-aid from NITI Aayog)
- ii. The Grant in Aid funds shall not be utilized towards the funding international travel by the ACIC team or the supported innovators/startups or any other person(s)
- iii. Any fund that the Promoter / Host Institution/SPV has sought for outsourcing services such as training of the ACIC team, training of entrepreneurs/innovators, design and implementation of the ACIC, selection of startups, best practices, or any other services for which any payment is to be made to an external agency/third party (national or international), then the Promoter/Host Institution needs to obtain prior written approval from AIM, NITI Aayog. However, the Promoter / Host Institution will be free to avail such services from its own funds, excluding the total project cost according to the budget.
- iv. All contributions of the ACIC towards meeting the '**Total Project Cost**' i.e. the total cost of setting up the ACIC as determined in the budget finalized and approved for the ACIC by AIM, NITI Aayog, basis which the Grant-in-aid has been awarded, including the matching contribution and the gap (if any) between the Grant-in-aid and the total project cost ('**Bridging Cost**') will be deposited in the dedicated bank account created for the Grant-in-aid from AIM, NITI Aayog. This will be according to the budget submitted as Annexure A of the MoA document.
- v. The approved Goals and Deliverables are enclosed as Annexure B of the MoA document.

- vi. The ACIC will ensure that no notional expenditure (i.e. expenditure that has not been made from the funds in the dedicated bank account created for the Grant-in-aid of AIM, NITI Aayog by the ACIC will be considered as its contribution towards the project, including for the avoidance of doubt, the matching contribution and the Bridging Cost (if any) as approved in the budget (basis which the Grant-in-aid has been awarded);
- vii. The ACIC certifies that it has not obtained or applied for grants for the same purpose or activity from any other Ministry or Department of the Government of India or State Government and it will remain in compliance with Rule 230 (1) of the General Financial Rules, 2017 (or the relevant corresponding rule if the General Financial Rules are updated at any point of time during the term);
- viii. All interests or other earnings against the Grant-in-aid or advances (other than reimbursement, if applicable) released to the ACIC will be mandatorily remitted to the Consolidated Fund of India immediately after finalization of the accounts (at the end of each financial year). Further, the ACIC also affirms, declares and undertakes that such interest earnings or advances will not be adjusted against future grant releases or tranches and it shall ensure its compliance with Rule 230 (8) of the General Financial Rules, 2017 (or the relevant corresponding rule if the General Financial Rules are updated at any point of time during the term);
- ix. That without limitation to points (vii) and (viii) above, the ACIC affirms that it will be in compliance with and not do anything in contravention of the General Financial Rules, 2017 (or the relevant corresponding rules if the General Financial Rules are updated any point during the term). The ACIC understands that it is its responsibility to ensure compliance with the General Financial Rules, 2017 (or the relevant corresponding financial rules if the General Financial Rules are updated any point during the term)

#### **ARTICLE 10: Maintenance and Submission of Financial Statements**

- i. The SPV shall maintain separate books of accounts for the grant-in-aid funds received from NITI Aayog. The grant-in-aid funds shall be kept in an interest-bearing bank account and the interest earned should be returned to the Consolidated Funds of India.
- ii. The SPV will be required to submit audited statement of accounts duly signed by the authorized signatories before consideration of subsequent tranches after the release of the first tranche.
- iii. The Promoter / Host Institution will be required to submit Utilization Certificates (UCs) of the grant, (a) at the end of each financial year (b) as well as at the time of seeking subsequent tranches of the grant, if any,
- iv. AIM, NITI Aayog will have the ongoing right to get a financial audit done for the / applicant, if required, as frequently as it considers suitable.
- v. As per Rule 236 of General Financial Rules 2017, the accounts of all Grantee Institutions or Organisations (here, the SPV) 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 SPV shall provide all necessary support to carry out the inspection of accounts.

## **ARTICLE 11: TERMINATION**

- 11.1 NITI Aayog reserves the right to terminate the MOA at any stage, if it is convinced that the grant-in-aid is not being utilized properly or that appropriate progress is not being made. In such a situation, the SPV shall refund all unspent grant-in-aid amount to NITI Aayog and NITI Aayog shall terminate all future grants. NITI Aayog shall also withdraw the privilege of the ACIC to use the ACIC or AIM logo in all its communication and branding material.
- 11.2 If this MoA is terminated by AIM under the provisions of Clause 4.2.5.xiii or if at any time during the Term of this MoA the ACIC or the promoter is found to have perpetuated any misappropriation of funds, fraud, gross negligence or wilful misconduct, then the SPV shall refund all the grant in aid received by it without any deductions including for the avoidance of doubt any utilized amounts from the grant in aid, and shall also return the interest amount it has earned from the grant in aid received. Further, NITI Aayog shall also withdraw the privilege of the ACIC to use the ACIC or AIM logo in all its communication and branding material.
- 11.3 The Promoter/Host Institution/SPV (“Indemnifying Party”) will indemnify, keep indemnified and hold AIM and NITI Aayog (“Indemnified Parties”) and each of the Indemnified Parties’ senior officials, officers, employees, agents and representatives harmless from and against all losses, liabilities, claims, damages, costs and expenses, and interest chargeable thereon, including reasonable legal fees and disbursements incurred or suffered by the Indemnified Party or Indemnified Parties either jointly or severally as the case may be, and each of its/their directors, officers, employees, agents and representatives in any manner relating to (i) breach of any representation or warranty of the Indemnifying Party set forth in this Agreement; and (ii) breach of the obligations and/or covenants of Indemnifying Party under this Agreement.

## **ARTICLE 12: Dispute Settlement**

### **12.1 Governing Law and Jurisdiction**

This MOA shall be governed by and construed in accordance with the laws of India. All disputes and differences arising out of or in connection with this MOA shall be at the first instance referred to arbitration by three (3) arbitrators, jointly appointed by Parties. The decision and award determined by such arbitration will be final and binding upon the Parties. The arbitration will be conducted in accordance with the Arbitration and Conciliation Act, 1996, as may be in force from time to time. The arbitration proceedings will be conducted in English and the seat of arbitration will be New Delhi.

### **12.2 Notices**

All communications hereunder shall be in writing and shall be deemed given if delivered personally or mailed by registered or certified mail (return receipt requested) to the Parties at the address specified below:

**If to (Name of the Promoter / Host Institution)**

**Attention of**

**Address**

**Phone**

**Email**

**If to (Name of the SPV)**

**Attention of**

**Address**

**Phone**

**Email**

**If to the NITI Aayog**

**Attention of: Mission Director, Atal Innovation Mission**

**Address: NITI AAYOG, Sansad Marg, 110001**

**Fax: +911123096607**

**Phone: +911123042337**

**Email: md-aim@gov.in**

**For and on behalf of**

<b>The Promoter / Host Institution</b>	<b>The SPV</b>	<b>The NITI Aayog</b>
<b>By</b>	<b>By</b>	<b>By</b>
<b>Print Name</b>	<b>Print Name</b>	<b>Print Name</b>
<b>Title</b>	<b>Title</b>	<b>Title</b>
<b>Date</b>	<b>Date</b>	<b>Date</b>
<b>Place</b>	<b>Place</b>	<b>Place</b>



[illegible]



[illegible]

## Annexure B: Approved Goals and Deliverables

S. No.	Description	Year 1					Year 2					Year 3					Year 4					Year 5					Grand Total
		Q 1	Q 2	Q 3	Q 4	Total	Q 1	Q 2	Q 3	Q 4	Total	Q 1	Q 2	Q 3	Q 4	Total	Q 1	Q 2	Q 3	Q 4	Total	Q 1	Q 2	Q 3	Q 4	Total	
1a	Outreach Events including number of events organised for community to promote their involvement in entrepreneurship and innovation					0					0					0					0					0	0
1b	Ideathons on local issues on addressing local issues / needs of the community.					0					0					0					0					0	0
1c	Fund raising Events					0					0					0					0					0	0
1d	IP Awareness and Promotion Events					0					0					0					0					0	0
1e	Capacity Building Programs					0					0					0					0					0	0
2a	No. of Ideas / start-ups / Innovators to be supported <b>physically</b>					0					0					0					0					0	0
2b	No. of Ideas / start-ups / Innovators to be supported <b>virtually</b>					0					0					0					0					0	0

3A	No. of Ideas / start-ups / Innovators to be graduate / exit after 1 year : Physical				0				0				0				0				0	0
3B	No. of Ideas / start-ups / Innovators to be graduate / exit after 1 year : Virtual				0				0				0				0				0	0
4a	Specific number of women / economically weaker section led start-ups to be supported as mentioned in 2A and 2B				0				0				0				0				0	0
4b	Specific Number of new products/technologies /innovations to be commercialized / deployed as mentioned in 3A&3B				0				0				0				0				0	0
5	Number of mentor engagements to support aspiring innovators, startups, indeas as mentioned in 2A & 2B				0				0				0				0				0	0
6	Number of Corporate partners / Collaborations				0				0				0				0				0	0
7	Number of Academic partnerships				0				0				0				0				0	0

8	Amount of seed funding to be leveraged (Value in INR Lakhs)					0					0					0						0	0
9	Prospects of IPs generation in areas like:																						

## ANNEXURE XI

**Format of the MoA to be signed with the applicant if the ACIC is implemented through the Host Institution directly, in case of selection of the applicant**

### Memorandum of Agreement

This MEMORANDUM OF AGREEMENT (“MoA”) is entered on this ..... Day of ..... (Month) ..... (Year) and between:

- i. .... (Name of the Promoter / Host Institution), established and existing under the laws of India with its registered ..... address ..... at ..... (hereinafter referred to as “the Promoter / Host Institution”) for setting up and operation of the Atal Community Innovation Centre (ACIC).

AND

- ii. The think tank of Government of India (“GOI”), NITI Aayog (hereinafter referred to as “NITI AAYOG”), Sansad Marg, New Delhi – 110001 (hereinafter referred to as the second party)

WHEREAS NITI Aayog, GOI under the Atal Innovation Mission (hereinafter referred to as “AIM”), has taken up an initiative to provide financial support in the form of Grant-in-Aid to selected academic and non-academic institutions for establishment of Atal Community Innovation Centre (“ACIC”) in India to engage the community at large in innovation and entrepreneurial activities.

WHEREAS the Promoter / Host Institution has been selected by AIM, NITI Aayog for establishing and operating the ACIC through a rigorous selection process.

WHEREAS the Promoter / Host Institution shall contribute towards the setting up of the ACIC in kind or through monetary contribution, and must arrange matching funding support to that provided by AIM, NITI Aayog through partnership with private persons such as corporate houses, as well as Central / State public sector undertakings and other such organisation(s).

The Promoter / Host Institution is required to ..... set up the Atal Community Innovation Centre (ACIC) as per the conditions set out by NITI Aayog for this purpose. The Promoter/Host Institution jointly with NITI Aayog, Government of India have decided to enter into this MoA setting out the working arrangement, that each party agrees, is necessary for achieving the objectives of this initiative of Government of India, as under:

### ARTICLE 1: Background and Purpose

#### 1.1 Background of Atal Innovation Mission

Government of India has established ..... AIM, at NITI Aayog to promote a culture of innovation and

entrepreneurship in the country. The mission subsumes the Self-Employment and Talent Utilization (SETU) programme announced by the GOI.

The objective is to provide a platform for the promotion of world-class innovation hubs, grand innovation challenges, start-up businesses and other self-employment activities, particularly in technology driven areas. The AIM has two core functions:

- a. Entrepreneurship promotion:** Wherein innovators would be supported and mentored to become successful entrepreneurs at Incubation Centres and Atal Tinkering Laboratories.
- b. Innovation promotion:** to provide a platform where innovative ideas are generated and supported to develop innovative technological solutions.

## 1.2 Setting up of ACIC

With a view to promote entrepreneurship and innovation in the country, NITI Aayog has taken up an initiative under AIM, to establish ACIC. As a part of this initiative, NITI Aayog will provide financial support to selected academic and non-academic institutes and organizations across the Tier-2, Tier-3 cities, tribal areas, rural areas, Aspirational Districts, North East (NE) region and the cities of Jammu and Kashmir (J&K) and Ladakh, Smart Cities identified by Government of India and the unserved/underserved areas of Tier-1 / Metro cities to set up the ACIC; providing them a conducive environment, infrastructure facilities and other value-added services in an equitable fashion.

## 1.3 Background of the Promoter / Host Institution

.....  
 .....  
 .....  
 .....  
 .....  
 .....

## 1.5 Purpose of the Grant-in-Aid

AIM, NITI Aayog shall provide the Grant-in-Aid to the Host Institution to set up the ACIC that would provide incubation facilities with suitable infrastructure in terms of capital equipment and operating facilities, coupled with the availability of sectoral experts for high quality mentoring to nurture the community level innovative ideas, helping them transform into minimum usable prototype (covering ideation stage to prototype development of the innovation cycle) with an increased focus on the needs of the community; thereby promoting development of such innovations that align with national socio-economic development priorities.

The ACIC set up by the Host Institution should have competent team members who understand the innovation and startup ecosystem and have the ability to successfully guide the innovators and startups at a very early stage; infrastructure such as incubation space, meeting rooms, conferencing space and facilities; tech support such as sector specific labs and workshops that have tools and equipment; seed funding support; other support services such as protection and registration of intellectual property rights or any use of others' intellectual

property to innovate novel and useful solutions which have commercial applicability, regulatory, legal, market research, etc.; and so on. The ACIC should also conduct outreach initiatives, build a network of mentors, subject matter experts and investors, devise training programs on evolving technologies and such other activities that help communities in effecting transformative changes for societal welfare.

## **ARTICLE 2: Areas of collaboration**

The Promoter / Host Institution and AIM, NITI Aayog are collaborating to set up the ACIC with the objective to nurture innovators to ideate in areas of societal importance such as agriculture, biotechnology, health, education, energy, environment, manufacturing, housing, transport, etc., providing opportunities to innovate, and design unique and incentivized solutions for everyone with a special focus on women and economically weaker sections of the society.

## **ARTICLE 3: Duration**

This MoA shall be valid initially for a period of six years from the date of signing by all the Parties.

## **ARTICLE 4: TERMS**

### **4.1 Responsibilities of the Promoter / Host Institution**

The Promoter / Host Institution shall be responsible for the following:

- i. The Promoter / Host Institution shall be responsible for proper utilization of the funds provided by NITI Aayog for establishment of the ACIC to support and encourage the innovators as well as provide them with necessary infrastructure, facilities and other value-added services.
- ii. Providing at least 4,000 sq. ft. of net usable carpet area for the exclusive use of the ACIC.
- iii. In case of renting of the required space for ACIC, the lease period should be for a minimum of 9 years for companies and individuals with the requisite lease deed registered as per law.
- iv. The Promoter / Host Institution will ensure the appointment of a dedicated full time Centre Incharge 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 the first tranche.
  - i. The profile of the short-listed candidate(s) for the Centre-in-Charge position should be submitted to AIM. The Centre-in-Charge and the rest of the ACIC team has to be in place and engaged on a full-time basis within 30 days of receiving the Grant.
  - ii. The Centre-in-Charge should have experience as an entrepreneur or in the startup ecosystem and have a strong understanding of starting companies, early stage investments, raising funds, technology and incubation. S/he should be a dynamic changemaker dedicated to the ACIC who has the enthusiasm and energy required to do the leg work that this position requires.

- iii. The Centre-in-Charge of the ACIC is required to be hired on a full-time basis. In case where the applicants are academic institutions / R&D labs, no in-house faculty members / scientists / researchers can be appointed the CEOs, if they are not full time and they continue to take lectures / deliver their regular duties as faculty / scientists.
- iv. If any blood relatives or related individuals by law of any director(s) or management officials of the applicant institution / officials / external consultant are appointed as Centre-in-Charge / Incubation Manager or any other key role in the ACIC (whether part-time or full-time at the ACIC), the same needs to be declared to AIM prior to such appointment.
- v. The Promoter / Host Institution will have full freedom to decide the composition of the ACIC team, the recruitment procedure of the team and the compensation to be paid to the Centre-in-Charge as well as the management team of the ACIC. The ACIC shall begin its operations within 30 days from the date of release of the first tranche by the NITI Aayog to the Promoter/Host Institution.
- vi. The Promoter / Host Institution will provide proof of availability of matching contribution of the particular tranche in the bank account of ACIC prior to release of the first tranche of Grant-in-Aid by the NITI Aayog in favour of the Promoter / Host Institution.
- vii. The Promoter / Host Institution will provide an audited statement proof of financial closure for the last three years to AIM, NITI Aayog .
- viii. It will be the responsibility of the Promoter/Host Institution to bridge the gap between the project cost and the Grant-in-aid from AIM, NITI Aayog to ensure that all the facilities as per the scope envisaged, are established in the ACIC to make it fully functional.
- ix. The Host Institution shall be responsible for proper utilization of the funds provided by NITI Aayog and raised from any other partners (funding partner) for establishment of the ACIC. The funds should be utilized only to support and encourage the innovators as well as provide them with necessary infrastructure, facilities and other value-added services.
- x. The Promoter / Host Institution shall carry out all the activities of the ACIC in compliance with the laws of the land, in an ethical manner, with all the regulatory and statutory requirements being adhered to.
- xi. All funds provided to the Host Institution by the NITI Aayog shall be utilized only for the purposes of setting up and operating the ACIC and will not be diverted for any other purpose.

#### **4.2.1 Maintenance of Assets of the ACIC**

- i. The Host Institution is expected to undertake reasonable care and due maintenance of the assets of ACIC (both from the financial support from NITI Aayog and the counterpart support by the funding partner/ partners).
- ii. The Host Institution should adequately insure these assets against any loss or damage caused due to accidents, terrorist attacks or natural calamities, to the extent possible. If possible, the assets should be reinstated through insurance.



- iii. All the assets of the ACIC from the Grant-in-Aid, the Promoter / Host Institution and the funding partners, including those maintained and promoted from the grant shall be installed in the premises of the ACIC and not in any other department/division of the Promoter / Host Institution.
- iv. All the assets acquired or created for the purpose of ACIC including the land and building brought in by the promoter/host institution shall not be disposed off or encumbered or utilized for a purpose other than that of ACIC without the prior written permission of the NITI Aayog. The Host Institution understands and agrees that NITI Aayog reserves the right to terminate future grants and recover the assets created for ACIC without having to approach any judicial, quasi-judicial, or regulatory authority, if it is convinced that the Host Institution is not utilizing the assets for the objectives of ACIC.

#### 4.2.2 Operational Responsibilities

- i. It is suggested that the ACIC should be administered by a Governing Body/ Board chaired by the Head of the Promoter / Host Institution. The Governing Body of the ACIC may meet quarterly to review progress of ACIC and provide policy guidelines for the operations of the ACIC. The Promoter / Host Institution should ensure that the operations of the ACIC are in line with the sanctioned proposal and activities are tailored to attain projected milestones (to be submitted by the Promoter / Host Institution before the release of the first tranche). The Governing Body should ideally provide adequate autonomy and flexibility to the Centre-in-Charge of the ACIC for making speedy & transparent decisions.
- ii. The Host Institution shall identify and appoint adequate number of team members (technical) for the day to day operations and management of the ACIC. The team should include a full time Centre Incharge and other members who have the domain knowledge and the expertise required for engaging the community in innovation and entrepreneurial activities and also supporting the innovators / startups at early stages through the grants-in-aid provided by NITI Aayog.
- iii. The Host Institution will ensure development of domain and management expertise of its core team/supporting staff through training/retraining, starting within six months from the date of release of the grant-in-aid or release of official sanction order, whichever is earlier.
- iv. Any workforce employed by the by the Promoter / Host Institution will be at its own risk and liability. It is clarified that AIM, NITI Aayog will not have any liability whatsoever towards any such workforce.
- v. The Host Institution will develop the physical space for the ACIC including but not limited to a co-working space for startups, sector agnostic laboratories, other relevant tools and equipment (including sector specific equipment, if any), meeting rooms, conferencing facilities, IT equipments etc.

- vi. The Host Institution shall open one separate bank account for the exclusive operations of the ACIC.
- vii. The Host Institution will evolve a transparent system to involve all the sections of community, particularly women and economically weaker sections. It will also ensure that startups/innovators (including those in line with the thematic areas of specialization of ACIC, if any) are also chosen in a transparent manner for providing support. The startups/innovators would be admitted fulfilling the admission criteria and the ACIC should execute appropriate agreements with them. The residency period and the exit policy may also be defined clearly in the agreement that the ACIC enters into with the selected startups/innovators.
- viii. The Host Institution will provide the context-appropriate assistance and handholding to startups / innovators to help them create a minimum viable product and transform their ideas into sustainable and scalable enterprises, including but not limited to, business and strategy advice; facilitating access to relevant laboratories and maker's spaces; legal, accounting and intellectual property services and/or support; networking with mentors, vendors, and investors; national and international linkages, etc.
- ix. The Host Institution shall raise seed funding for startups through external sources. Seed funding support shall not be a part of the total project cost and the AIM Grant-in-aid cannot be used for this purpose. The detailed set of guidelines for seed funding shall be provided separately .
- x. The ACIC will adequately promote itself through online and offline channels. The ACIC should have a website which should go live within 30 days of the date of release of the first tranche of the grant-in-aid. The website should describe all the facilities and offering that it has for aspiring and recent entrepreneurs / innovators. Subsequently, the details of the innovators / startups and various outreach events etc should also be listed on the website.
- xi. The ACIC is required to use the official ACIC logo along with the host institution name as per the template provided by AIM in all its communication/stationery and branding material, whether online or offline, as well as on the display board at the entry gate of the ACIC. The branding guidelines and material will be created and shared by AIM, NITI Aayog on its website.
- xii. In case of any operational disputes or lack of clarity, the decision of the MD, AIM shall be final and binding on the ACIC and the Promoter/Host Institution.
- xiii. Within six months of receiving the first tranche of the sanctioned grant-in-aid, the ACIC should be fully functional, inaugurated, and operational.

This shall include:

- Centre-in-Charge and the required technical team to provide business mentoring support to the ACIC innovators/startups, should be in place and stabilized
- The labs, if any, should be set up with the technical team required to operate the lab, hired
- The 4,000 sq. ft of space should be furnished and fully functional (ready to use). Proper branding of the ACIC should be done (name board near the entrance)
- The pre-incubation program for the innovators/startups must be in place (i.e. the package that will be offered describing the value-add to innovators, duration, milestones for graduation, engagement model etc.)
- The ACIC should have already conducted at least two promotional / outreach events
- The ACIC must have rolled out its call for applications for admitting innovators and must have enrolled few innovators/startups

AIM retains the unfettered right to require the ACIC to ensure the above in total or any part thereof is fully operational to AIM's satisfaction, no later than 6 months from receiving the grant. If for any reason whatsoever, the above responsibilities of the ACIC are not completed, it will be considered a material breach and AIM may, by giving sixty (60) days' notice for rectification of the material breach, terminate this MoA if said material breach is not rectified within the aforementioned sixty (60) days. Upon termination, the ACIC will be required to return the entire grant amount without any deductions whatsoever including for the avoidance of doubt any utilized amounts of the grant in aid, and including the interest amount earned by the ACIC from the grant.

#### **4.2.3 Monitoring Responsibilities**

- i. AIM, NITI Aayog will put in place a progress update and monitoring framework with key performance requirements for ACIC. The ACIC shall subscribe itself to the monitoring system and provide updated information on a monthly or quarterly basis as required.
- ii. The ACIC will be required to demonstrate the impact it has been able to make through the grant-in-aid. The ACIC will be expected to deliver on the implementation plan as submitted by the ACIC to AIM, NITI Aayog for every tranche of the grant-in-aid.
- iii. AIM will constitute a monitoring committee to conduct semi-annually or yearly performance assessment of the ACIC and provide recommendations for the release of the next tranche of Grant-in-Aid, in consultation with the funding partner. The monitoring committee will consist of the experts from innovation, startup and community development ecosystems. Based on periodic review of ACIC by the

monitoring committee, the ACIC shall be given recommendations to rework on the goals and deliverables to achieve their targets as committed by them before the release of the next tranche of Grant-in-Aid. All the recommendations of the monitoring committee are required to be adhered to by the ACIC and the ACIC should design their future programs in concurrence with the recommendations.

- iv. In the event the Host Institution fails to make adequate progress in the establishment of ACIC and implementing activities as per budget plan and proposed goals and deliverables, no further grant will be provided and the unspent amount along with interest earned thereon would be required to be refunded within a period of one month from the date of notice issued by NITI Aayog. It is clarified that this is without prejudice to AIM's right to terminate this MoA under the provisions of Clause 4.2.5.xii above.
- v. The release of grant for every tranche will be based on satisfactory performance of the ACIC as well as fulfilment of the financial requirements by the ACIC.
- vi. Concerned officials of AIM, NITI Aayog or its authorized representatives will have the right to visit the ACIC periodically for ascertaining the progress of work and resolving any difficulties that might be encountered in the course of implementation.

### 4.3 Other Obligations

- i. By accepting this grant-in-aid, the ACIC becomes a part of the AIM programme network and will collaborate with and support AIM, NITI Aayog in its various initiatives and programs relating to innovation, incubation and entrepreneurship. These initiatives may include (but not limited to) the Atal Tinkering Labs (ATLs), Atal Incubation Centres (AIC), The Atal New India Challenges (ANIC) and other similar initiatives in the area of innovation and startup ecosystem in India and the world. Such initiatives shall be communicated to the ACIC from time to time.
- ii. AIM, NITI Aayog is also providing grant-in-aid to institutes for establishing Atal Incubation Centres, scaling up Established Incubation Centres (EICs) and establishing Atal Tinkering Labs (ATLs) in schools. The ACIC shall be expected to work with one or more AICs / EICs that shall be facilitated by AIM, NITI Aayog. The support from AICs / EICs may include transfer of knowledge and relevant standard operating procedures, help in building a network, training of the team, introduction to mentors and investors from the EIC network, co-organizing relevant events and / or any other support that the ACIC may need from time to time.
- iii. The ACIC shall be expected to support the ATLs on aspects such as mentoring of the students, organising exposure visits and interaction sessions with innovators and entrepreneurs, and /or any other support that the ATLs may need from time to time. The ACIC should also encourage school kids (both of ATL and non-ATL schools) to participate in its outreach events, ideathons etc. and also provide them access to its infrastructure for facilitating innovation.

- iv. AIM, NITI Aayog through its partners may also extend support to the ACIC with tools, equipment, research collaborations and /or partnerships. The ACIC should exploit such partnerships, if any are extended by AIM, NITI Aayog. The ACIC is expected to attend all the workshops, events, meetings and conferences related to community engagement in innovation, entrepreneurship, business incubation, training of team and other relevant topics, which may be organized / facilitated by NITI Aayog from time to time. The ACIC shall be intimated in advance about the organization of any such events. Recusal from any such events, if required, should be requested from the AIM, NITI Aayog in writing.
- v. It is expected that the ACIC shall become financially self-sustainable by the end of five year time and no other grant-in-aid is requested from any government agency for its operations in executing the purpose and objective as defined for the program at the location as agreed under the scope of present Grant-in-Aid support. The Promoter / Host Institution should ensure smoother continuation of activities and facilities after the end of the support from AIM, NITI Aayog.
- vi. In case an ACIC for any reason wishes to wind up its activities in less than 5 years, the ACIC shall give a notice of at least three months to AIM, NITI Aayog and in such an event the ACIC will be expected to return the entire amount as grant-in-aid 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.
- vii. The MOA has to be supported with the following documents (The Promoter / Host institution to ensure this) :
  - Registration Certificate of the ACIC
  - Proof of availability of at least 4,000 sq. ft net usable carpet area along with lease deed in favour of the ACIC.
  - Bond (in prescribed pro-forma) on a non-judicial stamp paper.
  - Names of the private corporations, government companies, PSUs etc that would be associated with the ACIC along with their letters of intent.
  - Other relevant documents as and when required by NITI Aayog

#### **ARTICLE 5: Assignment**

The Promoter / Host Institution shall not assign or transfer any rights or obligations under this MOA to any other person/organization without prior written approval from NITI Aayog.

This MoA may be executed in counterparts each of which when so executed and delivered in the English language shall be an original, but all of which shall together constitute one and the same instrument.

#### **ARTICLE 6: Amendments**

No alterations, additions or modification hereto shall be valid and binding unless the same are reduced to writing and signed by all three parties.

#### **ARTICLE 7: Non-Exclusive Discussions**

The Promoter / Host Institution and NITI Aayog acknowledge and agree that the discussions in relation to the Areas of Collaboration are being undertaken on a non-exclusive basis for the ACIC without dilution of powers in the ACIC and either Party shall be free to enter into or consummate transactions similar to the Areas of Collaboration in India or elsewhere.

#### **ARTICLE 8: Sanction and Disbursement of Grant-In-Aid**

- i. NITI Aayog shall provide financial support in the form of grant-in-aid to the ACIC in five or more annual tranches on the basis of the budget submitted by the Promoter / Host Institution and approved by AIM, NITI Aayog. The release of funds in every tranche will be subject to the Host Institution receiving a matching contribution in the dedicated bank account of the ACIC.
- ii. Disbursement of the grant-in-aid fund to the ACIC shall be made online through Public Financial Management System (PFMS).
- iii. The amount disbursed in tranches will depend on the proposed and agreed expenditure as per the budget plan submitted by the Promoter / Host Institution. Release of funds will also be dependent on the progress of the ACIC and satisfactory compliance with the financial requirements.
- iv. After six years from the date of the release of first instalment, any unspent balance out of the Grant-in-Aid received from NITI Aayog including the interest earned thereon should be refunded to NITI Aayog, Government of India within 30 days by means of an Account Payee Demand Draft drawn in favour of Drawing and Disbursing Officer, NITI Aayog, payable at New Delhi.
- v. A provision of annual maintenance of the capital equipment in ACIC may be built in the annual recurring costs after the expiry of warranty period of the equipment.
- vi. Administrative expenses for incorporating the ACIC and operating it, such as board meetings, annual meeting charges, auditing charges, ACIC registration charges, seed money for the bank accounts, and other similar startup expenses are not allowed from the grant-in-aid. The Promoter/Host Institution would bear this expense on its own.
- vii. If the ACIC is hosted within the campus/premises of an academic institute or in the buildings owned by the Promoter/Host Institution, then the rental value of the said premises shall not be considered as Promoter/Host Institution contribution.

#### **ARTICLE 9: Utilization of the Grant -In-Aid**

- i. The grant-in-aid towards the Personnel Expenses would be used only for engaging new team members of the ACIC and not towards the salaries/fees/remuneration of the existing

team strength of the Promoter / Host Institution (as on the date of receiving the sanction of grant-in-aid from NITI Aayog)

- ii. The Grant in Aid funds shall not be utilized towards the funding international travel by the ACIC team or the supported innovators/startups or any other person(s)
- iii. Any fund that the Promoter / Host Institution has sought for outsourcing services such as training of the ACIC team, training of entrepreneurs/innovators, design and implementation of the ACIC, selection of startups, best practices, or any other services for which any payment is to be made to an external agency/third party (national or international), then the Promoter/Host Institution needs to obtain prior written approval from AIM, NITI Aayog. However, the Promoter / Host Institution will be free to avail such services from its own funds, excluding the total project cost according to the budget.
- iv. All contributions of the ACIC towards meeting the '**Total Project Cost**' i.e. the total cost of setting up the ACIC as determined in the budget finalized and approved for the ACIC by AIM, NITI Aayog, basis which the Grant-in-aid has been awarded, including the matching contribution and the gap (if any) between the Grant-in-aid and the total project cost ('**Bridging Cost**') will be deposited in the dedicated bank account created for the Grant-in-aid from AIM, NITI Aayog. This will be according to the budget submitted as Annexure A of this MoA document.
- v. The approved Goals and Deliverables of the ACIC are enclosed in Annexure B of this MoA.
- vi. The ACIC will ensure that no notional expenditure (i.e. expenditure that has not been made from the funds in the dedicated bank account created for the Grant-in-aid of AIM, NITI Aayog by the ACIC will be considered as its contribution towards the project, including for the avoidance of doubt, the matching contribution and the Bridging Cost (if any) as approved in the budget (basis which the Grant-in-aid has been awarded);
- vii. The ACIC certifies that it has not obtained or applied for grants for the same purpose or activity from any other Ministry or Department of the Government of India or State Government and it will remain in compliance with Rule 230 (1) of the General Financial Rules, 2017 (or the relevant corresponding rule if the General Financial Rules are updated at any point of time during the term);
- viii. All interests or other earnings against the Grant-in-aid or advances (other than reimbursement, if applicable) released to the ACIC will be mandatorily remitted to the Consolidated Fund of India immediately after finalization of the accounts (at the end of each financial year). Further, the ACIC also affirms, declares and undertakes that such interest earnings or advances will not be adjusted against future grant releases or tranches and it shall ensure its compliance with Rule 230 (8) of the General Financial Rules, 2017 (or the relevant corresponding rule if the General Financial Rules are updated at any point of time during the term);
- ix. That without limitation to points (vii) and (viii) above, the ACIC affirms that it will be in compliance with and not do anything in contravention of the General Financial Rules, 2017



(or the relevant corresponding rules if the General Financial Rules are updated at any point during the term). The ACIC understands that it is its responsibility to ensure compliance with the General Financial Rules, 2017 (or the relevant corresponding financial rules if the General Financial Rules are updated any point during the term)

#### **ARTICLE 10: Maintenance and Submission of Financial Statements**

- i. The ACIC shall maintain separate books of accounts for the grant-in-aid funds received from NITI Aayog. The grant-in-aid funds shall be kept in an interest-bearing bank account and the interest earned should be returned to the Consolidated Funds of India.
- ii. The ACIC will be required to submit audited statement of accounts duly signed by the authorized signatories before consideration of subsequent tranches after the release of the first tranche.
- iii. The Promoter / Host Institution will be required to submit Utilization Certificates (UCs) of the grant, (a) at the end of each financial year (b) as well as at the time of seeking subsequent tranches of the grant, if any,
- iv. AIM, NITI Aayog will have the ongoing right to get a financial audit done for the / applicant, if required, as frequently as it considers suitable.
- v. 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 Host Institution shall provide all necessary support to carry out the inspection of accounts.

#### **ARTICLE 11 : TERMINATION**

- 11.1 NITI Aayog reserves the right to terminate the MOA at any stage, if it is convinced that the grant-in-aid is not being utilized properly or that appropriate progress is not being made. In such a situation, the Host Institution shall refund all unspent grant-in-aid amount to NITI Aayog and NITI Aayog shall terminate all future grants. NITI Aayog shall also withdraw the privilege of the ACIC to use the ACIC or AIM logo in all its communication and branding material.
- 11.2 If this MoA is terminated by AIM under the provisions of Clause 4.2.2.xiii or if at any time during the Term of this MoA the ACIC or the promoter is found to have perpetuated any misappropriation of funds, fraud, gross negligence or wilful misconduct, then the Host Institution shall refund all the grant in aid received by it without any deductions including for the avoidance of doubt any utilized amounts from the grant in aid, and shall also return the interest amount it has earned from the grant in aid received. Further, NITI Aayog shall also withdraw the privilege of the ACIC to use the ACIC or AIM logo in all its communication and branding material.
- 11.3 The Promoter/Host Institution/ACIC (“Indemnifying Party”) will indemnify, keep indemnified and hold AIM and NITI Aayog (“Indemnified Parties”) and each of the Indemnified Parties’



senior officials, officers, employees, agents and representatives harmless from and against all losses, liabilities, claims, damages, costs and expenses, and interest chargeable thereon, including reasonable legal fees and disbursements incurred or suffered by the Indemnified Party or Indemnified Parties either jointly or severally as the case may be, and each of its/their directors, officers, employees, agents and representatives in any manner relating to (i) breach of any representation or warranty of the Indemnifying Party set forth in this Agreement; and (ii) breach of the obligations and/or covenants of Indemnifying Party under this Agreement.

## **ARTICLE 12 : Dispute Settlement**

### **12.1 Governing Law and Jurisdiction**

This MOA shall be governed by and construed in accordance with the laws of India. All disputes and differences arising out of or in connection with this MOA shall be at the first instance referred to arbitration by three (3) arbitrators, jointly appointed by Parties. The decision and award determined by such arbitration will be final and binding upon the Parties. The arbitration will be conducted in accordance with the Arbitration and Conciliation Act, 1996, as may be in force from time to time. The arbitration proceedings will be conducted in English and the seat of arbitration will be New Delhi.

### **12.2 Notices**

All communications hereunder shall be in writing and shall be deemed given if delivered personally or mailed by registered or certified mail (return receipt requested) to the Parties at the address specified below:

**If to (Name of the Promoter / Host Institution)**

**Attention of**

**Address**

**Phone**

**Email**

**If to the NITI Aayog**

**Attention of: Mission Director, Atal Innovation Mission**

**Address: NITI AAYOG, Sansad Marg, 110001**

**Phone: +911123042337**

**Email: md-aim@gov.in**

**For and on behalf of**

<b>The Promoter / Host Institution</b>	<b>The NITI Aayog</b>
<b>By</b>	<b>By</b>
<b>Print Name</b>	<b>Print Name</b>
<b>Title</b>	<b>Title</b>
<b>Date</b>	<b>Date</b>
<b>Place</b>	<b>Place</b>

## Annexure A: Approved Budget

[illegible]

[illegible]

## Annexure B: Approved Goals and Deliverables

S. No.	Description	Year 1					Year 2					Year 3					Year 4					Year 5					Grand Total
		Q 1	Q 2	Q 3	Q 4	Total	Q 1	Q 2	Q 3	Q 4	Total	Q 1	Q 2	Q 3	Q 4	Total	Q 1	Q 2	Q 3	Q 4	Total	Q 1	Q 2	Q 3	Q 4	Total	
1a	Outreach Events including number of events organised for community to promote their involvement in entrepreneurship and innovation					0					0					0					0					0	0
1b	Ideathons on local issues on addressing local issues / needs of the community.					0					0					0					0					0	0
1c	Fund raising Events					0					0					0					0					0	0
1d	IP Awareness and Promotion Events					0					0					0					0					0	0
1e	Capacity Building Programs					0					0					0					0					0	0
2a	No. of Ideas / start-ups / Innovators to be supported <b>physically</b>					0					0					0					0					0	0
2b	No. of Ideas / start-ups / Innovators to be supported <b>virtually</b>					0					0					0					0					0	0

3A	No. of Ideas / start-ups / Innovators to be graduate / exit after 1 year : Physical				0				0				0				0				0	0
3B	No. of Ideas / start-ups / Innovators to be graduate / exit after 1 year : Virtual				0				0				0				0				0	0
4a	Specific number of women / economically weaker section led start-ups to be supported as mentioned in 2A and 2B				0				0				0				0				0	0
4b	Specific Number of new products/technologies /innovations to be commercialized / deployed as mentioned in 3A&3B				0				0				0				0				0	0
5	Number of mentor engagements to support aspiring innovators, startups, indeas as mentioned in 2A & 2B				0				0				0				0				0	0
6	Number of Corporate partners / Collaborations				0				0				0				0				0	0
7	Number of Academic partnerships				0				0				0				0				0	0

8	Amount of seed funding to be leveraged (Value in INR Lakhs)				0				0				0				0				0	0
9	Prospects of IPs generation in areas like:																					

## ANNEXURE XII

### Format of the Bond to be signed with the applicant

#### BOND FORM

(Applicable to ACICs that are not set up by the Government)

(Bond to be executed in favour of NITI Aayog on non-judicial stamp paper of at least Rs. 100 for receiving the Grant-in-aid)

Know all persons by these present that we the .....  
 ..... (Name of the Grantee) and having its office at  
 .....  
 ..... vide Registration Number  
 ..... dated ..... in the State of .....  
 (hereinafter called the “**Obligator**”) and M/s. .... having its office at  
 ..... vide Registration Number  
 ..... dated ..... in the State of .....  
 (Hereinafter called the “**Surety**”) are held and firmly bound to the  
 President of India (herein after called the “**Government**”), in the sum of Rs.  
 ..... only (Rupees  
 in words ..... ) well and truly to be  
 paid to the President on demand and without demur, for which payment we bind ourselves and our  
 successors and assigns by these presents. The term, Obligator or Surety, unless repugnant to the context,  
 shall mean and include the respective agents, assigns, heirs, successors etc.

2. SIGNED this ..... day of .....in the year .....

3. WHEREAS on obligator’s request the Government has as per Atal Innovation Mission (AIM) Letter  
 No. .... dated ..... and hereinafter referred to as the “**Sanction  
 Letter**”, agreed to make in favour of the Obligator for the purpose of setting up Atal Community  
 Innovation ..... Centre ..... at  
 ..... a grant of Rs.  
 ..... (Rupees .....), the  
 Obligator has agreed to execute this bond in advance, in favour of Atal Innovation Mission, NITI Aayog  
 for the entire amount of Rs ..... as requested in the application sent to the  
 Government. The Obligator is willing to accept the proposed amount, or any other amount approved/  
 sanctioned by the Government. The Obligator is willingly executing this bond of the proposed amount with  
 the stipulation that the Obligator and the Surety will be bound up to this amount or by the actual amount  
 approved/sanctioned by the Government. The Obligator is also willing to accept all terms and conditions  
 mentioned in the Sanction Letter to be issued by the Government.

4. Now in consideration of the aforesaid Sanction Letter, the Obligator herein binds itself and undertakes  
 to comply with the conditions of the Sanction Letter referred to herein and if the Obligator shall duly fulfil



and comply with all its conditions mentioned in the Sanction Letter mentioning the grant then this bond or Obligator's obligation therein shall be void and of no effect, but otherwise it shall remain in full force, effect and virtue, and the Government shall be at liberty to enforce this bond against the Obligator, as it may deem fit and on its option. These presents further witness that:

a. The decision of the CEO, NITI Aayog, Govt. of India or the Mission Director of the Atal Innovation Mission, NITI Aayog, Govt. of India, administratively concerned with the matter, on the question whether there has been breach or violation on the part of the Obligator or any of the terms and conditions mentioned in the Sanction Letter, shall be final and binding on the Obligator.

b. Further, if the Obligator fails to pay or perform the tasks or duties as agreed between both the parties in the MOA or its liability under this Bond, then it shall be the liability of the Surety to refund to the Government the entire amount as mentioned in this bond.

The liability of the Surety here under shall not be impaired or discharged by reason of time being granted by the Government or any forbearance, act or omission by or on the part of the Government whether with or without the knowledge or consent of the Surety in respect or in relation to the obligation or conditions to be performed or discharged in the obligation or by reason of the matter or thing whatsoever, which under the law relating to the Surety shall but for this provision have the effect of so releasing the Surety from such liability, nor shall it be necessary for the Government, to pursue the Obligator before using the Surety or either of them to the amount due here under.

c. The Obligator herein agrees and undertakes to surrender / pay to Government the monetary value of all such pecuniary or other benefits which it may receive or derive / have received or derived through / upon unauthorized use of the Grant for purpose other than that of which the Grant was intended or the assets, purchased largely from out of "Government Grants". The decision of the CEO, NITI Aayog or the Mission Director, Atal Innovation Mission, NITI Aayog, Govt. of India, as regards the monetary value of to be surrendered / paid to the Government will be final and binding on Obligator.

d. The Obligator or the Surety shall, in the event of breach or violation of the terms and conditions mentioned in the Sanction Letter, refund to the Government on demand and without demur the entire amount of Rs. .... (Rupees ..... ) or such part thereof as may be mentioned in the Notice Demand issued by the Government along with the interest thereon at the rate of 11.50% compounded annually (which would be adjusted as per the Government of India notification issued from time to time) from the date of receipt of the said amount by the Obligator up to the date of refund thereof to the Government by means of an Account's Payee Demand Draft drawn in favour of Drawing and Disbursing Officer, NITI Aayog, payable at New Delhi.

e. The Obligator and Surety confirm that they have understood the scheme of grant of sanction and they have executed this bond voluntarily and out of their free will.

f. The Government of India has agreed to bear the stamp duty, if any, chargeable on these presents.

5. In witness thereof these presents have been executed on behalf of the Obligator and the Surety the day and year here in above written and accepted for ..... (Name and Designation) on the day and year appearing against his signature.

Signed for and on behalf of the Obligator (..... Name of the AIM Grantee)

(Name and Designation of the Signatory)

(With date and Stamp / Seal)

Signed for and on behalf of the Surety (..... Name of the Surety) with copy of  
Registration Certificate and PAN

(Name and Designation of the Signatory)

(With date and Stamp / Seal)

In the presence of:

1.....

(Signature)

(Name & Address of witness)

Aadhar Card No/PAN No..... (attach copy)

2.....

(Signature)

(Name & Address of witness)

Aadhar Card No/PAN No..... (attach copy)

**Accepted for and on behalf of the President of India**