

Guidelines:

Innobooster

Applications between DKK 200,000 and DKK 1 million

- under the de minimis regulation

Effective date:

January 1, 2025

Contents

1 The programme.....	4
1.1 Innobooster – Applications between DKK 200,000 and DKK 1 million – under the de minimis regulation – in short	4
1.2 Who can apply?	4
1.3 What can you apply for investment for?	Fejl! Bogmærke er ikke defineret.
1.4 What can be funded by the investment	6
1.5 How much can you apply for?	11
1.6 How long can the project last?	11
2 Application	11
2.1 How do you apply?	11
2.2 What should be included in the application?	12
2.3 When can you apply for an Innobooster investment?	Fejl! Bogmærke er ikke defineret.
2.4 Refusal of application	Fejl! Bogmærke er ikke defineret.
2.5 Several multiple applications	Fejl! Bogmærke er ikke defineret.
3 Assessment.....	14
3.1 What is the assessment process?	14
3.2 Who assesses the application?	15
3.3 How is the application assessed?	16
3.4 How will you receive an answer to your application?	17
3.5 When will you receive an answer to your application?	17
4 From approval to project start.....	18
4.1 What happens once your application has been approved?	18
5 During the project	18
5.1 How do you submit your accounts and file reports during the project?	18
5.2 How will the investment be disbursed?	19
5.3 What happens if the plan changes?	19
5.4 What should you do in connection with finalising the project?	19
6 State aid rules for companies	20
7 Processing of information.....	22
8 Publication of information.....	23
9 About these guidelines	24

Definitions

Project: The term “project” refers to an activity with a limited timeframe and a fixed set of subtasks and resources. A project must be distinguishable from the day-to-day operations of the company.

Owner: A person involved in the Innobooster project who owns at least 5% of the company's share capital, equity capital, or similar ownership stakes at the time of application. The ownership can be direct within the applicant company, or indirect through e.g. a holding company. In a privately owned company, a person is considered an owner if they are listed as the responsible in the company at the time of application.

Employee: An “employee” is a person employed by the applicant company under an employment contract between the individual and the applicant. The employee may be employed part-time or full-time. The employee must be included in the company's supplementary labour market pension (ATP) contributions.

Freelancer: A person working for a company but is not formally or factually employed as a salaried employee under an employment contract, instead being compensated through invoices/worked hours. This applies regardless of whether the person sustains a long-term collaboration with the company. In an Innobooster project, a freelancer must be categorized under “knowledge providers”.

1 The Programme

1.1 Innobooster – Applications between DKK 200,000 and DKK 1 million – under the de minimis regulation – in short

Innovation Fund Denmark is a state fund that invests risk capital in research, knowledge-based innovation, and entrepreneurship. The fund aims to accelerate sustainable solutions to societal challenges and to enhance the global growth potential of Danish companies.

The purpose of the Innobooster programme is to strengthen knowledge-based innovation in small to medium-sized (SME) companies in Denmark, including startups. An Innobooster project must thus include significantly risk-laden, challenge-driven, and innovative knowledge-based development activities. The Innobooster grant aims to reduce the extraordinary risk the company assumes by starting the project.

The Innobooster project aims to result in an innovative solution and a positive impact within one of the three politically defined societal themes described in section 1.3. At the same time, the solution should contribute to enhancing the applicant company's commercial competitiveness. The solution could e.g. be a new product, a new service, or an innovative process that requires significant development before market implementation.

Through Innobooster, a company planning a development project can apply for 35% co-financing to cover employee hours and project-related expenses. The expenses include, among other things, expert knowledge through collaboration with relevant knowledge providers. Applicants may also hire new employees with specific skills or assign project hours to existing specialised employees involved in the Innobooster project.

Specifically, Innobooster can provide investments ranging from DKK 200,000 to 5 million, with projects spanning up to maximum two years. The applicant company determines the grant amount and the project period in their application. However, the requirements for the project increase as the requested amount rises.

These guidelines apply to applicants who apply for Innobooster grants ranging from DKK 200,000 to 1 million. The investments are granted under EU's de minimis regulation. If you apply for more than DKK 1 million in funding from Innovation Fund Denmark for your Innobooster project, the guidelines "Innobooster – applications between DKK 1.0 million and DKK 5.0 million – under the General Block Exemption Regulations" apply. An application for "Innobooster – applications between DKK 200,000 and 1 million – under the de minimis regulation" competes in receiving a grant with applications submitted under "Innobooster – applications between DKK 1.0 million and 5.0 million – under the General Block Exemption Regulations".

1.2 Who can apply?

1.2.1 About the applicant company

Companies with a Danish company registration number (CVR number) at the time of application can apply for the Innobooster programme. It may be a public-limited (A/S) or private limited company (ApS) or a privately owned company. The applicant company will be the sole legal entity responsible for the project and will retain the business-related benefits generated by the project. Any affiliated companies are not considered part of the applicant company in this context.

It is a requirement for companies applying to the Innobooster programme that they fall within the scope of the European Commission's definition of an SME¹. This means that the company must have a staff headcount of less than 250 **and** an annual turnover of no more than EUR 50 million, **or** a total annual balance of no more than EUR 43 million. If the applicant company is part of a company group/affiliated to a larger company, the SME criteria apply to the entire group of companies and not just the company applying for Innobooster funding².

Innobooster does not invest in:

- Companies undergoing compulsory dissolution, bankruptcy, voluntary liquidation, or suspension of payments.
- Companies that are more than 50% owned by the state, regions, or municipalities.³
- Companies receiving operational subsidies from public institutions amounting to more than half of their turnover.

Innovation Fund Denmark aims to promote diversity in all its aspects. We therefore encourage all interested companies to promote diversity in their team composition through an inclusive focus on aspects such as ethnicity, religion, gender, disabilities, neurodiversity, age and/or nationality and across all subject areas (technical, natural sciences, health, humanities, and social sciences).

1.2.2 Economic criteria

In addition, the applicant company must meet at least one of the two economic criteria listed below at the time of application:

- **Risk capital or development grants**
Have attracted a total contribution of risk capital or development grants of no less than DKK 100,000 within the past three years.
- **Gross profit**
Have a gross profit of at least DKK 250,000 in at least one of the last three publicly available annual financial accounts. The financial accounts must be accessible at www.cvr.dk. For company structures where publication is not required, the financial accounts must be fully audited and signed by the company's management.

Documentation proving compliance with a financial criterion must be available upon request and/or during an audit.

Risk capital is defined as equity financing for companies in their startup and development stages. This can be a cash contribution or a convertible unsecured loan. Financing must come from another legal entity, such as the owners (either privately or through companies), business Angels, funds, or other investors.

Development grants can be provided by public or private programmes, where these funds are invested in specific development activities in the company. This includes grants from Innofounder and other of Innovation Fund Denmark's programmes as well as funds from Innoexplorer for development of the basic idea behind the application.

^{1, 2} A company is part of a company group when a company owns more than 25% of the capital or voting rights of another company. Read more about company groups and EU's definition of SME (<https://ec.europa.eu/docsroom/documents/42921/attachments/1/translations/en/renditions/native>)

³ For more information, please see: <https://ec.europa.eu/docsroom/documents/42921/attachments/1/translations/en/renditions/native>

Examples of grants that cannot be counted toward fulfilling the requirements for risk capital or development grants are loans with priority repayment terms, reimbursement and/or security, non-monetary contributions (e.g. goodwill, IP value, “in kind” hours), and non-financial grants (e.g. consultancy hours or event participation).

1.3 For what can you apply for investment?

The purpose of an Innobooster project must be the development of an innovative solution with the potential for strengthening company growth and creating value for the Danish society. The solution can be a new product, a new service, or process innovation in the company as well as other forms of innovation.

Innobooster does not fund projects where the solution is ready to be launched on the market, and where the remaining activities primarily involve sales, marketing, testing, documentation, and commercial production. If the solution is already available on the market, and the project primarily involves optimisation, further development, verification, and documentation, the project is likely too advanced in its development to be co-financed by Innobooster.

Nor can Innobooster co-finance expenses related to regular operation, development, and to establishing the company. This means that expenses for e.g. continuous operational optimisation, rent, transportation, office expenses, strategy and business development, sales- and marketing initiatives, and for attracting investors fall outside the scope of Innobooster. Additional examples of activities that are generally regarded as regular operations, business development, and establishment of the company include communication and content production, market or customer analyses, compilation of manuals, development of training materials, and agreement negotiations with suppliers/other collaboration partners.

Innobooster only co-finances expenses related to the clearly defined Innobooster project, as outlined in the application. Expenses and costs not specifically justified in the application cannot be included in the Innobooster budget or be part of the financial accounts.

If a few activities included in the application's activity plan are deemed to fall outside the scope of the programme, the application may still be approved for co-financing of the remaining activities, provided it otherwise meets the assessment criteria (cf. section 3.3).

1.4 What can be funded by the investment

An investment from Innobooster can co-finance:

- Hours spent by new employees, existing employees, and the company owners on specific activities within the project.
- Expenses for collaboration with public and private knowledge providers, both Danish and international (e.g. universities, GTS institutes, contract research institutes, private knowledge companies, specialist companies, and freelancers).
- Expenses for purchasing materials, experimental equipment, equipment rental/leasing, and depreciation costs on newly purchased equipment.

For all expenses, it applies that they must be related to the clearly defined Innobooster project as outlined in the application. The expenses must be specifically justified and form the basis of the grant. Any changes to the budget after project start require approval from the Innovation Fund.

Only expenses incurred by the company that has applied and received the Innobooster grant can be co-financed. Expenses from parent companies, sister companies, subsidiaries, and their employees are not considered as incurred by the applicant company and therefore cannot be co-financed.

Rules for co-financing expenses for employees			
Are calculated at a fixed hourly rate of DKK 750, categorized under “New or Existing employees”	A person employed by the company (part-time or full-time), who receives salary and is included in the supplementary labour market pension (ATP) contributions.		A person who owns at least 5% of the company at the time of application. The ownership must be indicated at CVR.dk and may be through another company.
Are calculated based on the actual costs, categorized under “Knowledge Providers”	Consultants, employees at knowledge institutions, freelancers etc. who are being paid through invoicing and thus not formally or factually employed by the company as a salaried employee with a contract of employment.	Employees in subsidiaries or other affiliated companies who are being paid through invoicing.	Employees in a branch (can be international) who are not part of the company’s supplementary labour market (ATP) contributions accounts. Payslips and proof of payment from the company’s account can constitute an invoice.
Moreover, for the employee category applies: - Each employee can contribute with a maximum of 135 hours for the Innobooster project per month. - Employees must be categorised as “existing employees” if they are employed/co-owners at the time of application, whereas employees employed after the time of application, e.g. in connection with receiving the project grant, are categorised as “new employees”. Administratively, this categorisation is maintained throughout the entire project period. - Individuals who meet the requirements for their hours to be accounted for at a rate of DKK 750 are not necessarily required to be paid a salary from the company corresponding to this hourly rate. - Hours for the person can only be accounted for during periods when the person meets the above conditions. For example, this means that an owner who joins midway through the project can only include hours from the date of their entry. Hours cannot be accounted for in the project if other forms of public subsidies are received, including wage subsidies. - If an employee is a part-time employee (including fleksjob), they can contribute to the project with maximally the number of hours, for which the company pays the employee’s salary. - Hours from unsalaried trainees, individuals participating in a training process or other voluntary labour cannot be included in the budget or the financial accounts.			

Rules for co-financing of expenses for knowledge providers, materials, and equipment				
Knowledge providers	It must be a service that, overall, has a knowledge-based nature, often due to the significant role played by individuals with specialist competencies. Necessary costs related to the service, e.g. materials for test or overhead costs, may be included in the delivery.		If your company is part of a corporate group with the knowledge provider, or there is any other kind of shared ownership interest, this must be clear in the application. Furthermore, an explanation must be provided regarding the billing price and why you believe this affiliated knowledge provider is the best fit for the task.	
Materials and equipment	Expenses for materials and equipment below DKK 10,000 cannot be co-financed.	For newly purchased equipment with a commercial value beyond the project period, only the depreciation costs during the project period can be co-financed, calculated based on generally accepted accounting policies.	Depreciation costs on the company's existing equipment are not accepted as part of the project budget.	Internal invoices, e.g. from the company's own warehouse, cannot be included; only invoices from external providers are accepted.
For all expenses, the following applies: - The invoice must be issued to and paid by the company that has the Innobooster project. Invoices issued to or paid by a parent company, sister companies, subsidiaries, or their employees are not accepted. - Providers may be Danish or international companies. - Expenses must be reported in the financial accounts excluding VAT. - The expenses must be incurred within the project period. - The providers and the delivered activities/materials must be stated in the application. If investment is granted, the providers may only be replaced with prior approval from Innovation Fund Denmark.				

Your project falls within the three themes that Innobooster can invest in

Innobooster can only invest in innovation projects that fall within at least one of the three themes given below as defined in accordance with the "Agreement on the distribution of the 2025 research reserve", as of November 1, 2024. The three themes are described in more detail by Innovation Fund Denmark below.

In the application, you will be asked to describe why the project's solution aligns with the chosen theme. Relevance and contribution of the project vis-à-vis the given theme will be taken into account as part of the assessment of your application. An application for a theme competes in receiving a grant with other applications under the same theme, as well as with applications below DKK 1 million submitted for that theme.

Green technology and innovation

Innovation from small and medium-sized enterprises and startups can and must contribute to solving the large and complex challenges that are crucial to achieving the government's green objectives. At the same time, there will be many new business opportunities for projects related to the green transition.

Innovation Fund Denmark invests in knowledge-based innovation projects that can develop the green technologies and solutions needed to transform Denmark towards a more sustainable future where we reduce greenhouse gas emissions, protect our environment and nature, while increasing growth and employment in Denmark.

Cf. the government's green research strategy from 2020 and in accordance with the agreement "Fart på fremtidens grønne løsninger" (Accelerating future green solutions) from 2024 Innovation Fund Denmark invests in knowledge-based innovation projects that develop the green technologies and solutions needed to transform society towards a sustainable future. This is with a focus on climate, climate resilience, nature, biodiversity, environment, including aquatic environment, and growth and employment. Among other things, it is a priority to strengthen Denmark's position within the field of renewable energy expansion and increase the opportunities for market access through new cross-border energy systems.

The theme relates to green projects within e.g.:

- Energy production and efficiency, including innovation in sector coupling, the interaction between the different parts of energy systems, and hybrid projects (e.g. energy islands)
- Agriculture and food production, including solutions targeting climate-efficient, sustainable, and resilient agricultural and food systems
- Transportation
- Environment and circular economy
- Nature and biodiversity
- Sustainable behaviour and societal consequences of climate change, including understanding of behaviour in relation to climate challenges and the green transition, as well as tools that may support the transition
- Sustainable construction technology to transform the industry into being sustainable throughout the value chain and all phases of construction

A key aspect of projects eligible for support is their contribution to the green transition and that the expectations of these contributions are made explicit in the applications.

In addition, the projects are encouraged to support the development of local "Erhvervsfyrtårne".

Life science, health, and welfare technology

The theme aims to support strategic and challenge-driven technology development and innovation within life sciences, healthcare, and welfare technology.

The funding can help leverage Denmark's strong knowledge- and research position in the field, transforming it into inventions, products, and technologies that will benefit Danish citizens, the healthcare system, corporate profitability, and Danish export.

The innovation can contribute to the development of e.g.:

- Development of new pharmaceuticals, including personalized medicine
- Development of the digital health sector, including the health data sector, medical devices, and the use of artificial intelligence, including solutions for home-based treatment
- Strengthening local healthcare and the development, testing and implementation of welfare technology within, among other areas, elderly care, social services, and healthcare
- Digital prevention and treatment offerings for individuals with physical and mental conditions
- Clinical outcomes and economic impact of whole genome sequencing etc.

The funding should contribute to creating societal value and economic growth for private and public companies and/or users in society. Where relevant, projects should be executed through collaboration between the businesses and relevant knowledge providers. Where applicable, principles of data ethics should be considered, including responsible use of data and transparency.

Critical and digital technologies

The theme supports innovation within critical and digital technologies essential for strengthening Denmark's position in the international technological race benefitting national security, competitiveness, and the functional capacity and social cohesion of the welfare society.

The theme focuses on bolstering innovation within production technology as well as areas that the EU considers to be of particularly critical importance, and that can be widely used for both civilian and military purposes, including:

- Biotechnology
- Semiconductors
- Robot and drone technology
- Materials technology
- Artificial intelligence and big data
- Cybersecurity and information security, including enhanced data utilization to support the development of a digital welfare society with focus on citizen trust and citizenship
- Quantum technology
- Methods for citizen engagement and digital inclusion

The effort aims to, among other things, support Danish companies to engage internationally and actively participate in the development of tomorrow's technologies. Where relevant, principles of data ethics should be considered in supported projects, including responsible use of data and transparency.

Non-thematised funding

These funds are primarily intended for projects that do not fall under the three themes described above. Such projects could e.g. be within the humanities or social studies. Grants awarded under non-thematised funding must meet the exact same requirements as projects that are applying within the thematic areas. When submitting the application, you must provide a justification for why the project does not fall within one of the three themes.

1.5 How much can you apply for?

The investment framework for “Innobooster – applications between DKK 200,000 and DKK 1.0 million – under the de minimis regulation” is between DKK 200,000 and DKK 1.0 million. When you plan your project and budget, you should take the following into account:

- That the amount applied for impacts the requirements to meet Innobooster’s assessment criteria (as outlined in section 3.3.). This means that there are higher requirements for achieving a higher score in the assessment criteria for an application for an investment of e.g. DKK 900,000 than for an application for e.g. DKK 300,000.
- That part of the assessment criterion “Quality of execution” encompass that the budget is reasonable, realistic, and efficiently estimated.
- That it is possible for companies to receive multiple investments from Innobooster. Therefore, it may be advantageous to divide high-risk projects into smaller sub-projects to reduce the risk both for the company and for Innobooster.

You can apply for maximum 35% of the expenses you have for the specific Innobooster project. Innobooster’s maximum co-financing rate (35%) applies both to each budget item and to the total project budget. In your budget, please state the total investment percentage for which you wish to apply.

Budget categories	Funding rates
New employee	Max 35% of fixed hourly rate of DKK 750/hour
Existing employees	Max 35% of fixed hourly rate of DKK 750/hour
Knowledge providers	Max 35% of paid invoice
Materials and equipment (min DKK 10,000 per invoice)	Max 35% of paid invoice

1.6 How long can the project last?

An Innobooster project can last no more than 24 months but may be of shorter duration. You must determine a project period that is realistic for your project, state the desired start, and end dates. The project must start no later than 4 months after you have received notice about the grant. In the activity plan of the application, you must specify the duration of the activities and the project, and in the budget, you must specify the desired start and end dates.

2 Application

2.1 How do you apply?

You must create and submit your application online through the electronic application system: www.e-grant.dk.

Before you can start an application, a person entitled to sign for and commit the company regarding the given information as well as any financial and contractual obligations, should register as user in e-grant. To register as user in the e-grant system you need MitID or a username and password. The person who starts the application will be registered as point of contact for and sender of the application.

Once the application is active, the point of contact may invite other e-grant users to write and edit the application.

The application is set up by logging into the system and go to “Search options” where the list of available application calls will appear. Please note that the list is arranged in alphabetical order, and all calls from Innovation Fund Denmark start with “IF”.

The list of search options contains two Innobooster distributions: “Innobooster – DKK 200,000 - 1 million – under de minimis regulation” (described in the present guidelines) and “Innobooster – DKK 1.0 - 5.0 million – under the General Block Exemption Regulations” (described in a corresponding set of guidelines). If you choose “Innobooster – DKK 200,000 - 1 million – under de minimis regulation”, your application will be for an investment from Innovation Fund Denmark of between DKK 200,000 and 1 million. You must choose the distribution that matches the investment you want to apply Innovation Fund Denmark for, not the total project costs. If you apply for the wrong distribution, Innovation Fund Denmark will reject your application administratively, and you will have to re-start with a new application.

The application can be submitted in Danish or English. The application template for the digital application and the templates “Budget” and “Activity plan” are, however, only available in Danish. The present guidelines are available in both a Danish and an English version.⁴

For technical support in e-grant we refer to the e-grant support team on [the Ministry of Higher Education and Science website](#).⁵

2.2 What should be included in the application?

The main part of the application is completed directly in e-grant. The application consists of both an administrative part, where you need to provide various information and declarations, and a more technical part where you should answer questions about:

- The company
- The idea
- The Innobooster project
- The market
- The business-related gain
- A risk assessment
- The team
- Results/outcomes from any previous investments from Innovation Fund Denmark (e.g. Innobooster, Industrial Researcher, Eurostars, Grand Solutions, and Innofounder)

In addition to the information submitted directly in e-grant, you must upload a budget and an activity plan, which are completed using our templates. The templates can be downloaded via the links that will appear in e-grant during the application process.

⁴ In case of any uncertainties or differences between the English and the Danish versions of these guidelines, the Danish version takes precedence over the English version.

⁵ <https://ufm.dk/forskning-og-innovation/tilskud-til-forskning-og-innovation/administration-af-bevilling/kontakt-bevillingsadministrationen>

In the technical description, you can add an illustration and a link to a short video/video pitch that elaborates or supports the application (max. 2 mins). Illustrations and videos should only be regarded as an opportunity for elaborating or supporting the application. It must be possible to evaluate the project without them. The applicant is responsible for ensuring that the link is active and accessible to the assessors without user set-up, software installation etc.

You are not allowed to attach or link to any other documents, descriptions, accounts of support, or other kinds of documentation. Should you nevertheless choose to attach such documents, they will not be part of our assessment nor be read by the assessors. Should you choose to send supplementary information outside the application system, e.g. by email, this information will not be included in the assessment of your application either.

It is not possible to forward information or make a request for changes to an application once it has been submitted. If you detect an error or need to make changes, you must retract your application and start again with a new application. An application should not be submitted until the budget is ready and the tasks for possible knowledge providers/sub-contractors have been specified. New employees need not be identified by name at the time of application, but their profile and competences must be clearly described.

You cannot receive additional funding or make changes to the budget once the application has been submitted.

2.3 When can you apply for an Innobooster investment?

You can submit your application whenever it is convenient for the company's plans for development. Innobooster aims to be open for applications most of the year. However, closed periods of a short duration may occur in which no applications can be submitted, so if you are working on an application that is not submitted prior to the closing date, this application must be completed again in e-grant once Innobooster re-opens.

Once the application has been submitted, the application date determines under which pool the application will be assessed. The effective application date is the date assigned to the application by the e-grant system. Please make sure you apply for the desired pool well in advance, as technical delays may affect the assignment of the application date.

You can find the application dates, deadlines, and budgets for each Innobooster pool and themes on Innovation Fund Denmark's website.

In case of excess funding in a pool, it will be transferred to the next pool, except for the last pool of the year. The pools may also be increased, if unused funding is added to the programme by the board of directors of Innovation Fund Denmark.

2.4 Rejection of application

Failure to comply with the formal requirements of the application material, including the rules for submitting supplementary materials, requirements for the scope of the application, the programme's deadlines, and the financial requirements for the applicant company, may result in the application being rejected administratively and without assessment.

Applications not submitted through e-grant will be rejected without assessment.

2.5 Multiple simultaneous applications

You may hold an ongoing grant while you submit an additional application for Innobooster. However, if there is a correlation between the ongoing project and your new application, it should be clear from your application what the outcome of the first grant will be and how it contributes as a basis for the subsequent application.

You may only have one application for the same project under assessment at a time. If more than one application is submitted for the same pool, or if applications for subsequent pools are submitted before a previous one is assessed, only the first submitted application will be assessed. Subsequent applications will be rejected without assessment.

3 Assessment

3.1 What is the assessment process?

The first step in the assessment process is to determine whether your application meets the formal requirements outlined in these guidelines and in the Consolidation Act, section 5.⁶ Only applications that meet the formal requirements will be assessed professionally. Other applications will receive an administrative rejection.

If your application meets the formal requirements, it will be subject to a professional assessment of how well the application meets the assessment criteria in section 3.3., and whether the application falls within the scope of what can be co-financed by Innobooster, cf. section 1.3 and 1.4. Your application will be evaluated based on the information you have submitted via e-grant provided it satisfies the Innobooster programme guidelines. In addition, the assessors will draw upon their prior knowledge, which has qualified them to be designated as assessors, as well as knowledge from publicly available sources (e.g. literature and article databases, patent databases and company registries).

An Innobooster application is always assessed by a minimum of two assessors. The two appointed assessors will develop a recommendation for the management of Innovation Fund Denmark, who will make the final decision.

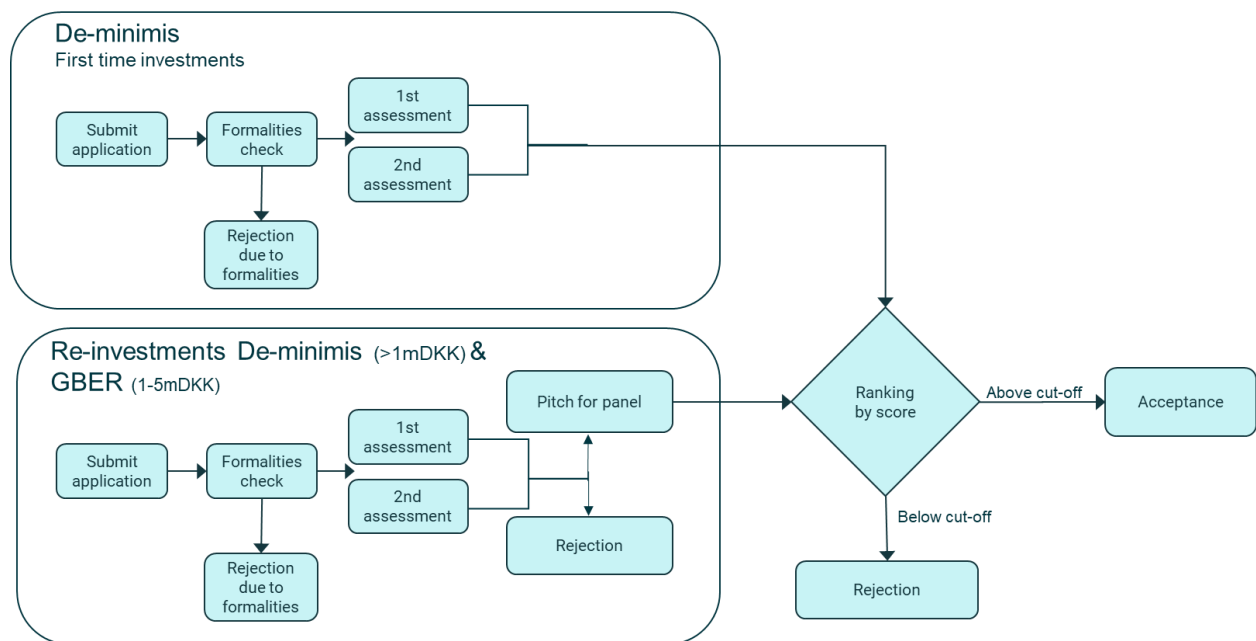
If an applicant company or contact person has previously received funding from Innobooster and, with the current application, exceeds an investment of DKK 1 million, the application will either be recommended for rejection or further review by the Innobooster Panel Committee. Review by the Panel Committee requires the applicant to present their project to a delegation from the committee and answer additional questions. The Panel Committee's professional evaluation and recommendation will form the basis for the final decision made by the management of the Innovation Fund. An application may be invited to present to the Innobooster Panel Committee if the company, project, or contact person has previously received significant investments from other Innovation Fund programs, or if the reviewers are unable to reach a consensus.

Regardless of whether the application is assessed by two assessors or the Panel Committee of Innobooster, the assessment will include a rating on a 6-point scale, reflecting to what extent the application meets Innobooster's assessment criteria, as well as a recommendation for the final decision. If the application receives an average score below 3.5

⁶ Consolidation Act No. 1150 of 25 October 2017 on funding etc. under Innovation Fund Denmark

or a score of 1 or 2 on any of the three assessment criteria, the application will not be granted investment. Other applications are ranked according to the score they have received, and the top ranked applications are granted funding, until the pool for the date interval in question is depleted. Applications for which there is no sufficient funds will receive a rejection. If an application receives an average score above 5, and the current pool cannot accommodate the application, the application will have the possibility to be transferred to the next pool, provided there are remaining unfinished pools for the year. An application that is transferred to a new pool will retain its score. An application can be transferred a maximum of two times. The Management of Innovation Fund Denmark makes the final decision in accordance with the present decision delegation.

The assessment process is summarised below:



3.2 Who assesses the application?

The employees of Innovation Fund Denmark will first assess whether your application meets the formal requirements.

The subsequent professional assessment is carried out by a minimum of two people – a first reader and a second reader. The first reader has domain knowledge within the application theme and may be either an employee of Innovation Fund Denmark’s secretariat or a member of the Innobooster Professional Evaluation Committee. The second reader is an employee of Innovation Fund Denmark’s secretariat with extensive knowledge of the Innobooster programme. Together the two assessors arrive at a recommendation for the management of Innovation Fund Denmark.

The applicants who are invited to present their project to the Innobooster Panel Committee will be assessed by a panel consisting of approx. 5 members from the Committee. The Panel Committee’s members have expertise and extensive experience within the fields of innovation, entrepreneurship, business development, and various specific technical subjects.

It will always be the management of Innovation Fund Denmark that makes the final decision on whether an application is granted funding, reduced funding, rejection, or administrative rejection. A reduced grant is given when Innovation Fund Denmark has assessed that specific and identifiable parts of the application cannot be approved according to the Innobooster programme's guidelines, while the remaining parts of the project applied for are assessed as qualifying for funding.

The board of directors of Innovation Fund Denmark ensures that the guidelines and processes described here are adhered to.

Everyone participating in the assessment process is subject to confidentiality obligations and Innovation Fund Denmark's strict requirements concerning eligibility and impartiality. The Innovation Fund Denmark's rules regarding eligibility and impartiality are available on the Innovation Fund Denmark website.

3.3 How is the application assessed?

Your application and the innovation project described in it will be assessed based on the following three assessment criteria.

The assessment criteria are as follows:

- *Quality of the idea*
- *Impact*
- *Quality of execution*

Within each of those three assessment criteria, Innovation Fund Denmark emphasises the following:

Quality of the idea

- That it is sufficiently clear what solution the project will result in, including the overall solution the project contributes to, if it is a sub-project.
- That the solution differentiates itself sufficiently from existing solutions in the market, including any of the company's existing solutions.
- That it is sufficiently clear, which initial results the project is based on, and that these results are sufficiently convincing to justify initiating the project.
- That the project to a sufficient extent involves high-risk, challenge-driven, and knowledge-based development activities.

Impact

- That it is sufficiently substantiated that the company will achieve a significant commercial gain as a result of the project.
- That it is sufficiently substantiated that the solution will meet a need in a market of a relevant size and, in the long term, will address an international market, including that there are users/customers for the solution.
- There is a sufficient coherence between the expected gain from the project and the size of the investment from Innovation Fund Denmark.

- That it is sufficiently substantiated that the project outcomes contribute to creating societal impact within the thematic field that is being applied for, as well as creating growth and employment in Denmark, also after the project is completed.

Quality of execution

- That the project's purpose and how it will be achieved are sufficiently concrete and clear, including that the activity plan is clearly outlined with defined milestones and success criteria.
- That the team, including any knowledge providers, collaboration partners, and other affiliates, possesses sufficiently relevant and specialized qualifications to execute the project and ensure its subsequent implementation.
- That the project appears sufficiently realistic to implement in relation to both the described methods, the plans for mitigating risks, and the company's resources to execute the project.
- That the project is budgeted reasonably, realistically and efficiently in relation to the planned activities.

An overall assessment is made based on the three assessment criteria where each criteria is weighted equally. In the assessment, the size of the investment is taken into account, meaning that the higher the amount applied for, the more is required for the application to meet the respective criteria.

If you have previously received investments from Innovation Fund Denmark for a related project, the outcomes from this project will also be taken into account during the assessment. This applies to both the outcomes of completed project activities and the business-related outcomes (e.g. Sales and achieved investments). Moreover, the accumulated investment will also be taken into account during the assessment, meaning that if your company previously has received an investment of e.g. DKK 500,000 and the current application is for DKK 700,000, it will be assessed as a total Innovation Fund Denmark investment of DKK 1.2 million.

3.4 How will you receive an answer to your application?

You will receive an answer to the application through e-grant.dk. You will be notified by email when a decision is available in e-grant.

3.5 When will you receive an answer to your application?

We cannot provide any set estimate for how long the assessment process will take, as the number of applications varies throughout the year. The Innovation Fund Denmark website is continuously updated on the current expected processing time.

If your application is rejected, the reasons will be given in writing. You are subsequently welcome to reapply.

4 From approval to project start

4.1 What happens once your application has been approved?

You will receive a grant letter in e-grant. At the same time, you will be asked to accept electronically the grant requirements in e-grant before project start. Acceptance of the grant conditions is prerequisite for the grant to be valid and for us to be able to approve your first financial accounts, etc. If the grant is not accepted within the specified deadline, Innovation Fund Denmark will withdraw its grant.

The project can start no earlier than the date on which the grant is issued.

5 During the project

5.1 How do you submit your accounts and file reports during the project?

Accounts must be submitted every three months. This is done through e-grant where an overview of project tasks will appear in your case file from the beginning of the project. The first accounting task will open for filing of reports in e-grant exactly three months after the grant start date. After this, the accounting task will appear every three months until the project is finalised. Accounts cannot be submitted at shorter intervals. You submit your accounts by downloading the Excel sheet in e-grant, completing and sending it via e-grant. You can only submit one accounts sheet at a time.

Innovation Fund Denmark requires continuous time registration. The time registration must comply with the following:

- Project-related hours must be continuously registered on the project's tasks and must be ascribed to the activities in the activity plan for both existing and new employees.
- Hours must be registered to calendar days and registration must be performed continuously and meticulously. The hours must be approved every month, so it is always possible to document time consumption for the last completed accounting period.

For every project year, you must forward an auditor's accounts, where the auditor declares that the continuously submitted accounts are correct, and that the investment from Innovation Fund Denmark has been used as intended and in accordance with the requirements listed in the grant letter and in the current guidelines. However, for projects that lasts less than 15 months only one auditor's accounts must be submitted at the end of the project period. The auditor's accounts are prepared according to the current audit instructions that are available on the Innovations Fund Denmark website. Please see the audit instructions in the grant letter.

Halfway through the approved project period, you will be asked to submit a progress report to provide Innovation Fund Denmark an overview of the project's development. Further requirements appear in the grant letter and the task description in e-grant.

If we identify aspects in the progress report, the submitted accounts, or the auditor's accounts that require further clarification, we may ask for further information or invite you for extraordinary review of the accounting materials etc. In exceptional cases, Innovation Fund Denmark could terminate the grant if the project deviates significantly from the initial plan, and those changes have not been approved by the Innovation Fund in advance.

5.2 How will the investment be disbursed?

Innovation Fund Denmark reserves the right to a 30 days' processing time to check your accounts. If we approve the accounts, it may take 10 days from the time of approval before the funds are transferred to your company's NemKonto. All Innobooster project funds are paid in arrears and based on the actual expenditures documented in the submitted accounts.

5.3 What happens if the plan changes?

Innovation projects do not always follow the original plans. Consequently, you can ask for permission to make changes you deem necessary for realising the project potential. This could e.g. be changes in collaboration partners or knowledge providers, end date, or budget distribution. However, requests for changes must always be approved by Innovation Fund Denmark prior to their implementation. Approval presupposes that the changes are deemed sufficiently substantiated, and that the project does not deviate significantly from the original application and that it continues to meet the assessment criteria and the Innobooster framework (cf. section 3.3. and 1.4). Requests for changes must be submitted through e-grant.

You can apply for an extension of the project during the project period, but extensions beyond 24 months are rarely accepted. The request must be submitted through e-grant early before the project end date, and requests received after the project's actual end date will not be accepted.

You must inform Innovation Fund Denmark of any significant changes affecting the overall Innobooster project as soon as possible through e-grant. In rare cases, projects no longer have the expected potential or they cannot be realised for technical reasons. In such cases, the Fund will seek to have a dialogue on how best to finalise the project. However, the Fund may find it necessary to terminate the project. Other significant changes may e.g. be bankruptcy and suspension of payments or sale of the company.

If you do not comply with the tasks described in sections 5.1, 5.3 and 5.4 and the given deadlines, Innovation Fund Denmark may withdraw the remaining funding and demand already granted funding returned. This is also the case if there is no satisfactory documentation available to show that the funding from Innovation Fund Denmark is spent in accordance with the aim as described in the application and any approved changes and following the guidance as described in the grant letter.

5.4 What should you do in connection with finalising the project?

When finalising the project, you must complete an evaluation of the process and produce a short final report. These tasks should be completed no later than one month after the end of the project period. Together with the final accounts and auditor's accounts, these tasks constitute the finalisation of the project.

Once the evaluation, final report, auditor's accounts, and final accounts have been approved by Innovation Fund Denmark, the remaining 15% of your total grant will be disbursed. We always retain 15% of your grant until this stage, regardless of your expenditure level up until the last accounting period. You thus still need to make a request for funding even if your consumption exceeds the 85%. This means that if your expenses reach 100% of your grant; this should be stated in your accounts, and at the latest in your final accounts, for you to receive the remaining 15% once Innovation Fund Denmark has approved the submitted documents.

You will be reminded of the final accounts, auditor's accounts, final presentation, and evaluation through e-grant.

6 State aid rules for companies

Investments of up to DKK 1 million are allocated according to the EU Commission's de minimis rules for state aid and thus presuppose a correct de minimis declaration from the applicant. This means that in connection with the application you must state how much de minimis aid your company has received within the last three years, from which source, and when it was received, i.e. the time of approval of the aid.

The applicant should be aware that a special definition of "the company" is used when calculating de minimis aid. When calculating the amount of received state aid, you should thus include e.g. affiliated companies or other registered companies ("CVR numbers") where applicant companies have a dominant influence. See article 2 (2) of the EU Commission's de minimis rules on state aid.⁷

The company can receive a maximum of EUR 300,000 in de minimis aid over a period of three years. If the grant from the Innobooster programme will cause the company to exceed this limit, the company will not be entitled to receive an investment from Innobooster under the de minimis regulation.

Note that the current exchange rate at the time of application must be taken into account, cf. Danmarks Nationalbank's official exchange rate. It is the sole responsibility of the company to ensure that these state aid limits are observed.

How do you know if previously received aid was granted under the de minimis rules?

Companies may receive aid from several different schemes, and some of these schemes may grant the aid under the de minimis rules. If a scheme uses the de minimis rules, this must under EU law be explicitly stated in the provisions of the aid scheme and in the grant letter to the company. If in doubt, you may contact the authority responsible for the scheme in question from which you have previously received a grant.

Handling of the de minimis rules in case of mergers, business transfers and company divisions

In case of mergers and business transfers, all de minimis aid granted to the merging companies so far must be taken

⁷ Commission Regulation (EU) 2023/2831 of 13 December 2023 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to de minimis aid, as published in the EU Official Journal on December 15, 2023, is available here: <https://eur-lex.europa.eu/legal-content/da/TXT/?uri=CELEX%3A32023R2831&qid=1702838681531> (the general de minimis regulation).

into account when deciding whether further de minimis aid given to the new or acquiring company exceeds the relevant ceiling, cf. the general de minimis regulation, article 3 (8).

If a business is divided into two or more independent companies, the de minimis aid granted prior to the division must be attributed to the company which benefited from the aid, which as a rule will be the company that takes over the activities for which the de minimis aid was used, cf. the general de minimis regulation, article 3 (9).

These conditions apply at the time of grant approval, which means that a subsequent merger etc. will not have any influence on the aid granted with regard to the de minimis rules. However, this does not apply in case the company does not satisfy the EU SME definition any longer. See section 1.2.

Special rules for primary producers of agricultural products

Special de minimis rules apply to companies who perform activities as primary producers of agricultural products, and such companies cannot receive aid under the general de minimis rules.⁸

An applicant company within this field must declare in writing that it has not received de minimis aid amounting to more than EUR 20,000 during the current and the previous two financial years. If the grant applied for from the Innobooster programme will cause the company to exceed this limit, the company will not be entitled to receive a grant under the programme.

If the company, besides activities as primary producer of agricultural products, also sustains activities within other sectors (though not including activities as primary producer of fishery and aquaculture products), those activities may receive aid in accordance with the regular de minimis rules following the Regulation No. 2023/2831, as long as the activities and the project finances can be kept separate from the applicant's activities as primary producer of agricultural products.

If the company also performs activities within the fishery and aquaculture sector, those activities may receive aid under the special de minimis rules for this sector following Regulation No. 717/2014 (see below), as long as the activities and the project finances can be kept separate from the applicant's activities as primary producer of agricultural products.

Special rules for the fishery and aquaculture sector

Special de minimis rules apply to companies who perform activities as primary producers of fishery and aquacultural products, and such companies cannot receive aid under the general de minimis rules.⁹

⁸ As far as companies within primary production of agricultural products are concerned, the rules from EU Commission Regulation (EU) No. 1408/2013 of 18 December 2013 with later amendments of the application of articles 107 and 108 of the Treaty on the Functioning of the European Union to de minimis aid in the agricultural sector. They are available here: <https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:02013R1408-20231025>. The regulation's article 2(2) explains when other entities coincide with the company of the grant receiver according to the regulation.

⁹ As far as companies within the fishery and aquacultural sector are concerned, the rules from EU Commission Regulation (EU) No. 717/2014 of 27 June 2014 with later amendments of the application of articles 107 and 108 of the Treaty on the Functioning of the European Union to de minimis aid in the fishery and aquacultural sector. They are available here: <https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:02014R0717-20231025>. The regulation's article 2(2) explains when other entities coincide with the company of the grant receiver according to the regulation.

In this regard, primary production of fishery and aquacultural products are all activities in connection with fishery, farming, or cultivation of aquatic organisms, as well as activities related to the holding or aboard that are necessary to prepare an animal or a plant for the first sale.

An applicant company within this field must declare in writing that it has not received de minimis aid amounting to more than EUR 30,000 during the current and the previous two financial years. If the grant applied for from the Innobooster programme will cause the company to exceed this limit, the company will not be entitled to receive a grant under the programme.

If the company, besides activities as primary producer of fishery and aquacultural products, also sustains activities within other sectors (though not including activities as primary producer of agricultural products), those activities may receive aid in accordance with the regular de minimis rules following Regulation No. 2023/2831, as long as the activities and the project finances can be kept separate from the applicant's activities as primary fishery and aquacultural products.

If the company also performs activities as primary producer of agricultural products, the special de minimis rules apply for these activities (see above), as long as these activities and the project finances can be kept separate from the applicant's activities as primary producer of fishery and aquacultural products.

7 Processing of information

Recording of data

The application system e-grant will automatically record specific information. When you register as a user, e-grant will register your identity, IP address and the time at which the application is created or edited.

Applicant's responsibility

The applicant is responsible for ensuring that the information provided in the electronic application is correct, that the necessary appendices have been attached to the application, and that the content of the appendices is correct.

The applicant is under obligation to immediately inform Innovation Fund Denmark of any significant changes to the submitted information, including if the company has received funding for the project or parts hereof from other parties.

Retraction of application information

Once the application has been submitted, you cannot rectify the content of the application apart from personal data.

Collection of other information

If the applicant has applied for or plans to apply for project funding from other parties, Innovation Fund Denmark reserves the right to collect information about whether this funding has been granted.

8 Publication of information

Please note that the title of the application should not include business-sensitive information as Innovation Fund Denmark may, if requested (due to e.g. the Danish Open Administration Act) and without further notification to you as applicant, pass on lists containing information about company name, company registration number (CVR number), region, project title, and the size of the investment together with the final decision (refusal/approval) for all submitted Inno-booster applications.

Innovation Fund Denmark will continuously publish a list of applications where the company name, CVR number, region, project title, and the size of the investment appear together with the final decision (rejection/approval).

Applications submitted to Innovation Fund Denmark are treated under confidentiality. However, you should be aware that other parties may request access to any submitted Innobooster applications in accordance with the Danish Open Administration Act, among others. In case of such events, Innovation Fund Denmark will enter into dialogue with you as applicant to ensure that no access is given to business-sensitive information and/or other information that according to law should not be disclosed.

9 About these guidelines

Legal framework

These guidelines have been established in accordance with section 18(2), item 1 in Act No. 306 of 29 March 2014 on Innovation Fund Denmark amended by law no. 384 of 26 April 2017, Law 1518 of 18 December 2018 and most recently by law 1188 of 8 June 2021 as well as Executive Order No. 1150 of 25 October 2017 on the grant function, etc. within Innovation Fund Denmark.

We inform applicants that Innovation Fund Denmark adhere to the guidelines for international research and innovation (URIS). For further information, please see: <https://ufm.dk/publikationer/2022/afrapportering-udvalg-om-retningslinjer-for-internationalt-forsknings-og-innovationssamarbejde>.

The applicant guarantees that receipt and use of the [investment/grant] from Innovation Fund Denmark does not violate existing national or international sanctions, including sanctions on freezing funds or bans on direct or indirect control. The applicant should be aware that in connection with the conflict between Russian and Ukraine, EU has considerably restricted the access to making funds and economic resources available for specific physical or legal individuals, entities or organisations according to EU Council Regulation No 269/2014 “concerning restrictive measures in respect of actions undermining or threatening the territorial integrity, sovereignty and independence of Ukraine”, and the applicant shall guarantee that receipt and use of the grant from Innovation Fund Denmark does not violate this regulation. A consolidated list of person, groups and entities subject to EU sanctions is available on the following web address: <https://data.europa.eu/data/datasets/consolidated-list-of-persons-groups-and-entities-subject-to-eu-financial-sanctions?locale=da>

Technical disclaimer

The Danish Agency for Higher Education and Science is responsible for e-grant and has a duty to notify system users of errors causing e-grant to be inaccessible to the point where it affects the applicant's access to submit an application by a given deadline. Information about inaccessibility will be posted on [the Danish Ministry of Higher Education and Science website under Operational status](#).¹⁰

In exceptional cases, Innovation Fund Denmark may extend the application deadline for all affected applicants. This will also appear on [the Danish Ministry of Higher Education and Science website under Operational status](#)¹¹ and on [Innovation Fund Denmark website under Apply for investment](#).¹²

¹⁰ <https://ufm.dk/forskning-og-innovation/tilskud-til-forskning-og-innovation/e-ansogningssystemer/drifstatus/drifstatus-pa-e-grant>

¹¹ <https://ufm.dk/forskning-og-innovation/tilskud-til-forskning-og-innovation/e-ansogningssystemer/drifstatus/drifstatus-pa-e-grant>

¹² <https://innovationsfonden.dk/da>

Innovation Fund Denmark and the Danish Agency for Higher Education and Science are not liable for any erroneous information ensuing from faults in software, computational errors, transmission faults, and similar faults, and in respect of any claim for damages ensuing from incorrect use of e-grant.