

Dear Student Team,

We're thrilled that you're considering submitting a grant application. With this grant, we aim to support projects that contribute to talent development, encourage collaboration between different educational backgrounds, and strengthen the student team ecosystem.

This grant guide serves as a practical resource to help you prepare your application. It explains the requirements your project plan must meet, how to structure your budget and co-funding, and what to keep in mind when submitting the necessary documents. You'll also find a section with frequently asked questions (FAQ) to help you quickly find answers to common issues.

If you still have questions after reading this guide or encounter any difficulties, please don't hesitate to contact us at subsidy@boosttalent.nl, we'll be happy to assist you.

Important: This guide is intended as an explanation of the official grant regulation. In case of any discrepancies or ambiguities, the official text takes precedence. No rights can be derived from this guide.

We wish you the best of luck with your application!

Kind regards,
The BOOST Team

Completeness Checklist

Use this checklist to verify that your grant application is complete and meets all formal requirements. The checklist helps you step by step to confirm whether your project meets the eligibility criteria, whether all elements are included in the project plan, and whether all required attachments are correctly added. Incomplete applications cannot be processed by the Province.

Submission Requirements

- The project will be carried out in the province of North Brabant.
- The project has a minimum duration of seven months and a maximum of two years.
- Is the student team registered as an independent foundation (not a study association)?
- Does the team include members from at least two different types of education? And is action being taken to involve a third educational level?
- Is the requested grant amount between €10,000 and €40,000?
- Has at least 50% co-funding been demonstrated?
- Are at least 15% of the total project costs contributed by the private sector?
- Have no previous grants been awarded for the same project in the current calendar year?

Other Requirements / Required Documents

- Letter of support: Signed by an authorized representative of the educational institution.
- Recent bank statement (not older than one month).
- Articles of association of the foundation/student team.
- Chamber of Commerce registration of the foundation/student team.
- Digital signature using eHerkenning.

Project Plan

General:

- Maximum of 10 pages (including cover page).
- Photos or additional information should be added in a separate appendix.

Cover Page (Project Title Page):

- Name of the student team.
- Name of the project.
- Project duration.
- Date of submission of the project plan.

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Chapter 1 – Project Description

- Motivatie en probleemstelling
- Projectresultaten
- Beschrijving projectpartners en motivatie om mee te doen

Chapter 2 – Development of the Student Team

- Composition of the student team in terms of educational backgrounds.
- Description of the student team.

Chapter 3 – Degree of Innovation

- Description of the innovation based on:
 - Originality.
 - Applicability.
 - Social and economic impact.
 - Technical complexity.

Chapter 4 – Market-Based Funding

- Explanation of own contribution.
- Explanation of co-funding.

Chapter 5 – Project Feasibility

- Budget.
- Planning.
- Risk analysis and flexibility.

Chapter 6 – Commercial Perspective

- Explanation of potential applications.
- Is there demand from industry or society for this type of innovation?

Chapter 7 – Activities and Planning

- Intended project start and end dates.
- Responsibilities for each activity.
- Expected outputs/results.

Chapter 8 – Budget *(to be added as a separate appendix)*

- Breakdown of internal hours (who, how many, for what purpose).
- Major expenditure items (e.g., materials, software, external hiring).
- Ratio between internal and external costs.
- How co-funding is arranged.

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Budget Verification

- Are all costs eligible for funding?
- Is the budget correctly completed?

Explanation of the Innovation Grant

This guide clearly explains how to build a budget for the **Innovation Grant** from the Province of North Brabant. It shows exactly how the grant amount is calculated and what costs **can** and **cannot** be included.

Basic Model: 50% Grant – 50% Co-Funding

The grant covers a maximum of 50% of the total eligible project costs.

The remaining 50% must be financed by the team itself (co-funding), for example through sponsorships, internal hours, own resources, or other contributions.

Example:

- Total project costs: €50.000
- Provincial grant (max): €25.000 (50%)
- Co-funding (minimum): €25.000 (50%)

What costs are eligible for funding?

Not all project costs are eligible for the grant. Only expenses that directly contribute to the development of an innovative prototype, product, or service are considered eligible.

Eligible costs include:

- Internal personnel hours (students), up to €20/hour.
- External contractors or third parties, up to €85/hour, excluding VAT.
- Material costs for prototypes or products.
- Rental of machinery or spaces for development and testing.
- Housing costs directly related to the project.
- Purchase and usage costs of software licenses.

Non-Eligible Costs

The following costs cannot be covered by the grant:

- Expenses incurred before the official project start date.
- Costs for third-party labor from public institutions (e.g., universities themselves).
- Fines, legal fees, or penalties.

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Co-Funding: What Counts?

To be eligible for the grant, your project must have at least 50% co-funding. This means that the province contributes a maximum of 50% of the eligible costs, and your team must cover the remaining 50% yourselves. It is important to note that at least 15% of the total eligible project costs must be covered by external partners from industry.

Market-Based Co-Funding

This amount must therefore be at least 15% of the total eligible project costs.

Market-based co-funding can take several forms, some of which are listed below.

Examples of market co-funding:

- Sponsored advisory hours from companies (e.g., 100 hours at €85/hour).
- In-kind materials provided by a supplier.
- Financial sponsorship from a company.

Internal Hours (Student Team Members) as Co-Funding

A common form of co-funding within student teams consists of the internal hours of team members, the time students invest in the project without financial compensation. This contribution demonstrates the team's own effort and is recognized by the province as a valuable part of the project's total co-funding.

To ensure that there are also financial contributions from partners (in materials or external expertise), a limit applies: Internal hours may account for a maximum of 50% of the total eligible project costs. This rule prevents a budget from consisting entirely of unpaid work and encourages active collaboration with external partners.

Key characteristics of internal hours:

- Refers to the time students spend working on the project without pay.
- These hours are valued at a symbolic rate of €20 per hour in the budget.
- Students do not receive any payment for this time, but their contribution does count as financial co-funding for the grant.

Note:

Co-funding must always be verifiable and realistic in the budget. This means you should clearly and transparently describe who contributes what, and how this funding is applied within the project.

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	Totale financiering	Percentage van totale kosten
Gevraagde subsidie (max 50% tot €40.000)	€ 20,000.00	50.0%
Eigen bijdrage	€ 8,000.00	20.0%
Markfinanciering	€ 12,000.00	30.0%
Overig, namelijk...	€ -	0.0%
Overig, namelijk...	€ -	0%
Totale aanvraag	€ -	0%
Totale kosten	€ 40,000.00	

Figure 4: Automatically generated final results of your grant application.

General Questions Innovation Grant

Is it mandatory to include *all* hours worked, even if this exceeds the 50% rule?

No, this is not mandatory. Under the grant scheme, a maximum of 50% of the total requested grant amount may consist of internal labor contributions (calculated at €20/hour). If you actually spend more hours, you may choose to include only part of them in your budget to remain within this limit. You only need to record hours up to the maximum of 50% of the total project budget, even if you invest more time in practice.

Does the project plan cover page count toward the page limit?

Yes, the cover page counts toward the maximum length of the project plan. The plan may be a maximum of 10 pages in total, including the cover page and all written content. If you wish to include images, diagrams, or other visual materials to support your plan, we recommend adding these in a separate appendix. You may upload one additional document, provided it contains visual material only. Any additional explanations or text must be included in the main project plan and count toward the 10-page limit. The budget must be submitted as a separate Excel file, which does *not* count toward the project plan's page limit.

Should the Excel budget file be submitted separately or as part of the project plan?

The Excel budget file must be submitted separately. You should not attach it to the project plan, but upload it as an individual file along with your application.

Note: The project plan should still reference the Excel file. It is also important to include written explanations in the project plan for any parts that are not clearly described in the Excel budget. The project plan and the Excel file complement each other and together form the basis for evaluating your application.

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Are costs incurred at the EPC considered external costs?

Explanation: The EPC (Equipment Prototyping Centre) of TU/e is frequently used by TU/e teams for producing parts — this question mainly concerns TU/e student teams.

No, costs incurred at the EPC cannot be considered external costs (third-party expenses), as the EPC is part of the TU/e and not an independent entity. Since these costs are funded through internal TU/e budgets, they are regarded as internal costs. In exceptional cases, where the EPC directly invoices the student team, an alternative assessment may apply. Costs can only be classified as third-party expenses if they are fully outside the TU/e's internal budgets and directly paid by the student team.

Can interns be included in both the number of hours and the assessment of team diversity?

Yes. Interns are considered full members of the student team, regardless of whether they come from your own educational institution or another. Their worked hours may be included as internal hours, provided they have a clear and formal role in the project (for example, through an internship agreement).

Interns may also be counted toward the team's diversity and interdisciplinarity. Students from other educational levels (MBO, HBO, WO) positively contribute to this assessment, as long as their role in the project is active, demonstrable, and well described in the project plan.

Why must a bank statement be submitted, and what are the requirements?

The bank statement is required to verify that the specified bank account number actually belongs to the student team. This is a mandatory part of the grant application to ensure that the grant money is transferred to a verified account.

The bank statement must clearly show:

- The account number (IBAN)
- The name of the account holder
- The date of the statement

Note: The address is not required. All other details may (and preferably should) be obscured. The bank statement must be no older than three months at the time of submission. A printed copy from online banking is acceptable, provided the above details are clearly visible. A screenshot from a mobile banking app usually does not suffice, as it often lacks a visible date.

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Can a non-student be officially registered, for example as an advisor or former member?

No, this is not allowed. Under this grant scheme, all persons officially registered with the foundation at the time of application must be enrolled students. This will be verified through a recent extract from the Dutch Chamber of Commerce (KvK) and proof of enrollment for all board members. If it is found that a non-student is officially registered, the application will be immediately rejected.

Important: The KvK extract you submit must be no older than six months.

Make sure to have a current version when submitting your application. Obtaining your KvK extract can take time, so start this process early!

Do participation costs for (international) events or competitions count as eligible costs?

No. Travel, accommodation, and participation costs for (international) events, fairs, or competitions are not eligible for funding. The grant focuses exclusively on activities that directly contribute to the development of an innovative prototype, product, or service. Costs primarily aimed at promotion, presentation, or participation in external events are considered non-eligible.

Are marketing and communication costs eligible?

Yes, but only to a very limited extent. Marketing and communication activities can be eligible when they directly support the development or validation of the innovative prototype, product, or service. Large-scale expenses aimed mainly at promotion, visibility, or commercial purposes (such as branding or general marketing) are not eligible for funding.

What is the definition of the different educational levels, and how can we demonstrate our efforts to represent all three?

The term “different educational levels” refers to the three levels of education in the Netherlands: MBO, HBO, and WO. To encourage collaboration between students from all levels, each student team must include members from at least two of these educational forms.

Additionally, teams must actively demonstrate efforts to involve all three levels.

We understand it may not always be possible to immediately represent all three, but it is important to show concrete actions, such as giving presentations at educational institutions, attending open days, or exploring ways to establish internships or other collaborations.

At BOOST, we are actively working on this ourselves, so please don't hesitate to contact us to explore how we can help you connect with new institutions!

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Has the grant scheme changed compared to the first round?

Yes. After the first grant round, BOOST and the Province of North Brabant reviewed feedback from various stakeholders and implemented improvements in a revised version of the scheme.

The updated setup applies from the 2026 grant round onward.

Key changes:

- You can now apply for a grant between €10,000 and €40,000 (previously €25,000–€40,000), giving smaller projects a better chance to apply.
- Student teams are now required to include students from at least two different educational levels, to strengthen talent development and collaboration across all types of education.
- Applications are now processed on a first-come, first-served basis until the funding ceiling is reached — so make sure to submit your application on time once the program opens!