

# APPLICATION GUIDELINES

## Educational Institutions

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

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

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

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

# 1. EXECUTIVE SUMMARY

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## 2. APPLICANT DETAILS

PLEASE COMPLETE USING CAPITALS

Applicant No: \_\_\_\_\_ (for office use)

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



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

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

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

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# 3. TECHNICAL PROPOSAL

## A – TECHNICAL BACKGROUND INFORMATION ON THE INSTITUTION

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





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3.4 Organization details (departments, faculty details etc)

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3.5 Industry collaboration/plans

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

**B – DETAILS OF RELEVANT ASSETS/RESOURCES**

**3.7 Committed third party support (if applicable)**



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

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C – CAPABILITY OF THE INSTITUTION

3.9 Student strength

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3.10 Faculty strength (Senior and Junior academicians)

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3.11 Faculty to student ratios

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

**D – FEASIBILITY**

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



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

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E – KEY PERFORMANCE INDICATORS (KPIs)

3.15 Proposed KPIs to measure the success of the institution

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## 4. COMMERCIAL PROPOSAL

### A – MARKETING AND PROMOTION PLANS

### B – FIVE-YEAR PROJECTIONS

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



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4.3 Human Resources cost estimates

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4.4 Technology cost estimates

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4.5 Other costs

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4.6 Detailed expenditure plan

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

**D – DETAILED RELATED FUNDING PLAN (including future years)**

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

## CHECKLIST

Please ensure you have attached the following documentation:

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



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

## 5. UNDERTAKING

I, \_\_\_\_\_, hereby declare that:

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

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

## OFFICE USE ONLY

