

Unclassified

Ref: MIH2020/006/.....

[date]

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

Dear [Mr/Ms. name surname]

**Letter of Award – YouStartIT #6 Accelerator Programme (Reference: MIH2020/006)**

Further to your response to the call for startup teams published by MITA on 18<sup>th</sup> March 2020, designated YouStartIT Validator, having reference MIH2020/VAL002, and your successful participation in the ensuing programme and final pitch delivered on 18<sup>th</sup> August 2020, MITA is hereby awarding your startup team *[name of startup]*, (the “Startup”), the Grant subject to the terms and conditions stated in this letter and Appendix A (Startup Responsibilities,) and Appendix B (Grant Terms and Conditions) and Appendix C (Social Impact Agenda). The Grant is intended to assist your Startup in realising the digital business idea described in Appendix A (the “Project”).

The Grant shall consist of:

- 1) A cash grant of up to €20,000 which is exempt from VAT and is payable in separate tranches in accordance with the Objectives achieved and related Deliverables identified in Appendix A – Startup Responsibilities.
- 2) Pro bono services worth up to €10,000 including up to ninety (90) contact hours with MITA staff covering:
  - The provision of one-to-one mentorship covering aspects related to validation of the business idea, prototyping, testing, product development and growth of the business; project management and administrative support;
  - The co-ordination and involvement on a best effort basis of external mentors covering business, financial marketing or technology mentoring services;
  - The provision of any technology perks available to the MIH during the Term on a best effort basis and according to the rules set by the technology provider;
  - Support in the organisation of networking events organised to demonstrate and disseminate the Startup’s Prototype and results of the proof-of-concept, as well as to facilitate interaction with external mentors and potential angel investors (“Pro Bono Services”).

The MITA Innovation Hub (MIH) is a collaborative environment that gives the Startup an opportunity for contact with external mentors or investors. The environment is designed to encourage interaction between the Startup and such mentors or investors for the benefit of the Startup and to enhance its potential for business growth and internationalisation. With this intent MITA may pass on information about the Startup and its business idea to such mentors or investors. MITA, however, does not carry out any due diligence assessments of the mentors or investors, and hence cannot guarantee their integrity, credibility and degree of competence in the subject.

The “Term” of the Grant shall commence on the date on which the Startup signs this Letter of Award (the “Commencement Date”) up to 31<sup>st</sup> December 2020, or earlier in the event that the Business Plan is finalised by the Startup before such period.

Kindly sign the attached duplicate of this letter as an indication of your acceptance of the terms contained herein.

Yours sincerely,

.....  
Tony Sultana  
Executive Chairman  
Malta Information Technology Agency (MITA)

**ACCEPTANCE**

We, the undersigned, agree to the contents of this letter of engagement.

.....

Insert name

.....

ID/Passport Card Number

.....

Address: .....  
(insert address, if different from top of first page address)

Email: .....

VAT Registration Number (where applicable) .....

Company Registration Number (where applicable) .....

Date: .....

- Encl: Appendix A: Startup Responsibilities
- Appendix B: Grant Terms and Conditions
- Appendix C: Social Impact Agenda
- Appendix D: Application Form



## Appendix A – Startup Responsibilities

### Project Coordinator

The 'Project Coordinator' shall be the co-founder participating in the YouStartIT Programme, and shall be responsible to:

- a. Act as the overall Project manager and main contact point for the Startup in its interactions with the MIH and any designated partners or mentors;
- b. Participate in:
  - i. fortnightly one-to-one meetings, mentor meetings, fortnightly cohort meetings, ad hoc progress meetings or test sessions and other activities, including promotional ones, requested by MITA during the course of the proof-of-concept; failed participation to each activity without extenuating circumstances approved in writing by the MIH manager may lead to a breach of this agreement and immediate cessation of participation in the programme by the Startup.
  - ii. any demonstration and dissemination activities, including post-implementation interviews, organised by MITA throughout the Project Duration.
- c. Administer and keep a record of all transactions, minutes, labour effort, deeds and all documentation related to the day-to-day management of activities, including disbursements and any payments made to the other members of the Startup or any external contractors or employees engaged for the purposes of the proof-of-concept; and the issue of grant disbursement requests in the Letter of Award.
- d. Provide periodic updates as determined by MITA;
- e. Attend and actively participate in activities such as meetings, workshops, talks and presentations organised to manage the proof-of-concept and demonstrate and disseminate the outcomes of the proof-of-concept.
- f. Ensure participation of the Startup in the Social Impact Agenda described in Appendix C.
- g. Ensure ongoing interaction with the customers and end-users targeted by the business idea, and as directed by the MIH management team or its appointed business mentors.

The Project Coordinator may, subject to approval in writing from the MIH team manager, delegate one or more of the above-mentioned responsibilities to another co-founder of the Startup.

The co-founder appointed the role of Project Coordinator shall be [Mr/Ms First Name Family Name]. Any changes to the identity of the Project Coordinator will be subject to approval by MITA.

### The Product Manager

As prescribed by the Call Guideline and Rules of the YouStartIT Validator programme, the product manager is the co-founder participating in the YouStartIT Programme, and shall be responsible to:

- a. Advise the Project Coordinator of the Startup on technical decisions to be taken;
- b. Build the prototype or manage resources needed to build the prototype;
- c. Manage the project from a technical point of view, and taking business-critical technical decisions, such as technical design planning, product architecture and development platform selection, amongst others;

The co-founder appointed the role of Product Manager shall be [Mr/Ms First Name Family Name]. Any changes to the identity of the Product Manager will be subject to approval by MITA.

## The Project

[Provide a concise description of the project in not more than 150 words].

The Project shall be executed over the Term as outlined in the Milestone Plan further below. Payment of the respective tranche shall be effected only after ALL the Objectives have been reached and all Deliverables completed to the satisfaction of the MIH team, and in keeping with the timescales in the Milestone Plan.

Objectives	Deliverables	Equivalent tranche disbursed from the available cash grant
Submit all details required to complete the Letter of Award and related Appendix A.	Letter of Award, signed by the Project Coordinator and co-founders.  Signed Power of Attorney from each co-founder authorising receipt of the first tranche by the Coordinator.	€2,000 disbursed after thirty (30) days from signing of the Letter of Award.
Achieve sufficient capacity and resources ( <i>1-Complete Team</i> ) to refine and launch the first version of the prototype for testing within the team, and/or one or more early adopters (paying or non-paying).  Register with the Malta Business Registry (MBR) as a business undertaking (company / partnership), or with JobsPlus as a Sole Trader (self-employed).	Interim Report, a document highlighting the activities, findings and results of tests and/or activities undertaken (*)  Certificate of Registration issued by the MBR, and VAT Number, <b>or</b>  Evidence of registration of the Co-ordinator as a Sole Trader with JobsPlus, relevant VAT number; and power of attorney from all co-founders authorising receipt of all subsequent grant payments.	€8,000
Organise at least one Event as defined in Appendix C – Social Impact Agenda  Has presented the rationale quantifying (a) the costs customers incur, or the time they waste, when not using the proposed solution ( <i>2-Pain Point/s</i> ), (b) the costs the startup needs to sustain to build the solution and gain its first customers (i.e. customer acquisition costs and product development costs) ( <i>3-Value Proposition</i> ).  Has developed and launched a prototype ( <i>4-Product</i> ) that: (a) embodies characteristics of uniqueness with respect to competing products, (b) hard-to-emulate characteristics ( <i>7-Competition</i> ); and (c) has been tested by early adopters (paying or non-paying customers) and re-validated through recurrent use by those early customers in an operational environment ( <i>6-Customer Traction</i> ).  Has defined and clearly documented its intended <i>5-Go-to-Market Strategy</i> , <i>8-Business Model</i> and <i>9-Funding Strategy</i> in its business plan.	An Event that fulfills the criteria and audience requirements defined in Appendix C – Social Impact Agenda.  Final Report, a document providing: a brief background of the project; a high level description of the main architectural components of the solution and their interaction; a personal reflection listing lessons learned and future recommendations; an appendix listing the activities, findings and results updated to reflect the outcome of customer testing after launch (*).  A Business Plan that describes the <i>Pain Points</i> , <i>Value Proposition</i> , <i>Product</i> , <i>Go-to-Market Strategy</i> , <i>Customer Traction</i> , <i>Competition</i> , <i>Business Model</i> and <i>Funding Strategy</i> (*)	€10,000

(\*) Templates to be provided by MITA

Words in *italics* represent the nine key business goals covered during the Validator programme.

## Milestone Plan of Deliverables

Project kick-off	31:08:2020
Registration of partnership/company/Sole Trader completed	dd:mm:yyyy
Interim Test Report delivered	dd:mm:yyyy
Launch version of the prototype deployed in an operational environment	dd:mm:yyyy (the "Launch Date")
Event delivered	dd:mm:yyyy
Final Report delivered	04:12:2020
Business Plan delivered	04:12:2020

*[amend grey parts of plan as relevant]*

## Reporting

The Startup accepts to:

- Deliver or make available online weekly status updates, as well as *ad hoc* or exception reports, as required by circumstances or progress, and using the electronic tools and resources assigned or indicated by the MITA Innovation Hub (MIH) management team.
- Deliver fortnightly presentations about ongoing progress, lessons learned and upcoming activities to the other members of the programme and to the MIH management team.

## Premises

Once the Startup is granted permission to use MITA premises, or any co-working space and facilities made available by MITA to Startups, it shall be bound to adhere to the MIH house keeping rules and Fire Evacuation Rules and Procedures at all times.

## Appendix B – Terms and Conditions

**Important Information About these Terms and Conditions:** Please read these terms and conditions carefully. These terms and conditions and the Letter of Award (the “Agreement”/“Grant Agreement”) constitute a binding contract between you (hereinafter referred to as the “Startup”) and the Malta Information Technology Agency (hereinafter referred to as “MITA”) for the provision of the Grant. In accepting the Grant you agree to be bound by these terms and conditions of this Agreement

### 1. Definitions

The terms “**Business Plan**”, “**Commencement Date**”, “**Grant**”, “**Launch Date**”, “**Objectives**”, “**Pro Bono Services**”, “**Project**”, “**Project Coordinator**”, “**Startup**” and “**Term**” shall have the same meaning as assigned to them in the Letter of Award to which these terms are attached and the YouStartIT.Call for Applications.

### 2. Purpose of Grant:

- 2.1 The Startup shall use the Grant only for the delivery of the Objectives and in accordance with the terms and conditions set out in this Agreement. The Grant shall not be used for any other purpose without the prior written agreement of MITA.
- 2.2 The Startup shall not make any significant change to the Project without MITA's prior written agreement.
- 2.3 Where the Startup intends to apply to a third party for other funding for the Project, it will notify MITA in advance of its intention to do so. The Startup agrees and accepts that it shall not apply for duplicate funding in respect of any part of the Project or any related administration costs that MITA is funding in full under this Agreement.

### 3. Payment of Grant

- 3.1 Subject to clause 11, MITA shall pay the Grant to the Startup in accordance with the payment plan referred to in the Letter of Award, subject to the necessary funds being available when payment falls due. Provided Pro Bono Services shall be due in kind and no payments shall be due by MITA to the Startup for such amount representing the worth of Pro Bono services not utilised during the Term.
- 3.2 The amount of the Grant shall not be increased in the event of any overspend by the Startup in its delivery of the Project.
- 3.3 The Grant shall be paid by bank transfer or cheque payable to the Startup. Upon formalisation into a business undertaking the Startup will set-up a separate ordinary bank account in the name of the Startup.

### 4. Use of Grant

- 4.1 The Grant shall be used by the Startup for the purpose of reaching the Objectives in accordance with the agreed budget set out in the Letter of Award.
- 4.2 The Startup shall only make payments or utilise the Pro Bono Services in accordance with the terms governing the status and operation of the Startup and/or in accordance with terms of the contract for services or contract of services entered into between the Startup and any third party satisfying the requirements defining a Startup under this Agreement.

### 5. Monitoring and reporting

- 5.1 The Startup shall closely monitor the delivery and success of the Project throughout the Term to ensure that the aims and objectives of the Project are being met and that this Agreement is being adhered to.
- 5.2 Within sixty (60) days from the final payment, the Startup shall provide MITA with a financial statement and report detailing its use of the cash grant and, if requested by MITA, the use of Pro Bono Services during the Term.
- 5.3 Where the Startup has obtained funding from a third party for its delivery of part of the Project, the Startup shall include the amount of such funding in its financial statement together with details of what that funding has been used for.
- 5.4 The Startup shall on request provide MITA with information, explanations and access to documents and/or records as MITA may reasonably require in order for it to establish that the Grant has been used properly in accordance with this Agreement.

### 6. Acknowledgment and publicity

- 6.1 The Startup shall not publish any material referring to the Project and/or the Objectives or MITA without the prior written agreement of MITA. The Startup shall acknowledge the support of MITA in any materials that refer to the Project and in any written or spoken public presentations about the Project and/or the Objectives. Such acknowledgements (where appropriate or as requested by MITA) shall include MITA's name and logo (or any future name or logo adopted by MITA) using the templates provided by MITA from time to time.
- 6.2 In using MITA's name and logo, the Startup shall comply with all reasonable branding guidelines issued by MITA from time to time.
- 6.3 The Startup agrees to participate in and co-operate with promotional activities relating to the Project and/or the Objectives that may be instigated and/or organised by MITA.

- 6.4 MITA may acknowledge the Startup's involvement in the Project and/or the Objectives as appropriate without prior notice.
- 6.5 The Startup shall comply with all reasonable requests from MITA to facilitate visits, provide reports, statistics, photographs and case studies that will assist MITA in its promotional and fundraising activities relating to the Project and/or the Objectives.

## **7. Intellectual Property Rights**

- 7.1 The Startup will retain all right, title and interest in and to all Intellectual Property Rights arising in connection with this Agreement.
- 7.2 [In cases where the project concerns the Government of Malta, the Startup shall, upon a written request by MITA, grant a non-transferable, perpetual, royalty free and non-exclusive license in the name of the Government of Malta to use the Intellectual Property created by the Startup pursuant to this Agreement in the event that the Startup ceases to maintain the Intellectual Property or the Government of Malta does not enter into a separate contractual arrangement with the Startup for the purpose of maintaining the Intellectual Property. The right to use shall, in particular, but without limitation, allow the Government of Malta to enhance or further develop, adapt or re-use the Intellectual Property itself or through the appointment of a third party. For such purpose, the Startup shall as part of the delivery of the Project, provide MITA with the Intellectual Property, including a copy of the source code, as at the Launch date. For the avoidance of doubt, the Startup shall retain ownership in the Intellectual Property created and grant the Government of Malta a licence for use in accordance with the provisions of this Clause 7.2.] [delete if not applicable]
- 7.3 The Startup acknowledges and agrees that all data, information, text, drawings and other materials ("the Data") embodied in any electronic, optical, magnetic or tangible medium, supplied to the Startup by MITA or any other entity within the Government of Malta, is and shall remain the sole property of that party and shall be used by the Startup for the sole purpose of delivering the Project and/or reaching the Objectives in accordance with the terms of this Agreement.
- 7.4 For the purpose of this clause 7 "Intellectual Property Rights" shall mean copyrights, patents, trademarks, service marks, design rights (whether registered or unregistered), and all other similar intellectual or industrial proprietary rights.

## **8. Confidentiality**

- 8.1 Each party shall during the term of this Agreement and thereafter keep secret and confidential all Intellectual Property Rights or Know-How or other business, technical or commercial information disclosed to it as a result of the Agreement and shall not disclose the same to any person save to the extent necessary to perform its obligations in accordance with the terms of this Agreement or save as expressly authorised in writing by the other party.
- 8.2 The obligation of confidentiality contained in this clause shall not apply or shall cease to apply to any Intellectual Property Rights, Know-How or other business, technical or commercial information which:
  - (1) at the time of its disclosure by the disclosing party is already in the public domain or which subsequently enters the public domain other than by breach of the terms of this Agreement by the receiving party;
  - (2) is already known to the receiving party as evidenced by written records at the time of its disclosure by the disclosing party and was not otherwise acquired by the receiving party from the disclosing party under any obligations of confidence; or
  - (3) is at any time after the date of this Agreement acquired by the receiving party from a third party having the right to disclose the same to the receiving party without breach of the obligations owed by that party to the disclosing party.
- 8.3 The provisions of this clause shall survive the termination of the Agreement for any cause whatsoever.

## **9. Freedom of information**

- 9.1 The Startup acknowledges that MITA is subject to the requirements of the Freedom of Information Act (Cap. 496 of the Laws of Malta) and that the provisions of the Agreement are without prejudice to the obligations of MITA under the said Act, the Code of Practice issued under the same Act and any subordinate legislation made under the Act from time to time and/or any decision issued by the Information and Data Protection Commissioner in relation to such legislation.
- 9.2 The Startup shall provide assistance as necessary to enable MITA to respond to a request for information within the twenty (20) Working Day time limit established under the Freedom of Information Act for compliance.

## **10. Data protection**

- 10.1 The Startup shall (and shall procure that any of its staff involved in connection with the Project) comply with the requirements of the General Data Protection Regulation (Regulation 2016/679) and the Data Protection Act (Cap 586 of the Laws of Malta) and will duly observe all their obligations under such legislation, which arise in connection with the Project. For the purpose of this Letter of Award, the Parties agree that this is not a processing agreement and therefore no processing of personal data is involved for the purpose of disbursing the Grant.

## **11. Consequences for Breach of Contract**

11.1 MITA's intention is that the Grant will be paid to the Startup in full. However, without prejudice to MITA's other rights and remedies, MITA may at its discretion withhold or suspend payment of the Grant and/or require, in exceptional circumstances which so warrant, repayment of all or part of the Grant if:

- (1) the Startup uses the Grant for purposes other than those for which they have been awarded;
- (2) MITA considers that the Startup has not made satisfactory progress with the delivery of the Project and/or the Objectives and/or fulfilment of the Startup Responsibilities;
- (3) the Startup is, in the reasonable opinion of MITA, delivering the Project and/or the Objectives in a negligent manner;
- (4) the Startup obtains funding from a third party which, in the reasonable opinion of MITA, undertakes activities that are likely to bring the reputation of the Project or MITA into disrepute;
- (5) the Startup provides MITA with any materially misleading or inaccurate information;
- (6) the Startup is guilty of serious misconduct, including fraud, neglect or refusal to continue with the Project and/or the Objectives.
- (7) the Startup or any member of the Startup has (a) acted dishonestly or negligently at any time and directly or indirectly to the detriment of the Project and/or the Objectives or (b) taken any actions which, in the reasonable opinion of MITA, bring or are likely to bring MITA's name or reputation into disrepute; or
- (8) the Startup fails to comply with any of the terms and conditions set out in this Agreement and fails to rectify any such failure within thirty (30) days of receiving written notice detailing the failure.

11.2 Should the Startup be subject to financial or other difficulties which are capable of having a material impact on its effective delivery of the Project, reaching the Objectives, or compliance with this Agreement it will notify MITA as soon as possible so that, if possible, and without creating any legal obligation, MITA will have an opportunity to provide assistance.

## **12. Limitation of liability**

12.1 MITA accepts no liability for any consequences, whether direct or indirect, that may come about from the Startup running the Project, the use of the Grant, including the Pro Bono Services, or from withdrawal of the Grant. The Startup shall indemnify and hold harmless MITA, its employees, agents, officers or sub-contractors with respect to all claims, demands, actions, costs, expenses, losses, damages and all other liabilities arising from or incurred by reason of the actions and/or omissions of the Startup in relation to the Project, the non-fulfilment of obligations of the Startup under this Agreement or its obligations to third parties, including obligations arising pursuant to Clause 20 (Third Party Services).

12.2 Subject to clause 12.1, MITA's liability under this Agreement is limited to the payment of the cash granted by MITA to the Startup under this Agreement.

## **13. Warranties**

13.1 The Startup warrants, undertakes and agrees that:

- (1) the Startup, and any of its members and/or employees, certifies the work as their own, and does not infringe any third-party Intellectual Property Rights;
- (2) it has not committed, nor shall it commit, any act constituting serious misconduct, including fraud, neglect or refusal to continue with the Project and/or the Objectives.
- (3) it shall at all times comply with all relevant legislation and all applicable codes of practice and other similar codes or recommendations, and shall notify MITA immediately of any significant departure from such legislation, codes or recommendations;
- (4) it has advised MITA fully of any conflict of interest of which it is aware regarding the Service as at the date of the Contract and further undertakes to inform MITA as soon as practicable of any conflict of interest regarding the Agreement of which it may become aware during the Term.
- (5) all information concerning the Startup and/or its members which has been disclosed to MITA is to the best of its knowledge and belief, true and accurate;
- (6) it is not subject to any contractual or other restriction imposed by its own or any other organisation's rules or regulations or otherwise which may prevent or materially impede it from meeting its obligations in connection with the Grant;
- (7) it is not aware of anything in its own affairs, which it has not disclosed to MITA or any of MITA's advisers, which might reasonably have influenced the decision of MITA to make the Grant on the terms contained in this Agreement.

## **14. Termination**

MITA may terminate this Agreement and any Grant payments

- a) Without notice in case of a breach of contract detailed in Clause 11.1 of these Terms; or
- b) By giving the Startup one (1) week written notice should it be required to do so for any reason or without reason.

The terms, conditions and warranties contained in this Agreement that by their sense and context are intended to survive this Agreement, shall so survive the expiry or termination of this Agreement whichever is the earlier.

## **15. Assignment**

The Startup may not, without the prior written consent of MITA, assign, transfer, sub-contract, or in any other way make over to any third party the benefit and/or the burden of this Agreement or, except as contemplated as part of the Project, transfer or pay to any other person any part of the Grant.

## **16. Waiver**

No failure or delay by either party to exercise any right or remedy under this Agreement shall be construed as a waiver of any other right or remedy.

## **17. Notices**

All notices and other communications in relation to this Agreement shall be in writing and shall be deemed to have been duly given if personally delivered, e-mailed, or mailed to the address of the relevant party, to the address referred to in the Letter of Award or otherwise notified in writing. If personally delivered or if e-mailed all such communications shall be deemed to have been given when received (except that if received on a non-working day or after 5.00 pm on any working day they shall be deemed received on the next working day) and if mailed all such communications shall be deemed to have been given and received on the fourth working day following such mailing.

## **18. Dispute resolution**

18.1 In the event of any complaint or dispute (which does not relate to MITA's right to withhold funds or terminate) arising between the parties to this Agreement in relation to this Agreement the matter should first be referred for resolution to the Project Coordinator or any other individual nominated by MITA from time to time.

18.2 In the absence of agreement under the preceding clause, the parties shall refer the disagreement to the Malta Arbitration Centre for a final decision on the matter.

## **19. No partnership or agency**

This Agreement shall not create any partnership or joint venture between MITA and the Startup, nor any relationship of principal and agent, nor authorise any party to make or enter into any commitments for or on behalf of the other party.

## **20. Third Party Services**

MITA disclaims all liability, including express or implied warranties, whether written or not for any services provided by third parties, in connection to the Project. MITA makes no representation whatsoever as to fitness for a particular purpose in respect of services provided by a third parties for the Startups intended purpose.

The Startup also acknowledges that the services provided by third parties as part of the Pro Bono Services are subject to separate terms and conditions and that in accepting to avail of the service by the third parties agrees to abide by such terms and conditions as may be notified by MITA from time to time.

## **21. Joint and several liability**

Where the Startup is not a company nor an incorporated entity with a distinct legal personality of its own, the individuals who enter into and sign this Agreement on behalf of the Startup shall be jointly and severally liable for the Startup's obligations and liabilities arising under this Agreement.

## **22. Governing law**

This Agreement shall be governed by and construed in accordance with the laws of Malta.

## Appendix C – Social Impact Agenda

The Social Impact Agenda (SIA) is an activity of the YouStartIT Accelerator Programme that requires each startup to organise a social or educational event designed to enhance its exposure within the Maltese innovation and tech startup ecosystem. It is an integral part of the programme and a method that the MITA Innovation Hub (MIH) uses to measure the startups' social impact on the ecosystem, as well as to encourage them to be entrepreneurial, purposeful and forthcoming in their communication.

To participate in the SIA each startup must organise at least one event targeting other startups, members or stakeholders of the ecosystem, as well as any member of the general public interested in innovation and tech entrepreneurship.

The Startup's event is listed as one of the Objectives and Deliverables forming part of their Project. The types of events contemplated for the SIA are defined below:

- **Meetup**

An informal semi-structured meeting, open to the public, organised about a specific technical or non-technical topic of relevance to the innovation and startup ecosystem (delivered by one or more presenters) usually organised in a recreational area such as a bar, pub, hall, etc. The purpose of such an event is inspirational, informative and educational. The startup co-founders may invite speakers external to the team, but must at a minimum be involved in facilitating or conducting the event.

At least 20 participants must attend and the expected duration of such an event should not last less than one-and-a-half hours. The actual talk or discussion about the selected topic must last at least 30 minutes. The organising startup must provide evidence about the Meetup through a registration list and photos or videos and publicise its outcome on social media.

- **Lecture/Seminar/Workshop**

A structured educational talk about a selected technical or non-technical topic of relevance to the startup ecosystem. For example, a lecture on coding using Python, growth hacking or digital marketing. This could be delivered by a member of the startup or by an expert engaged by the startup. It should be addressed to students of a formal tertiary education institution (either academic or vocational), a particular industry (including MITA itself), or the general public. This will require the preparation of visual materials (typically a slide deck).

At least 12 attendees must be present, and the expected length of the lecture(s) should be of at least **one hour and half in total** or split in two 45-minute sessions. The organising startup must provide evidence about the Lecture/Seminar through a signed registration list and pictures and publicise its outcome on social media.

In both types of events the co-founders are required to:

- Explain the context of their project and its connection to the MITA YouStartIT programme
- Be actively involved in facilitating or conducting the event proceedings
- Organise, plan, identify the venue, advertise and (as applicable) finance the Meetup or Lecture it is responsible for

In the event of special circumstances dictated by force majeure the MIH team will authorise that the above events be organised as a fully online event.

Organising either Meetups or Lectures/Seminars jointly by up to two Startups is permissible as long as double the amount of required attendees actually attend the event.

Variations or new proposed activities to the above activities are possible and must be subject to prior approval by the MIH team in writing.

**Appendix D – Application Form**

