Date: Day-Month-Year

**Sendai-Finland Wellbeing Center BII Unit Tenancy Application Form**

To: Chairperson, Sendai City Industrial Promotion Organization Applicant

Name of representative (Print):

(Signature)

Name of company or organization:

Address of company or organization:

This document prepared by:

Contact address (telephone, e-mail):

I apply with this form to rent Project Room at the Sendai-Finland Wellbeing Center BII Unit, attached with related documents.

## Desired Project Room to Rent

|  |  |  |
| --- | --- | --- |
| Room No. | Space | Fill in your priority |
| Project Room 1.1 | 6.87㎡ |  |
| Project Room 1.2 | 6.69㎡ |  |
| Project Room 1.3 | 6.87㎡ |  |
| Project Room 2.1 | 13.26㎡ |  |
| Project Room 4.1 | 5.45㎡ |  |
| Project Room 4.2 | 5.30㎡ |  |
| Project Room 8 | 39.74㎡ |  |

1. **Term of Lease**

From

(Date) (Month) (Year) To

(Date) (Month) (Year)

**Research/Development Plan**

## Profile

|  |  |
| --- | --- |
| 1) Name of Organization |  |
| 2) Name of Representative |  |
| 3) Address of Headquarters |  |
| 4) Stock Capital |  |
| 5) Date of Establishment |  |
| 6) Fiscal Year-end | Day-Month |
| 7) Number of Employees |  |
| 8) Planned Number of Persons in the project room |  |

\*If the applicant is a research institution or a researcher, please change to the appropriate wording in this document such as “company” to “university,” or “business” to “research activity.”

\*Size of blank space of this form can be adjusted by applicant.

## Outline of Present Business or Activity

## Project Plan = Planned Research/Development Activity in the BII Unit

\*Please fill in a brief and clear summary

1. Outline and uniqueness of the research or development project

|  |
| --- |
| Name of Research/Development  Please tick the box:  ☐Basic research ☐Applied research ☐Product/service development ☐Business development |
| Outline of the project (including background and purpose)  \*Please list a maximum of five (5) keywords, and using those keywords, describe the outline in detail. |
| Novelty value of the R&D project or product |
| Competition in the field of the project or product (competitors etc.)  Strength/Weakness of your company (e.g. SWOT analysis) |
| Growth potential in the field of the result or product  (Present and future market size, target share in the market etc.) |
| External relations such as present and future business alliances, partner companies, partner universities and researchers. Desire to collaborate with a manufacturing or distribution company.  \*Please especially note relations with Japanese companies, universities or researchers. |
| Miscellaneous |

1. Schedule

Project or Development Process Schedule (Please describe clearly the process to the final goal during the term of lease.)

|  |  |  |
| --- | --- | --- |
| Items  Schedule | Check-point targets | Main problem and way to tackle it |
| Move-in –  X months later |  |  |
| X months later |  |  |
| X month later |  |  |
| X months later |  |  |
| X months later |  |  |
| X months later |  |  |

A 6-month term for each check-point is recommended, however you can change the length of term upon your preference.

1. Project Implementation System

|  |
| --- |
| a. Project leader (Name and position in the company/institution) |
| b. Planned equipment that will be brought into the Project Room and needed electric capacity |
| c. Normal office days and hours |
| d. Miscellaneous |

1. **Future Vision (please describe briefly)**

|  |
| --- |
| 1) Problems to proceed with the R&D process |
|  |
| 2) Contribution to the (Sendai) regional society |
|  |
| 3) Miscellaneous |
|  |

1. **Financial Plan of the project or activity in the BII Unit (within the term of lease)**

Budget in Yen/Euro/US$:

|  |  |
| --- | --- |
| **FUNDING/INCOME** | Year XXXX |
| Sales |  |
| Own Fund (Capital fund, etc.) |  |
| long-term loan |  |
| investment from venture capital |  |
| Subsidy |  |
| **Total** |  |
|  |  |
| **NECESSARY FUNDS/COSTS** |  |
| COGS |  |
| Equipment investment, etc. |  |
| R&D cost |  |
| Wages |  |
| Rent |  |
| Repayment of long-term loan |  |
| **Total** |  |
|  |  |
| **BALANCE** |  |

\*Please fill in the financial plan of the project that is written in “3. Project Plan”. Applicants do not have to write a financial plan of a whole company or a whole institute.

\*The items listed above are just examples, and applicants can add or eliminate items; ex. A researcher applicant may be able to write “research fund” or “subsidy” as Income, and “research expenses” and /or “wages expenses (for him/herself) as Expenditure.

\*Please write explanations to “note” column.