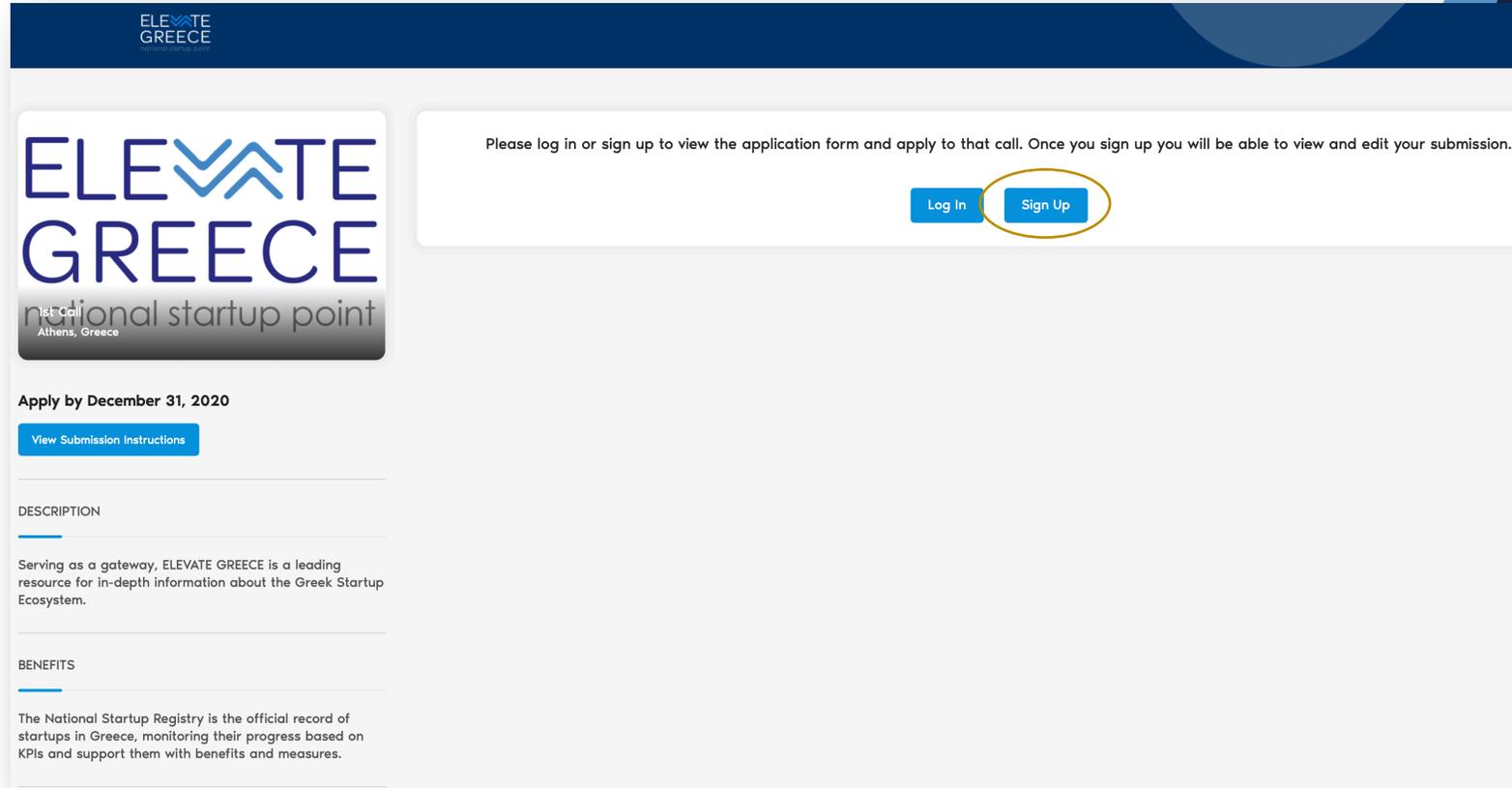


# ELEVATE GREECE

# STEP BY STEP GUIDE

## 1.1 Create Account



The screenshot shows the ELEVATE GREECE website interface. At the top left is the ELEVATE GREECE logo. Below it is a large graphic with the text "ELEVATE GREECE national startup point" and "1st Call Athens, Greece". To the right of this graphic is a white box containing the text: "Please log in or sign up to view the application form and apply to that call. Once you sign up you will be able to view and edit your submission." Below this text are two blue buttons: "Log In" and "Sign Up". The "Sign Up" button is circled in yellow. Below the white box, there is a section titled "Apply by December 31, 2020" with a "View Submission Instructions" button. Further down are sections for "DESCRIPTION" and "BENEFITS".

ELEVATE  
GREECE

national startup point

1st Call  
Athens, Greece

Apply by December 31, 2020

[View Submission Instructions](#)

DESCRIPTION

Serving as a gateway, ELEVATE GREECE is a leading resource for in-depth information about the Greek Startup Ecosystem.

BENEFITS

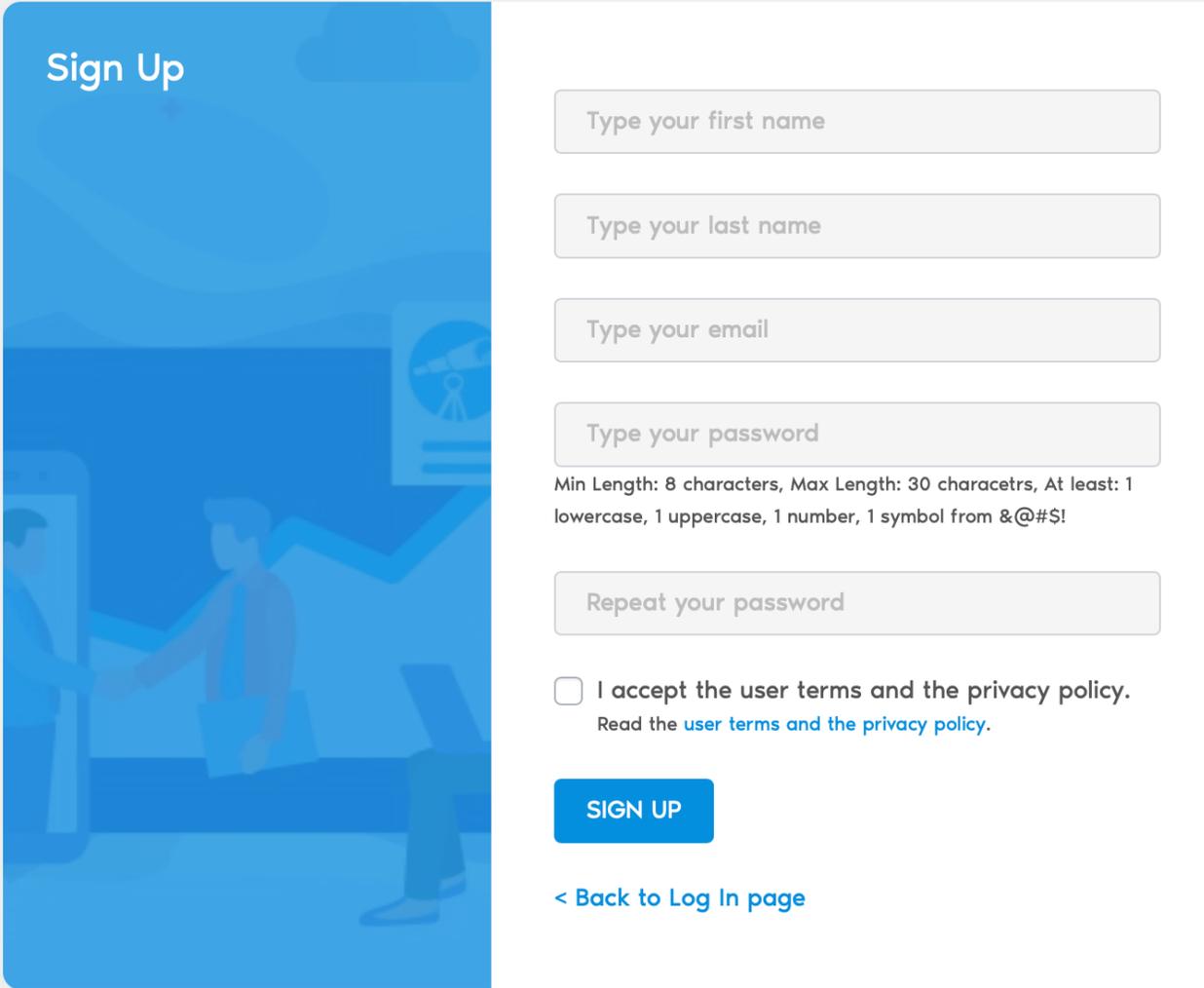
The National Startup Registry is the official record of startups in Greece, monitoring their progress based on KPIs and support them with benefits and measures.

Please log in or sign up to view the application form and apply to that call. Once you sign up you will be able to view and edit your submission.

[Log In](#) [Sign Up](#)

# STEP BY STEP GUIDE

## 1.2 Fill the Form and Create your Personal Account



The image shows a 'Sign Up' form interface. On the left is a blue vertical banner with the text 'Sign Up' at the top and a background illustration of a person at a computer. The main form area is white and contains several input fields and a checkbox. The fields are: 'Type your first name', 'Type your last name', 'Type your email', 'Type your password' (with a note: 'Min Length: 8 characters, Max Length: 30 characters, At least: 1 lowercase, 1 uppercase, 1 number, 1 symbol from &@#S!'), and 'Repeat your password'. Below the fields is a checkbox with the text 'I accept the user terms and the privacy policy. Read the [user terms](#) and the [privacy policy](#).' At the bottom of the form is a blue 'SIGN UP' button and a link '< Back to Log In page'.

Sign Up

Type your first name

Type your last name

Type your email

Type your password

Min Length: 8 characters, Max Length: 30 characters, At least: 1 lowercase, 1 uppercase, 1 number, 1 symbol from &@#S!

Repeat your password

I accept the user terms and the privacy policy.  
Read the [user terms](#) and the [privacy policy](#).

**SIGN UP**

[< Back to Log In page](#)

# STEP BY STEP GUIDE

## 1.3 A draft submission is created automatically

At the **end** of the form you will be able to view **evaluators' feedback** once it is **finalized** and there is a **final decision** about your application.



**Apply by December 31, 2020**

[View Submission Instructions](#)

**DESCRIPTION**

Serving as a gateway, ELEVATE GREECE is a leading resource for in-depth information about the Greek Startup Ecosystem.

**BENEFITS**

The National Startup Registry is the official record of startups in Greece, monitoring their progress based on KPIs and support them with benefits and measures.

**HINTS**

Useful links:

- [Online creation of Affirmed Statement \(select\)](#)

Use the form below to apply to that call.

Company Full Name\*

[Basic Eligibility Check \(Click to view less/more...\)](#)

Trading Name\*

Max Length (chars): 100, Min Length (chars): 2

Date of incorporation\*

Legal Entity Form\*

Number of employees (in FTE) in the latest approved accounting period\*

Registered Offices (Ε5πα)\*

**Documentation**

Incorporation document of the company (TAXISnet)\*

Please upload a TAXISnet pdf file issued within the last 10 days before submission with company's full official name and trading name, establishment date, headquarters address and local branches, principal activity code numbers (KAA), etc.

Number of partners-shareholders as appearing in the most recent statute\*

Greek VAT Number (ΑΦΜ)\*

Annual Turnover (EUR / latest approved accounting period)\*

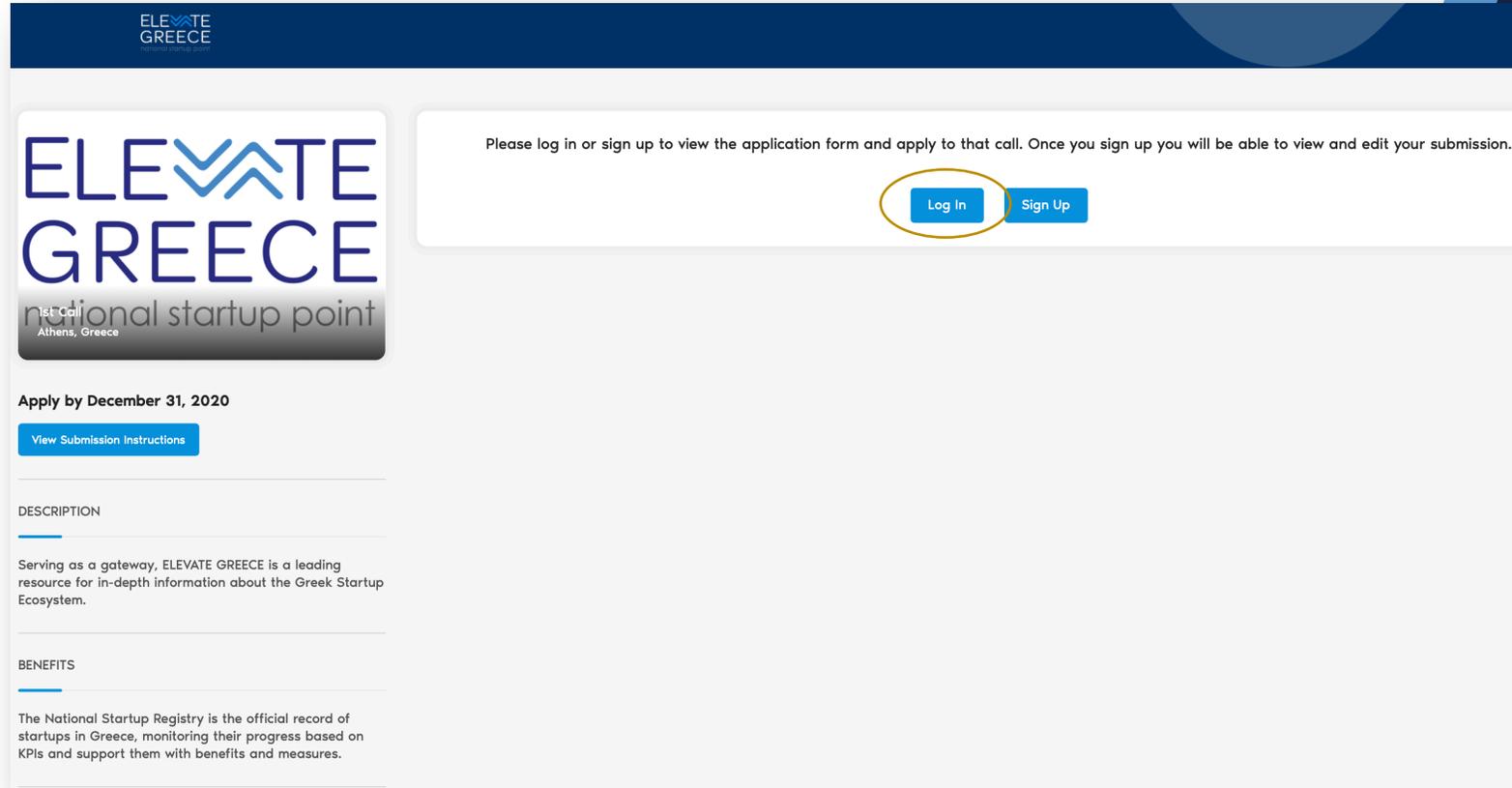
### !Account activation

Until you activate your account you can only save your application in a draft mode. After completing the sign up process you will get a welcome email with an activation link. Please check your spam folder too.



# STEP BY STEP GUIDE

## 2.1 Review your submission



The screenshot shows the ELEVATE GREECE website interface. At the top left is the ELEVATE GREECE logo. Below it is a large graphic with the text "ELEVATE GREECE national startup point" and "1st Call Athens, Greece". To the right of this graphic is a white box containing the text "Please log in or sign up to view the application form and apply to that call. Once you sign up you will be able to view and edit your submission." Below this text are two blue buttons: "Log In" and "Sign Up". The "Log In" button is circled in yellow. Below the buttons is a section titled "Apply by December 31, 2020" with a "View Submission Instructions" button. Further down are sections for "DESCRIPTION" and "BENEFITS".

ELEVATE  
GREECE

national startup point  
1st Call  
Athens, Greece

Apply by December 31, 2020

[View Submission Instructions](#)

DESCRIPTION

Serving as a gateway, ELEVATE GREECE is a leading resource for in-depth information about the Greek Startup Ecosystem.

BENEFITS

The National Startup Registry is the official record of startups in Greece, monitoring their progress based on KPIs and support them with benefits and measures.

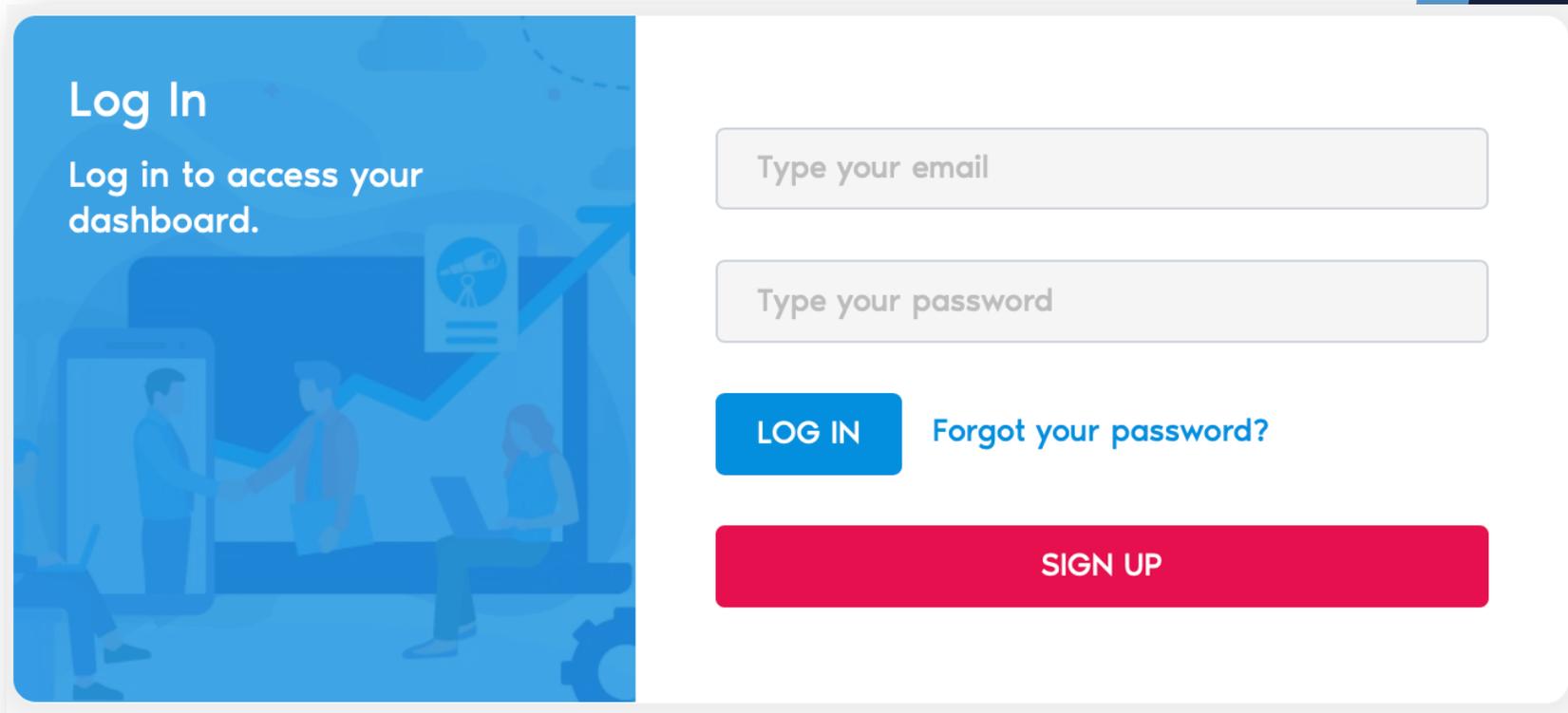
Please log in or sign up to view the application form and apply to that call. Once you sign up you will be able to view and edit your submission.

[Log In](#) [Sign Up](#)

# STEP BY STEP GUIDE

## 2.2 Log in with your Account

registry.elevategreece.gov.gr



**Log In**  
Log in to access your dashboard.

Type your email

Type your password

**LOG IN** [Forgot your password?](#)

**SIGN UP**

# STEP BY STEP GUIDE

## 2.3 Manage your calls

Manage here all your submissions

The screenshot displays the 'My Submissions' interface. At the top, there's a navigation bar with 'My Submissions' highlighted and 'View Open Calls' next to it. Below this, a header reads 'Track your application's progress'. On the left, a sidebar shows 'All Submissions'. The main content area features a submission card for '299, Test Company | 1st Call/2020' with a 'Draft' status and an 'Apply By December 31, 2020' deadline. A 'Track Progress' dropdown menu is open, showing 'Track Progress', 'Edit', and 'Delete' options. A 'Next Page >' button is located at the bottom right of the submission card.

Your application status

Next Page >

Click to edit/view your application



# STEP BY STEP GUIDE

## 2.4 Apply to other calls

Apply to other calls

The screenshot displays the ELEVATE GREECE user interface. At the top, a dark blue header contains the logo, 'My Submissions', and a highlighted 'View Open Calls' link. Below the header, the main content area features a large ELEVATE GREECE logo on the left and a search section on the right. The search section includes a search bar with the placeholder 'Search by name...', a note 'Type at least 3 characters to search.', and a search result for '1st Call | Athens, Greece'. Below the result, there is a description: 'Serving as a gateway, ELEVATE GREECE is a leading resource for in-depth information about the Greek Startup Ecosystem.' and a button labeled 'Apply By December 31, 2020'. At the bottom of the page, there are three statistics: '1 Innovation Calls', '0 Reporting Periods', and '0 Registered Companies'.

Click to apply

# STEP BY STEP GUIDE

## Basic eligibility check

- Company Full Name
- Trading Name
- Date of Incorporation
- **Number of Partners – Shareholders\***
- Legal Entity Form
- Greek VAT Number
- **Number of Employees**
- **Annual Turnover**
- **Registered Offices**

The screenshot shows the 'Basic Eligibility Check' form on the ELEVATE GREECE website. The form is titled 'Use the form below to apply to that call.' and includes a 'Company Full Name\*' field with a placeholder 'Set a name...'. Below this is a 'Basic Eligibility Check (Click to view less/more...)' section. The form is divided into several sections: 'Trading Name\*' (with a max length of 100 and min length of 2), 'Date of incorporation\*' (with a note 'Operation for up to 8 years in full (i.e. less than 9 years old)'), 'Number of partners-shareholders as appearing in the most recent statute\*' (with a note 'At least two (2) partners-shareholders (by statute)'), 'Legal Entity Form\*' (with a dropdown menu), 'Greek VAT Number (ΑΦΜ)\*' (with a max length of 10 and min length of 9), 'Number of employees (in FTE) in the latest approved accounting period\*' (with a note 'Less than 250 Full Time Equivalent employees in the latest approved accounting period and beyond (data cross-checked through ERGAN)'), 'Annual Turnover (EUR / latest approved accounting period)\*' (with a note 'Less than 50 million euros turnover in the latest approved accounting period and beyond.'), 'Registered Offices (Ε5πα)\*' (with a dropdown menu), and 'Documentation' (with a note 'Incorporation document of the company (TAXISnet)\*' and 'Please upload a TAXISnet pdf file issued within the last 10 days before submission with company's full official name and trading name, establishment date, headquarters address and local branches, principal activity code numbers (KAA), etc.').

\*2+ partners – the single member company case is explained later  
 Fields with bold are used to deliver anonymous statistics (aggregated, per region) in the [elevategreece.gov.gr](http://elevategreece.gov.gr) page

# STEP BY STEP GUIDE

## Eligibility Criteria

- Incorporated with a **Greek VAT number**
- Headquarters in Greece or Overseas with a Branch in Greece or a subsidiary company in Greece (\*)
- Operation for up to 8 years in full (i.e. less than 9 years old)
- At least two (2) partners-shareholders (by statute)\*\*
- Less than 250 Full Time Equivalent employees in the latest approved accounting period and beyond (data cross-checked through ERGANI)
- Less than 50 million euros turnover in the latest approved accounting period and beyond

### ! Clarification for Single Member Companies

\*Pending legal advice and validation

\*\* For Single Member Companies the field about shareholders is related to the mother company.

# STEP BY STEP GUIDE

## Documentation for basic eligibility

- Incorporation Document
- E3 or Affirmed Statement for companies with establishment date less than a year
- Affirmed Statement

### Documentation

#### Incorporation document of the company (TAXISnet)\*

Please upload a TAXISnet pdf file issued within the last 10 days before submission with company's full official name and trading name, establishment date, headquarters address and local branches, principal activity code numbers (ΚΑΔ), etc.

Επιλογή αρχείου δεν επιλέχθηκε αρχείο

Max Allowed File Size: 5MB, Allowed File Types: Images (PNG, JPEG/JPG), Documents (PDF)

#### E3 (Digital Financial Statement for Businesses and Professionals)\*

**NOTE:** For companies with an establishment date less than a year, the **legal representative** can submit an **affirmed statement** in this field. [Click here](#) to view the template text.

Επιλογή αρχείου δεν επιλέχθηκε αρχείο

Max Allowed File Size: 5MB, Allowed File Types: Images (PNG, JPEG/JPG), Documents (PDF)

#### Affirmed Statement (Υπεύθυνη Δήλωση)\*

Click [here](#) (select 'Υπεύθυνη Δήλωση με ελεύθερο κείμενο'), to create your affirmed statement. Find [here](#) a template doc about the text you need to fill in your affirmed statement.

Επιλογή αρχείου δεν επιλέχθηκε αρχείο

Max Allowed File Size: 5MB, Allowed File Types: Images (PNG, JPEG/JPG), Documents (PDF)

Affirmed statements templates

# STEP BY STEP GUIDE

## Contact Info

- Business Email
- Phone Number
- Address
- Postal Code
- City
- **Region/Zone**
- Website
- Video URL

Contact Info (Click to view less/more...)

<b>Business Email*</b>	<b>Phone Number*</b>
<input type="text"/>	<input type="text"/>
	Max Length (chars): 13, Min Length (chars): 10
<b>Address*</b>	<b>Postal Code*</b>
Full address (including number).	<input type="text"/>
<input type="text"/>	Max Length (chars): 7, Min Length (chars): 5
Max Length (chars): 100	
<b>City*</b>	<b>Region/Zone*</b>
<input type="text"/>	Please select a value
Max Length (chars): 50	
<b>Website*</b>	
<input type="text"/>	
<b>Video URL</b>	
<input type="text"/>	

# STEP BY STEP GUIDE

## Fast Track

- Investment by institutional VC  
→ Letter of Investment
- Spin-off  
→ Certification by the related institution
- Horizon2020  
→ Approval decision
- Patent (EPO/USPO/WPO)  
→ Patent document

Fast Track Eligibility Check (Click to view less/more...)

If you meet one or more of the Fast Track criteria please select accordingly below. Otherwise, please skip this section.

Have you received funding by a recognized Venture Capital Fund, or by an Institutional Investor?

Please identify

Please provide the legal name of the fund as well as the investment date.

Max Length (chars): 500

Is the applicant a Spin-off company from a Greek Higher Education Institution or a Greek Research Center?

Please identify

Max Length (chars): 500

Is the applicant a beneficiary of Horizon 2020 Grants (SME Instrument Phase I, Phase II) or a Seal of Excellence and the successive programmes in Horizon Europe?

Please identify

Max Length (chars): 500

Documentation

Eligibility documentation for the Fast Track registration procedure: Please upload the supporting documents e.g. Letter from VC or Institutional Investor, from the Management of Higher Education Institution or a Research Center, approval from the relevant Horizon programmes.

No file chosen

Max Allowed File Size: 10MB, Allowed File Types: Images (PNG, JPEG/JPG), Documents (PDF)

If you meet one or more criteria of this section you can ignore the rest of the application sections and submit your application now using the button below.

**YOU CAN FINALIZE NOW**

!Make sure you upload the related documentation correctly (**REQUIRED**).

**NOTE:** You may finalize your application and leave the rest of the form precompleted as it is. Though if in the PHASE1 evaluation (*explained later*) you are evaluated as eligible BUT not as a fast track, your application will be forwarded to an evaluator for the substantial evaluation.

# STEP BY STEP GUIDE

## About Startup Company

- One sentence to describe the company
- Problem / Opportunity
- Solution & Product

About (Click to view less/more...)

**Your company in one sentence\***  
Describe briefly what is your company's main activity.

-

Max Length (chars): 100

**Problem/Opportunity\***  
Describe briefly what is the problem that your company is solving.

-

Max Length (chars): 1000

**Solution & Product\***  
Describe how you are solving the problem and provide info regarding the product/service that you offer.

-

Max Length (chars): 1000

# STEP BY STEP GUIDE

## Product & Market

- Market & Customer Segments
- Innovation & Competitive Advantage
- Competition

Product & Market (Click to view less/more...)

**Market & Customer Segments\***

Provide info regarding the size of the market to which the business is targeted. How fast is the market growing and why is it going to be big in the next few years? Who are your customers? What channels are you using to reach them?

-

Max Length (chars): 1500

**Innovation & Competitive Advantage\***

Is the startup really innovative? Does the product/service embed technological innovation or/and does the startup have an innovative business model applied to a new technology? What is your unique value proposition that differentiates you from the competitors and existing solutions?

-

Max Length (chars): 1500

**Competition\***

Please make a list of your closest competitors. (name and website - one per line).

-

Max Length (chars): 1000

# STEP BY STEP GUIDE

## Business Model & Scalability

- Business/ Revenue Model & Product Distribution
- Growth Potential & Scalability
- Traction
- Team
- PitchDeck

Business Model & Scalability (Click to view less/more...)

**Business/Revenue Model & Product Distribution\***

Describe briefly how you are selling your products/service. Describe the way you distribute your product/service.

-

Max Length (chars): 1500

**Growth Potential & Scalability\***

Describe your growth potential. What do you think it might be a barrier for your growth potential?

-

Max Length (chars): 1500

# STEP BY STEP GUIDE

## Product & Market

- Market & Customer Segments
- Innovation & Competitive Advantage
- Competition

### Product & Market (Click to view less/more...)

#### Market & Customer Segments\*

Provide info regarding the size of the market to which the business is targeted. How fast is the market growing and why is it going to be big in the next few years? Who are your customers? What channels are you using to reach them?

-

Max Length (chars): 1500

#### Innovation & Competitive Advantage\*

Is the startup really innovative? Does the product/service embed technological innovation or/and does the startup have an innovative business model applied to a new technology? What is your unique value proposition that differentiates you from the competitors and existing solutions?

-

Max Length (chars): 1500

#### Competition\*

Please make a list of your closest competitors. (name and website - one per line).

-

Max Length (chars): 1000

# STEP BY STEP GUIDE

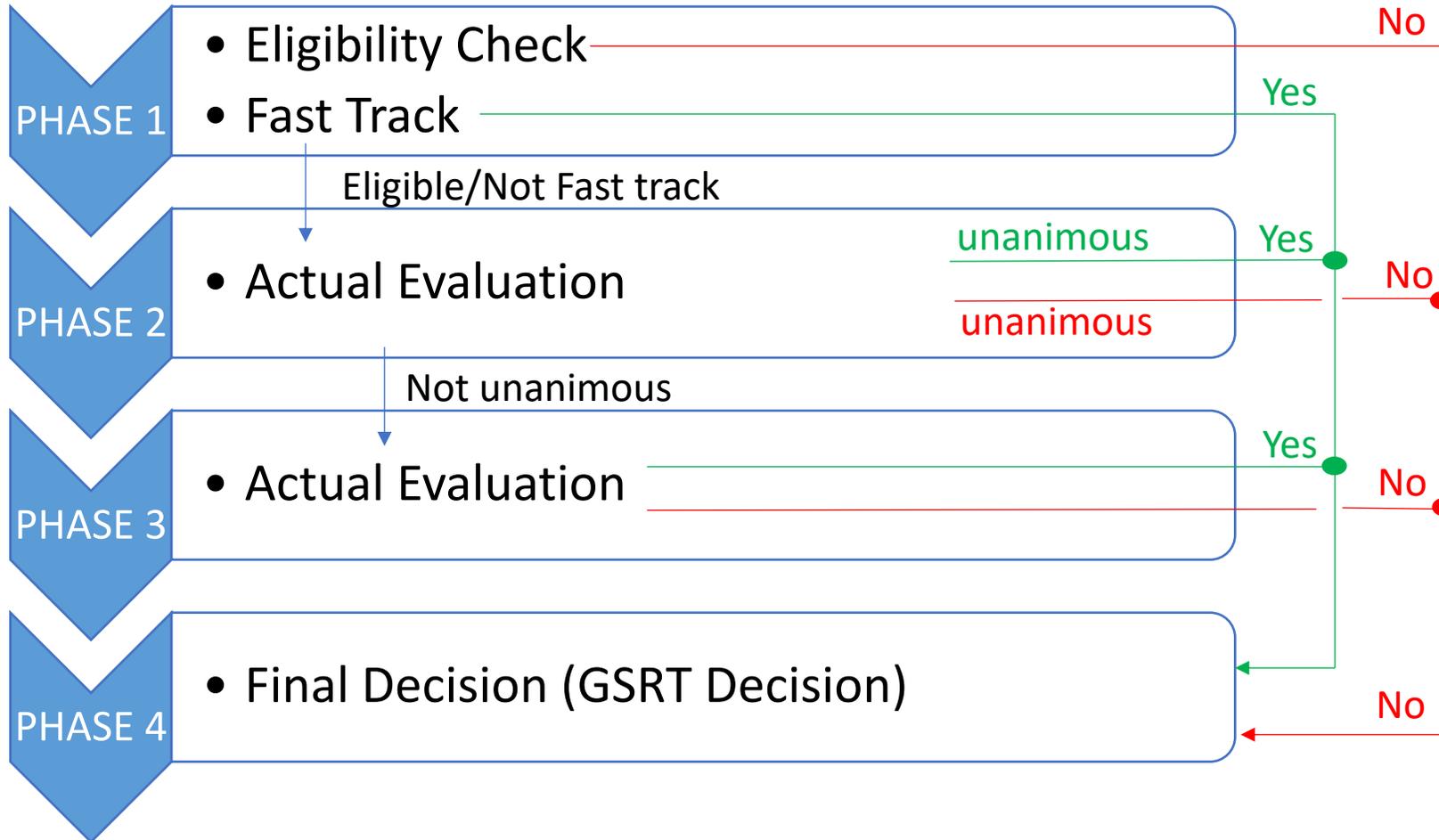
## Finalize or Save as Draft

Save as Draft

Submit as Final

# Evaluation Process

## What happens after finalizing the application



# After acceptance

## What happens after being accepted

- Decision is published at [diavgeia.gov.gr](http://diavgeia.gov.gr)
- You get an information email
- Your account level is upgraded
- A draft company profile is created – you can now start filling the required information

### !Company Profile Data

Your company's required profile data is public  
Every time you update your profile data, it goes to pending review and once the admin approves the content it is published again

# After rejections

## What happens after being rejected

- You receive an information email
- You can submit again using the **same** account at a **future** call

### !Feedback

If any evaluator has added any feedback at any phase you will be able to view them at the end of your finalized submission.

**Feedback is anonymous.**