Boston
Scientific
Foundation Europe

Preparing your application

A guide on applying for a Boston Scientific Foundation Europe grant

1 ## Check your project meets the key eligibility criteria

We want every project to have the best chance of success. Before you submit your application, please review the key eligibility criteria on our website to make sure your project aligns with our priorities. Taking this step will help ensure your application is ready for consideration.

2 ## Write your proposal

To help us understand your project, **proposals must cover the following points:**

1. Mission, description and objectives of your organisation
2. Objective(s) of the project
3. Explanation of the unmet need that the project aims to address
4. Details of activities, including specifically the digital aspect of your project
5. Geographical focus. Be specific about the local, national or international reach of the project and the language(s) in which the solution will be available
6. Expected outcomes including measurable value(s) that demonstrate the effectiveness of the project
7. The target audience(s) of the project
8. The number of people you expect to benefit from the project
9. Project timelines, indicating the stage of the project if it has already commenced
10. Details of your communication plan to support the project's success
11. Plans to maintain the project in the long term.
12. Answer the following questions on the last page of your proposal:
    a. Why do you consider your project to be innovative?
    b. Is your project affiliated with an umbrella organisation or with partner organisations in other countries? Please provide details.
    c. Will BSFE be the sole contributor to the project? Please provide details.

www.bostonscientific.eu/foundation

3   Complete the budget calendar

Please download and complete the budget calendar, available on the Criteria and guidelines page of our website.

- The budget calendar must provide a breakdown of the financial support requested (in Euros) with timelines.
- Applications should specify in detail how the funding will be used for the development of digital solutions.
- Please provide detailed financial information for all tasks to facilitate the review. Individual cost items should be listed separately.

Please be aware that BSFE will not fund staff salaries or operational costs of any kind (e.g. event logistics, travel expenses, hardware or office equipment such as laptops, tablets, phones, etc.) Please refer to our FAQ for more information.

4   Submit your application

To submit, please complete the online application form. Grant applications are accepted during two application windows each year: 01 January – 31 March and 01 June – 30 September.

When completing the form, you will be asked to upload your proposal, budget calendar, and several supporting documents, including:

- Your organisation's By-laws / Articles of Association
- Financial statements of the last closed fiscal year
- Your latest Activity report.

Please ensure that the total file size of your uploads does not exceed **20 MB.**

For further support, we have a team of country ambassadors who will be happy to speak with you about your project. Contact us and we will put you in touch with the appropriate person. Thank you.

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