



INCUBATOR CERTIFICATION

BY STARTUP PORTUGAL

ELIGIBILITY CRITERIA

To be part of RNI – Portugal Incubators, incubators must meet all criteria listed below.

### 1. Characteristics of the Incubator

Eligibility Criteria	Requirement
<b>a. Physical space with dedicated facilities:</b>	
Coworking space	Need to have a minimum of 1 of these options
Dedicated rooms for startups	
Meeting rooms (in-house or not, for example hired)	Yes
Lounge / Networking area	Yes
<b>b. Service channel for the public and incubated people available and public (e.g.: reception and/or service via email or phone number with information published on the website)</b>	Yes
<b>c. Suitable work space conditions:</b>	
Internet available, at least in shared spaces	Yes
Guaranteed cleaning, at least in shared spaces	Yes
Toilet available	Yes
Mail management	Yes
<b>d. Company with a Portuguese VAT number</b>	Yes

## 2. Services Provided (in-house or through partners)

Eligibility Criteria	Requirement
<b>a.</b> Support services provided to startups or projects (the support can be delivered by the incubator or through a partner):	
Support in the development of business models	Need to have a minimum of 3 of these options
Support in getting funding	
Support in marketing/communication	
Support in "go-to-market"	
Support in product development or prototyping	
Legal support	
Accounting support	
Support in the integration of the local community	
Other type of support (it needs to be validated by Startup Portugal)	

## 3. Human Resources and Skills

Eligibility Criteria	Requirement
<b>a.</b> Number of people dedicated to the incubator	Need to have a minimum of 1 person
<b>b.</b> Startups and projects access to know-how:	
Network of mentors	Yes
Network of business partners	Need to have a minimum of 1 of these options
Network of investors	
Network of researchers / access to innovation from academia	
Other relevant network (it needs to be validated by Startup Portugal)	

#### 4. Community

Eligibility Criteria	Requirement
<b>a.</b> 30% of the incubated startup/projects (on this date) have been in the incubator for less than 5 years	Yes <sup>2</sup>
<b>b.</b> The incubator has a minimum of 5 incubated projects or startups	Yes <sup>3</sup>
<b>e.</b> Organization of events and/or programmes:	
Networking events	Need to have a minimum of 2 events per year
Events about entrepreneurship open to the community	
Pitch sessions with incubated startup/projects and investors or partners	
Events on a topic relevant to the incubated startup/projects (for example, about marketing or sales)	
Acceleration program	
Other relevant event for the community (it needs to be validated by Startup Portugal)	
<b>f.</b> Document on incubation regulations	Yes

Startup Portugal may, in exceptional and duly justified cases, accept the membership of incubators that do not meet some of the requirements due to the specific characteristics of their incubated projects (e.g.: focus on research-driven projects with a long time-to-market which makes it impossible for 30% of incubated startups/projects to be in the incubator for less than 5 years). In these cases, the incubator must complete the membership form and, simultaneously, send the exception request and justification to [rni@startupportugal.com](mailto:rni@startupportugal.com).

<sup>2</sup> If the same startup/project is registered by more than one incubator, Startup Portugal may contact the startup/project and assign it to the main incubator.

<sup>3</sup> In the first 2 years of activity, the incubator does not need to meet this requirement.