**Thank you for your interest in participating in the ‘Digital Cities’ programme**

Please set aside 40 to 60 minutes to fill in this questionnaire. Providing detailed but brief responses will be much appreciated, in order to provide us with the right insights needed to prepare the programme activities according to your needs.

Participation in the programme is free of charge for the beneficiaries and all costs will be covered by the project, thus filling out this form is the only initial commitment expected from your organisation.

Note that the information will be used for research purposes and in order to support the assessment of needs of the digital/creative eco-system in the Western Balkans.

**SECTION 1 – BASIC INFORMATION**

 **Name of organisation/company**

|  |
| --- |
|  |

**Legal entity *\*(Please mark any number of relevant responses)***

* NGO
* Company
* Other (please specify)

|  |
| --- |
|  |

**Your organisation is**

* For-profit organisation
* Non-profit organisation
* Other (please specify)

|  |
| --- |
|  |

**Year of establishment**

|  |
| --- |
|  |

**Organisation identification number (i.e. *matični broj*)**

|  |
| --- |
|  |

**VAT number**

|  |
| --- |
|  |

**Organisation legal representative and position**

|  |
| --- |
|  |

**Country**

|  |
| --- |
|  |

**City**

|  |
| --- |
|  |

**Address**

|  |
| --- |
|  |

**Phone**

|  |
| --- |
|  |

**Fax**

|  |
| --- |
|  |

**Email**

|  |
| --- |
|  |

**Web address**

|  |
| --- |
|  |

**Facebook page**

|  |
| --- |
|  |

**Twitter**

|  |
| --- |
|  |

**Instagram**

|  |
| --- |
|  |

**LinkedIn**

|  |
| --- |
|  |

**Other relevant social media**

|  |
| --- |
|  |

**Contact person 1**

|  |
| --- |
|  |

**Position**

|  |
| --- |
|  |

**Email**

|  |
| --- |
|  |

**Phone**

|  |
| --- |
|  |

**Cell**

|  |
| --- |
|  |

**Contact person 2**

|  |
| --- |
|  |

**Position**

|  |
| --- |
|  |

**Email**

|  |
| --- |
|  |

**Phone**

|  |
| --- |
|  |

**Cell**

|  |
| --- |
|  |

**SECTION 2 – ORGANISATION / COMPANY INFORMATION**

**Number of full-time employees in 2017**

|  |
| --- |
|  |

**Number of full-time employees in 2016**

|  |
| --- |
|  |

**Number of full-time employees in 2015**

|  |
| --- |
|  |

**Number of full-time employees in 2014**

|  |
| --- |
|  |

**Number of project-based collaborators (currently)**

|  |
| --- |
|  |

**Number of volunteers (currently)**

|  |
| --- |
|  |

**Number of interns (currently)**

|  |
| --- |
|  |

 **Please describe the current structure of your team (sectors and positions within them).**

|  |
| --- |
|  |

**What was the annual turnover of your organisation/company in 2016?**

|  |
| --- |
|  |

**What was the annual turnover of your organisation/company in 2015?**

|  |
| --- |
|  |

**What was the annual turnover of your organisation/company in 2014?**

|  |
| --- |
|  |

**Please share with us the mission statement of your organisation, if there is a formulated missions statement (one to three sentences)**

|  |
| --- |
|  |

**What are the goals and strategic focuses of your organisation**

|  |
| --- |
|  |

**SECTION 3 – SPATIAL RESOURCES**

**Do you own/rent your own workspace?**

* Yes
* No
* Other (please specify)

|  |
| --- |
|  |

**What is the size of your workspace?**

* up to 50 m2
* 50m2 – 300m2
* 300m2 – 500m2
* 500m2 – 1000m2
* 1000m2 +
* Other (please specify)

|  |
| --- |
|  |

**What are the main functions of your space? *\*(Please mark any number of relevant responses)***

* Co-working open space
* Dedicated offices
* Meeting rooms
* Workshop/education area
* Event space
* Makerspace
* Kitchen
* Terrace
* Lounge
* Library
* Other (please specify)

|  |
| --- |
|  |

Do you use the workspace just for your team or you sublet the space to other organisations?

* Yes
* No
* Other (please specify)

|  |
| --- |
|  |

**If yes, how many individuals/freelancers are using your space?**

* 10 – 30
* 30 – 60
* 60 – 100
* 100 **–** 150
* 150 **–** 200
* Other (please specify)

|  |
| --- |
|  |

**If yes, how many organisations are using your space?**

* 1 – 5
* 5 – 10
* 10 – 20
* 20 **–** 30
* 30 **–** 50
* Other (please specify)

|  |
| --- |
|  |

**Do you rent out your space, or parts of your space, for commercial or third-party events?**

* Yes
* No
* Other (please specify)

|  |
| --- |
|  |

**Which percentage of your total annual revenue comes from the space rental services (rough assessment)?**

|  |
| --- |
|  |

**What is the maximum capacity of your space? How many people can use the workspace at the same time?**

|  |
| --- |
|  |

**What kind of equipment you have within your space? *\*(Please mark any number of relevant responses)***

* Computers
* Screens
* Photo copy machine
* Printers
* 3D printer
* Video beam
* Projecting screen
* Mixing board
* Microphones
* Speakers
* Makerspace tools
* Photo camera
* Video camera
* Audio recorder
* Other (please specify)

|  |
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**If you run more than one space, please specify the number of spaces, their names and locations, add separate web links or any other applicable information.**

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| --- |
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1.

|  |
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**If you are running a co-working space, please provide details about the packages, as well as their prices and features**

|  |
| --- |
|  |

**If you are running co-working space please specify:**

**Number of co-workers using your space in 2017**

|  |
| --- |
|  |

**Number of co-workers your space in 2016**

|  |
| --- |
|  |

**Number of co-workers your space in 2015**

|  |
| --- |
|  |

**SECTION 4 – PROGRAMMES AND PROJECTS**

**Please specify if your organisation organises specific programme activities? *\*(Please mark any number of relevant responses)***

* Education
* Mentoring
* Acceleration
* Incubation
* Other (please specify)

|  |
| --- |
|  |

**What types of programmes do you organise?** ***\*(Please mark any number of relevant responses)***

* Workshops
* Seminars
* Presentations
* Lectures
* Hackathons
* Camps
* Conferences
* Panel discussions
* Bootcamps
* Other (please specify)

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|  |

**What is the average number of people participating in the programmes?**

|  |
| --- |
|  |

**What are main themes and topics of your programme? *\*(Please mark any number of relevant responses)***

* IT
* Social business
* Entrepreneurship
* Social innovation
* Creative Industries
* Capacity building
* Design & architecture
* Gaming industry
* Digitalisation
* Fintech
* Other (please specify)

|  |
| --- |
|  |

**Who is attending and participating in your programmes?*\*(Please mark any number of relevant responses)***

* Entrepreneurs
* Innovators
* Researchers
* Students
* Cultural managers
* Programmers
* Web Designers
* Graphic Designers
* Architects
* Industrial Designers
* Investors
* Unemployed
* Artists
* Gaming community
* Digital strategists
* Journalists
* Other (please specify)

|  |
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**What do you consider to be your most successful programmes so far? Please briefly describe, specify the topics, formats, lecturers and number of participants.**

|  |
| --- |
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**How many programmes you organise per year?**

|  |
| --- |
|  |

**Do you provide live streaming of your programmes?**

* Yes
* No
* Other (please specify)

|  |
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|  |

**Do you digitally document your programmes?**

* Yes
* No
* Other (please specify)

|  |
| --- |
|  |

**Do you provide access to your programmes, material and resources for the people who were not able to participate in the programmes?**

* Yes
* No
* Other (please specify)

|  |
| --- |
|  |

**Do you initiate and organise specific projects? Name 3-5 most important projects with short description, explanations of formats, goals and impact. What are the problems and challenges these projects address? Please provide short description of the most important ones.**

1. (up to 100 words)

|  |
| --- |
|  |

1. (up to 100 words)

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1. (up to 100 words)

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|  |

1. (up to 100 words)

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|  |

1. (up to 100 words)

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**Does your organisation have specific programmes or projects dedicated to the domain of digitalisation? If yes, please specify and briefly describe them.**

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|  |

**SECTION 5 – SERVICES AND PRODUCTS**

**What kinds of services and activities do you provide?*\*(Please mark any number of relevant responses)***

* Co-working
* Education
* Mentoring
* Acceleration
* Funding
* Incubation
* Investment
* Research and development
* Prototyping
* Consulting
* Product design
* Communication and marketing
* B2B connections
* Residency
* Advocacy
* Networking
* Legal affairs
* Publishing
* Event production
* Other

|  |
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**What kind of products does your organisation/company create?**

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**Please describe which target market(s) you are addressing?**

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**Which niche(s) within the digital product market are you active in, and in which way?**

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**Do you develop (digital) products and/or services that are in any way related to the field of education? If yes, please elaborate. (max 200 words)**

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**SECTION 6 – COMMUNITY**

**Who is your main target community?**

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 **Is it mostly local community in your imminent surrounding, or you are targeting national, regional or global communities as well? If so, please elaborate how.**

|  |
| --- |
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**Who is using your space for work?*\*(Please mark any number of relevant responses)***

* Our staff only
* Individuals, freelancers
* Micro companies
* Researchers
* Consultants
* Educators
* Programmers
* Designers
* Architects
* Entrepreneurs
* Scientists
* Developers
* Authors
* Photographers/film/video makers
* Producers
* Cultural and event managers
* Investors
* Other

|  |
| --- |
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 **How many people are using your space for work annually?**

|  |
| --- |
|  |

 **How many people, on average, are using your space daily?**

|  |
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**Who is your audience/programme beneficiaries?**

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| --- |
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**Do you run programmes and/or projects that are open to the general public?**

|  |
| --- |
|  |

**How many people are participating in your programmes annually?**

|  |
| --- |
|  |

**SECTION 7 – EXTERNAL (DIGITAL) COMMUNICATIONS**

**How are you reaching out to the new users/audience? (Maximum 200 word)**

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| --- |
|  |

**What are the main digital/online channels of communication you use to connect with your community?**

|  |
| --- |
|  |

**What is your reach/number of followers on social networks?**

* Facebook: \_\_\_\_\_\_\_\_\_ followers
* Instagram: \_\_\_\_\_\_\_\_\_ followers
* Twitter: \_\_\_\_\_\_\_\_\_\_ followers
* Other

**What is your monthly budget for digital promotions (posts’ “boosting” and alike)?**

|  |
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|  |

**What is the number of unique visits to your website on a monthly basis, on average?**

|  |
| --- |
|  |

**Do you run a regular newsletter? If yes, how often to you send it out, and to how many email addresses?**

|  |
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|  |

**Do you have a dedicated person or an in-house team dealing with communications and social media?**

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| --- |
|  |

**If you have a team, please briefly describe its structure, team members and their responsibilities?**

|  |
| --- |
|  |

 **Do you have an in-house designer/design team, or you outsource these services to a freelancer, or hire a third-party agency?**

|  |
| --- |
|  |

**Do you produce any printed promotional materials?**

* Yes
* No
* Other (please specify)

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|  |

**Do you maintain relationships to the online media (portals) and other press relations? If yes, please briefly describe those affiliations and list the respective media.**

|  |
| --- |
|  |

**Have you or you organisations been featured in any regionally or globally relevant media outlets? Of yes, please specify and provide links if possible.**

|  |
| --- |
|  |

 **Do your website, or other online profiles provide any useful tools and resources for the professional or general public? If yes, please provide links for couple of examples. \**

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**SECTION 8 – BUSINESS MODEL AND FUNDING**

**How many founders/co-founders does your organisation have?**

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|  |

**Please briefly outline your organisation’s business model (maximum 300 words).**

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**What is the structure of financing of your organisation?**

* Fundraising \_\_\_\_\_\_\_ %
* Private donations \_\_\_\_\_\_\_ %
* Sponsorships \_\_\_\_\_\_\_ %
* Membership \_\_\_\_\_\_\_ %
* Own revenue from services \_\_\_\_\_\_\_ %
* Own revenue from products \_\_\_\_\_\_\_ %

**In case you are fundraising, where does your organisation get funding? Please specify the percentage having in mind the average for years 2016 and 2015.**

* Private companies \_\_\_\_\_\_\_ %
* Public funds nationally \_\_\_\_\_\_\_ %
* International foundations \_\_\_\_\_\_\_ %
* EU funding programmes \_\_\_\_\_\_\_ %

**Please specify which EU funding programmes (Horizon2020, Creative Europe, Erasmus, COSME...) have you applied for, or you are planning to apply for?**

|  |
| --- |
|  |

**Does your organisation/company have a dedicated team member for the field of fundraising and sponsorships?**

* Yes
* No

**SECTION 9 – PARTNERSHIPS AND NETWORKS**

**Who are your main project and programme partners on the city level (name three to five most important ones, and optionally include the names of contact persons)?**

|  |
| --- |
|  |

**Who are your main project and programme partners on the national level (name three to five most important ones)?**

|  |
| --- |
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**Who are your main project and programme partners on the regional level (name three to five most important ones)?**

|  |
| --- |
|  |

**Who are your main project and programme partners on the international level (name three to five most important ones)?**

|  |
| --- |
|  |

**Who are your main business partners from private/public/civil sector (name three to five most important ones)?**

|  |
| --- |
|  |

**Does some organisation from your community initiate or organise specific programmes or projects in the domain of digitalisation? If yes please provide name of organisation and specify program/project/product or service.**

|  |
| --- |
|  |

**Is your organisation/company a full-time member or affiliate of any national, regional or international professional networks? (Please specify and provide links to the websites of respective networks)**

|  |
| --- |
|  |

**Please list a minimum of three and maximum of ten conferences or similar events in which you have participated or presented your organisation, in the period of last three years? (Please list event name, month and year and provide a link to the event website, if applicable)**

|  |
| --- |
|  |

**SECTION 10 – COLLABORATION WITH THE UK**

**Do you collaborate with UK organisations?**

* Yes
* No

**Are you familiar with any UK-based initiatives and businesses that you find inspiring? If yes please specify which one and in which areas.**

|  |
| --- |
|  |

**In case you have already realized any collaborative projects with the UK, please provide basic information about the project(s), name the UK organisation/company and provide any relevant links, if applicable.**

|  |
| --- |
|  |

**Do you think your business or programmes could benefit from collaboration with UK-based initiatives? If yes please specify which one would you like to connect to, and if possible provide links.**

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**Are you familiar with, or interested in any events from the field of digital innovation, creative industries and innovation in education? If yes, please specify and provide links.**

|  |
| --- |
|  |

**In which fields would you say that your organisation/company would benefit from capacity-building and experience exchange with the UK? (multiple answers are allowed)**

* Business development
* Fundraising
* Service/product development
* Community building
* Storytelling and branding (for your organisation)
* Marketing and digital promotions
* International collaboration
* HR aspects
* General management

**SECTION 11 – ADDITIONAL INFORMATION AND MATERIALS**

Are you available to take part in the kick-off event in Montenegro on 18/19 January 2018?

If yes, which representative(s) of your organisation would be available to take part (please specify name(s) and position(s).

|  |
| --- |
|  |

Are you available to take part in the boot camp capacity-building event in Serbia from 21 to 24 February 2018? If yes, which representative(s) of your organisation would be available to take part (please specify name(s) and position(s).

|  |
| --- |
|  |

**Please attach to your email application:**

* **Vector logo of your organisation/company – max. 1 MB**
* **3-5 (hi-res) photos of the space (if applicable) – max. 400 KB per image**
* **3-5 (hi-res) photos of related programs/projects/products (if applicable) – max. 400 KB per image
OPTIONALLY:**
* **Any other materials you find relevant, such as pdf presentations, 1-pagers etc. (max. 5 MB in total)**

*The British Council will use the information that you are providing in connection with processing your application. We may need to pass this information on to the following partners: Culture Code NGO and Creative England.*

*Under UK Data Protection law and relevant local laws in the Western Balkans countries, you have the right to ask for a copy of the information we hold on you, and the right to ask us to correct any inaccuracies in that information. If you have concerns about how we have used your personal information, you also have the right to complain to a privacy regulator. For detailed information, please refer to the privacy section of our website, www.britishcouncil.org/privacy or contact your local British Council office.*