

Proposal Preparation Guidelines  
X-HUB TOKYO OUTBOUND SUPPORT PROGRAMME 2026 Germany Course

**I. Contents of the Proposal**

The proposal must include the following sections:

1. Company Overview
  - ✧ Company name and location
  - ✧ Business description
  - ✧ Relevant experience in Germany/Europe
2. Mentor Network
  - ✧ Overview of mentors involved in this programme
  - ✧ Areas of expertise (e.g., mobility, manufacturing, AI, energy, etc.)
  - ✧ Experience in supporting startups
3. Networks (Corporates, Investors, etc.)
  - ✧ Overview of available and accessible networks (with concrete examples where possible):
    - Corporates
    - Investors (VCs, CVCs, etc.)
    - Research institutions
  - ✧ Characteristics of the network in Germany
4. Implementation Approach

Please briefly describe the following:

  - ✧ Approach to Phase 1 (pre-acceleration)
  - ✧ Design of Phase 2 (on-site programme)
  - ✧ Approach to business matching
  - ✧ Concept of Demo Day
5. Deliverables
  - ✧ Description of deliverables
  - ✧ Timing of submission
6. Track Record
  - ✧ Experience in similar projects
  - ✧ Achievements (e.g., matchmaking, PoC, fundraising, etc.)
7. Project Timeline
  - ✧ Overall schedule (outline level)
8. Project Structure

- ✧ Project structure (simple chart is sufficient)
- ✧ Key personnel

9. Price

- ✧ Total amount (clearly indicate whether VAT is included or excluded)

10. Contact Information

- ✧ Name of contact person
- ✧ Email address

## **II. Format**

Submission format: PDF or Microsoft PowerPoint

Language: English

## **III. Notes**

The proposal should be concise and clearly written.

JETRO will not bear any costs incurred in preparing the proposal.

## **IV. Evaluation Criteria (Reference)**

Proposals will be evaluated comprehensively based on the following:

- ✧ Proposal content
- ✧ Quality of networks
- ✧ Track record
- ✧ Project structure
- ✧ Price