

2025

Deep Tech Innovation Hub Promotion Project  
Application Guideline

**(Attachment)**  
**Required Documents and Key Points for Submitting  
an Application**

June 2025

Tokyo Metropolitan Government  
Startup Strategy Promotion Headquarters

## 1. List of Documents Required for the Application

Please check "2. Application Documents" on page 16 of the application guideline and prepare the necessary documents. This document describes important points regarding each form when submitting the application. Please refer to this document when preparing each form.

Please note that the documents you need to attach to your application will vary depending on the type of land/building you own.

Application Forms	Form Type
(Form 1) FY 2025 Deep Tech Innovation Hub Promotion Project Application Form	Designated Form
(Form 2) Business Plan	Designated Form
(Form 2) _ Attachment 1 Business Proposal Plan	Free Form
(Form 2) _ Attachment 2 Materials that show the breakdown of cost estimation/quotation	Free Form
(Form 3) Declaration Form	Designated Form
(Form 4) Advanced Notice	Designated Form

Attached Documents	Remarks	Own Property	Rental Property
Certified Copy of Commercial Registry (Certificate of all historical matters)	Within 3 months of issuance	<input type="radio"/>	<input type="radio"/>
Financial Statements for the Most Recent Two Fiscal Years *1 (Income statement, balance sheet and cash flow statement)	—	<input type="radio"/>	<input type="radio"/>
Copy of Building Confirmation Notice *2 (Confirmation certificates, inspection certificates, compliance notices, etc.)	—	<input type="radio"/>	<input type="radio"/>
Copy of Building Registry (Certificate of all matters)	Within 3 months of issuance	<input type="radio"/>	
Written Approval of Renovation	Designated Form		<input type="radio"/>
Copy of the Lease Agreement *3	Free Form		<input type="radio"/>

\*1 : Regarding the "Financial Statements for the Most Recent Two Fiscal Years," if your organization has not yet completed two fiscal years, please submit alternative documents that verify your financial status, such as a statement detailing the amount of capital or the capital status at the time of establishment.

\*2 : If there is a justifiable reason for not being able to submit the relevant documents due to the design and construction schedule at the time of application, you are requested to submit them

promptly after acquisition. In addition, if the certificate of inspection after maintenance is obtained after the end of the subsidy period, it must be submitted promptly.

\*3 : If a lease contract has not been obtained, in principle, an application for a rental property is required by the issuance decision (scheduled on Wednesday, October 1)

**[Common Matters]**

- Applications must be submitted in PDF or editable format (Word/Excel).
- As a general rule, please prepare each form in A4 size. When you lay out blueprints, etc., you may change the paper size to A3 layout, etc.
- Please note that we will not be able to return the entire application regardless of whether you are selected or not.

## 2. Important Points when Filling in the Form

### (Form 1) FY 2025 Deep Tech Innovation Hub Promotion Project Application Form [Word format]

This document is necessary for applicants to express their intention to apply for this project to the Tokyo Metropolitan Government.

Front

様式1  
東京府知事 小池 百合子 殿  
所在地  
事業名称  
代表者氏名  
印

#### 令和7年度ディープテック・イノベーション拠点推進事業 事業申込書

下記のとおりディープテック系イノベーション拠点形成事業を実施したいので、別紙の書類を添えて、事業計画を提出します。

#### 記

1 拠点名・場所:

2 整備する拠点概要:

(1) 事業概要(1) (2) 事業概要(2) (3) 事業概要(3)

3 補助金交付申請額: 円 (※千円未満切捨て)

4 補助対象期間: 交付決定日から令和7年度3月31日まで  
(※事業開始年度が決定された場合は事業開始年度から記入)

5 他の補助金の申請・授け・交付状況  
応募する拠点について、同一施設に同じ国・都道府県・区市町村等から補助を受けている場合  
(申請中、予定を含む)、申請・授け・交付の状況を、過去5年間、直近のものから順に記入してください。

- ※1 「状況」欄には申請・授け・交付の状況を記入してください。
- ※2 「主体」欄には国・都道府県等、補助金を交付する主体を記入してください。
- ※3 「経費区分」には人件費・備品費などの費用の名称と金額を記入してください。
- ※4 「経費明細」には机・椅子などの費用の名称と金額を記入してください。
- ※5 欄が不足する場合は、適宜増設を併せて記入してください。

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補助金の名称		事業名	
状況※1		年度	
主体※2		経費区分※3	経費明細※4
名称	金額(単位:円)	名称	金額(単位:円)

補助金の名称		事業名	
状況※1		年度	
主体※2		経費区分※3	経費明細※4
名称	金額(単位:円)	名称	金額(単位:円)

#### Note: 1 Name and Location of the Hub

- ◇ Regarding the name of the hub, if the hub to be developed is newly established and the name has not been decided at the time of application, please write a tentative name.
- ◇ For the location, please write the address.

#### Note: 5. Application, Selection, and Issuance of Other Subsidies

- ◇ If the hub to be developed receives other subsidies from the national government, prefectures, municipalities, etc., in addition to this project, the expenses to be subsidized must be clearly separated.
- ◇ If you are receiving other assistance, please write it on the back of the form.

### **(Form 2) Business Plan [Excel format]**

This document is used by applicants to propose implementation plans for this project. It consists of the following sheets of the Excel format.

(Form 2) The structure of the business plan is as follows.

- (1) Outline of the Business Operator
- (2) Outline of the Innovation Hub
- (3) Project Implementation Schedule
- (4-1) Expenses
- (4) -2 Expenses for Hub Development
- (5-1) Outline of Construction Plan for Innovation Hub
- (5-2) Copy of the Construction Plan of the Innovation Hub (Current Blueprint)
- (5-3) Copy of the Construction Plan of the Innovation Hub (Planned Blueprint)
- (5-4) Real Pictures of the Innovation Hub
- (5-5) Checklist for the Subject Property

Of the above materials, "(3) Project Implementation Schedule" and "(4) -2 Expenses for Hub Development" have Excel sheets for "Example of Description," which you may refer to.

#### **Note: (Form 2) Business Plan (1) Overview of Business Operator**

- ✧ Please write the information of the person who can respond to contacts from the secretariat in the column of the contact person.

#### **Note: (Form 2) Business Plan (2) Overview of Innovation Hub**

- ✧ Please add a ✓ (check mark) to the □ (check box) in the description column "Availability of the hub at the time of application" according to availability.

##### ☒ Acquired

- If you have already secured your own facilities and land, please attach "a certified copy of the building registry (certificate of all matters)" from the attached documents of "1. List of documents necessary for application" on page 1 mentioned above.
- If a lease agreement has already been concluded, please attach "Copy of Lease Agreement" from among the attached documents in "1. List of Documents Required for Application" on page 1 mentioned above.

##### ☒ Not Yet Acquired

- If you are in the process of acquiring or planning to acquire the land as your own facility or land, please attach documents that enable you to objectively understand the details of the acquisition procedures at the time of application. (Examples: Memorandum, minutes of discussions with the lender)
- If you are planning to enter into a lease agreement, please obtain the consent of the lender to submit the "Renovation Acceptance Form (Designated Form)" from among

the attached documents in“ 1. List of Documents Required for Application ” on page 1, if possible, in order to apply for this project before entering into the lease agreement.

- In any case, please submit the same documents as ☒ Acquired as above when the status becomes Acquired after the selection.

**Note: (Form 2) Business Plan (3) Project Implementation Schedule (1.5 years)**

- ✧ (Form 2) \_ Attachment 1: Please classify the contents of proposals to be described in the business proposal plan "3. Hub Development Plan," "4. Platform Formation Plan," and "Cooperation with TIB" for each initiative and reflect them in the schedule so that the progress of the initiative plan can be read in chronological order.
- ✧ Please note that each item in (4-2) Expenses related to hub development should be linked to each item in the action items of the project implementation schedule.

**Note: (Form 2) Business Plan (4-1) List of Expenses**

- ✧ (4-2) Please be careful not to fill out this sheet, as the amount entered in the expense details of the expenses related to the hub development will automatically be reflected.
- ✧ (4-2) Please check the total value of the amount of each item of the expense detail of expenses related to hub development by the business operator himself/herself for any errors.

**Note: (Form 2) Business Plan (4-2) Breakdown of Expenses Related to Hub Development**

- ✧ After reviewing "4. Eligible Expenses for Subsidy" on page 4 of the application guideline, please indicate the necessary expenses to be subsidized in this project for the applicable items.
- ✧ "Unit price (excluding tax)" in the table of each expense item is set for the purpose of confirming the basis of the amount. With regard to the amount information of each expense item, please obtain a reference estimate, prepare a catalogue in which the amount of the subject expense can be read, and prepare a copy of the relevant part of the manufacturer's website.
- ✧ For reference estimates, catalogs, and copies of the website for the amounts included in the detailed expenses, please refer to Note: (Form 2) \_ Attachment 2, which shows the breakdown of estimates on page 10 of this document before submitting them.
- ✧ For the "Scheduled Execution Date" in the table of each expense item, enter the number (Number: (1), (2), (3), ...) assigned in (3) Project Implementation Schedule so that the items of the expense item and the items of the Project Implementation Schedule match.
- ✧ ❶ As a general rule, obtain estimates from two or more companies for construction and renovation design, construction and maintenance costs. However, this does not apply if the applicant itself or a group company undertakes construction at the cost.
- ✧ Expenses for outsourcing the design and design of construction and facilities of the hub should be included in ❶ Construction, renovation, design, construction and supervision expenses.

**Note: (Form 2) Business Plan (5-1) Outline of Construction Plan for Innovation Hub**

- ✧ When the hub development is carried out in this project, please describe the outline of the construction plan related to the construction.
- ✧ Add the corresponding Excel sheet according to the description.
  - Example: Building Overview (Site area, building area, total floor area, number of floors, structure type, etc.)
  - Example: Outline of construction method (outline of main methods and technologies)
  - Example: Features of the construction object (special design or specification, if any, explained as special items)
  - Example: Construction system diagram (in the case where the construction entity differs according to the type of construction)
  - Example: Communication System (Contact information for site agents, chief engineers, safety officers, etc.)
  - Example: Contingency plan (Procedures for responding to fires and accidents, etc.)

**Note: (Form 2) Business Plan (5-2) Copy of the Construction Plan of the Innovation Hub (Current Blueprint)**

- ✧ In order to understand the locations to be improved by this project against the subsidized expenses, please attach a blueprint showing the current conditions before the improvement.
- ✧ If the facility is newly constructed, please attach the current blueprint of the construction site.
  - Placement Plan
  - Floor Plan of Each Floor
  - Two or more elevations/sections or exterior/interior perspectives, etc.
- ✧ Add the corresponding Excel sheet according to the description. (You can also adjust the layout in the page break preview of the same sheet.)

**Note: (Form 2) Business Plan (5-3) Copy of the Construction Plan of the Innovation Hub (Planned Blueprint)**

- ✧ In order to understand the locations to be improved by this project against the subsidized expenses, please attach blueprints (at the planning stage) that show the condition after the improvement.
  - Placement Plan
  - Floor plan of Each Floor
  - Two or more elevations/sections or exterior/interior perspectives, etc.
- ✧ Add the corresponding Excel sheet according to the description. (You can also adjust the layout in the page break preview of the same sheet.)

**Note: (Form 2) Business Plan (5-4) Construction Plan of the Innovation Hub (Current Picture)**

- ✧ In order for the secretariat to conduct an on-site inspection of the site subject to maintenance based on the application documents, please attach a photograph of the current condition before construction so that the site can be clearly identified.
- ✧ Add the corresponding Excel sheet according to the description. (You can also adjust the layout in the page break preview of the same sheet.)

**Note: (Form 2) Business Plan (5-5) Construction Plan of the Innovation Hub (Checklist)**

- ✧ Please describe the status of compliance with relevant laws, ordinances, guidelines, etc., when establishing sites for this project.
- ✧ Please note that the following documents may be required upon request from the TMG and the Secretariat after completion of the construction.
  - In the case of new construction work (including large-scale repair work with application for building confirmation), "confirmation certificate," "inspection certificate," "notice of fire department inspection results," etc., after the completion of construction work
  - In the case of repair work, related documents such as "report on inspection results of fire fighting equipment, etc." and "notice of inspection results of fire fighting"
  - Minutes if the construction plan was consulted with the building inspector and the fire department of the district in charge in advance
  - Other documents necessary to confirm the status of compliance with relevant laws, ordinances, guidelines, etc.



**(Form 2) "Attachment 1~2" of the Business Plan [Free Form]**

(Form 2) Please prepare and submit the following documents listed in Attachment 1~2 for the business plan.

(Form 2) \_ Attachment 1: Business Proposal Plan

(Form 2) \_ Attachment 2: Data Showing the Breakdown of Estimates

**Note: (Form 2) \_ Attachment 1 Business Proposal Plan**

- ✧ If you wish to use an optional format, please use A4 landscape format. It is assumed that it will be used at the hearing of the review committee which is scheduled to be held in late August.
- ✧ Please provide a cover page for the project proposal and indicate the "Deep-Tech Innovation Hub Promotion Project" and the applicant's "business name" as the title.
- ✧ Next to the form, please make a table of contents slide.
- ✧ Each slide should have a page number to match the table of contents.
- ✧ You can choose any font, but please write the text in 10 point or larger font size. (This does not apply to accompanying charts, notes, etc.)
- ✧ Use Japanese as the language.
- ✧ When preparing a business planning proposal, please prepare slides for each part of the proposal content after classifying the items described below.

Items to Include	Remarks
<b>1.Outline of the Business Operator</b>	Please describe the company profile, etc.
<b>2.Outline of the Innovation Hub</b>	<p>Please include the following items as summary information.</p> <ul style="list-style-type: none"><li>• Hub Overview</li><li>• Concept of the Hub</li><li>• Assumed Image of Hub Users and Stakeholders</li><li>• Opening Date (Start Date), etc.</li></ul> <p>In addition to the outline information, please describe the vision of the hub that this project aims to achieve, the value provided to the users of the expected hub, and the aim of utilizing this project.</p>
<b>3.Hub Development Plan</b>	<p>Please propose specific and feasible benefits to startups and ecosystems in the deep tech field that specialize in the development of hubs to address the current issues. If similar hubs already exist in Japan in the target area, describe the superiority and segregation points of the hubs to be developed in this project.</p> <p>Please describe the following items so that you can read the outline of the hub you plan to construct.</p> <ul style="list-style-type: none"><li>• Offices of the hub</li></ul>

	<ul style="list-style-type: none"> <li>• Configuration of equipment</li> <li>• Residential functions/facilities/support functions specialized in the target deep-tech domain</li> <li>• User image assumed for the aforementioned specialized functions</li> <li>• Rules of use of the hub</li> </ul>
<b>4.Platform Formation Plan</b>	<p>Describe the role of the hub to be developed in this project as a node for various entities involved in supporting deep-tech startups, and describe the operational image of the hub with an eye to collaboration with innovation hubs in Japan and overseas.</p> <p>Describe the functions and value-added functions that are envisioned as a hub platform at the planning stage so that the operational image of the supported hub can be understood.</p> <ul style="list-style-type: none"> <li>• Operating method (Direct management, business collaboration, etc.)</li> <li>• Management system</li> <li>• Implementation measures and content of plans for the formation of a community specialized in the target deep-tech field, starting from the support hub</li> <li>• The role of the base to be developed in this project as a node for various entities involved in supporting deep tech startups</li> <li>• The perspective of encouraging the revitalization of an all-Japan ecosystem while attracting and involving innovation bases in Japan and overseas and players nationwide</li> </ul>
<b>5.Cooperation with the TIB</b>	<p>Please indicate your understanding of the TMG's startup support projects, including the Tokyo Innovation Hub (TIB), as well as the issues that the TMG faces in supporting startups. Please describe specific cooperation measures with the TIB as a hub to be developed for this project.</p> <p>Please also describe the benefits that collaboration with TIB can bring to startups and ecosystems.</p> <p><a href="#">Tokyo Innovation Hub (TIB)</a></p>
<b>6.Income and Expenditure Plan</b>	<p>Please describe the non-consolidated income and expenditure plan of the support facility from the latest fiscal year to five years after the end of the business.</p> <p>Please describe the results of this project objectively so that the impact can be communicated to the public.</p> <ul style="list-style-type: none"> <li>• Example: If March 2025 is the closing month, please prepare an income and expenditure plan from fiscal 2024 to fiscal 2031.</li> </ul>

	<ul style="list-style-type: none"> <li>• Be sure to include sales, expenses, profit, and growth rate (year over year) in your plan.</li> </ul>
<b>7.Expected Benefit</b>	<p>Describe the impact that would be created by the creation of a functional hub based on the 3~5 proposals listed above.</p> <p>In this context, please describe your assumptions and hypotheses about which evaluation axes and indicators you would like to use to measure the impact of the establishment of hubs.</p> <p>Please describe the above as quantitatively as possible.</p>
<b>8.Project Implementation Schedule</b>	<p>Please describe the project schedule for the period covered by the subsidy. To the extent possible, separate "hub development plan," "platform formation plan," and "cooperation with TIB" and reflect them in the schedule.</p>

**Note: (Form 2) \_ Attachment 2 Document Showing the Breakdown of Estimates**

- ✧ With regard to the amount information to be recorded as expenses subject to subsidies, in order to confirm the basis of the amount, it is requested to obtain a reference estimate, attach a catalog in which the amount of the expenses subject to subsidies can be read, and prepare a copy of the relevant part of the manufacturer's website, etc.
- ✧ Materials showing the breakdown of estimates and calculations should be consolidated into one PDF file for each expense item in the order recorded in (Form 2) Business Plan (4-2) Required Expense Details for Hub Development. Name the file so that you can identify which expense item the document is for, such as "(Form 2) \_ Attachment 2\_① Construction renovation design/construction/supervision expenses." Use the center cover and bookmark functions as needed.

**(Form 3) Declaration Form [Word format]**

- ✧ This document is required for applicants to swear and pledge to the TMG that they do not fall under the category of a member of an organized crime group and that they meet the application requirements.

**(Form 4) Advance Notice [Word format]**

- ✧ This document is used when applicants wish to record retroactively expenses incurred prior to the decision to grant the subsidy.
- ✧ If "Pre-Approval Notification" (Form 4) is submitted and accepted before the approval date, expenses required for projects for which contracts, etc. were executed prior to the approval date may also be regarded as expenses subject to subsidies. This applies only to applicants whose projects are selected and approved for subsidy.
- ✧ The period during which (Form 4) Advance Notice can be submitted shall be from the solicitation start date to the day before the issuance decision date. (You can submit it separately

from the application materials.)

- ✧ Fill out "1 Outline of Advance Notice" in such a way that it can be compared with the expenses described in (Form 2) Business Plan (4-2) Expenses for Hub Development.
- ✧ (Form 4) The commencement date stated in the advance notice must be on or after the submission date of the said notice.
  - Example: If applications are submitted on June 10, 2025, dates between June 10, 2025 and September 30, 2025 can be included.