



Digital Innovation Cluster Challenge

Application Form for Digital Service Providers (DSPs)

Introduction

The Belize Trade and Investment Development Service (BELTRAIDE) is seeking proposals from Belizean-based and registered Digital Service Providers (DSPs)¹ to form a cluster and develop a project focused on addressing the critical skills and human capital gap within the sector. This initiative aims to build a strong human capital foundation for DSPs, ultimately enhancing their competitiveness and ability to serve Belizean Micro, Small, and Medium Enterprises (MSMEs). BELTRAIDE is offering non-reimbursable technical assistance grants to support projects focused on skills and human capital development. Proposals can request up to a maximum of BZ\$100,000. However, the grant will cover a maximum of 80% of the total project budget. Therefore, the proponent entities contribute to at least 20% of the total project budget. This contribution can be either financial or in-kind.

Eligibility (see guidelines for additional detail)

- The cluster must consist of at least three entities with a minimum of two (2) Belizean-based and registered DSPs.
- The lead entity must be a formally registered, Belizean DSP.
- Non-profit entities such as academia, business support organizations, industry associations, and government institutions are encouraged to participate within the cluster project proposal.
- Do note that the supplier of the technical assistance can not form part of the cluster as the proposal will be required to include at least three suppliers per technical assistance activity being proposed. The proposed supplier(s) will be selected in accordance with the IDB's Procurement policy.
- The cluster of DSP firms must demonstrate a commitment to contributing counterpart resources (financial and/or in-kind) to implement the project. (BELTRAIDE grant funding can cover a significant portion, up to 80% of your project budget, with a maximum limit of BZ\$100,000).
- Firms that have recently received grants from BELTRAIDE within the last 12 months are ineligible to apply.

¹ DSPs are companies that provide digital and online services to their clients including cloud services, hosting, software development, data analytics, digital and social media marketing, e-commerce solutions, mobile app development and more. DSPs play a critical role in closing digital divides and fostering the uptake and adoption of digital practices amongst businesses throughout all economic sectors in local economies.



- Firms that are currently executing a consultancy or participating in a procurement process for an IDB-financed project will not be able to participate as a Lead firm but can be included as an entity under the cluster.

Application Process (see guidelines for additional detail)

1. **Attend the Q&A webinar on May 27th, 2024 (register by May 26th).** ([link to webinar registration, if available])
2. **Complete and submit this application form including required annexes by July 12th, 2024 (before midnight, Belize time).**
3. **Shortlisted proposals will be notified by August 5th, 2024.**
4. **Final project approval is subject to BELTRAIDE internal procedures and Investment Panel recommendations.**

Thank you for your interest in BELTRAIDE’s support for DSPs! Before diving into your application, take a quick look to learn about the assistance available if your cluster’s application is successful.

Please specify the exact type of support you are seeking from BELTRAIDE and explain how BELTRAIDE’s support will contribute to the activities of the Cluster.

Project Title:	
Proposed start and end dates of the intervention (12 month execution period):	
Start Date:	End Date:
<p>Project Summary (Maximum 500 words)</p> <p>The project summary should provide a brief, concise overview of your proposed project, addressing the following: (i) overall objective of the project proposal, (ii) description of cluster including, target markets, main services/products offered and potential capacity of cluster to deliver digital services to MSMEs, (iii) the skills gap/human capital opportunity/need being addressed by the project and (iv) how the proposed project will address the problem identified.</p>	



Section A: Cluster- Lead Institution

1. Refers to the entity leading the Cluster for purposes of this application and the Cluster project. The Lead Institution should be a Belizean-based and registered DSP. This entity will act as the main point of contact for BELTRAIDE throughout the entire process.

<i>Applicant (Cluster Lead):</i>				
A1	<i>Applicant Information</i>			
<i>1</i>	Name of Company:			
<i>2</i>	Name of Representative:			
<i>3</i>	Title/ position of Representative:			
<i>4</i>	Address:			
<i>5</i>	Phone numbers:			
<i>6</i>	Email:			
<i>7</i>	Website (<i>optional</i>):			
<i>8</i>	Number of Permanent Employees (male/female):	<i>9</i>	Number of Temporary Employees (male/female):	
<i>10</i>	Year Registered:	<i>11</i>	Company Reg. Number (BCCAR):	
<i>12</i>	Tax Registration Number:			
		2023	2022	2021
<i>14</i>	Annual Sales/Turnover (BZ\$)			
<i>15</i>	Describe the main products/services and markets of the company (local and global)			
<i>16</i>	The role of the entity in planning and/or implementing the project:			



Section B: Cluster Data

B1	<i>How many entities are involved? (specify beneficiary and non-beneficiary entities)</i>
B2	<i>Has this cluster or any of its members received grant funding from BELTRAIDE in the last 12 months? If so, please describe.</i>
B3	<i>How does the cluster plan to encourage cooperation and consensus building among its members?</i>
B4	Do the entities of the proposed cluster have experience in collaborating? If so, please describe the projects and/or collaborations?

B5	Describe the collaboration plan with any non-beneficiary entities involved (academia, industry associations, etc.).
B6	Will benefits accrue to parties not directly involved in the cluster as a result of this support? If so, whom and why?

Section C: Project Proposal

C1	Problem: Clearly define the problem (challenge, barrier, gap, or risk) that the project intervention will be addressing i.e. skills gap/human capital challenge for the cluster. (maximum 500 words)
C2	Innovative Solution proposed: Please describe the innovative solution being proposed to address the problem, the potential impact that the solution will have on skills and human

	<p>capital development, and/or on the market. Where the proposed solution requires both group actions and actions by individual cluster members should be noted here. (maximum 500 words)</p>
<p>C3</p>	<p>Project Intervention Logic (max 1000 words)</p> <ul style="list-style-type: none"> ● Project Objectives: Clearly define the specific, measurable, achievable and time-bound (SMART) goals that this project aims to achieve. ● Expected Outcome: Clearly define the main expected effect (impact) of the project intervention. (i.e. profitability of cluster, employment, new markets, delivery of services for MSMEs, etc.) ● Expected Outputs: Main results expected to happen as a result of the project interventions.
<p>C4</p>	<p>What are the risks associated with this project? (set out the risks involved in this project and identify mitigating factors if any) (max 500 words)</p>
<p>C5</p>	<p>Describe the sustainability plan for the project's results after BELTRAIDE funding ends. Include a description of the potential to scale the solution. (max 500 words)</p>



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Section D – Estimated Summary Budget² - For each planned activity give the information listed in the table below.

Activity	Total Estimated Activity Cost (BZ\$)	BELTRAIDE Contribution (BZ\$)	Cluster Contribution (including in-kind contribution) (BZ\$)
TOTAL			
Applicants contribution as % of total project cost.			%

² The budget should be developed inclusive of any taxes.



*The budget should include all costs of the project of which the Cluster must contribute **at least 20%**. All costs should be presented in BZ dollars. *Enter only numbers.*

D1	Detail the financial and in-kind components of the counterpart contribution.

Section E – Project Activity Resource Plan

E1	For each consultancy or acquisition, list at least three potential suppliers.
E2	<p>Preferred Supplier:</p> <p>If you have a preferred supplier, identify them clearly and provide a justification:</p> <p>Guidelines:</p> <ul style="list-style-type: none"> ● If there's only one viable supplier due to factors like unique expertise, proprietary technology, or existing compatibility needs, explain this in detail. ● If you're choosing a single supplier from multiple options, provide a strong justification based on factors like: <ul style="list-style-type: none"> ○ Superior qualifications: Explain how the preferred supplier demonstrably outperforms others in terms of relevant experience, expertise, or past performance. ○ Cost-effectiveness: If the preferred supplier offers a compelling total cost advantage (including factors beyond just price), detail this.



	<ul style="list-style-type: none"> ○ Strategic partnership: If the single source fosters a strategic relationship crucial for project success, explain how.

Annexes

Please attach a copy of the following in PDF format. Please note that if you do not include the required annexes, your application will be considered ineligible. Additionally, if your application is recommended for further review, you may be asked to provide additional information and/or additional references which validate the credentials of the Cluster.

- 1. Required annex - List of ALL entities included in the cluster in the format provided below. Fill out the appropriate form for each entity.**

<i>Beneficiary Firms:</i>	
E1	<i>Applicant Information</i>
1	Name of Company:
2	Name of Representative:
3	Title/ position of Representative:
4	Address:
5	Phone numbers:
6	Email:
7	Website (<i>optional</i>):



8	Number of Permanent Employees (Male/Female):	9	Number of Temporary Employees (Male/Female):		
10	Year Registered:	11	Company Reg. Number (BCCAR):		
12	Tax Registration Number:	13			
			2023	2022	2021
15	Annual Sales/Turnover (\$BZ)				
16	Describe the main products/services and markets of the company (local and global)				
17	The role of the entity in planning and/or implementing the project:				

F1	Non-Beneficiary Partners (Please list all persons who will be a part of the cluster but will not benefit from Grant Funding).
1	Name of Entity:
2	Name of Representative:
3	Title/ Position of Representative:
4	Address:
5	Phone numbers:
6	Email:
7	Website (optional):



8	Describe the main products/services and markets of the entity
9	The role of the entity in planning and/or implementing the project:

2. **Required annex - Evidence of legal status of the lead institution and cluster members**
Copies of the extract of BCCAR registration.

3. **Required annex - Letter of Commitment**

Letter of Commitment signed by authorized representatives of the lead institution on behalf of the Cluster, in which they indicate their commitment to the Cluster initiative and to providing at least 20% of financial and/or in-kind funding of the cost of implementation if the project is successful in the funding phase.

Contact Information

For any questions or clarifications, please contact: BELTRAIDE Email: wendy@beltraide.bz and cc: roy@beltraide.bz

We encourage you to attend the Q&A webinar on May 27th.