



## 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)<sup>1</sup> 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 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.
- The consortium of 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.

#### 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 June 21st, 2024 (before midnight, Belize time).**

---

<sup>1</sup> 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.



3. **Shortlisted proposals will be notified by July 15th, 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.

<b>Project Title:</b>	
<b>Proposed start and end dates of the intervention (12-month execution period):</b>	
Start Date:	End Date:
<b>Project Summary</b> (Maximum 500 words) 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.	



**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.

<b>Applicant (Cluster Lead):</b>				
<b>A1</b>	<b>Applicant Information</b>			
1	Name of Company:			
2	Name of Representative:			
3	Title/ position of Representative:			
4	Address:			
5	Phone numbers:			
6	Email:			
7	Website (optional):			
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:			
		2023	2022	2021
14	Annual Sales/Turnover (BZ\$)			
15	Describe the main products/services and markets of the company (local and global)			
16	The role of the entity in planning and/or implementing the project:			



**Section B: Cluster Data**

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



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

**Section C: Project Proposal**

<b>C1</b>	<p><b>Problem:</b> 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)</p>
<b>C2</b>	<p><b>Innovative Solution proposed:</b> Please describe the innovative solution being proposed to address the problem, the potential impact that the solution will have on skills and human 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>

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



**Section D – Estimated Summary Budget - 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\$)
<b>TOTAL</b>			
<b>Applicants' contribution as % of total project cost.</b>			<b>%</b>

\*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.*

<b>D1</b>	<b>Detail the financial and in-kind components of the counterpart contribution.</b>
-----------	---



**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.**

<b>Beneficiary Firms:</b>					
E1	<b>Applicant Information</b>				
1	Name of Company:				
2	Name of Representative:				
3	Title/ position of Representative:				
4	Address:				
5	Phone numbers:				
6	Email:				
7	Website (optional):				
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	<b>Non-Beneficiary Partners (Please list all persons who will be a part of the cluster but will not benefit from Grant Funding).</b>
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: [projects@beltraide.bz](mailto:projects@beltraide.bz)

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