

A Partnership of:



# Shaping the Future of **INNOVATION**

Presents

**The Innovation Challenge Facility (grant funding)**

managed by:



**OPEN INFORMATION SESSION**

**10<sup>th</sup> and 15<sup>th</sup> NOVEMBER 2022**

**10.00 A.M. – 11.30 A.M.**

# Agenda

- Shaping the Future of Innovation
- Component 1 – the Innovation Grant Facility
- Details of the Call for Proposal – eligibility, requirements timing
- Platform for application
- Q&A



# Shaping the Future of Innovation (STFOI) Project

# The Shaping the Future of Innovation Partners:



Government of the Republic of Trinidad and Tobago  
Ministry of Planning and Development



European Union



Caribbean Industrial Research Institute

# Shaping the Future of Innovation **project funding:**

- The EU and the IDB Lab have provided approximately:
  - USD 9.1 million in funding largely for direct support for business innovation projects as well as industry-academic linkages facilitating business innovation and for T&T's innovation ecosystem.



European Union



# What are the Partners/ Funders Expecting?

- **IMPACT**

- job creation
- new skills
- increased efficiency / productivity and competitiveness
- new markets
- export and foreign exchange growth
- business growth / profit potential
- positive environmental, social and inclusive impacts

- **ULTIMATELY**

- A more diversified economy.



# What is Innovation?

Innovation is how an idea is monetized

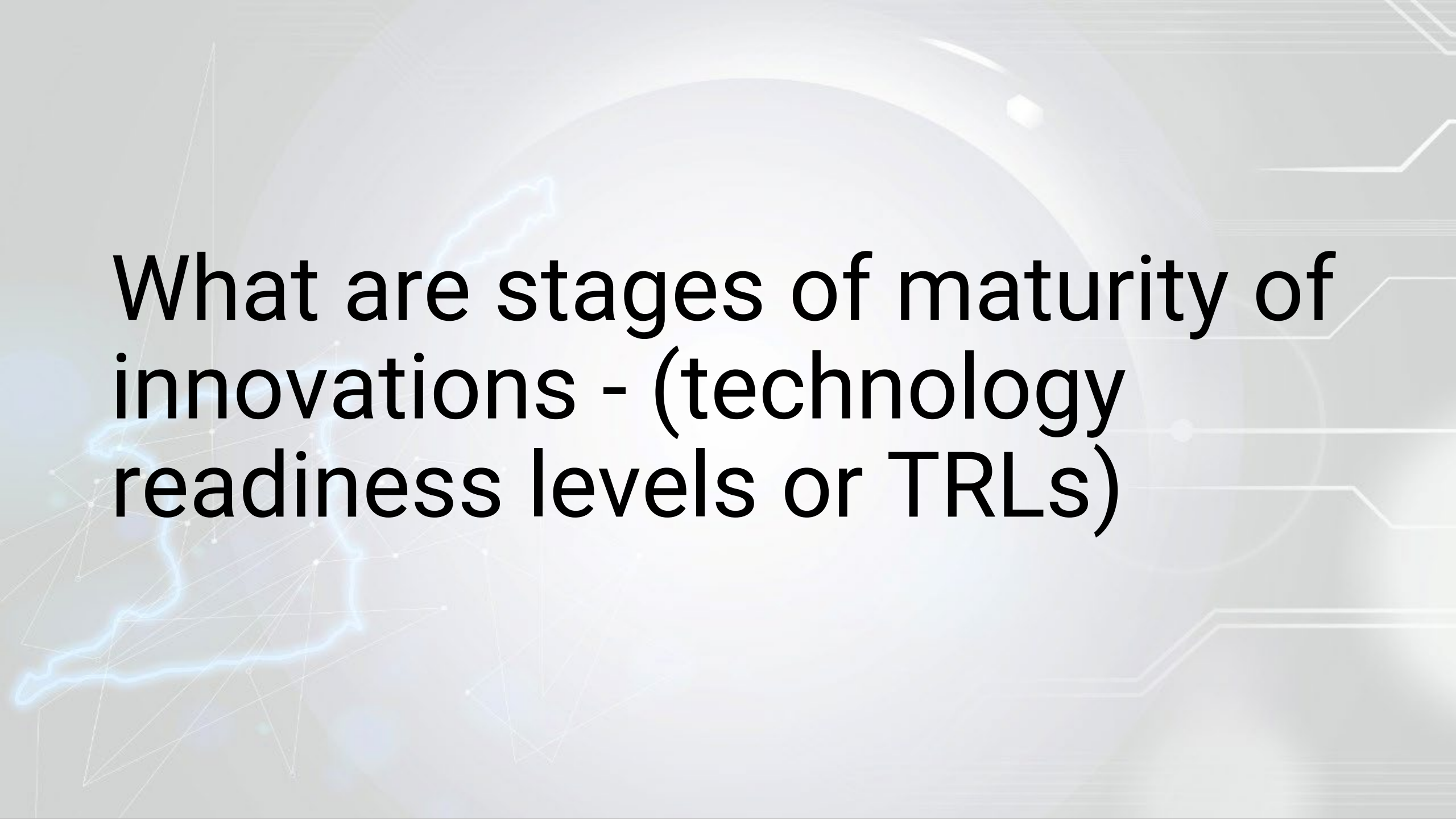
# The act of innovating includes introducing:

## New

- Products
- Services
- Technologies
- Devices or
- **Process improvements**
- That are **proven to be viable**
- That **provide value**
- And for which customers are **willing to pay**







**What are stages of maturity of innovations - (technology readiness levels or TRLs)**

# Technology *Readiness* Levels (TRLs)

Research

Applied research & *development*

Demonstration

Pre-commercial deployment

TRL 1

Basic principles observed – *basic research*

TRL 2

Technology concept formulated – *applied research*

TRL 3

Proof of concept established

TRL 4

Technology validated in lab

TRL 5

Technology validated in relevant environment – *testing in lab*

TRL 6

Technology demonstrated in relevant environment – *prototype verified*

TRL 7

System prototype demonstration in operational environment – *pilot system demonstrated*

TRL 8

System complete and qualified – *technology proven to work*

TRL 9

Actual system proven in operational environment – *application of technology in final form - **operationalized***

# Shaping the Future of Innovation Project has 3 components:

**Component 1: Innovation Challenge Facility (grant funding)** for business innovation projects close to commercialization (**TRL 7 and over**)

SHAPING THE FUTURE OF INNOVATION	
MINISTRY OF PLANNING AND PAY TO THE ORDER OF: Union	DATE: DD/MM/YY
CONGRATULATIONS	
DOLLARS (TTD)	
INNOVATIVE PROJECT AWARD	
Innovation Challenge Facility (ICF) Grant Funding	
REFERENCE:	
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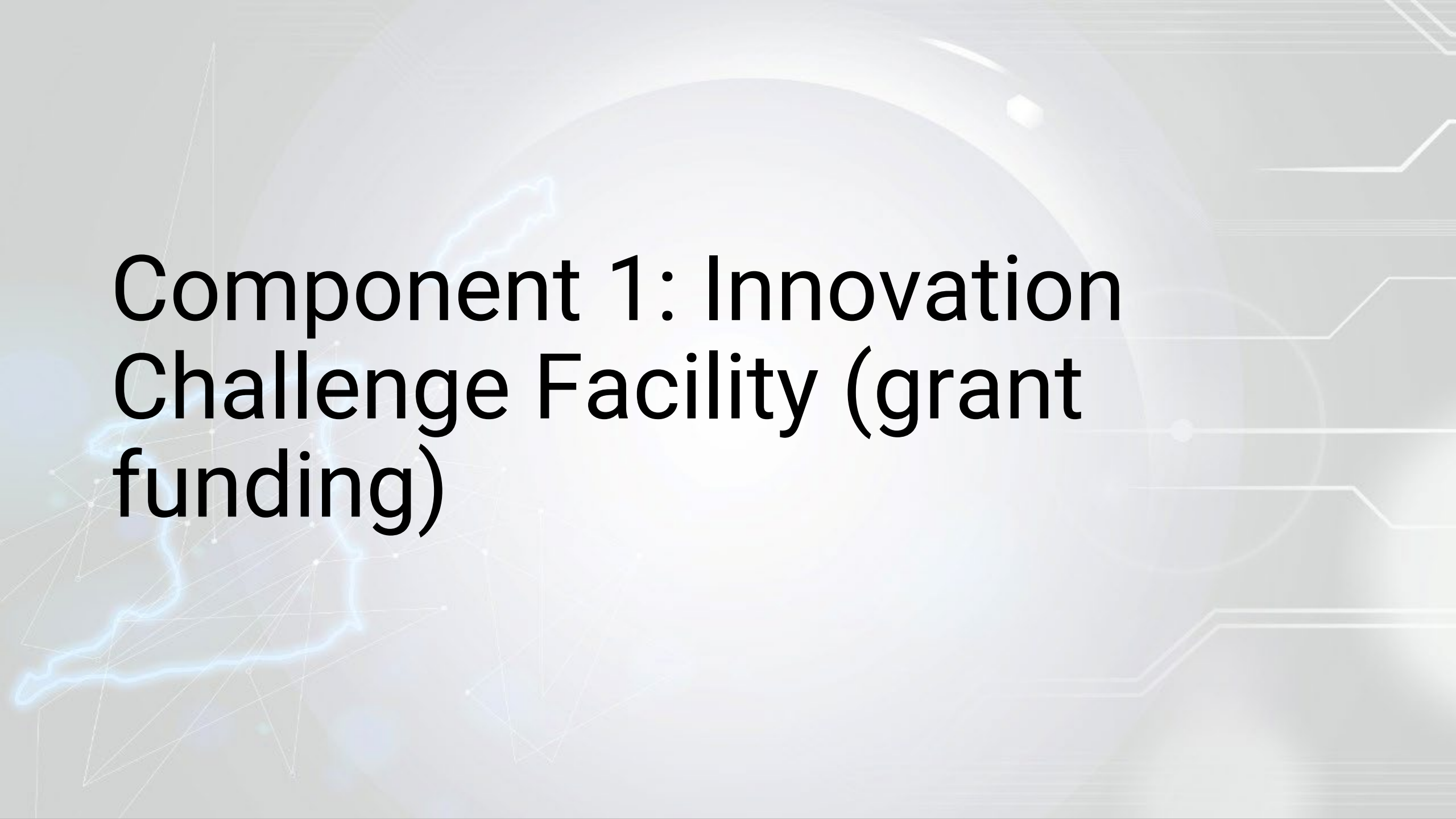
**Component 2: Building Industry and Academic Linkages** to support **earlier stage** business innovation projects to move up the readiness levels (**for example TRL 2 – TRL 7**)



**Component 3: Building the Innovation Network** for building a culture of innovation :



<http://future.cariri4.com/>



# Component 1: Innovation Challenge Facility (grant funding)

# Current Call for Proposals

Opened on 28th  
September 2022 –  
Closes 23 November  
2022 at 23.59

Opened to all  
sectors except  
primary oil & gas  
exploration

## Two Lots:

- Lot 1: small and medium sized enterprises (SMEs)
- Lot 2: large firms

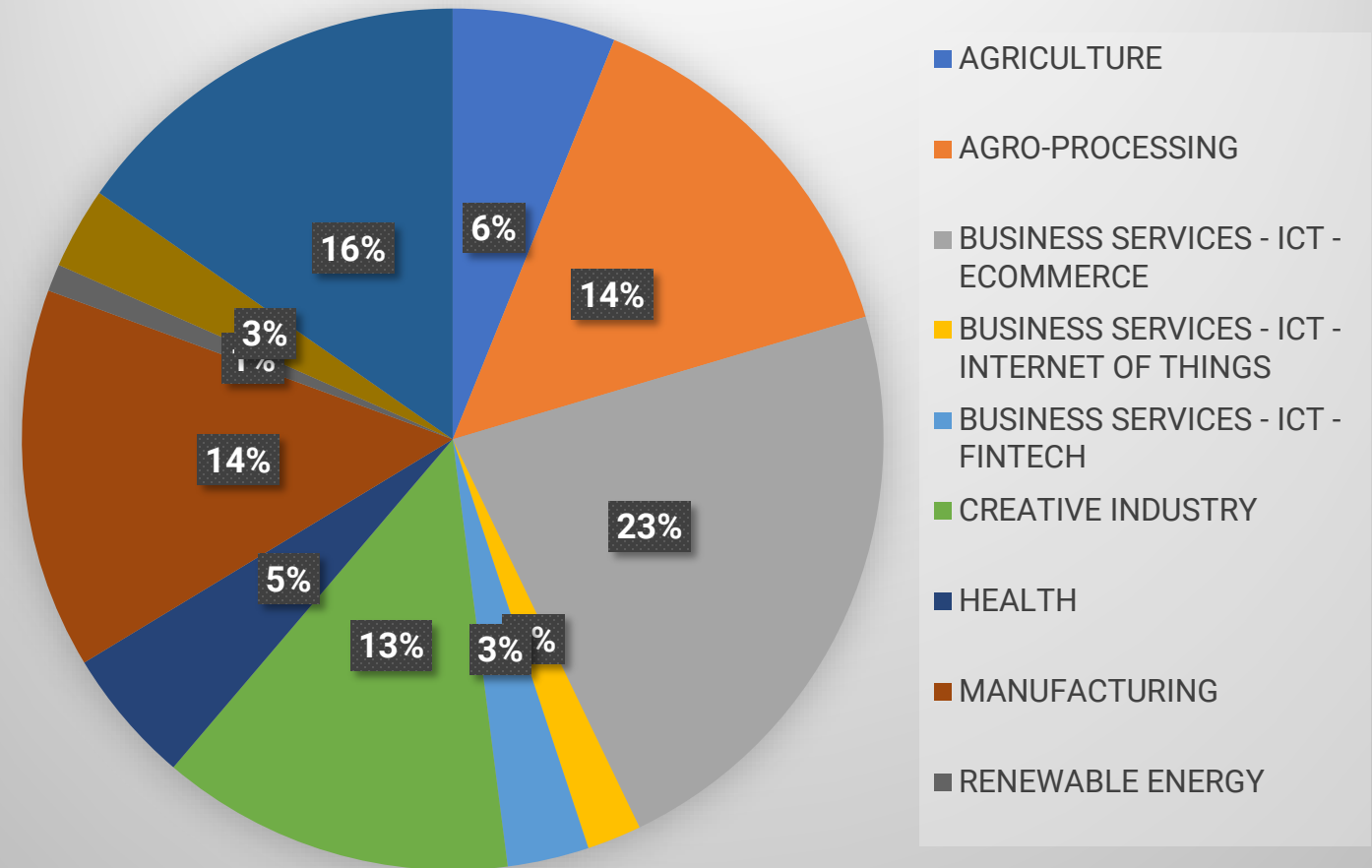
Businesses must  
meet eligibility  
criteria.

Only business  
innovation projects  
are eligible – one  
grant per firm

Targeting  
innovations at TRL 7

The ICF is opened to all sectors (except primary oil & gas extraction and production)

## EXAMPLES OF SECTORS FROM CALL 1 INNOVATION CHALLENGE FACILITY APPLICATIONS



The Current Call will fund a mix of SMEs and large businesses – 2 Lots.

Lots	Grant Amount	% Of Project Costs Applicant contribute	Total which the must
Lot 1: Small and Medium Sized Enterprises (SMEs)	Minimum USD 50,000 – Max. USD 75,000	Minimum 25% (from own funding sources)	
Lot 2: Large firms	Minimum USD 50,000 – Max. USD 250,000	Minimum 50% (from own funding sources)	

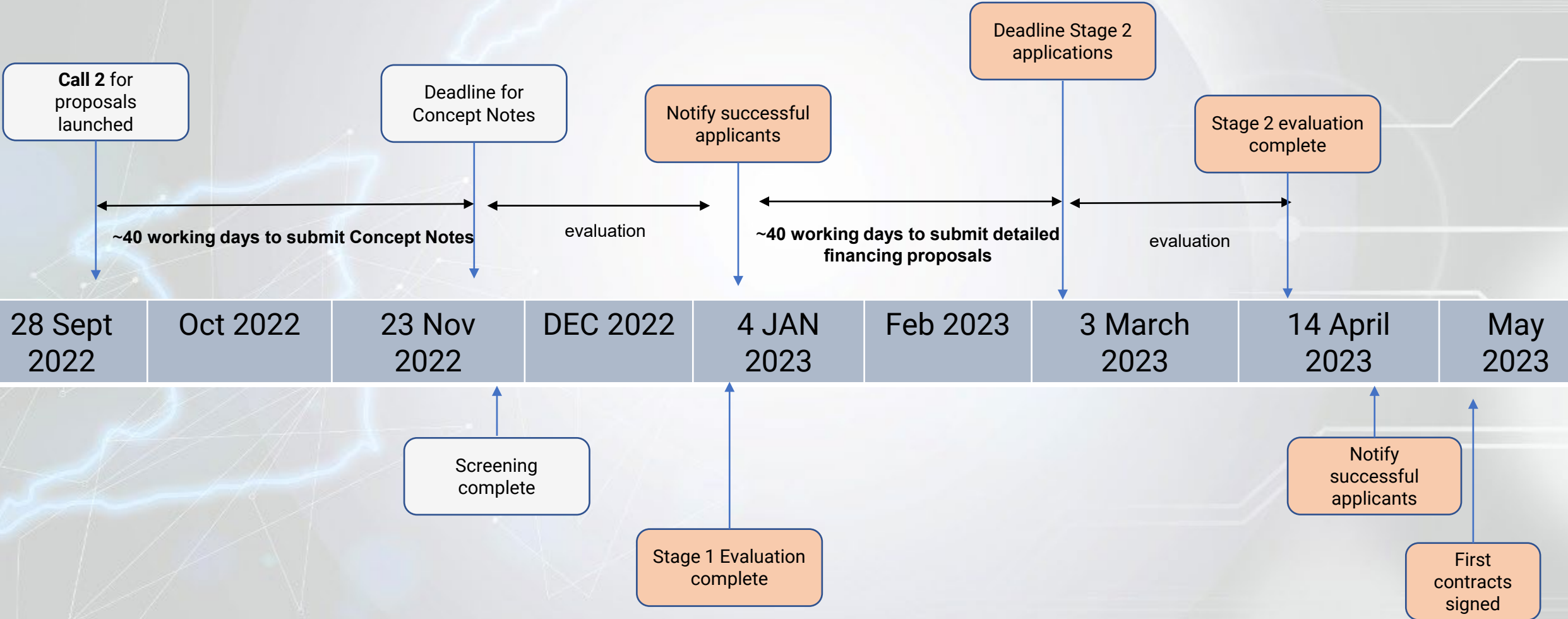
Contributions must come from own funds: equity, debt financing, working capital. Contributions from other grant funds will not be eligible as contribution.

# Eligibility

Criteria – Has the applicant provided required documents to demonstrate they meet the following:	Check √
1. Proof of Legal identity: <ul style="list-style-type: none"> <li>• <b>Companies:</b> Certificate of Incorporation and/ or Certificate of Continuance Issued by Companies Registrar;</li> <li>• <b>Sole traders:</b> Business name registration issued by Companies Registrar</li> <li>• <b>NGOs:</b> Certificate of Incorporation as a non-profit company and /or Certificate of Registration as a Non-Profit Organisation under the FIU</li> </ul>	<input type="checkbox"/>
2. Location <ul style="list-style-type: none"> <li>• Registered Notice of Address (Form 4) showing they operate in Trinidad and Tobago</li> </ul>	<input type="checkbox"/>
3. Compliance status – Tax authorities <ul style="list-style-type: none"> <li>• Valid Tax Clearance up to the date of submission or tax receipt from the previous year of submission of the application to the innovation challenge facility</li> </ul>	<input type="checkbox"/>
4. Compliance status – Companies registry <ul style="list-style-type: none"> <li>• Annual Return (Form 28 or Form 29) for year of submission of the innovation challenge facility application or proof that the process has been initiated</li> </ul>	<input type="checkbox"/>
5. Financial Identity <ul style="list-style-type: none"> <li>• Recent bank statement <b>header</b> only showing business name and address registered with bank as well as bank account number. For Sole traders, header should show name of entrepreneur, “trading as business name”</li> </ul>	<input type="checkbox"/>
6. Financial status (stage 2) <ul style="list-style-type: none"> <li>• Last three years annual accounts ( required <b>at Stage 2</b>) showing the business is viable</li> </ul>	<input type="checkbox"/>
7. Size <ul style="list-style-type: none"> <li>• Details of sales, assets and number of employees to be entered directly into the Platform.</li> </ul>	<input type="checkbox"/>
8. Type of project <ul style="list-style-type: none"> <li>• The facility supports only business innovation and not innovation for social objectives.</li> </ul>	<input type="checkbox"/>
9. Sector <ul style="list-style-type: none"> <li>• The facility supports all sectors except primary oil and gas extraction and production</li> </ul>	<input type="checkbox"/>



# Indicative Application Process for Component 1






# Platform and Submitting an application form

<https://stfoicariri.aimsgrants.com/>

You can see details of available programmes prior to registration



Step 1-  
Create an  
Account as a  
new user –  
'Register'

Shaping the Future of **INNOVATION**    Not logged in A A A A

## Sign In

You must sign in or register

### New Users


- Step 1 - Create a new user account– Register
- Step 2 - Log in and search/create a New Organisation to apply
- Step 3 - Visit Available Programmes to apply for this scheme
- Step 4 - Open Concept Note Application Screen


[Register](#)

### Existing Users

Please sign in to access your account.

\* required

\* Email  

\* Password  




Remember my login on this computer

[Log In](#)

[Forgot your password?](#)

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# Create an Account – Note privacy statement

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## Register

Register as a new applicant

**New Users** \* required

Please register with us to create your account.

**i** Please enter your name, a valid email address and a password. Passwords must be at least 12 characters long, and must be accepted by our password strength checker.

**\* First names**

**\* Last name**

**\* Email**   
**i** Enter a valid email address

**\* Email Confirmation**

**\* Password**   
 0%  
**i** Password strength must reach 100%. Passwords must be at least 12 chars long, include at least 1 number, 1 upper or lower case character and have one or more special characters e.g. (!?<).

**\* Password Confirmation**

**\* I agree my data will be stored**   
**i** You must confirm consent to the storage of your user data to continue. You can view our policy notice [here](#)

**OK**

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When you register you will receive an email with a link, to verify your email address.  
If it does not arrive in minutes, check your junk mail or spam folder.  
Once that is done, you can login to the platform.  
You will be prompted to search for, or create, an organisation as the first step.

1. Search to see if your organisation has already been registered on the platform

## Step 2 - Search or Create a New Organisation to Apply

2. After searching, you will have the option to Create Organisation.

### Organisation Search

**i** Please enter in some details below to search for your organisation.  
If you haven't registered with an organisation on this system before, please click **Search** and you will have the option to create it on the next page.

Search Parameters

Organisation Name

**Search**

### Organisation Search

**i** Scroll down to see all results.  
To create a new organisation please click **here** or on the 'Create Organisation' button located below the search button.

Search Parameters

Organisation Name

**Search**

[Create Organisation](#)

1. Go to available programmes here



## Step 3 – Visit Available Programmes to apply for this Scheme

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### Inbox

Below is the list of your tasks and applications

**Current Tasks**

This is a list of applications for which you have a task to do. Click on the button in the Task column to complete it.

Before starting an application you need to setup your organisation, to do this please click the 'Set up a New Organisation' button below.

Appl. ID	Applicant	Scheme	Project title	Task received	Deadline Date	Task
183399	Grant Management Consultancy	Cariri	Project Title	26-09-2022	23-11-2022	<input type="button" value="Submit Concept note"/>

**My Applications**

[View / Edit My Details](#)

[Set up a New Organisation](#)

[Create New Application »](#)

2. Or, select Create New Application to see available programmes

3. Once you have started your concept note application form you can quit and return to it anytime. Your draft Concept note will appear in the list of 'Current Tasks'.

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Visit Available Programmes to apply for this Scheme

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CARIRI CALL 2

**How to apply**

This platform is open to receive applications from Wednesday 28th September 2022 to Wednesday 23rd November 2022 at 23.59 (40 working days). Only applications submitted through the Platform can participate in the challenge.

**You'll need to register if you haven't already and then sign in.** You'll then be able to submit your concept note and one of the STFOI Project Team will be in touch.

**UPCOMING CALL (second) FOR PROPOSALS**

**Shaping the Future of Innovation (STFOI)** is a project of the Government of the Republic of Trinidad and Tobago, the European Union (EU) and IDB LAB in collaboration with the Caribbean Industrial Research Institute (CARIRI) as the executing agency. STFOI is funded by the European Union and the IDB LAB. The project aims at **business led economic growth** and a **more diversified economic base**. This project was designed based on the recognition of the importance of innovation in fostering competitiveness in businesses so they can adapt to and thrive in a global market environment with changing market conditions and circumstances.

STFOI comprises three components:

- **Component 1** - The Innovation Challenge Facility (grant funding for business innovation),
- **Component 2** - Building Industry and Academic Linkages and
- **Component 3** - Building the Innovation Network/ Trinidad and Tobago's innovation ecosystem.

This upcoming Call addresses Component 1.

**What is innovation?** Innovation is any new product, service, technology, device, process that provides an improvement and value for which the market or internal customers will be willing to pay. The **expected impact of innovation may be for example**, the development of new markets, more jobs, increased efficiency, productivity, financial growth, possible foreign exchange growth and improved environmental and inclusive performance.

**Submission date**

This grant is open from 28-09-2022 to 23-11-2022 23:59

« Back to schemes

Apply for this scheme »

**Target**

- Component 1 -The Innovation Challenge Facility is targeting eligible businesses with innovation projects that have been **proven, tested, ready to be piloted, or ready to be fully operationalised or commercialised.**
- **Eligible businesses** refers to businesses registered and operating in Trinidad and Tobago and compliant and up to date with tax and companies' regulations.
- **Business projects** across **all sectors** except primary oil and gas extraction and production may apply.
- An application can only fall under **1 Lot** as follows:

Lots	Description	Grant Amount	% Of Project Total Costs which the Applicant must contribute
Lot 1: small and medium sized enterprises (SMEs)	No. of Employees: ≤ 50. Assets: ≤ TTDS \$ 5 million (excluding real estate). Annual Sales: ≤TTDS \$ 10 million.	Minimum USD 50,000 – Max. USD 75,000	Minimum 25%
Lot 2: large firms	No. of Employees: > 50. Assets: > TTDS \$ 5 million (excluding real estate). Annual Sales: >TTDS \$ 10 million.	Minimum USD 50,000 – Max. USD 250,000	Minimum 50%

**More information**

Interested businesses may visit the Shaping the Future of Innovation (STFOI) website at: <https://future.cariri.com> for information on the Platform. For responses on questions about the Call for proposals, scope and for technical support with applications, businesses may send questions via email to [innovationchallengefacility@gmail.com](mailto:innovationchallengefacility@gmail.com) up to Wednesday 9th November. The helpdesk will reply to all questions within a reasonable timeframe but no later than 5 business days prior to the Concept Note submission deadline (Wednesday 23rd November 2022 at 23.59).

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Click here to apply for this scheme.  
This will open your Concept Note application form.  
If you are not logged in, you will go to register / login screen.

# Step 4 – Open Application Screen (Tabs)

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## Concept note

### 1. Contact information

CARIRI Logos Transparent BG

[Return to Form Index](#) [Print Form](#) [Generate new PDF](#)

Contact information  Background on Business  Needs and Opportunities  Proposed Innovation  Readiness  Grant Financing  Declaration and documents

#### 1.1 Reference details

Scheme	Call 2	Organisation	Seodin Test org
Appl ID	201094	Main Contact	TEST Seodin (test) Byrne

#### 1.2 Please confirm the details below are correct.

Business name: *	<input type="text" value="Seodin Test org"/>	Location of operations (if different from the registered address):	<input type="text"/>
Registered business address: *	<input type="text" value="123456"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Business telephone number (digits only): *	<input type="text"/>	Business email:	<input type="text"/>
Website: *	<input type="text" value="42543"/>	Key contact person for this project:	<input type="text"/>
Position title: *	<input type="text"/>	Direct email:	<input type="text"/>
Direct telephone contact (digits only): *	<input type="text"/>	Mobile Contact (digits only): *	<input type="text"/>

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# Declaration Page and Document Upload

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## Concept note

### 7. Declaration and documents

Please fill out the declaration and upload for correct supporting documents.

[Return to form index](#) [Print form](#) [Download user PDF](#)

[Contact information](#) [Change log on business](#) [Checks and opportunities](#) [Proposed innovation](#) [Checklist](#) [Grant tracking](#) [Declaration and documents](#)

**7.1 Declaration:**

I declare that the information provided is correct to the best of my knowledge and I have the authority to submit this application on behalf of my organisation.

I further declare that, in addition to meeting administrative eligibility (legal identity, tax and company compliance and financial identity) to apply for this facility that the business meets all the necessary regulatory and financing requirements to operate and grow in this sector (if applicable to the sector), the business is not in a situation that can lead to a declaration of insolvency or bankruptcy in the short term, and neither I nor any key personnel have ever been charged (or are currently before the courts) for fraud.\*

I agree to this Declaration above.

Name of Applicant (on behalf of Organisation)	Position Title	Date
TEST Saida (Saida) Byrne		18-10-2022

**7.2 If you have a website / facebook page etc that you want to include for further information, please list below**  
(You may enter up to 1000 characters.)

**7.3 Please select your organisation type\***

If you select one of the first three options on the dropdown, you must submit an Annual Return.

**7.4 Please upload proof of Legal Identity\***

Companies: Certificate of Incorporation and/or Certificate of Continuance issued by Companies Registrar. Sole traders: Business name registration issued by Companies Registrar. MDs: Certificate of Incorporation as a non-profit company and/or Certificate of registration as a Non-Profit Organisation under the 192.

Max file upload size (MB): 5  
Allowed file types: pdf

**7.5 Please upload proof of your location\***

Registered Office of Address (Form 4)

Max file upload size (MB): 5  
Allowed file types: pdf

**7.6 Please upload a Valid Tax Clearance up to the date of submission or tax receipt from the previous year of submission of the application to the innovation challenge facility\***

Max file upload size (MB): 5  
Allowed file types: pdf

**7.7 Please upload an Annual Return (Form 28 or Form 29) for year of submission of the innovation challenge facility application or proof that the process has been initiated\***

Max file upload size (MB): 5  
Allowed file types: pdf

**7.8 Proof of Financial Identity\***

Banked bank statement header only showing business name and address registered with bank as well as bank account number. For Sole traders, header should show name of entrepreneur, trading as business name.

Max file upload size (MB): 5  
Allowed file types: pdf

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# Platform home page or Inbox

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## Inbox

Below is the list of your tasks and applications

+ Current Tasks

- My Applications

These are applications that you are directly linked to.

App. ID	Applicant Name	Scheme Name	Region Name	Project Title	Creation Date	Application Status	Relationship Type	Actions	Cancel Application
183399	Grant Management Consultancy	Cariri	Trinidad and Tobago	Project Title	26-09-2022 16:16	Draft	Main Contact		cancel
180360	Grant Management Consultancy	Cariri	Trinidad and Tobago	Lorem ipsum dolor sit amet, consectetur adipiscing	19-09-2022 18:33	Concept submitted	Main Contact		cancel
180815	Grant Management Consultancy	Cariri	Trinidad and Tobago	Project Title	20-09-2022 15:22	Draft	Main Contact		

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[Set up a New Organisation](#)

[Create New Application »](#)

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You can view your submitted application, and check the status of the application at any time, by opening the 'My Applications' section of your Inbox.

# Summary

## Step 1 – Create a new user account – Register

- You will receive an email to validate your email address
- Click on the link provided to login to the system with your email and password

## Step 2 – Search/Create a New Organisation to apply

- Note Organisation ID provided by the system
- That ID can be used in future for correspondence and to help locate your organisation
- You will then arrive at your home page or 'Inbox'

## Step 3 – Visit Available Programmes to apply for this scheme

- Go to 'available programmes' or select 'Create a new application'
- You will see the Innovation Challenge Facility
- Click on more information to get details of requirements
- Click on 'apply for this scheme'

## Step 4 – Open Concept Note Application Screen

# Important References Available under Help



ANNEX B-Procurement Guidelines STFOI



Grant Funding Agreement



FAQs



STFOI grants user guide



Privacy Notice

# Innovation Challenge Facility (ICF) Management Firm working with CARIRI

Consortium of



Contact us at email address:

[innovationchallengefacility@gmail.com](mailto:innovationchallengefacility@gmail.com)