



Innovation Challenge Facility Concept Note Application Form

First Call for Proposals

Each section of this form should be completed with the Guidelines provided and should take into consideration the administrative and technical evaluation criteria presented in the Guidelines. The completed Concept Note should be no more than 7 pages with font size 11. Any questions about the scope of the Innovation Challenge Facility or for assistance in how to complete this form, businesses may send an email to: innovationchallegefacylity@gmail.com. Responses to questions asked which are not specific to an individual project, will be shared via a Frequently Asked Questions (FAQ) document.

Please email the completed application form and supporting documents to CARIRI at email: stfoi@cariri.com by 11:59 pm on 14th January 2022.

Contact Information

Business name:
Registered business address:
Location of operations (if different from the registered address):
Business telephone number:
Business email:
Website:
Key contact person for this project:
Position title:
Direct email:
Direct telephone contact:



Mobile Contact:

Concept Note Template

Background on Business

Briefly describe the type of business, products and services and any competitive advantages of the business.

Briefly give a little history of the business, its start-up, growth, successes, challenges and status today.

Please complete the table below.

	2019	2020	2021
Employees*			
Asset size**			
Sales			

**Please also indicate male/ female numbers to assist in capturing diversity*

***Excluding real estate*

Briefly describe the financial performance / status of the company over the last three years (sales growth, profitability, liquidity, debt).

Provide an introduction of the key personnel, their qualifications and experience and the role they will play in the project.



Needs and Opportunities

Describe the market need / gap or opportunity identified to be met by the proposed innovation.

Explain how you identified the need or opportunity.

Proposed Innovation

What is the innovation, its function and use?

Can anything else bring the same benefit to the customer or perform the same function and use?

What benefits will the innovation bring to the customer that another product, service, device, material process cannot do (that is, what is the uniqueness of the innovation)?

What costs will the customer have to pay for this differentiation, and will that cost outweigh the benefits that the innovation will bring?

Readiness

What is the level of readiness of the technology behind the innovation?

Has any market analysis been done, if so, what did it show?

Have the resources to support the innovation and costs been determined, for example, raw materials, technology, human resource skills and have you investigated how to source these resources?



Have any initial conversations been held with other grant funders, private equity investors, bankers, other financiers?

Project for Grant Financing

Describe the project for which you would like to request grant financing? For example, for what aspect of the feasibility, research and development, demonstration, market trials, commercial scale-up, market development do you require grant funding and technical support.

What is the timeframe for the implementation of your project?

What name will be assigned to this project

Explain why the funding is needed

Impact of this Innovation (this will justify why public sector funding from EU and IDB is justified)

How will the innovation impact your company in terms of any of the areas below?

- *Jobs that can be created.*
- *New markets.*
- *Increased efficiency/productivity.*
- *Competitiveness.*
- *Exports.*
- *New skills.*



- *Growth / profit potential.*
- *Environmental and social impacts?*

Declaration

I the undersigned in my capacity as _____, declare that the information provided is correct to the best of my knowledge. I further declare that the business is not in a situation that can lead to insolvency or bankruptcy in the short term. Neither I nor my key personnel have ever been charged (or are currently before the court) for fraud.

Name

Position

Signature

Date

Business Stamp (if available)