**Tobago Innovation Challenge 2023**

**Call for Concepts**

The Global Environment Facility Small Grants Programme (GEF SGP) and UNDP Accelerator Lab are combining efforts to identify and provide support for innovative environmental and green economy projects through an Innovation Challenge focused on Tobago. The challenge will provide grant funding amounting to a total of USD 120,000 to six different Tobago-based projects (*grants from USD 5,000 to USD 20,000 each),* in addition to technical support for project implementation. We are especially looking for innovative projects in areas of:

* Ecotourism
* Environmental education and crisis management
* Environment conservation and rehabilitation
* Renewable energy and energy efficiency
* Waste management
* Food security
* Community empowerment and sustainable livelihoods
* Peacebuilding

Other areas will be considered on a case-by-case basis.

If this describes the work of your civil society organization (CSO)/non-governmental organization (NGO)/business entity, you are invited to submit a concept by completing this form. Shortlisted concepts will be contacted and coached to prepare full proposals that will be used as part of a competitive process for receiving funding.

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| **SECTION 1: Applicant profile** |

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| 1.1 Which of the following best describes the applicant? Choose one only. | [ ] Individual |
| [ ] Group of individuals |
| [ ] Registered small business or sole proprietor |
| [ ]  Unregistered or informal association, civil society organization (CSO)/non-governmental organization (NGO)  |
| [ ]  Registered civil society organization (CSO)/non-governmental organization (NGO) |
| [ ]  Other:……………………………………………………………………………..…………………………………. |
| **SKIP TO SECTION 8,** if you are an individual, group or individuals, registered small business or sole proprietor or **unregistered** or **informal** association, civil society organization (CSO)/non-governmental organization (NGO). |

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| 1.2 State your registration status. | [ ]  Registered with a government ministry as an NGO or association |
| [ ]  Registered as a company under the Companies Action (1995) |
| **If you are registered as a company, SKIP TO SECTION 8.** |
| 1.3 Age of organization | [ ]  Less than 2 years old (24 months) |
| [ ]  More than 2 years old (24 months) |
| **If your organization is less than 2 years old (24 months), SKIP TO SECTION 8.** |
| 1.4 Is your project *environmental* in nature? | [ ]  Yes, my proposed project **directly involves** human interaction with nature, the natural environment, animal and plant life, waste management, and/or energy. |
| [ ]  No, my proposed project **does not directly involve** human interaction with the natural environment, animal and plant life, waste management, and/or energy.**If you answered “NO”, SKIP TO SECTION 8.** |

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| **SECTION 2: GEF SGP: Grant Applicants** |

Based upon your responses you are eligible for a grant to plan a new project (up to USD 5,000) or a full grant for environmental projects (up to USD 20,000).

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| --- | --- |
| 2.1 What kind of innovation grant are you applying for? | [ ]  Up to **USD 5,000**.to plan a new project (e.g. market analysis, feasibility study, data gathering etc.) |
| [ ]  Up to **USD 20,000** to implement a project |

**GO ON TO SECTION 3.**

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| **SECTION 3: GEF SGP Applicants: Description of Project** |
| 3.1 Project title | …………………………………………………………………………………………………. |
| 3.2 Focal area for which funding is being sought. Pick the 2 that best apply to your project. | [ ]  Biodiversity loss |
| [ ] Land degradation - soil management, coastal rehabilitation and erosion |
| [ ] Climate change (mitigation and adaptation, including all aspects of climate resilience) |
| [ ]  Water management |
| [ ] Waste management, pollution and the circular economy |
| [ ]  Land resources and ocean health resources |
| [ ]  Blue/Green economy, standards and adoption of recognized certification |
| [ ]  Renewable energy and energy efficiency |
| [ ]  Sustainable agroforestry |

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| 3.3 Give us an overview of your idea, proposed intervention, solution, product or service. |
|  |
| 3.4 Please describe briefly the overall objective of the proposed project/activity for which you are requesting funding. |
|  |
| 3.5 Please provide information about the environmental or social problem your project will address and how it hopes to solve the problem. Provide as much detail as necessary. You may include links to supporting photographs, videos etc., or email material to sgpmonitoring@gmail.com. Make sure to include your project title as the subject of the email. |
|  |
| 3.6 What makes your project unique, special or better than what currently exists? (To help us understand your solution, you can provide links and websites to examples of similar solutions that exist in other parts of the world.) |
|  |
| 3.7 Briefly describe the project location/production site if you are creating a product and any involvement of the local community. The limit is 250 words (approximately 1,325 characters) |
|  |
| 3.8 What will your main raw materials be and who will supply your raw materials? |
|  |
| 3.9 What are the social and economic impacts or the proposed project? Identify whom your project will benefit, whom it will serve (your clients) and list any known competitors. |
|  |
| 3.10 Proposed start date of project (dd/mm/yyy) | ………………./………………./………………./ |
| 3.11 Duration of project in months (estimated) | …………………… months |
| 3.12 For your proposed project, briefly describe the planned activities, timeframe of activities, expected results and indicators of success for the project/what will your project change. |
|  |
| 3.13 How will you sustain your work for at least 3 years after funding from the Tobago Innovation Challenge has expired? |
|  |
| 3.14 Have you executed a similar project in the past? | [ ]  Yes | [ ] No |
| 3.15 If "yes" to the question above, please provide details on previous experience executing a similar project. Make sure to include the duration of that project.  |
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**GO ON TO SECTION 4.**

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| **SECTION 4: GEF SGP: Project Budget** |

Budgeted items include:

1. equipment/material
2. manpower/labour
3. training/seminars/workshops
4. transport
5. technical assistance/contracts
6. other

In the first question, state the amount of money you are requesting. In each of the questions, thereafter, select the budget item and put in the estimated amount it will cost in Trinidad and Tobago dollars (TTD).

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| **4.1 Item** | **Trinidad and Tobago dollars** |
| 4.1.1 Total value of project[[1]](#footnote-1) (Value of grant + money from any other sources e.g. own contribution, loans, contributions from other agencies friends and family etc.) | $........................................................ |
| 4.1.2 Total amount of money requested from Tobago Innovation Challenge. | $........................................................ |
| 4.1.3 Funding from other sources | $........................................................ |
| **4.2 Purpose of expenditure** | **Trinidad and Tobago dollars** |
|  Equipment/material | $........................................................ |
|  Manpower/labour | $........................................................ |
|  Training/seminars/workshops | $........................................................ |
|  Transport | $........................................................ |
|  Technical assistance/contracts | $........................................................ |
|  Other | $........................................................ |

**GO ON TO SECTION 5.**

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| **SECTION 5: GEF SGP: Applicant Profile** |

This section is applicable to **registered** **civil society organizations (CSOs) and non-governmental organizations (NGOs)** involved in the areas of a) Ecotourism, b) Community Empowerment, c) Environmental Education and Crisis Response, d) Peacebuilding, e) Environmental Conservation and Rehabilitation, f) Renewable energy and energy efficiency, g) Waste Management and h) Food Security.

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| --- | --- |
| 5.1 What is the purpose of your organization, business or operation? |  |
| 5.2 Years of experience working in areas related to your project area: | [ ]  Less than 1 year |
| [ ]  1-2 years |
| [ ]  2-5 years |
| [ ]  More than 5 years |

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| 5.3 Provide details of any previous experience that your organization has in implementing projects related to this focal area. |
|  |
| 5.4 Provide details of any previous experience that your organization has in working with particular techniques or technologies being proposed for this project, if any. |
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| 5.5 Provide details of any previous experience that your organization has in working with the specific communities which will be affected by the proposed project, if any. |
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**GO ON TO SECTION 6.**

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| **SECTION 6: GEF SGP: Social Markers** |
| 6.1 Briefly describe your organizational structure (e.g. type of governance, number of members, number of employees etc.)  Maximum 1000 characters. |
|  |

* 1. List positions of persons on the executive/board of directors, indicating: Position, full name, telephone number, email address and gender. You may add lines to the table below as needed.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Position** | **Name** | **Telephone** | **email** | **Gender** |
| Executive Director | Jane Gregory | (868) 123-4567 | janegregory@gmail.com | Female  |
| Company Secretary | John Smith | (868) 891-0112 | johnsmith1@gmail.com | Male |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |

|  |  |
| --- | --- |
| 6.3 Total number of employees/members | …………………………………………… |
| 6.4 Total number of female employees/members | …………………………………………… |
| 6.5 Number of persons with disabilities[[2]](#footnote-2) (PWDs) in your organization: | …………………………………………… |
| 6.6 Number of persons with disabilities in leadership positions in your organization. | …………………………………………… |
| 6.7 Will the owner/manager/senior officer serving as the lead on this project for which funding is being sought? | [ ]  Yes | [ ]  No |
| 6.8 Will the owner/manager/senior officer in your organization be serving as the project lead for which funding is being sought? | [ ]  Yes | [ ]  No |
| 6.9 Please provide the name of the Project Lead. | …………………………………………. |
| 6.10 Gender of Project Lead | [ ]  Male | [ ]  Female | [ ]  Rather not say |
| 6.11 Education completed by project lead.[[3]](#footnote-3) Select all that apply. | [ ]  Primary[ ]  Secondary[ ]  Tertiary (bachelor’s, master’s, PhD, postgraduate certificate)[ ]  Technical/ vocation[ ]  Professional certification[ ]  Other |

**GO TO SECTION 11: PREVIOUS GRANT FUNDING.**

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| **SECTION 8: Accelerator Lab Applicants: Description of Project** |

Based upon your selection, at this time you are eligible for a grant of up to **USD 10,000.00**. If this amount is *less* than the amount required to fully execute your project, you can apply the grant to implement part of your project.

|  |  |
| --- | --- |
| 8.1 Project title | …………………………………………………………………………………………………. |
| 8.2 Focal area for which project funding is being sought. Pick at least 1 option but not more than 3. | [ ]  Ecotourism |
| [ ]  Environment conservation and rehabilitation |
| [ ]  Environmental education/crisis response and management |
| [ ]  Community empowerment |
| [ ]  Renewable energy and energy efficiency |
| [ ]  Waste management  |
| [ ]  Food security |
| [ ]  Community empowerment and sustainable livelihoods |
| [ ]  Peacebuilding |
| [ ]  Other…………………………………………………………………….. |
| 8.3 Briefly describe your project (in 500 words or less).  Please include information about the challenge your project will address and how the project will help solve this challenge. Please provide specific information such as i) main objective ii) target population iii) estimate timeline iv) estimate budget. |
|  |
| 8.4 Briefly describe the steps you will take to implement this project (in 500 words or less). Please include details about the planned activities and expected results of the project. |
|  |
| 8.5 What makes your project or solutions unique, special and better than what currently exists? (In 300 words or less) |
|  |
| 8.6 Why do you think your project is important and how will it contribute to making Tobago "Clean, Green, Safe and Serene"? (In 300 words or less.) |
|  |
| 8.7 Provide details of any previous experience that you/your organization has in implementing projects which work with youths, promotes community participation and/or promotes environmental sustainability and/or peacebuilding. |
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| 8.8 Duration of project in months (estimated) | ……………………………………………….. months |

**GO ON TO SECTION 9.**

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| **SECTION 9: Accelerator Lab: Grant Amount & Purpose** |
| 9.1 Total value of project[[4]](#footnote-4) (Value of grant + money from any other sources e.g. own contribution, loans, contributions from other agencies friends and family etc.) | $........................................................ |
| 9.2 Please share the details of your project budget (provide a breakdown of how you will spend the money if awarded the grant). |
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**GO ON TO SECTION 10.**

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| **Section 10: Accelerator Lab: Social Markers** |

10.1 List positions of persons on the executive/board of directors, indicating: Position, full name, telephone number, email address and gender. You may add lines to the table below as needed.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Position** | **Name** | **Telephone** | **email** | **Gender** |
| Executive Director | Jane Maxwell | (868) 123-4567 | Jane.maxwell@gmail.com | Female  |
| Company Secretary | John Hamilton | (868) 891-0112 | johnhamiltom@gmail.com | Male |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |

|  |  |
| --- | --- |
| 10.2 Total number of employees/members | …………………………………………… |
| 10.3 Total number of female employees/members | …………………………………………… |
| 10.4 Number of persons with disabilities[[5]](#footnote-5) (PWDs) in your organization: | …………………………………………… |
| 10.5 Number of persons with disabilities in leadership positions in your organization. | …………………………………………… |

**GO ON TO SECTION 11**

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| **SECTION 11: Previous Grant Funding** |
| 11.1 Have you ever received previous grant funding from a government organization, private sector company, GEF SGP or any other organization to undertake this project? | [ ]  Yes | [ ]  No |

**GO ON TO SECTION 12.**

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| **SECTION 12: Applicant Contact Information** |
| 12.1 Name of applicant | …………………………………………………………… |
| 12.2 Name of applicant’s organization | …………………………………………………………… |
| 12.3 Contact number | …………………………………………………………… |
| 12.4 Email address | …………………………………………………………… |
| 12.5 Address | …………………………………………………………… |

**Statement of veracity:**

|  |  |  |
| --- | --- | --- |
| I certify that all the responses I have written here are true to the best of my knowledge. | [ ]  Yes | [ ]  No |

**END OF CONCEPT FORM.**

**Email your completed form to** **sgpmonitoring@gmail.com****.**

*Last update: April 17, 2023*

1. Value of grant + money from any other sources, for example monies from own contribution, loans, contributions from other agencies friends and family etc. [↑](#footnote-ref-1)
2. The term “person with disabilities” (PWD) refers to individuals with any diagnosed physical or mental condition such as long-term physical, mental, intellectual or sensory impairment, which in interaction with various attitudinal and environment barriers, hinder their full and effective participation in society on an equal basis with others. [↑](#footnote-ref-2)
3. This is captured for analytical purposes only and will not be used to discriminate against applicants. [↑](#footnote-ref-3)
4. Value of grant + money from any other sources, for example monies from own contribution, loans, contributions from other agencies friends and family etc. [↑](#footnote-ref-4)
5. The term “person with disabilities” (PWD) refers to individuals with any diagnosed physical or mental condition such as long-term physical, mental, intellectual or sensory impairment, which in interaction with various attitudinal and environment barriers, hinder their full and effective participation in society on an equal basis with others. [↑](#footnote-ref-5)