A application form for a digital transformation grant

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**REGIONAL PRIVATE SECTOR DEVELOPMENT PROGRAMME III**

**APPLICATION FORM**

**FOR THE**

**BUILDING RESILIENT INNOVATION FOR DIGITAL & GREEN ENTERPRISES (BRIDGE)**

**DIGITAL TRANSFORMATION GRANT**

**Call for Proposal: Number: NDICI-DG-25-001**

**Publication Date: September 22, 2025**

**Deadline: October 31, 2025, 11:59 p.m. AST (Barbados Time)**

**IMPORTANT NOTICE**

1. **Please read and complete the application form, in accordance with the “Guidelines and Procedures for the Building Resilient Innovation for Digital & Green Enterprises (BRIDGE) Grant Programme.**

Applicants are required to submit completed application forms via email to [grants@carib-export.com](mailto:grants@carib-export.com). The subject line of the email should bear **“Application – BRIDGE Digital Transformation Grant – [Name of Company]”**

1. All applications must be received by the specified **deadline date of November 9, 2025 @ 11:59 p.m. (Barbados time**). This includes the required supporting documents that must accompany each copy of the application form:

* *Notarised copy of Registration or Certificate of Incorporation.*
* *Company Bank Statements (last 12 months), stamped and certified by the applicant’s bank.*
* *Copy of the applicant’s (or lead organization’s) latest financial statements (income statement and balance sheet), audited or unaudited, for the last two financial years.*
* *Where co-financing/cost-sharing applies:*
  + *Letter of commitment or agreement from the co-financing partner.*
  + *Proof of funds availability (e.g., bank statement).*
  + *Signed contracts or MOUs with partners (if applicable).*
  + [*Digital Check-Up Tool Results & Recommendation Report*](https://digitalcheckup.carib-export.com/#!)

1. All applications must be submitted in **ENGLISH**.
2. Applicants must ensure that they use the correct application form for the current Call for Proposal (CfP) provided on Caribbean Export’s website. Any other variations of the application will be declared null and void.
3. Applicants must ensure that Section 6, entitled “Applicant Declaration”, of the Application Form is signed by the applicant and submitted. Application forms which have not been duly signed will not be considered.

Applicants must ensure that the Partner’s Agreement is signed, if applicable.

1. All information submitted by the applicant will be treated in a confidential manner.
2. Caribbean Export reserves the right to conduct due diligence on all applications received. This due diligence may be conducted by Caribbean Export and/or a partnering Business Support Organisation (in the case of a firm) in the applicant’s country of domicile, to verify the accuracy of their proposal and/or legitimacy of their business. Applications deemed to contain inaccurate/misleading information will be rejected and those applicants will be barred from re-applying to the programme for a period of five (5) years.
3. Failure to submit the required supporting documentation will result in the application being rejected.

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| **1** | PROFILE OF APPLICANT |

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| **COMPANY DETAILS** |  | | |
| Name of Company/Organisation |  | | |
| Head of Organisation/Owner |  | | |
| Gender of Owner(s) | # of Males | | # of Females |
| Gender of Senior Management | # of Males | | # of Females |
| Physical Address: Street |  | | |
| City/Parish |  | | |
| Country |  | | |
| Postal Address (if different from physical address): Street |  | | |
| City/Parish |  | | |
| Country |  | | |
| Telephone Number |  | | |
| E-mail Address |  | | |
| Website |  | | |
| Tax Identification Number |  | | |
| Industry/Sector of Activity |  | | |
| Number of Employees | # of Males | | # of Females |
| Number of Youth | # of Less than 35 | | # of 35 and Over |
| If a firm, are you a Member of a Business Support Organisation (BSO) in your Country? | YES/NO | Name of BSO: | |

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| **MARKET** **DETAILS** | |
| *Please give a detailed description of the following:* | |
| Current Economic Sector |  |
| Current Value Proposition |  |
| Current Products/Services |  |
| Current Markets (size, location, length of time in the market) |  |
| Key Production Processes/Service Delivery |  |
| Value Chain and Supply Chain Mapping (Does firm hold any green credentials/certifications etc?) |  |

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| **MAIN CONTACT** | | |
| Title |  |  |
| First Name |  |  |
| Surname |  |  |
| Position |  |  |
| Telephone Number |  |  |
| Cellular/Mobile Number |  |  |
| E-mail Address |  |  |

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| **BANK DETAILS OF COMPANY/ORGANISATION** | |
| Bank Name |  |
| Bank Branch |  |
| Contact person |  |
| Address |  |
| City |  |
| Country |  |
| Account Name |  |
| Account No. |  |
| SWIFT code |  |
| ABA code |  |
| Currency |  |

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| **INTERMEIDARY BANK DETAILS FOR WIRE TRANSFERS** | |
| Intermediary Bank Name |  |
| Address of Intermediary Bank |  |
| SWIFT code of Intermediary Bank |  |

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| **2** | PROJECT/TITLE: (No more than 12 words) |

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| --- | --- | --- | --- |
| Total Project Cost | European Union (EU) Contribution Requested[[1]](#footnote-2) | Beneficiary Contribution | Percentage Co-Financing |
| **€** | **€** | **€** | **%** |

**Project Category:**

Business Process Digitalization

Cybersecurity & Data Protection

Mobile & Digital Product Development

Digital Trade & Supply Chain Integration

Capacity Building & Digital Skills

Inclusion/Accessibility Enablers and Accessibility Compliance

1. Objective(s). State the objectives of the project. Ensure your objectives are SMART (Specific, Measurable, Achievable, Realistic, Time-bound).

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1. How do these objectives directly address your company’s growth strategy and market opportunities?

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1. Provide an overview of your company or organisation (include types of products or services offered, number of employees, export markets, forecasted/future areas for growth for the firm, etc):

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1. Does your project involve partnerships with EU private sector or academia? If yes, please provide detailed information.

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1. Describe your growth potential and explain how this project will address barriers to expansion/export competitiveness.

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1. Give a detailed description of each activity to be undertaken to complete the project – provide a realistic action plan for undertaking project activities, ensuring that the activities are aligned with the objectives.

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| Activity 1:  Activity 2:  Activity 3: |

**Summary Action Plan of Activities mentioned in 2.6 (Use downloadable template provided)**

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| --- | --- | --- | --- | --- | --- | --- | --- |
|  | One Year | | | | | |  |
| Activity | Month 1 | 2 | 3 | 4 | 5 | 6 | Persons Responsible |
| **Example**: Activity 1: Customer Relationship Management (CRM) System Implementation |  |  |  |  |  |  | Sales Manager, IT Manager, CRM Vendor |
| **Example**: Activity 2: Staff Training in Digital Tools & Cybersecurity |  |  |  |  |  |  | HR Manager, Training Consultant, IT Officer |
| **Example**: Activity 3: Cloud-Based Accounting & Inventory Management System |  |  |  |  |  |  | Finance Manager, IT Officer, Software Vendor |

1. Describe the team (internal staff or external consultants) responsible for delivering the project and provide their qualifications, technical expertise, and previous project management experience. (Attach CVs of the project team)

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1. Identify quantifiable results the project aims to achieve (e.g., % increase in sales% increase in exports, # of new markets, # of jobs created, certifications gained), providing measurable indicators for each unit.

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| **Objectives/Measurable Results** | **Quantifiable Indicators** |
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1. Explain how this project responds to your company’s strategic needs, highlighting the v value-added elements such as:
   * Use of innovation or best practices
   * Partnerships/collaborations (public/private)
   * Genger equality promotion
   * Climate change or environmental sustainability:

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1. How will the business operations continue after project completion? What financial, institutional, or operational mechanisms will ensure results are sustained (e.g., investment of profits, staff training, new systems, partnerships

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1. Describe the company/organisation that will be a partner of the applicant in the project (if applicable).

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**Partner 1**

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| Name of Company/Organisation |  |
| Physical Address: Street |  |
| City/Parish/State/Zip Code |  |
| Country |  |
| Postal Address (if different from physical address): Street |  |
| City/Parish/State/Zip Code |  |
| Country |  |
| Telephone Number |  |
| E-mail address |  |
| History of cooperation with the applicant |  |
| Role and involvement in implementing the proposed project/action |  |
| Contact Person |  |
| Position |  |
| Signature |  |
| Date |  |

**Partner 2**

|  |  |
| --- | --- |
| Name of Company/Organisation |  |
| Physical Address: Street |  |
| City/Parish/State/Zip Code |  |
| Country |  |
| Postal Address (if different from physical address): Street |  |
| City/Parish/State/Zip Code |  |
| Country |  |
| Telephone Number |  |
| E-mail address |  |
| History of cooperation with the applicant |  |
| Role and involvement in implementing the proposed project/action |  |
| Contact Person |  |
| Position |  |
| Signature |  |
| Date |  |

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| **3** | BUDGET |

**Please download and complete the separate Excel spread sheet document to itemise your budgetary cost for the proposed project. Failure to submit the completed budget template will render this application incomplete and will not be considered eligible.**

Please refer to Sections 2.2, 2.3, and 2.4 of the **“Guidelines and Procedures for the BRIDGE Digital Transformation Grant”** for a list of eligible and ineligible project costs and available funding.

**Applicants must ensure that itemised costs for expenses allocated in the budget are adequate when submitting their application forms.**

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| **4** | SUPPORTING DOCUMENTS REQUIRED |

The following documents must be submitted as part of the application process:

1. *Notarised copy of Registration or Certificate of Incorporation.*
2. *Company Bank Statements (last 12 months), stamped and certified by the applicant’s bank.*
3. *Copy of the applicant’s (or lead organization’s) latest financial statements (income statement and balance sheet), audited or unaudited, for the last two financial years.*
4. *Where co-financing/cost-sharing applies:*
   1. *Letter of commitment or agreement from the co-financing partner.*
   2. *Proof of funds availability (e.g., bank statement).*
   3. *Signed contracts or MOUs with partners (if applicable).*
5. *Digital Check-Up Tool Results & Recommendation Report*

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| **5** | APPLICANT DECLARATION |

We the company hereby apply for a BRIDGE Digital Transformation Grant to meet part of the cost of undertaking activities to improve our competitiveness. We hereby declare that:

1. We are a private enterprise, registered in one of the following countries: Antigua & Barbuda, The Bahamas, Barbados, Belize, Cuba, Commonwealth of Dominica, Dominican Republic, Grenada, Guyana, Haiti, Jamaica, St. Kitts & Nevis, Saint Lucia, St. Vincent and the Grenadines, Suriname, and Trinidad and Tobago; and majority owned by private interests;
2. The project for which we are applying for a BRIDGE Digital Transformation Grant can be reasonably expected to produce measurable benefits to our company, well in excess of total consulting fees and expenses;
3. If recommended to be awarded a grant, we accept the contractual obligations as laid down in the grant contract;
4. We do not use child labour in the normal production of our goods and services;
5. We conform with national health, labour, safety and environmental requirements;
6. We agree to provide access to Caribbean Export and/or a partnering Business Support Organisation in the applicant’s country of domicile to verify the accuracy of the application and proposal and/or legitimacy of the business. It is understood that if any application is deemed to contain inaccurate/misleading information it will be rejected, and that applicant will not be eligible to re-apply to the programme for a period of five (5) years;
7. We will allow Caribbean Export and any European Union-appointed auditor to have access to and sight of all areas and records of our operations relating to the proposed project for a period of up to three years after project completion;
8. We accept that Caribbean Export and the European Union ill bear no responsibility for the project. The information and statements contained in the accompanying Application for a BRIDGE Digital Transformation Grant are true, fair and accurate to the best of our knowledge and it is understood that Caribbean Export may withhold disbursement of the support in the event of misrepresentation of any facts stated in this Application or in any subsequent requests by ourselves for the payment of a BRIDGE Digital Transformation Grant;
9. We agree to abide by the decisions of Caribbean Export regarding the award or disbursement of any BRIDGE Digital Transformation Grant requested by us.
10. We understand that Caribbean Export shall hold in confidence all information contained in this Application and shall not at any time make any public disclosure regarding our enterprise, our activities or the project under application without our prior written consent. This Application is made with the full knowledge and acceptance of our Directors/Proprietors.

I, (**insert name and title**), am duly authorised to file and sign this application on behalf of (insert name of company).

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| --- | --- | --- |
| Name |  | |
| Position |  | |
| Signature |  | Date |

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| **6** | **APPLICATION SUBMISSION CHECKLIST** |

Before submitting your application, please check that each of the following components is satisfied and completed.

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| **Submission Requirement** | **Tick Box** |
| Completed the official Application Form, signed and dated by the authorised representative. | ☐ |
| Included a Notarised copy of Registration or Certificate of Incorporation. | ☐ |
| Attached the latest financial statements (income statement and balance sheet) for the last two financial years (audited or unaudited). Company Bank Statements (last 12 months), stamped and certified by the applicant’s bank. | ☐ |
| Attached the Digital Check-Up Tool Results & Recommendation Report. | ☐ |
| Included co-financing documentation (if applicable): Letter(s) of commitment or agreement from partners, proof of funds availability (e.g., bank statement), signed contracts or MOUs with co-financing partners. | ☐ |
| CVs of project team members | ☐ |
| Checked that all files are in PDF (or Word/Excel where relevant) format. | ☐ |
| Confirmed that your files are under 10 MB or otherwise prepared to send multiple emails or use WeTransfer to the official email address. | ☐ |
| Used the correct subject line: 'Application – BRIDGE Digital Transformation Grant. [Your Organisation Name]'. | ☐ |

1. Funded by the European Union (EU) through Caribbean Export under the Regional Private Sector Development Programme III. [↑](#footnote-ref-2)