



CULTURAL AND CREATIVE INDUSTRIES
INNOVATION FUND GRANT APPLICATION

FAQS



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WHAT DO I NEED TO KNOW BEFORE APPLYING?

APPLICATION STAGE



Can I apply to more than one grant opportunity in the same grant call period?

Yes, you may apply to as many grant opportunities as you are eligible for during CIIF's grant call periods but only one (1) grant award will be awarded to you and administrated for the period with you as lead applicant. An external grant evaluation jury makes the final decisions and recommendations on awards.



Can I reapply if I applied unsuccessfully in the past CIIF grant cycle 2018–2023?

Yes. We welcome your applications and submissions.



Can I apply if I was previously awarded a CIIF grant in the 2018–2023 cycle?

Yes. We welcome applications and submissions from past grant awardees who may meet eligibility requirements of the new series of grant opportunities.



I don't have a formally registered organisation but I am partnering with one. How does this affect my application?

CIIF grants are only awarded to formally registered entities. You may consider, and formalise, your internal partnership frameworks to allow the formally registered partner to apply and serve as lead applicant.



Can I change information submitted in my application after closing date?

Once the application is submitted, no revisions can be made nor additional information added. Closing dates for grant calls are also considered final. Unless the evaluation jury requests additional information from all shortlisted applicants, no additional application information is requested nor received by CIIF.



Does CIIF fund my entire project budget?

CIIF grants provide funding for up to 90% of the project budget. Applicants are expected to provide a minimum of 10% in counterpart funding and design budgets to include a base contingency amount of minimum 5% of project budget. **(Sources of contributions can include cash and in-kind resources from other funding awards, sponsorships and or in-house capital. Example: in-house professional services contributed to the project/ use of event or training space at waived costs, etc.)**



Are CIIF Grant amounts fixed values?

Yes. CIIF Grant amounts are established based upon the Fund's operating budget and the scope of the grant call. They are currently a range of fixed values between USD20,000 and USD100,000.





How do I know if I am eligible for a grant in relation to CDB's list of Borrowing Member Countries (BMCs)?

In order to be eligible to apply for CIIF grant funding, the lead applicant for CIIF grants must be a bona fide citizen or resident of at least one of the following nineteen (19) countries:

Anguilla, Antigua and Barbuda, Barbados, Belize, British Virgin Islands, Cayman Islands, Dominica, Grenada, Guyana, Haiti, Jamaica, Montserrat, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Suriname, The Bahamas, Trinidad and Tobago, Turks and Caicos Islands.



What if I am not a citizen or resident of one of CDB's Borrowing Member countries but one of my project collaborators is?

Your project collaborator will need to serve as the lead applicant for the grant application and will remain as the main point of contact for all grant related administration and implementation activities if a grant is awarded (ie: Grant Agreement signing, report submissions, disbursement of grant funds, etc.).



I am a citizen of one of CDB's Borrowing Member countries but I permanently reside abroad. My organisation is formally registered in one of CDB's Borrowing Member countries. Am I eligible for a CIIF grant?

Yes. You are eligible to apply for CIIF grant funding once you can evidence proof of your organisation's registration and operations in a CDB Borrowing Member country in relation to the grant opportunity you are responding to.



I wish to implement a project within and for the benefit of one of CDB's Borrowing Member Countries although my organisation is formally registered only outside of the Caribbean region. Am I eligible for CIIF grant funding?

You may pursue a partnership framework with an eligible entity in the Borrowing Member Country that your project targets. You must provide evidence of the formal frameworks for partnership established (ie: Memoranda of Understanding, service contracts, etc.). The entity will be required to serve as the lead applicant for the grant application and will remain as the main point of contact for all grant-related administration and implementation activities if a grant is awarded (ie: Grant Agreement signing, report submissions, disbursement of grant funds, etc.).



A man with a beard and glasses, wearing a dark blue suit jacket over a light blue shirt, is holding a white document. He is looking down at the document with a focused expression. The background is blurred, showing what appears to be a modern building with large windows.

WHAT SHOULD I KNOW ABOUT THE EVALUATION STAGE OF CIIF GRANTS?

EVALUATION STAGE



Is there a maximum of funding that can be awarded by CIIF to one organisation / applicant / project?

CIIF will only award a single grant to one organisation/applicant applying as a lead applicant per grant cycle. The maximum funding relates to the fixed grant value of the correspondent award. This does not bar your organisation from serving as part of a collaborative framework for other grant-supported projects, submitted by an alternate lead applicant.



Are applications evaluated by the CIIF project team?

Applications are pre-screened by the CIIF team for standard eligibility criteria and then external evaluation panels complete scoring, evaluation and awards.



How do I know if my project is awarded grant funding?

You will be provided with an offer of a grant and be required to respond indicating interest in accepting the grant within a stipulated deadline.



How do I know if my project has been unsuccessful in securing grant funding?

CIIF notifies all applicants in writing of the outcome of their submissions at the close of the evaluation period.



How long does the review process take?

The application review process can take anywhere from one (1) month to three (3) months depending on the volume of applications received for each grant call.



Do I get individualised feedback on my application?

We are unable to provide individualised feedback on each grant application due to the volume of applications received in response to our grant calls.



What if I don't wish to accept a grant award offer?

You will be provided with an offer of a grant and be required to respond indicating interest in accepting the grant within a stipulated deadline. You can formally indicate your decision to not accept the grant award offer by written response.





WHAT HAPPENS DURING THE POST-AWARD STAGE?

POST-AWARD STAGE



Are funds transferred automatically after my project is selected by CIIF for a grant?

CIIF Grant funds are not automatically disbursed after award selection. An administrative process begins as well as mandatory pre-grant training on CDB's grant procedures, policies, reporting requirements and other relevant administrative areas. A final workplan is established and detailed in a grant Terms of Reference document which is attached to your grant agreement letter and guides the details of grant disbursements for the life of the grant project.



Do I need to have a USD bank account to receive CIIF grant award funds?

You are not required to have a USD bank account to receive CIIF grant award funds but please note that CIIF grant disbursements are made in USD currency via wire transfers. You may be subject to additional bank and forex processing charges from your local bank as may be applicable for each incoming wire transfer.



Is there a limit to how large my project implementation team can be under a CIIF-funded project?

There is no limit to how large your project implementation team can be under a CIIF-funded project. We do recommend that you carefully consider the collaborative frameworks of your projects and establish formal mechanisms to guide them. You are also reminded that Professional Fees/Consultancy costs must not exceed 40% of the grant budget.



Are there restrictions on the use of CIIF grant funds?

Yes. CIIF grant fund use is specified in its approval document. Further, once a project budget has been finalised and is detailed in the signed grant agreement, permission to make deviations from the existing budget must be given written "no objection" clearance by the CIIF team. It is not an automatic approval and must be clearly justified and accounted for by the grantee.



Eligible Project Costs under CIIF's Grant Funding Opportunities

COMPONENT I – Enabling Environment

- A) Equipment;
 - B) Research and development;
 - C) Advisory services;
 - D) Product and service development;
 - E) Marketing services and activities (e.g. trade fairs participation, trade mission and in-market activities);
 - F) Promotional material (e.g. brochures, catalogues and videos)
 - G) Training/capacity building programmes;
 - H) Implementation of information technology solutions (e.g. website, e-commerce and multimedia);
 - I) Market research and testing;
 - J) Packaging, design;
 - K) IP activities (e.g. brand registration and patents)
-

COMPONENT II – Data Intelligence

- A) Stakeholder consultations, workshops and seminars;
 - B) Technical work including the drafting of legislation inclusive of national cultural/creative policies;
 - C) Research including development of knowledge products for Creative Industries (CIs);
 - D) Development of incubator programmes, community-level programmes, or new CIs products and services;
 - E) Institutional strengthening activities
-

COMPONENT III – Improving Competitiveness of MSMEs

- A) Stakeholder consultations, workshops and seminars;
- B) Technical work;
- C) Research including development of knowledge products for CIs;
- D) Development of incubator programmes, community-level programmes, or new CIs products and services;
- E) Institutional strengthening activities;
- F) Promotional material (e.g. brochures, catalogues and videos);
- G) Marketing services and activities (e.g. trade fairs participation, trade mission and in-market activities);
- H) Packaging, design.

? **How long does a grant awardee have to complete grant activities?**

CIIF grants have implementation timelines of 3-12 months each, depending on project scope and grant values. The implementation period is accounted for beginning on the date your grant agreement is signed.

? **Are there mandatory activities that I have to complete as part of my CIIF grant award?**

Yes. CIIF expects grantees to participate in mandatory training in gender sensitivity, financial reporting and other grant administration support areas during the period of grant implementation. CIIF also expects co-branding efforts from all grantees and endeavours to spotlight and feature all grantee projects in its day-to-day visibility efforts such as press releases, special project features and publications regionally and locally.

? **What is an Additionality Mechanism and why do I need to consider this as part of my project?**

CIIF disburses a limited number of grants to eligible applicants across CDB's 19 Borrowing Member Countries. In order to create sustainable impact, beyond grant-funded activities, CIIF developed its Community of Practice philosophy. Our Community of Practice activities include generating and disseminating knowledge product resources to a wider group of beneficiaries such as industry research, toolkits, demos, business models, training content, and manuals.

We ask that each CIIF grant-funded project generates a co-branded Additionality Mechanism emerging from the project's design and scope, that can provide benefits to a wider group of regional cultural and creative industries practitioners. CIIF curates an archive of these Additionality Mechanisms for dissemination to its database, repurposing for stakeholder engagement fora and other sustainable uses.



A small green plant with several leaves is growing out of a stack of gold coins. The coins are stacked in several columns of varying heights, with the tallest column in the center. The background is a dark blue gradient.

WHAT SHOULD I KNOW ABOUT IMPLEMENTATION & CLOSE-OUT STAGES

IMPLEMENTATION & CLOSE-OUT STAGES

**01**

I submitted a collaborative framework and list of partners at application stage and must make a revision to this during implementation (ie: original partner/s has withdrawn from the collaboration for various reasons). How do I notify CIIF of this?

Changes to partnership frameworks during implementation stages are not encouraged. CIIF awards grants to project applications that demonstrate strong collaborative and partnership frameworks. CIIF requires evidence of adequate partnership management frameworks at application stage. However, if an unexpected change to the partnership list and framework occurs, the lead applicant/grant awardee and the exiting project partner must both advise CIIF in writing of the intention and agreement to a change the project partnership. A suitable replacement partner must be identified, justified and confirmed by the grant awardee in writing to CIIF for review and “No Objection” approval to proceed.

02

What type of reporting will a CIIF grant award require?

All CIIF grants follow standard CDB reporting requirements. Reporting across different project stages is expected at intervals and referenced within your grant agreement. Grant reporting and related administrative tasks require significant time and effort, so we recommend you build adequate time and resources into your project plan and budget to accommodate these mandatory activities. CIIF will provide fillable Reporting Forms via link access.

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Why does the grant award require reporting?

CIIF’s grant funding opportunities are made possible by donor contributions. Donors require reporting on the impact and financial management of their contributions at various interval stages. Grant award reporting facilitates this data collection and allows a clear picture of grant funding impacts to be presented to our donors. It also allows us to learn of contextual challenges and gaps that may be addressed by our grant funding and processes in the future.

What will I be reporting on during the grant period?

You will be expected to report on the progress of the project and its activities from start to completion, highlighting key reporting indicators, including but not limited to:

- Number and Names of Borrowing Member Countries impacted by your project (ie: Trinidad, Jamaica, Dominica)
- Range of project beneficiaries impacted (ie: 5 women, 6 men from rural Grenada/ 25 youth (10 women, 15 men)
- Number of direct and indirect jobs created by your project
- Financial expenditure records (ALL quotations, invoices, payment receipts, service/purchase contracts, bank transfer records)
- Procurement of goods and services (via a request for “No Objection”, awardees present evidence of procurement processes undertaken and a rationale toward selection of final service or good providers to be engaged utilising grant funds.)
- Training outcomes (ie: x number of businesses trained to use AI tools for heritage preservation)
- Market access outcomes (ie: x number of businesses/participants launched products for sale on e-commerce platform)
- Beneficiary Testimonials (written/video format personal accounts of the impact of CIIF funded activities)
- Reconciliation of milestones set in the grant application and Terms of Reference (ie: Have you met the minimum threshold of income generation identified as a milestone? Have you missed your targets and what factors contributed to this? How will it be remedied in the remaining grant implementation period?)
- General industry diagnostic data relevant to your area/s of operation may be included in your final report

Does this reporting benefit my project after the CIIF grant award period?

Yes. This data adds to the resources for CIIF’s midterm and final project evaluations. It further is a resource for donors, CDB and any development partners to assess where future grant and technical assistance support can be implemented to serve the cultural and creative industries of the region, including your organisation or project. It also provides indicative data to the CIIF team to share with internal or external partners who may have resources and opportunities to continue to contribute to your project.

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How do I submit my grant reporting?

An agreed upon schedule of reporting will be outlined in your individual grant agreements and CIIF will provide fillable Digital Reporting Forms. The standard grant reporting includes:

- (I) Inception Reporting
- (II) Interim Reporting
- (III) Final Reporting

*Financial Reporting accompanies every stage of the grant reporting process and accounts for monies expended against the project budget, disbursement tranches and total grant award amount.

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How do I know my grant reporting is approved?

The CIIF team receives an alert when reporting forms are completed and submitted. A review period and process is completed and you are notified in writing of:

- Reporting approvals
- Time-based requests for additional reporting information / clarifications
- Time-based requests for revisions and resubmission of reporting

08

Do I have to include CDB CIIF logos in my project's promotional materials?

Yes. You are required to actively make mention of CIIF's grant support and include CDB CIIF logos in your project's promotional materials (websites, social media, print publications, etc.). You are furnished with CDB CIIF logos and logo use policy upon execution of your grant agreement. CDB's Department of Corporate Communications must review and approve the branded materials prior to finalisation and dissemination.

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