



**Interamerican Development Bank
Multilateral Investment Fund**



THE ICT INNOVATION PROGRAM FOR E-BUSINESS AND SME DEVELOPMENT
“ ICT-4-BUS”

PROJECT PROFILE APPLICATION FORM¹

August 2002

¹ This form is only for the presentation of *project profiles* in the first stage of the competition

BASIC PROJECT INFORMATION

Application Date: _____

A. What is the theme of your proposal? (Multiple marks allowed)	
<input type="checkbox"/>	e-commerce and e-business application
<input type="checkbox"/>	e-productivity applications
<input type="checkbox"/>	Infrastructure and access systems
<input type="checkbox"/>	Knowledge management & distribution system
<input type="checkbox"/>	Mobile applications
<input type="checkbox"/>	Others - Please elaborate:

B. Project Title (and acronym if available)

C. Executive Summary of the Proposal (maximum 100 words)

D. In which countries will the project be implemented?

E. Execution Period²:

² The proposed projects should be executed in a period of 12 to 24 months.

F. Requesting Institution	
Name of the organization	
Type of organization ³	
Contact person	
Position	
Address	
City	
Country	
Telephone	
Fax	
E-Mail	
Web site	
Description of the Applicant Institution	
<ol style="list-style-type: none"> 1. Provide information on: (i) the applicant institution's experience with SME development in the Latin America and the Caribbean region; (ii) the year of legal constitution; (iii) current annual budget and funding sources; (iv) organizational strength (employees; membership; geographical extension); and (v) previous and current experience with ICT related activities (including previous projects implemented by the institution, please provide details on achievements). 2. Describe the reasons why the applicant institution considers it well positioned to manage the proposed project. 3. Provide brief description of key personnel involved in the proposed project. 	
G. Fund requirement (US\$)	
Total cost: Amount sought: Counterpart funding:	
H. Previous experience with the IDB	
Indicate whether the requesting institution has participated in other IDB projects in the past. Provide project title (including project number, if known), country, year in which the applicant institution participated in the Bank's projects, and types of services offered. Also indicate if this proposal has been submitted for IDB funding or other international organization.	

³ Type of organization. Example: Trade Association, University, Non-governmental Organization, Research Center, Chamber of Commerce, Foundation, etc. The requesting institution cannot be a for-profit organization.

PROJECT PROFILE DESCRIPTION

1. Problem identification

In one half (1/2) page, single-spaced, describe the concrete problems to be addressed, its causes and how it affects SMEs and its sector and how the proposed technology innovation can improve the situation.

2. Project Description:

In one (1) page, define the project's objectives and describe the activities that will be financed with the project resources. Identify target beneficiaries (SMEs), including the approximate number of SMEs, which will participate in the demonstration phase of the ICT service or solution.

3. Expected Results

In one half (1/2) written page, indicate the concrete expected results, both in quantitative and qualitative terms. Describe types of products (ICT application or service) to be developed and delivered.

4. Justification, Benefits and Impact

In one half (1/2) page, describe how the project will bring concrete benefits to SMEs. Justify the project, based on the innovation proposed and its demonstration effects (potential impact) on SMEs in the Latin American and the Caribbean Region.

5. Sustainability and perspective for the commercialization of the ICT solution or service

In one half to one (1/2-1) page, describe how the solution developed by the proposed project will be disseminated (commercialized). Describe how the financial sustainability of the project will be attained. Indicate source of the funding in the future; e.g. proposed sale of goods and services developed by the project.

6. Estimated Project Budget

Estimate the budget for the use of both the MIF resources and that of the requesting institution's counterpart funding, taking into account the following principles.

Financing: For each approved proposal, the maximum amount of financial support from MIF resources will be US\$ 500,000. The grant awarded, however, may be less than the maximum. Projects which solicit less than \$75,000 in grant financing will not be considered.

Counterpart Funding : The non-profit institutions selected is responsible for counterpart contributions for at least 40% of the total amount of the operation; one half of all local contributions must be in cash (fresh investment during the project executing period); fees paid for services offered by the project will not be counted as counterpart contribution. Costs for project administration (coordination and logistics) may be considered as counterpart funding and should not exceed 15% of the project total budget.

Eligible Expenditures : Costs eligible for the MIF and counterpart financing within individual pilot projects are actual costs borne by the selected institutions (Executing Agencies) during the

duration of the contract and necessary for the performance of the work defined in the contract. Such costs may include: (i) costs associated with the development of ICT solutions and services; (ii) trainer payments, material development, and training seminars; (iii) purchase of license, software, and minor computing equipment (not to exceed 30% of the project total budget); and (iv) additional consulting services required to carry out effective monitoring and dissemination with SMEs. The costs of project auditing will be covered by the MIF resources.

The following categories will be excluded from the pilot project financing: (i) investment in physical infrastructure (construction, land property and durable equipment such as heavy machinery); and (ii) direct credit to beneficiary SMEs.

A report of total funds requested from FOMIN and the COUNTERPART funding is required. If possible, although it is not required, please complete the table below to detail the cost and funding structure.

CATEGORY	MIF	COUNTERPART	TOTAL
Consultants			
Software development			
Training			
Administration ⁴			
Equipment			
Licenses			
Travel/per diem			
Other (specify)			
Audit and evaluation			
TOTAL			

7. Complementary Information or special topics:

In one half (1/2) page, describe any other relevant or important information about the proposed project.

⁴ For the category of Administration, eligible costs are the direct expenses that are necessary to administer the operation. Such costs include: communication (telephone calls, fax, mails, etc.); logistics (local transportation, freight, use of office space, etc.); and part of salaries of the personnel of the Executing Agency, who are assigned to administer and coordinate the project activities.