

DEVELOPMENT BANK OF JAMAICA

GUIDELINES FOR CALL FOR BUSINESS SERVICE INTERMEDIARIES Support for IGNITE Programme

Contents

Introduction	1
IGNITE Overview	1
The Application Process	1
The Selection Process	2
Clarifications	3
Disclaimer	3
Role of the Business Service Intermediary	4
BSI's Responsibilities in IGNITE	4
Pre-Implementation Phase	4
Implementation Phase	4
Post Implementation Phase	4
Payment to BSIs	4
Expected Services	5
Phase 1: Eligibility Review	6
Phase 2: Technical Evaluation Score and Weights	6
ANNEX I - TECHNICAL EVALUATION GUIDELINES	7
ANNEX II - GLOSSARY	10
ANNEX II - EXAMPLE OF TYPES OF PROJECTS SUPPORTED IN IGNITE	12

Introduction

The objective of this “Call for Proposal” is to solicit applications from well-structured Business Incubators and Accelerators operating in Jamaica with the programmes designed to build entrepreneurs and scale innovative Micro and Small Enterprises (MSEs) in their seed and growth stages.

IGNITE Overview

Fostering innovation and entrepreneurship among Micro and Small Enterprises (MSEs) and to promote new innovative ventures are key activities of the Government of Jamaica (GoJ). The Development Bank of Jamaica (DBJ), acting through the Ministry of Finance and the Public Service, has been mandated to implement the Boosting Innovation, Growth and Entrepreneurship Ecosystems (BIGEE) programme in Jamaica which is funded by the Inter-American Development Bank.

The BIGEE programme will support the execution of DBJ’s Innovation Grant from New Ideas to Entrepreneurship (IGNITE) as a Seed Fund. IGNITE was designed to provide technical assistance and grant funds to eligible start-ups, entrepreneurs and small businesses (especially women entrepreneurs and women-led startups), in concept development, commercialisation or scaling of new innovative ventures. IGNITE will operate through existing MSE development programmes and incubator programmes known as Business Service Intermediaries (BSI) which are selected through a transparent and competitive process. Grant offerings will be available through two windows: ***Ideation*** or ***Commercialisation***

The Application Process

- Proposals must be submitted via the platform at link provided on www.thinkbigjee.com thinkbigjee@dbankjm.com no later than **Friday, July 29, 2022 at 1:00 p.m.** No hard copy documents will be accepted.
- Review your application to ensure that all the data provided is correct, valid and relevant.
- Do not submit multiple applications. Where multiple applications are submitted on behalf of the same applicant (determined by the registered business name), **ONLY** the more recent submission will be considered.

Further information may be obtained by sending an email to: thinkbigjee@dbankjm.com

The Selection Process

Proposals will be assessed in accordance with the following evaluation categories:

- **Phase 1: Eligibility Review**

Applications which meet the following minimum requirements will be assessed by DBJ's Evaluation Committee:

Eligibility Criteria	Section/Question Reference
Tax compliant entities operating in Jamaica and targeting Jamaican businesses	Attachment: Copy of Tax Compliance Letter
Legal incorporation, partnership, or limited liability company, for profit or non-profit	Attachment: Articles of Incorporation
Provides directly or facilitates any combination of the minimum expected business development services either as an Incubator, or an Accelerator.	See Question: " <i>Range of Activities Currently Undertaking to Support Businesses</i> "
Financial sustainability	See Audited Financial and Section: " <i>Financial Overview</i> "

- **Phase 2: Technical Evaluation (weight 70%)**

- Selection criteria and mechanisms
- Programme structure and value-added services
- Past performance
- Monitoring, evaluation, and follow-up

A minimum of 70% of the total weighted score in this Phase is needed for applicants to advance to Phase 3.

- **Phase 3: Reference's Interviews (weight 30%)**

- Satisfaction Level of services received
- Quality of service received
- Knowledge and experience of adviser
- Client's referrals/ recommendations

References will be interviewed, and scores collated.

Failure to complete the interviews after a maximum of three attempts for maximum of three clients, the BSI will receive a score of zero.

Evaluation Criteria	Evaluation Score
Partial Weighted Score (Phase 2)	70%
Partial Weighted Score (Phase 3)	30%
Total Weighted Score	

In the **Final Total Score**, Phase 2's weighted total score (technical Evaluation) would have a weight of 70% while Phase 3's weighted total score (Reference's Interviews) would have a weight of 30%. Then, an accumulative score of 70% of the **Final Total Score** is needed in order to be recommended as a BSI.

The process for selection will be as follows and is expected to take approximately eight (8) weeks for completion.



Clarifications

Please address queries and requests for clarifications to:

Lu'Shana A. Cheddesingh
Technical Co-ordinator Direct Business
Development Bank of Jamaica
BIGEE Programme
11a-15 Oxford Road, Kingston 5, 929-4000; 619-4000, lfrancis@dbankjm.com

Disclaimer

- The Development Bank of Jamaica has the right to change the scoring guidelines at any point in time.
- Only companies meeting the minimum requirements will be evaluated by the committee.

Role of the Business Services Intermediary

BSI'S RESPONSIBILITIES IN IGNITE

The BSI under IGNITE will be required to:

Pre-Implementation Phase

1. Conduct the necessary due diligence by:
 - a) screening start-ups/entrepreneurs and their business operations,
 - b) assessing the feasibility of project concepts,
 - c) providing technical support to assist interested start-ups/entrepreneurs in the preparation of their grant application, and
 - d) shortlisting start-ups/entrepreneurs for recommendation to DBJ
2. Facilitate the completion of IGNITE's Monitoring and Evaluation baseline surveys and project validation;
3. Business modeling: Provide guidance that will assist start-ups/entrepreneurs in the completion of their:
 - a) Business' needs assessment (360° Screening) with recommendations for capacity building trainings,
 - b) Milestone driven Growth Plan to help the start-ups/entrepreneurs in their business growth,
 - c) Project's budget and disbursement schedule

Implementation Phase

4. Accept grant funds from DBJ, disburse to start-ups/entrepreneurs and monitor its usage to ensure spending in accordance with Memorandum of Agreement (MOA),
5. Monitor and verify status of project activities, use of grant and start-up's/entrepreneur's growth,
6. Review and verify start-up's/entrepreneur's reporting data and the evidence to support activities undertaken:
 - a) Conduct physical/virtual site visit,
 - b) Review business and financial documents,
 - c) Accept proof of grant and counterpart expenditures before submitting request to DBJ for additional funds,
7. Provide guidance that will assist start-ups/entrepreneurs with their:
 - a) Recording keeping,
 - b) Reporting requirements,
 - c) Requests for disbursements, and
 - d) Timely implementation of project activities
8. Maintain minimum monthly meeting with start-ups/entrepreneurs
9. Provide DBJ with reports to include, but not limited, to the following:
 - a) BSI's Financial Report (accompanying MSE's request for disbursements)
 - b) Start-ups/Entrepreneurs Quarterly project progress reports,
 - c) Impact assessment reports/surveys, and
 - d) Physical/virtual site visit reports.
10. Allow, and hereby grants to DBJ and its authorized persons a licence to enter upon its premises to review, inspect and audit records, books and goods related to disbursements and expenditures of grant funds;
11. Upon the approval of DBJ, grant the MSE's request for transfer of services to another BSI (if requested).
12. Refund to DBJ any portion of the Grant that has not been utilised or disbursed in accordance with the MOA and the IGNITE Operations Manual (IOM).

Post Implementation Phase

13. Facilitate the completion of Monitoring & Evaluation Impact Surveys with MSEs

PAYMENT TO BSIs

DBJ will provide BSIs with a fixed fee of Four Hundred Thousand (J\$400,000.00) for each beneficiary, to manage the implementation of the IGNITE project activities in accordance with the terms and conditions of the MOA and IOM.

Payments will be made in tranches over the term of the Agreement, guided by the conditions outlined therein.

EXPECTED SERVICES

The DBJ is interested in Intermediaries with supporting programmes that provide the following services:

Applicants in collaboration with their business partners may provide directly or facilitate any combination of the services listed below

Needs diagnosis work plan, or strategic planning
Business modeling
Networking/ contacts among entrepreneurs
Training
Innovation services
Minimum viable product development
Working space
Technology validation
Proof of concept: Minimum viable product development
Access to professional support services
Advice for the formal creation of the company
Access to service providers
Coaching
Pivoting of the business model
Business mentoring
Access to markets
Access to strategic partners, and Business linkages
Access to financing opportunities (grant, debt, equity)
Start-up valuation
Regionalization or Internationalization programmes

Phase 1: Eligibility Review

Minimum Programme Due Diligence (PDD) Requirements	Questions Reference
1. Tax Compliance (Valid TCC and Business Tax Registration Number)	63
2. Company status (CoJ's Certificate of Incorporation and Articles of Association)	64
3. Support Start-ups/Entrepreneurs as per range of the expected services listed above	31
4. Financial sustainability	50, 51, 52, 53, 54,

Phase 2: Technical Evaluation Score and Weights

The Technical Unit will review and judge each application using a weighted scoring model. There are five (5) basic factors or criteria to consider listed below. Some factors weigh more heavily than others. Each criterion receives a numeric value using a scale of 0 (lowest) to 5/10 (highest)

Every numeric value assigned to each criterion is multiplied by its corresponding weight

Evaluation Criteria	Max Score	Evaluation Score	Questions Reference
PHASE 2: Technical Evaluation			
1. Selection criteria and mechanisms		10%	
a. Definition of clients' segments	5	5	35
b. Distribution channels and partners	5	5	36
2. Strategic Outlook & Industry Analysis		10%	
a. SWOT & Competitive Advantage	5	5	38
b. Critical Success Factors and Lessons learnt	5	5	39
3. Programme structure and value-added services		50%	
a. Management team and mentors	10	10	40, 41, 42, 65 (attachment)
b. Support model	10	10	43,44
c. Access to markets	10	10	45, 46
d. Access to finance	5	5	47, 48, 49
e. Linkages with international partners	5	5	37
f. Expected impact	5	5	60
g. Financial Overview	5	5	50, 51, 52, 53, 54, 65
4. Past performance		10%	
a. Portfolio analysis	5	5	55
b. Success cases	5	5	56, 64
5. Monitoring, Evaluation, and Follow-up		20%	
a. Procedures to monitor progress during programme participation	10	10	57
b. Procedures to monitor progress after programme participation	10	10	58, 59
c. Procedures to Monitor Staff Performance			61
Phase 2 Total Score	100	100%	
PHASE 3: Reference's Interviews (x5)		100%	62
a. Satisfaction Level of services received	5	30	

b. Quality of service received.	5	30	
c. Knowledge and experience of adviser	5	20	
d. Client's referrals/ recommendations	5	20	
Phase 3 Total Score		100%	

ANNEX I - TECHNICAL EVALUATION GUIDELINES

IGNITE Business Services Intermediaries (BSI) Technical Evaluation Guidelines	WEIGHTS	Questions Reference
1. Selection criteria and mechanisms 10%		
a. Definition of clients' segments 5%	5	
Evaluation questions		
<ul style="list-style-type: none"> Does the organization have an economic sector or area of focus or specialization? Does the organization have a well-defined start-up/entrepreneur selection criteria and selection procedures? (including selection and evaluation committees and forms) Are the desired start-up/entrepreneur profiles clearly identified? Does the start-up/entrepreneur profiles include key aspects such as: <ul style="list-style-type: none"> Commitment towards high growth and high growth potential? Internationalisation potential? Willingness to accept investment? 		35
b. Distribution channels and partners 5%	5	
Evaluation questions		
<ul style="list-style-type: none"> Does the organization have an appropriate mix of activities to identify start-up/entrepreneurs with potential? Does the organization have partnerships (for example with business incubators/accelerators) that help it build its start-up/entrepreneur pipeline and/or help disseminate and promote the organization's mission and activities? Does the organization have an on-line presence (web page, social media) that contributes to get start-up/entrepreneur interest? Does the organization receive applications from overseas start-ups? 		36
2. Strategic Outlook & Industry Analysis 10%		
a. SWOT & Competitive Advantage 5%	5	
Evaluation questions		
<ul style="list-style-type: none"> Has the incubator demonstrated a strong understanding of their current environment and market? How has the incubator aligned their operations to bolster their core strengths? What has the accelerator done to build on their strengths? 		38
b. Critical Success Factors & Lessons Learnt 5%	5	
Evaluation questions		
<ul style="list-style-type: none"> Has the incubator implemented any plans in the short term to take advantage of the opportunities it has seen in the industry/market? Was the incubator able to explain its past successes and, how failure has impacted their strategic focus, and operations? 		39
3. Programme structure and value-added services 50%		
a. Management team and mentors 10%	10	
Evaluation questions		
<ul style="list-style-type: none"> Does the Organization have a qualified management team? Is the organization leader a former, successful entrepreneur or has substantial private sector experience? Does the leader have strong, personal networks, including investors? Do team members devote a substantial share of their time to support entrepreneurs? Are there among team members persons with private sector experience or experience as entrepreneurs? Are there one or more people within the Organization management team that guide and challenge entrepreneurs to reach their business objectives? 		40, 41, 42, 65 (Attachment)

IGNITE Business Services Intermediaries (BSI) Technical Evaluation Guidelines	WEIGHTS	Questions Reference
<ul style="list-style-type: none"> Does the organization provide each start-up/entrepreneur with an experienced business mentor? Does the Organization have a business mentoring programme? Or access to business mentor networks? Do the existing business mentors have capacity to support a start-up/entrepreneur? Does the Organization have a mentor-mentee matching processes, mentor engagement letter, meeting report forms? 		
b. Business support model 10%	10	
Evaluation questions		
<ul style="list-style-type: none"> Does the organization have a sustainable and innovative business model? Does the organization have a clear strategy to foster and support the growth of innovation and innovative start-ups/entrepreneurs? Has the organization documented its processes? How is the quality of the operating processes? Does the organization elaborate a formal work plan for each start-ups/entrepreneur? How is the quality of the work plans? Are the work plans updated periodically? Is the incubation process adapted to the needs of each start-ups/entrepreneur? Does the organization perform a formal needs assessment for each start-ups/entrepreneur? How is the needs assessment conducted? Does the organization have an ecosystem network relevant to the start-ups'/entrepreneurs' needs? Particularly within the investment community? Does the organization have strong connections with businesses that may serve as clients and/ or strategic partners to the start-ups/entrepreneurs? Does the organization have preferential agreements with trusted suppliers for the provision of specialized professional services to support start-ups/entrepreneurs? Do professional services typically include legal, intellectual property, accounting, marketing, sales support services, among others? 		43, 44
c. Access to markets 10%	10	
Evaluation questions		
<ul style="list-style-type: none"> Does the organization challenge the start-ups/entrepreneurs' original business model? Does the organization help entrepreneurs validate/ pivot their business models? Does the organization seek to maximize profitability by helping start-ups/entrepreneurs innovate their business model? Does the organization provide (or gives access to) prototyping and elaboration of Minimum Viable Products (MVP)? Does the organization support start-ups/entrepreneurs in positioning their service or product in new markets, both national and international? Does the organization connect entrepreneurs with potential clients, for product/ service testing, validation and/ or selling? Does the organization make introductions to potential strategic partners for the entrepreneurs? Does the organization provide support to access foreign markets? Does the organization have strategic partners in foreign markets? Is there a clear strategy to support incubated companies to expand, with ad-hoc international alliances that are proactively offered to and used by clients? 		45, 46
d. Access to finance 5%	5	
Evaluation questions		
<ul style="list-style-type: none"> Does the organization provide start-ups/entrepreneurs with access to public and/ or private financing options? Are financial advisory services provided? Has the organization identified the various sources of financing (private investors, banks with facilities for SMEs) or available subsidies, relevant to their clients? Is access to investment (including the needed follow-up to assure investment for deserving start-ups) an integral part of the organization's programme? Does the organization develop systematic actions to link entrepreneurs with networks of angel investors, investment funds or private investors? Are financial advisory services provided? Does the organization provide support to access investment? Nationally? Internationally? 		47, 48, 49

IGNITE Business Services Intermediaries (BSI) Technical Evaluation Guidelines	WEIGHTS	Questions Reference
<ul style="list-style-type: none"> ● Does the organization have strategic partners to facilitate access to finance to start-ups/entrepreneurs? ● Does the organization have start-up valuation services? ● Has the organization carried out valuations of any of its client companies? ● Does the organization have companies incubated or graduated with equity investment? 		
e. Linkages with international partners 5%	5	
Evaluation questions		
<ul style="list-style-type: none"> ● Does the organization have strategic alliances with international partners? <ul style="list-style-type: none"> ○ To improve its operations incorporating best practices? ○ To facilitate access to foreign markets? (for example, through soft-landing) ○ To facilitate access to international financing? (for example, through international accelerators, venture capital funds or innovative financing, such as crowdfunding?) 		37
f. Expected impact 5%	5	
Evaluation questions		
<ul style="list-style-type: none"> ● What is the expected impact after the programme is delivered, in terms of number of start-ups created and active, new products/ services introduced to the market, sales, exports, investment and job creation? ● Is there and expected impact in terms of economic sectors, clusters, and/or value chains strengthened? ● Are impact indicators provided? 		60
g. Financial Overview 5%	5	
Evaluation questions		
<ul style="list-style-type: none"> ● Does the company have multiple streams of income? ● What is the average revenue per annum for the last three years? ● What is the total operational expenses per annum? ● Does the company have sufficient revenues to cover its cost for the duration (eighteen months) of the IGNITE implementation? 		50, 51, 52, 53, 54, 65
4. Past performance 10%		
a. Portfolio analysis 5%	5	
Evaluation questions		
<ul style="list-style-type: none"> ● How well does the portfolio of current incubated companies perform, in relation to: <ul style="list-style-type: none"> ○ Business continuity? ○ Customer acquisition? ○ Sales/ profitability? ○ Exports? ○ Job creation? ○ Access to finance (grants, loans, equity)? ● How well does the portfolio of graduated companies perform, in relation to : <ul style="list-style-type: none"> ○ Business continuity ? ○ Sales growth/ profitability? ○ Exports? ○ Job creation? ○ Access to finance (grants, loans, equity)? 		55,
b. Success Cases 5%	5	
Evaluation questions		
<ul style="list-style-type: none"> ● Does the organization have success cases in any of the following categories: <ul style="list-style-type: none"> ○ Recognition: <ul style="list-style-type: none"> ▪ Awards? ▪ Acceptance in local and foreign acceleration programmes? ○ Business results: <ul style="list-style-type: none"> ▪ Investment received? ▪ Sales growth? ▪ Employment growth? ▪ Social impact? 		56, 64 (Attachment)

IGNITE Business Services Intermediaries (BSI) Technical Evaluation Guidelines	WEIGHTS	Questions Reference
<ul style="list-style-type: none"> ▪ Internationalization? ▪ Listing in national or international stock exchanges? 		
5. Monitoring, Evaluation, and Follow-up 20%		
a. Procedures to monitor progress during programme participation 10%	10	
Evaluation questions		
<ul style="list-style-type: none"> ● Does the organization have well defined entrepreneur graduation/ exit criteria and graduation/ exit procedures? ● Does the organization monitor their client's readiness to receive investments? ● Does the organization conduct entrepreneur satisfaction surveys and/ or entrepreneurs' feedback sessions? ● Does the organization evaluate the results of the mentoring process? ● Does the organization evaluate the performance of the service providers or matchmaking with investors? 		57
b. Procedures to monitor progress after programme participation 10%	10	
Evaluation questions		
<ul style="list-style-type: none"> ● Does the organization maintain a relationship with graduated companies? ● Are clients involved in organization's activities, such as mentoring or participation in committees? ● Does the organization collect business information from graduated companies, particularly on investment received? <ul style="list-style-type: none"> ○ Frequency ○ Duration (for example How many years after graduation) 		58, 59
c. Procedures to Monitor Staff Performance		
Evaluation questions		
<ul style="list-style-type: none"> ● Does the organization have clearly defined strategy to monitor and evaluate staff performance? <ul style="list-style-type: none"> ○ Frequency ○ Duration (for example How many years after graduation) 		61
6. CUSTOMER'S (REFERENCES) SURVEY GUIDELINES 30%		
a. References provided by Applicants are contacted via telephone and questioned about the services received. Results are averaged from references interviewed 5%		62
References questions		
To what extent was/were objective(s) achieved due to services received from _____ (name of company)	30	
<ul style="list-style-type: none"> a. Completely achieved (5 points) b. Partially achieved (2 points) c. Not achieved (0 points) 		
Rate the quality of service received.	30	
<ul style="list-style-type: none"> a. Excellent (5 points) b. Good (3 points) c. Fair (2 points) d. Poor (1 points) 		
Rate the knowledge and experience of your adviser.	20	
<ul style="list-style-type: none"> a. Outstanding (5 points) b. Satisfactory (3 points) c. Below average (2 points) d. Needs improvement (1 points) 		
Client would recommend _____ (name of company) to other businesses?	20	
<ul style="list-style-type: none"> a. Yes (5 points) b. No (0 points) 		

ANNEX II - GLOSSARY

Word	Definition												
Applicant	Duly incorporated company registered in Jamaica that will be signatory to the IGNITE tripartite agreement with the DBJ												
Business Sector Intermediary (BSI):	DBJ approved institutions that will be responsible to: channel the funds to the entrepreneurs and firms; contribute to the presentation of proposals and assist DBJ in the monitoring of the objectives agreed with each individual beneficiaries.												
Coaching and Mentoring	Confidential, substantive, individual advice, guidance or instruction that is provided to both current and prospective business owners. It involves a process of in-depth, substantive, two-way communication between the client and counsellor pertaining to starting, managing or growing a small business. The goal of coaching is to increase the management capability of the business owner and is viewed as an educational process.												
	Entity engaged by the Applicant with the responsibility to carry out agreed roles and responsibilities of the Business Services Intermediary.												
IGNITE	Innovation Grant, from New Ideas to Entrepreneurship. This is grant fund for innovative entrepreneurs, targeting new businesses through existing M&SME development programmes and incubator programmes.												
INCUBATION	Process wherein entrepreneur/start-up receives support for growth and a viable and replicable business model is established												
Innovation	<p>Is the implementation of a new or significantly improved product (good or service), or process, a new marketing method, or a new organizational method in business practices, workplace organization or external relations.</p> <p>The minimum requirement for an innovation is that the product, process, marketing method or organizational method must be new (or significantly improved) to the Jamaican marketplace. A broad definition of these terms will be applied to IGNITE. Specifically, “Technological innovation” will refer to the generation and use of new product or processes, while “Non Innovation” refers to those firms that utilize already existing technology.</p>												
MSME	<p>Micro, Small and Medium-sized enterprises - A business entity organized for profit, with a place of business located in Jamaica, and which operates primarily within Jamaica or makes a significant contribution to the Jamaican economy through payment of taxes or use of Jamaican products, materials or labour. These companies must operate in the productive sectors should at least be registered as a sole trader and have the following characteristics:</p> <table border="1"> <thead> <tr> <th>Firm Size</th> <th>No. of employees</th> <th>Total Annual Sales/Turnover</th> </tr> </thead> <tbody> <tr> <td>Micro</td> <td>≤ 5</td> <td>≤J\$10 million</td> </tr> <tr> <td>Small</td> <td>6 – 20</td> <td>> \$10 million ≤ J\$75 million</td> </tr> <tr> <td>Medium-sized</td> <td>21 – 50</td> <td>> J\$75 million ≤J\$425 million</td> </tr> </tbody> </table> <p><i>Source: Ministry of Industry, Investment and Commerce (MIIC) M&SME Policy</i></p> <p>The following types of companies are excluded:</p> <ul style="list-style-type: none"> ● Government ministries/agencies ● Financial institutions (regulated or unregulated) ● Non-profit organizations ● Pre-venture entrepreneurs (companies not yet in operation) 	Firm Size	No. of employees	Total Annual Sales/Turnover	Micro	≤ 5	≤J\$10 million	Small	6 – 20	> \$10 million ≤ J\$75 million	Medium-sized	21 – 50	> J\$75 million ≤J\$425 million
Firm Size	No. of employees	Total Annual Sales/Turnover											
Micro	≤ 5	≤J\$10 million											
Small	6 – 20	> \$10 million ≤ J\$75 million											
Medium-sized	21 – 50	> J\$75 million ≤J\$425 million											

Word	Definition
	<ul style="list-style-type: none"> Large corporations (greater than 50 employees with annual turnover greater than J\$150 million)
Politically Exposed Person (PEP)	Individuals who have been entrusted with prominent public functions (i.e senior politician, senior executives of state-owned corporations, senior government officials etc.). The category of persons also includes their immediate family and close associates (parent, spouse, child, sibling, in-law, close associate, or any person known to maintain unusually close relationships with a PEP).
Physical Incubator	An organization designed to accelerate the growth and success of entrepreneurial companies through an array of business support resources and services that could include physical space, capital, coaching, common services, and networking connections.
Pre-Incubator	Programme which guides idea stage teams through the process of validating and testing their ideas
Start-up	A company working to solve a problem where the solution is not obvious and success is not guaranteed. The key attribute of a start-up is its ability to grow. Specifically, a start-up is a company designed to scale very quickly. For this IGNITE Pilot Programme, we will consider start-ups to be existing firms, residents of Jamaica, with less than 24 months since the registration of their business with Company's Office of Jamaica.
Training	A training programme is defined as an activity or event presented or co-sponsored by a resource partner or third party that delivers a structured programme of knowledge, information or experience on a business-related subject and must last for a minimum of one hour and include two or more clients.
Virtual Incubator	A fee is charged which gives entrepreneurs access to the incubator program including business support services, business assistance and counseling, administrative support services, facilities and shared equipment access, as well as access to sources of capital, while situated at their own business locations.

ANNEX II - EXAMPLE OF TYPES OF PROJECTS SUPPORTED IN IGNITE

With reference to the *definition of Innovation* in the glossary above, be guided by the example listed below:

Productive Industries	Examples
Software and IT industries	<ul style="list-style-type: none"> ● New multimedia software applications ● Object-oriented programming techniques in automatic data processing systems development. ● Development of new business management systems ● Development of new project management methods.
Creative industries	<ul style="list-style-type: none"> ● Film and/or audio production and postproduction services ● Video games ● Advertising production and postproduction ● Fashion design (based on new materials or methods)
Applications of biotechnology to local production	<ul style="list-style-type: none"> ● Development of new varieties of seeds (resistant to drought, etc.) ● Development of pesticide free fertilizers
Life sciences	<ul style="list-style-type: none"> ● Development of diagnostic kits ● Production of medicines ● Development of new products and services for disabled people
Business Process Outsourcing (BPO)	<ul style="list-style-type: none"> ● Design and build big data applications to analyse and solve real-world problems
Knowledge intensive business sectors (KIBS)	<ul style="list-style-type: none"> ● Novel solutions related to payment methods and access to finance ● Architectural design companies (based on LEED standards, use of new methods, materials, etc.)
Agricultural products with export potential	<ul style="list-style-type: none"> ● New exportable agricultural goods ● Developing a new use or application from an existing agricultural product ● Production of inputs and products currently served with imported goods
Light-manufacturing	<ul style="list-style-type: none"> ● Design and manufacturing of new products such as small furniture etc. using new materials, local materials, traditional methods
Products and services aimed at satisfying demand by the Tourism and Hotel Sectors	<ul style="list-style-type: none"> ● Developing solutions aimed at achieving a more efficient use of resources (water, electricity etc.) ● Development of new products currently served by imported goods or services in hotels