



GUIDELINES FOR ELIGIBILITY

*The EOI is not considered an application.
For more information, contact us at
grants.unit@belizetourismboard.org

**BUSINESS RECOVERY AND ENHANCEMENT
MATCHING GRANTS PROGRAM FOR MICRO
AND SMALL ENTERPRISES**

1. GENERAL INFORMATION

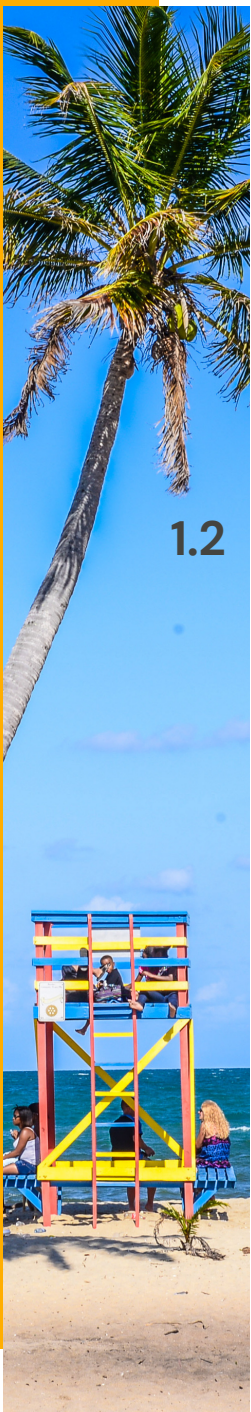
1.1 About the Matching Grants Program

The Business Recovery and Enhancement Matching Grants Program is an initiative of the Belize Tourism Board (BTB). The Matching Grants Program is designed to support strategic tourism projects by assisting these firms in overcoming a clearly defined set of market-failures. The Program aims to assist in revitalizing Belize's tourism sector in the micro and small enterprises; providing financial aid and support to accelerate the economic and social benefits to local people in a viable business model.

1.2 Matching Grants Objectives

Eligible projects are those investments which accomplish one or more of the matching grant program's market/market linkages-related objectives:

1. Foster entrepreneurship across the value chain within the tourism industry.
2. Develop innovative partnerships between tourism entities and large and small industry players, increasing cooperation and coordination.
3. Enhance the tourism experience, raising standards and quality and creating unique Authentic Made-in-Belize tourism experiences.
4. Support sustainable tourism development as a means of building capacity and economic development of the businesses.



1.3 Target Area

Grants will be issued to investments which are carried out in the tourism sub-sector nationwide. However, priority will be given to the following targeted sub-sector: Food and Beverage Services, Cultural (music) Service Providers, Artisanal and Gift Shops, Tour Guides and Tour Operators, Transport Providers, Vehicle and Equipment Rentals.

The projects selected to receive matching funding are expected to contribute to the following priorities of the matching grant program:

- i. Developing business, employment and training opportunities for those on lower incomes within the target areas. For example, microenterprises with difficulty in securing loan capital through traditional sources.
- ii. Contributing positively to a rise in standards and quality of the tourism product. Preference will be given to those addressing issues of product development, customer service, marketing, environmental and sustainability.
- iii. Assisting registered BTB partners in reaching certification and other growth opportunities.
- ii. Contributing to further development in Orange Walk (Holpatin Corridor), Southeast Coast (Dangriga, Hopkins & Placencia) and other emerging destinations as defined by the Ministry of Tourism and Diaspora's Sustainable Tourism Program II. These areas include Corozal District, Toledo District, Mountain Pine Ridge (Caracol and Chiquibul) and Caye Caulker.



2. MATCHING GRANTS PROGRAM ELIGIBILITY CRITERIA

2.1 General Restrictions and Requirements for Expression of Interest

- Applications must support business recovery initiatives due to COVID-19 and/or implementation of biosecurity protocols to adjust MSEs to the new post-COVID-19 norm.
- Belize citizens or legally established permanent residents who are owners of tourism small businesses, including artisans and other individuals are eligible.
- Applicants must be Belizean Citizens, legally established permanent residents, a registered business or registered community groups of no more greater than 5 members;
- Priority will be given to entities playing a key role in quick industry recovery efforts led by BTB including but not limited to Cruise Tourism reopening, and Gold Standard certification;
- Assistance to further development in Orange Walk (Holpatin Corridor), Southeast Coast (Dangriga, Hopkins & Placencia) and other emerging destinations as defined by the Ministry of Tourism and Diaspora's Sustainable Tourism Program II. These areas include Corozal District, Toledo District, Mountain Pine Ridge (Caracol and Chiquibul) and Caye Caulker.

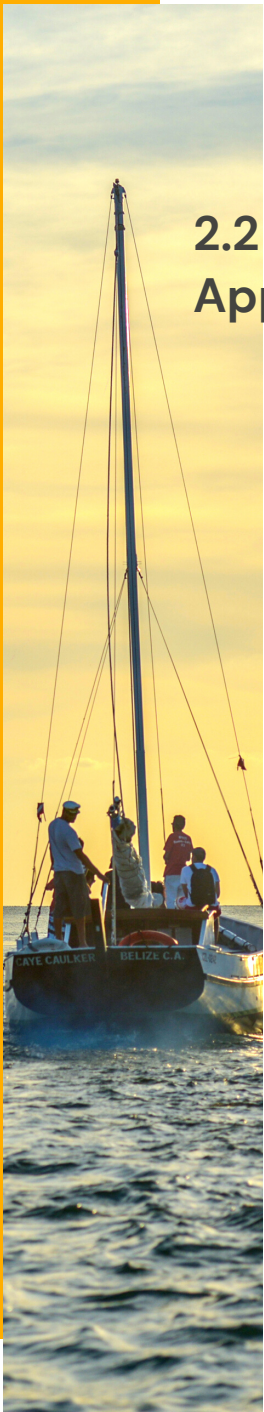
2.1.2 Expression of Interest Process

Potential applicants are requested to submit an on-line **“Expression of Interest”** by completing and submitting the Business Profile form that is available at the link This form must be submitted by July 30th 2021 for evaluation. Successful entities will advance to the Application stage.

2.2 General Restriction and Requirements for Application

Applicants are subject to the following restrictions and requirements:

- Grants will be awarded in accordance with the established matching grant formulae as set out in the Guidelines for Grant Applicants;
- Grants will be awarded to Micro and Small Enterprises as specified (in section 1.3)
- Applicants must demonstrate that grant funds will be used to benefit the tourism sector and foster economic growth;
- Applicants must be prepared to participate in a pre-selection over the phone, online or in person interview if requested;
- Applications must be accompanied by required supporting documents; and
- Applicants may submit a maximum of one (1) application.
- All successful applicants are required to participate in the online or in person business development training programs offered by the Grant Administration;



2.2.1 Application Support

The Grants Administration Unit will carry out the execution of the matching grants program. The matching grants program will support business recovery initiatives due to COVID-19 and/or implementation of biosecurity protocols to adjust MSEs to the new post-COVID19 norm. Additionally, technical assistance will be provided to MSEs to develop a business plan to apply for the requested funds.

- General application information, queries and support.
- Personal Business visit following intent to submit for assistance with business planning and project concept.
- Initial/preliminary application review and support including individual business meetings.

2.2.3 Notification of Grants Decisions

Applicants will be informed within two to three weeks of the decision made by the Approval Committee concerning their application. Applicants who received a positive decision should accept the offer by replying in writing.

Applicants who have not received a decision on their Application after three weeks, are encouraged to contact the Grants Administration Unit for feedback.



2.3 General Restrictions and Requirements for Successful Applicants

- Applicants that are awarded a grant are subject to a number of post-award requirements, including but not limited to BTB's Marketing Campaign. Where possible, credit should be provided to the Belize Tourism Board for the matching grant funds provided. Any material, including online material, produced should credit the BTB Business Recovery and Enhancement Matching Grants Program for Micro and Small Enterprises.
- Applicants agree to allow the BTB to publicly announce their participation in the Business Recovery and Enhancement Matching Grants Program for Micro and Small Enterprises, and their success story be used to promote the program
- Successful grantee must comply with the following reporting requirements:
 - Progress reports based on project milestones
 - Final report including evidence of project completion

2.3.1 Grant Compliance

The Grant Administration reserves the right to inspect the grantee's records at any time for the purpose of auditing. Grantees are advised to retain copies of relevant invoices and receipts, which relates to the grants administered under the BTB.



3. MATCHING GRANTS PROGRAM ELIGIBILITY CRITERIA

3.1 Size of Grants

Grants will be awarded in accordance with the established matching grant formulae as set out in these guidelines. Minimum sized awards BZ\$1000 and Maximum sized awards BZ\$5,000 (grant amount will be awarded according to the program criteria).

3.2 Matching Funding

The Program will operate on the basis of matching funds with up to 80% of the costs of the project being met by the grant.

3.3 Grantee Contributions

The balance of 20% must be financed through cash or in-kind contributions from the applicant's own resources, from partners' resources, or other such sources.

To fulfill these matching funding requirements, the applicant must demonstrate within their budget that their match (through sponsorship, private investment, and/or contribution in-kind) is part of the total cost of the proposal. Matches should be clearly shown within the overall budget. If awarded grant support, the grantee must provide documentation of the total amount expended on the project/investment within the final evaluation report.

3.4 Project Funding Examples

The following examples are provided in order to better illustrate how the funding for the Business Recovery and Enhancement Matching Grants Program for Micro and Small Enterprises works.

Example: Grant Award of BZ\$5,000.00

This example applies to the Micro Sized project total cost:

- For a Project costing up to \$6,250, applicant requests that 80% of costs (BZ\$5,000.00) are funded by the matching grants scheme
- Applicant contributes remaining 20% of costs (BZ\$1,250.00)
- 25% minimum of the applicant's BZ\$1,250.00 contribution must be in cash (BZ\$312.50)

3.5 In-kind Contributions

Following are examples of the types of eligible in-kind contributions that applicants can contribute:

- Labour
- Materials
- Use of equipment
- Use of land
- Already existing infrastructure which would otherwise have to be leased/rented for the project.

For budget preparation, in-kind contributions must be quantified in monetary terms according to the average rates paid in the project area.



3.6 Eligible expenditures for Project Proposal Budgets

The following are examples of the types of activities, goods and services eligible for funding through the grant program:

- Construction
 - exterior improvements to existing buildings including facades and renovations that improve the visual exterior, and expansions which contribute to product development
 - interior improvements and renovations to existing buildings that facilitate product enhancement and delivery
 - new structures that contribute to an improved cultural tourism product
 - bathroom facilities

Note: that all construction works should meet local planning approval, as required. Scope of work should be detailed within the proposal for individual evaluation. Technical drawings will be required for review prior to disbursement to ensure compatibility with the architectural design elements of the area.

- Landscaping and signage
- Purchase of machinery/equipment/cultural paraphernalia
- Fixtures and fittings which enhance product development and delivery not to exceed a value of Bz\$3, 000.00
- Interpretation materials
- Local Training
- Stipends related to the provision of local training opportunities
- Technical assistance and professional services to enhance capacity
- Marketing (production of collateral material, networking etc)



3.7 Ineligible expenditures for Project Proposal Budgets

Grant funds cannot be used for the following:

- Salaries for staff
- Direct purchase of buildings/property
- Purchase of land
- Purchase of vehicles
- Utilities and expenses associated with general operations
- Payment of existing loan/s

If there is any doubt as to the eligibility criteria within these guidelines, please contact the Grants Administration Unit for clarification.

Interested in the grants program? Click below and fill out the submission form.

Express Your Interest
[CLICK HERE](#)

Expression of Interest is not considered an application. Businesses who are determined eligible will advance to apply for the requested matching grant.

