



Annex 4:

Draft application form LuxAid Challenge Fund

Welcome to the application form for the **LuxAid Challenge Fund** in Costa Rica!

Before starting your application, please make sure you comply with **ALL** the eligibility criteria below. You will be asked to upload documents to attest your eligibility.

1. The applicant is a formal commercial or cooperative company legally registered in **Costa Rica** between **01.06.2021 – 01-06-2025** with proven sales revenue. Sole proprietorships/individual businesses, associations and NGOs are not eligible. Please note that you will need to provide a business registration certificate, as well as articles of incorporation and tax clearance certificate.
2. The applicant can demonstrate at least **2** individuals with legal employment contracts. Please note that you will need to provide copies of the contracts and financial statements
3. The applicant can demonstrate that it has not received more than EUR **300 000** in external funding (grants, equity, loans, etc.) within the three years preceding the submission deadline.
4. The applicant has a project proposal centered around an innovation in one of the following areas: **Agritech and Fintech**
5. The innovative product/service proposed has been tested on the market and generated sales revenue for at least **3** months by **31.12.2025** and has a clear commercialization plan including proof of customer interest
6. The proposed business project has a duration of 1 to 2 years and requires between 50 000 and 120 000. The grant should be used mainly for investments.
7. The applicant can co-finance at least 30% of the total project costs via external investments, founders' own funds, the enterprise's free cash flow in the beginning of the project and/or through sales

On behalf of the applicant, I confirm:

- the enterprise is neither responsible for nor involved in environmental degradation, human rights violations, forced labor, or child labor;
- the enterprise and the solution do not present any significant risks to people or the land;
- the enterprise is not subject to any ongoing criminal proceedings related to fraud, corruption, money laundering, terrorism, human trafficking or any other legal obligations, and does not engage in discrimination based on race, color, age, sex, gender identity and expression, ethnic or national origin, disability, pregnancy, religion, political affiliation, union membership, veteran status, protected genetic information, or marital status in hiring and employment practices, including wages, promotions, rewards, and access to training;
- the enterprise is not subject to sanctions by the European Union (EU) and its representatives (owners or executives) are not listed on the EU sanctions list;
- the enterprise has fulfilled their obligations relating to the payment of taxes and social security contribution in accordance with the legal provisions of the country in which it is established;
- the enterprise complies with the United Nations Guiding Principles on Business and Human Rights and with the OECD Guiding Principles on Human rights (chapter IV) for itself and the whole value chain of which it is part;
- the enterprise is not bankrupt, insolvent, is not being wound up, has not ceased operations, is not having its affairs administered by the courts, has not entered into an arrangement with creditors and is not in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- the proposed project does not imply operations in the following sectors: weapons, mining, alcohol, gambling, tobacco, pornography, extractive industries, and non-renewable energy;
- in the event of being awarded co-financing, the enterprise commits to assess its business practices (following guidance and support provided by LuxDev), as well as implement two concrete actions to strengthen its responsible conduct;
- I understand there is no legal obligation to co-finance the proposed project;

- I accept that LuxDev, through the selection committee, may delegate the analysis of applications to LuxDev employee, collaborators and/or external providers in order to preselect the best applications, organize field visits, and conduct due diligence for each preselected project and enterprise. Any person involved or having access to documents provided by the companies will have a confidentiality obligation.

If all yes: Congratulations, you can now start your application!

If one or more points above not checked: We are sorry, only applicants who can confirm all the points above can submit applications.

Applications must be written in English or Spanish. Please note that responses are limited to a specific number of characters, as indicated under each question. Please answer the questions as precisely as possible to facilitate the evaluation of your application.

Please provide all figures in euros and use a comma as the decimal separator and a period as the thousands separator. An official currency converter is available on the European Commission's website (https://ec.europa.eu/info/funding-tenders/procedures-guidelines-tenders/information-contractors-and-beneficiaries/exchange-rate-infoeuro_en).

In case of technical problems, please contact lcf@luxdev.lu.

Applicant information	
Name of enterprise	
First and last name of contact person	
Gender	
What role/function do you play within the enterprise?	
E-mail	
Phone number	
Country of registration of the enterprise	
Date of business registration of the enterprise	
Full address of your enterprise (street number and name, postal code, city, country)	
Economic sector(s)	
Activity /core business of the enterprise	Please describe in 3-5 sentences the main commercial activity of the enterprise
Country/countries where the enterprise has commercial activities	
Number of employees declared (in full-time equivalents - FTE) gender disaggregated	Total number of employees: Total number of female employees:
Sales revenue in the previous financial year (in EUR)	
Profit / loss in the previous financial year (in EUR)	
Website	
<i>Social media or other links to videos explaining your solution(s)</i>	

In this section, please focus on the specific project you would like to submit for co-financing i.e. if the project is a limited business unit within your enterprise, focus on that, otherwise the project might overlap with the entire commercial activity of your enterprise.

Innovative & effective solution	Additional info
Summary of the project in max 1300 characters	<p>Summarize the problem you are trying to address via the proposed project, the value proposition of the innovative solution, the market (paying customers) and the business model. Next, indicate the commercial traction and progress to date (number of customers, annual/monthly revenue, impact achieved on target). If the proposed solution is only a business unit within your enterprise, please explain how this solution emerged within your existing commercial activity.</p> <p>Finally, define your impact statement "An investment of [XX EUR] will allow us to reach [YY] customers over the next 12/18/24 months and create [ZZ] of [social impact]."</p> <p><i>Max 1300 characters</i></p>
Thematic axis of the call for proposals	Agritech and Fintech
Project duration	Eligible projects can have a duration ranging from 12 to 24 months.
Societal problem addressed by the project (in connection with the SDGs)	<p>Detail the problem (social or environmental) that you are addressing by answering the following questions: Who is affected by this problem, where are they/it located geographically and how are they impacted? What is the extent and trend, the number of people affected? What are the causes - why does this problem exist?</p> <p><i>Max 1300 characters</i></p>
Innovative, commercial solution	<p>Please describe your solution to the problem. What is the innovation in the solution and the value proposition? Explain and quantify the positive impact of your solution and how it addresses the problems you have described. Why is the solution more cost-effective and impactful? Why is the solution commercially viable?</p> <p><i>Max 1300 characters</i></p>
Market & competition	<p>Please present the market for your product/service.</p> <p>Location: Where is your market located?</p> <p>Customers: Who are your current and future paying customers (individuals, companies, public entities) – are they different from the population affected by the problem? How are your customers related to the social problem? How much can they afford to pay?</p> <p>Market size: What is the size of the market and the growth trends? How many potential customers are there?</p> <p><i>Add upload button, with market analysis or any related document, not compulsory field.</i></p> <p><i>Max 1300 characters</i></p>

Product/service*	<p>What exactly do you sell and how? Please describe the key steps in the production and sale of your product/service: Design and Manufacturing, Promotion, Distribution and Implementation, After-Sales Support.</p> <p>What is the cost to provide the product/service? How much do you charge? How does the customer pay for it/what is the payment model?</p> <p>Please describe the user experience journey: Illustrate step by step how the user encounters you, learns about your product/service, decides to purchase, makes the payment (payment model), receives the product/service, and benefits from after-sales service.</p> <p><i>Add upload button, with any document related to your product or innovation, not compulsory field.</i></p> <p><i>Max 1300 characters</i></p>
Competition and competitive advantage	<p>Please indicate the other solutions with which you are competing. How do you differentiate yourself from providers of alternative and substitutable solutions? What is the unique value proposition of this solution and why will it survive in the future? For each competitor, please compare your offer in terms of price level, quality, customer service, and more generally, the strengths and weaknesses of each solution.</p> <p><i>Max 1300 characters</i></p>
Impact of the project	<p>What is the theory of change and impact the solution aims to achieve?</p> <p>How many people have been positively affected by your solution and how has it impacted their lives? What monitoring systems are in place and what data/indicators do you monitor?</p> <p>Try to describe the impact by explaining the following elements:</p> <ul style="list-style-type: none"> • Outputs: tangible goods and services produced by the project's activities. Outputs are under the direct control of the company responsible for executing the project – e.g. number of products sold to a certain number of customers etc. • Intermediate outcomes (effects): results likely to be achieved when the target group uses the project's outputs. Results are generally achieved in the short and medium term – e.g. increase in test scores, increase in soil productivity or farmers' revenue etc. • Final outcomes (impact): the project's ultimate objectives, they can be influenced by many factors and are generally achieved in the longer term – e.g. improved livelihoods, reduced number of chronic diseases, improved rates of highschool graduation etc. <p><i>Add download button, with result matrix template</i></p> <p><i>Add upload button, with result matrix for your project, compulsory</i></p> <p><i>Max 1300 characters</i></p>
Commercial traction & strategic growth plan	<p>How far down the line is the development and commercialisation of this solution and business model – how stable is your sales revenue and list of customers for this specific innovation?</p> <p>What is your customer acquisition and expansion strategy and how big is your pipeline of prospective customers? Describe in few sentences what are the strategic plans and milestones for the next 1-3 years for this innovation.</p> <p><i>Max 1300 characters</i></p>

<p>Financial/Investment plan</p>	<p>Please detail your investment needs which will enable you to achieve the strategic growth plan outlined above and explain when in the project’s lifetime these investments are necessary.</p> <p>How do you plan to fund this investment plan – do you have other funders eager to provide capital to your enterprise or are you currently looking for funding and if so, what type (equity, grants, loans etc.) and in which stage are you?</p> <p><i>Add upload button, with the budget template, compulsory</i></p> <p><i>Add second upload button, with the business plan, operational milestones, sales results, non mandatory but highly appreciated</i></p> <p><i>Max 1300 characters</i></p>
<p>Motivation & Team</p>	<p>Please give us an overview of the size and composition of the team in charge of rolling out this innovation, why you started this business, what kind of experience and skills qualify you/your team to tackle this problem and what human resources are you lacking. If the project proposed for co-financing represents a limited business unit in your enterprise, please provide also an overview of the size and composition of the team employed by your enterprise.</p> <p>Feel free to upload an organigram if available.</p> <p><i>Add upload button, with CV of funders, not compulsory field.</i></p>
<p>Risks</p>	<p>What risks is the enterprise facing and what kind of unintended negative impacts could the enterprise generate that could hinder its impact and scale? For example:</p> <ul style="list-style-type: none"> • Does the solution modify habitats/ecosystems/forests (reduction, degradation, change) as well as any change in aquatic resources? • Does the solution introduce invasive species? • Does the solution cause or accelerate land degradation? • Is the solution involved in livestock management, cocoa, coffee, palm oil, soybeans, timber, rubber, charcoal and paper production? • Does the solution increase environmental pollution, particularly hazardous waste, energy needs, use of water resources? • Does the solution change rights/access to land, and protection of communities?

Attachments

Upload a copy of the enterprise 's articles of incorporation	
Upload a copy of the Company Business Registration certificate including the tax identification number	
Upload a copy of the tax compliance certificate or any other document that can demonstrate tax compliance	
Upload any documentation that demonstrates the employees are legally employed	
Upload the organization chart of the company	
Upload a copy of the three latest official financial statements (ideally audited)	
Upload a list/table of all external funding received to date (grants, equity, loans etc.) specifying the amount in EUR, the capital provider and the year.	To be eligible for LCF, the applicant must not have obtained more than EUR 300.000 in external funding (grants, equity, loans etc.).
Upload your financial/investment plans	Using the budget template, please provide an overview of your financial plan. Please schedule a project start date no earlier than (month) (year), with a duration of 12-24 months, depending on the duration of your proposed project.
Upload your results indicators	Using the results indicator template, please provide an indication of your planned results.
Other documents	If you wish to send us documents, you can upload them here (e.g. business plan, customer contracts, customer feedback, comparative analyses, pitch deck, etc.). Please name them clearly according to their content.

Consent for the Storage of Personal Data

Data Storage

With your consent, you agree that LuxDev may retain information related to your application for the following periods:

- Up to five (5) years after the end of the financing contract.
- Up to five (5) years after the rejection of the application.

Purposes in the case of a co-financing contract:

- ~~Internal~~ Evaluation of projects under MAE/023 portfolio to identify best practices and make them available to future applicants.
- Reporting on the effectiveness of MAE/023 to the Ministry of Foreign and European Affairs, Defence, Development Cooperation and Foreign Trade (MFA) throughout the project duration.
- Enable us to identify multiple co-financings.

The purpose in case of application rejection is to allow LuxDev - during subsequent co-financing cycles - to know which applicants have previously submitted a co-financing request and for what reasons it was rejected.

Consent for the retention of your data can be withdrawn at any time by sending a message to icf@luxdev.lu, with a copy to rgpd@luxdev.lu.

Withdrawal does not affect the legality of the processing carried out until then. You can find more information in our Notice on the Protection of Personal Data (https://luxdev.lu/files/documents/LuxDev_privacy_en.pdf).

Consent for the storage of your data (only one selection allowed)

Box to be ticked, compulsory question

- I hereby consent to have my data stored beyond the legal retention rights described above.
- I do not consent to have my data stored beyond the legal retention rights described above.

Do you accept that LuxDev can share the name of the enterprise, the title of the proposed project and the summary section of this project proposal with trusted partners who might show an interest to co-finance or invest in this or other future projects carried out by the enterprise?

- Yes
- No

Declaration of Honour

Box to be ticked, compulsory question and both boxes need to be ticked

- I confirm that the information above is complete and correct.
- I hereby confirm that I have read and understood the provisions relating to data protection.

Complaints mechanism

LuxDev complaints mechanism for issues around transparency and fair treatment can be found at <https://luxdev.lu/en/contact/complaint>.

Thank you for submitting your application!