

## GRANT APPLICATION GUIDE

### PROGRAM STREAM: INNOVATING AND ADVANCING KEY SECTORS

#### 1. About the Program

The ETSI-BC *Innovating and Advancing Key Sectors* Funding Stream provides non-repayable grants on an intake basis to support strategic investments in regional sector-based economic development projects that will have long-lasting and measurable benefits for the Southern Interior.\*

This program invests in collaboration and partnerships to

- help stimulate industry clusters,
- support industry sector groups to address challenges and opportunities, and
- encourage industry groups to become more environmentally sustainable and transition to a Net Zero economy.

#### 2. Program Objectives

The *Innovating and Advancing Key Sectors* Funding Stream supports innovation and the advancement of industries that are key to the region's economic base and future.

Priority will be given to regional industry partnership projects in key sectors which are established or emerging in the Southern Interior region. The program objective is to serve as a catalyst for new economic development initiatives supporting industry cluster development, research and adaptation of innovative technologies, industry wide collaboration to address business challenges or opportunities, reduce environmental impacts, such as waste or energy utilization and improve sustainability.

Specific objectives include:

- Improve the competitiveness of key industry sectors in the Southern Interior
- Encourage and create opportunities for regional industry-led collaboration and strategic partnerships
- Support the creation and growth of industry clusters
- Stimulate the research and adaptation of innovative technologies and business practices
- Support initiatives which focus on reducing environmental impacts i.e., waste, energy reduction
- Support sector initiatives aimed at transitioning to and achieving a Net Zero economy

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\*Wherever we are referring to the Southern Interior we mean the [ETSI-BC service area](#).

### 3. Who Can Apply?

Applicants must be located in or serve the Southern Interior service region of BC. Eligible applicants include:

- Economic development organizations
- Non-Profit Business Support organizations serving the region, such as:
  - Industry Associations
  - Social Enterprises
  - Business Accelerators
  - Cooperative Groups

NOTE: Private individuals or for-profit private sector businesses (including but not limited to corporations, partnerships, joint ventures and sole proprietorships) are NOT eligible.

### 4. Sector/Area Focus

The following are key mandated target sectors for ETSI-BC grant funding support:

- Agriculture
- Energy
- Forestry/Pine Beetle Recovery
- Mining
- Transportation
- Tourism/Sport
- Small Business/Entrepreneurship
- Economic Development
- Technology/Innovation
- Environmental Sustainability

### 5. Project Types

#### **Innovation and Advancing Key Sectors (Max grant \$50,000 per project)**

Priority is given to regional collaborative projects which address key sector opportunities to research, validate or implement innovative processes or technologies for economic benefit and/or environmental sustainability.

Applicants may be eligible for *up to \$50,000 to a maximum of 75% of the project budget*. Should the applicant(s) apply for the maximum amount, the remaining portion of the budget must be in the form of a financial contribution from the applicant or project partner.

In-kind contributions cannot exceed 10% of the project budget. Should the funding intake be over-subscribed, priority will be given to projects with higher leveraging.

PROJECT TYPE	EXAMPLES
Innovation /Key Sector Development	<ul style="list-style-type: none"> <li>• Plan/establish an industry specific business incubator</li> <li>• Sector specific research</li> <li>• Sector feasibility study</li> <li>• Research/advance new sector-wide innovation</li> <li>• Research/advance new technology</li> <li>• Industry supply chain analysis</li> <li>• Cluster development opportunities, i.e.               <ul style="list-style-type: none"> <li>○ Organize/develop new/emerging sector</li> <li>○ Sales performance</li> <li>○ Joint procurement</li> <li>○ Joint marketing/promotion</li> <li>○ Operational excellence</li> <li>○ Industry opportunities/diversification</li> <li>○ Supply chain development</li> </ul> </li> <li>• Sector collaboration to address common challenges, i.e.               <ul style="list-style-type: none"> <li>○ Talent attraction</li> <li>○ Adaptation of new technology</li> <li>○ initiatives to raise sector awareness/image</li> </ul> </li> </ul>
Environmental Sustainability	<ul style="list-style-type: none"> <li>• Plan and develop strategic partnerships</li> <li>• Research and develop environmental sustainability initiative</li> <li>• Implement climate resilience initiative</li> <li>• Build awareness of alternative green energy sources</li> <li>• Plan/implement circular economy initiatives</li> <li>• Research/advance green initiatives</li> <li>• Reduce energy use</li> <li>• Reduce/repurpose waste</li> </ul>

## 6. Ineligible Projects

The following projects are not eligible for funding:

- Health studies
- Education facilities and infrastructure
- Religious institutions
- Activities which do not comply with local, provincial, or federal legislation
- Political donations
- Controversial initiatives with moral, social, religious, or public safety concerns
- Projects that primarily fund social initiatives (signs, trails, pedestrian bridges, etc.)
- Projects that benefit a narrow geographic area or have a limited impact.
- Projects where the primary economic impact is the construction of the project.
- Projects that fund community infrastructure that would normally be funded by government, for example: roads, water and sewer projects, recreational facilities, health or education facilities and social housing.

## 7. Eligible and Ineligible Costs

### Eligible Costs

- project-related contractor or professional consulting fees and travel expenses
- project-related technology - computer, communications and audio or video equipment rental
- marketing or promotion-related costs, collateral, and outreach (e.g., awareness program)
- third party project-related administrative costs, including reports, printing, postage, or data
- consultant invoiced project-related admin costs
- marketing or promotional collateral
- cost of labour, materials or supplies for project-related capital expenditures

### Ineligible Costs

Costs which are not eligible for grant funding include the following:

- Wages for existing staff or staff funded through other government programs
- Supplementary wages/contract fees on an existing contract
- Office equipment (i.e., desk, computer, cell phone), other equipment or tools
- Living expenses or car allowance
- Hospitality costs – meals or alcohol
- Costs incurred prior to the project approval date set out in the contribution agreement
- Costs not specifically approved in the project budget

In-kind contributions are not eligible for funding or reimbursement but can be included in the total project costs and therefore included in the leveraged dollar calculation. They should be noted in the Project Participant section of the application to demonstrate commitment from other partners.

## 8. Economic Benefits/Key Performance Indicators

Each economic development project must propose economic benefits that add value to the people, businesses, and communities across the region. The following Key Performance Indicators (KPI's) are measures of economic benefit and are considered in the application assessment. KPI's relevant to the project will be detailed in the funding agreement and inform the applicants final report. The project should include several of the following KPI's:

- The project involves multiple groups and regional sector collaboration
- The project leads to development or adaptation of new innovation/new technologies
- The project leads to industry cluster development
- The project will lead to new capital (business) investment
- The project leads to business diversification - new products/services.
- The project will generate increased revenues to support sustainability.
- The project enhances business performance/business retention.
- The project leads to business attraction
- The project leads to new job creation or job retention.
- The project leads to a reduction of environmental impacts
- The project shows leveraging of ETSI-BC funding from the applicant and/or other funders.
- The project provides direct economic benefits to the community and/or First Nation

## 9. Assessment Criteria

To optimize business and community impact, applications will be assessed on the following criteria:

- Co-ordination with the economic development function in your community
- Leverage of other funding
- Identified need/opportunity
- Quality of workplan
- Prospective organization's capacity to manage staff/oversee project
- Number of number of businesses assisted
- Number of positions maintained, or new positions created
- Diversity and equity impact
- Collaboration with other organizations, including local First Nations
- Direct economic benefit and regional impact

## 10. Project Communication and Reporting

Applicants will be required to agree to the following communication and project reporting activities as a condition of grant approval.

- Provide confirmation of successful completion
- Provide an interim report and submit an interim claim (if required in your contribution agreement)
- Provide a final report and submit a final claim with associated expense receipts
- Participate in program review calls/meeting from time to time as requested by ETSI-BC

## 11. Application Process

Intakes will be announced as they come available and will be open for submissions for a specific period. Generally, the process will follow these steps:

1. Applicant should contact ETSI-BC to discuss the proposed project scope and potential alignment with the grant funding program. Contact information is available online at the ETSI-BC website, [www.etsi-bc.ca](http://www.etsi-bc.ca)
2. The applicant completes a funding application and submits the application on the ETSI-BC Grant Application Portal. All supporting information must be submitted electronically.
3. If requested by ETSI-BC, applicants may need to provide confirmation of all other sources of project funding prior to entering into a contribution agreement.
4. ETSI-BC staff conduct preliminary due diligence of the application and forward the funding request to the Regional Advisory Committee(s) for review and recommendation for approval.
5. Following the Regional Advisory Committee(s) meeting, ETSI-BC staff will notify the applicant of the decision by email.
6. A contribution agreement (enabling ETSI-BC to disburse funding for the project) will be provided to the applicant for signature once the applicant has provided documentation confirming of all other funding sources in writing to ETSI-BC.
7. Upon project completion, the applicant will report on the Key Performance Indicators specific to the approved project.
8. Disbursements will be subject to satisfaction of all conditions being met, including proof of funding from other sources.

**Questions? Contact: [grants@etsi-bc.ca](mailto:grants@etsi-bc.ca)**

## Sample Application Questions on Grant Application Portal

### 1. Project Overview and Rationale:

Provide a concise description of project. Includes primary sector, target location and demographic, type of project (planning & research, innovation, industry cluster development, environmental sustainability etc.) and projected economic benefits.

Provide a project rationale. Identify the rationale/need for this project and how it aligns with ETSI-BC's economic priorities of advancing innovation and/or developing key sectors.

### 2. Key Performance Indicators

Project Activity Focus (pick activities relevant to this project)	Primary Sector Focus (pick one)
<p>Innovation/Key Industry Sector Development</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Plan/establish an industry specific business incubator</li> <li><input type="checkbox"/> Sector specific research</li> <li><input type="checkbox"/> Sector feasibility study</li> <li><input type="checkbox"/> Research/advance new sector-wide innovation</li> <li><input type="checkbox"/> Research/advance new technology</li> <li><input type="checkbox"/> Industry supply chain analysis</li> <li><input type="checkbox"/> Cluster development opportunities, i.e.               <ul style="list-style-type: none"> <li><input type="checkbox"/> Organize/develop new/emerging sector</li> <li><input type="checkbox"/> Sales performance</li> <li><input type="checkbox"/> Joint procurement</li> <li><input type="checkbox"/> Joint marketing/promotion</li> <li><input type="checkbox"/> Operational excellence</li> <li><input type="checkbox"/> Industry opportunities/diversification</li> <li><input type="checkbox"/> Supply chain development</li> </ul> </li> <li><input type="checkbox"/> Sector collaboration to address common challenges, i.e.               <ul style="list-style-type: none"> <li><input type="checkbox"/> Talent attraction</li> <li><input type="checkbox"/> Adaptation of new technology</li> <li><input type="checkbox"/> initiatives to raise sector awareness/image</li> </ul> </li> </ul> <p>Other: _____</p> <p>Environmental Sustainability</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Plan and develop strategic partnerships</li> <li><input type="checkbox"/> Research and develop environmental sustainability initiatives</li> <li><input type="checkbox"/> Implement climate resilience initiative</li> <li><input type="checkbox"/> Build awareness of alternative green energy sources</li> <li><input type="checkbox"/> Plan/implement circular economy initiatives</li> <li><input type="checkbox"/> Research/advance green initiatives</li> <li><input type="checkbox"/> Reduce energy use</li> <li><input type="checkbox"/> Reduce/repurpose waste</li> </ul> <p>Other: _____</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Agriculture</li> <li><input type="checkbox"/> Energy</li> <li><input type="checkbox"/> Forestry/Pine Beetle Recovery</li> <li><input type="checkbox"/> Mining</li> <li><input type="checkbox"/> Transportation</li> <li><input type="checkbox"/> Tourism/Sport</li> <li><input type="checkbox"/> Small Business/Entrepreneurship</li> <li><input type="checkbox"/> Economic Development</li> <li><input type="checkbox"/> Technology/Innovation</li> <li><input type="checkbox"/> Environmental Sustainability</li> </ul>

### 3. Diversity

How will this project encourage a strong sustainable economy that works for everyone by ensuring it is inclusive of diverse groups in your community, including women, Indigenous people, and people of colour. Has your project been reviewed using [a Gender-Based Analysis+ \(GBA+\) Lens](#)?

### 4. Project Participants

Include participating organizations **i.e., organizations contributing financially or in-kind to the project. Specify the type of organization, its name, contact name and title. Do not include organizations only providing letters of support.**

### 5. Required Support from Community's Primary Economic Development Function

The application asks how your organization contributes to economic development in your region. If you are not the primary economic development organization, describe how you have coordinated with the economic development function in your region and how they are supporting your project. You will be required to include organization(s), contact name(s), contact information and letters of support.

### 6. Project Plan

Breakdown of activities, with detail, and estimated completion date. Minimum of three activities.

### 7. Required Confirmations

- The information is accurate and complete, and the project proposal, including plans and budgets, are fairly presented.
- The project application has been approved by an authorized signatory at the applicant organization.
- Once funding is approved, changes to the project will require prior approval of ETSI-BC.
- Information provided in the application form may be shared with the appropriate Regional Advisory Committee(s), Board Members, staff, consultants and/or the public in the ETSI-BC Annual Report and other publications.
- Authorization for ETSI-BC to make enquiries of persons, firms, corporations, federal and provincial government agencies/departments, and non-profit organizations operating in the organization's field of activities, to collect and share information with them, as ETSI-BC deems necessary, in order to reach a decision on the application, to administer and monitor the implementation of the project and to evaluate results after project completion.
- Agreement to submit project updates, financial reporting and photos as required by ETSI-BC on the funded project. Authorization for ETSI-BC to use photos and information about the project on their website and in their publications.
- Agreement to publicly acknowledge funding and assistance by ETSI-BC.
- Affirmation that the organization has a policy of supporting Indigenous reconciliation and partnerships, diversity, and inclusion.
- Name and email of authorized signatory.



## 8. Total Project Budget and ETSI-BC Funding Request

### Total Project Budget and ETSI-BC Funding Request

**i** NOTE: A more detailed project budget spreadsheet may be attached to this application, but the totals must be consistent with this table. Quotes or Proposals may be attached to this application as further back-up if desired.

**Budget**

Description	Total Project Amount	Portion to be Funded by ETSI-BC	Quote Attached?
Incremental Staff Expenses <input style="width: 100%;" type="text"/>	\$15.00	\$15.00	Please Select <input type="button" value="v"/>
Consulting Fees / Contractor Costs <input style="width: 100%;" type="text"/>	\$0.00	\$0.00	Please Select <input type="button" value="v"/>
Research / Data <input style="width: 100%;" type="text"/>	\$0.00	\$0.00	Please Select <input type="button" value="v"/>
Marketing / Promotion <input style="width: 100%;" type="text"/>	\$0.00	\$0.00	Please Select <input type="button" value="v"/>
Travel Expenses <input style="width: 100%;" type="text"/>	\$0.00	\$0.00	Please Select <input type="button" value="v"/>
Supplies / Materials <input style="width: 100%;" type="text"/>	\$0.00	\$0.00	Please Select <input type="button" value="v"/>
Other (specify) <input style="width: 100%;" type="text"/>	\$0.00	\$0.00	Please Select <input type="button" value="v"/>
<b>Total</b>	<b>\$15.00</b>	<b>\$15.00</b>	

**Other Funding Sources and In-Kind Contributions (if applicable)**

Name of Organization	Contact Name	Title	Cash/In-Kind	Funding Amount	Funding Confirmed?
				<b>\$0.00</b>	

**Totals**

**i** NOTE: The Total Project Budget amount must match the amount of all sources including ETSI-BC and other funding sources.

Total Project Budget	Total Requested/Funding Sources
\$15.00	\$15.00