GRANT APPLICATION GUIDE

FUNDING STREAM 3: INNOVATING AND ADVANCING KEY SECTORS

1. About the Program

The **ETSI-BC** *Innovating and Advancing Key Sectors* **funding program** provides non-repayable grants on a scheduled 'funding 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 partnerships 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 and/or industry wide collaboration to address business challenges or opportunities and reduce environmental impacts.

We hope that our funding through this program will help to:

- 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 sector initiatives which focus or reducing environmental impacts i.e., waste, energy reduction

- Support sector initiatives aimed at transitioning to and achieving a Net Zero economy

3. Who Can Apply?

Applicants must be located in the ETSI-BC service area. The applicant must be financially solvent and current with their annual Federal and/or Provincial filings. The types of organizations eligible to apply for ETSI-BC funding include:

- Economic development organizations affiliated with registered First Nations bands or local governments
- Non-Profit Business Support organizations serving the region, including but not limited to::
  - Industry Associations
  - Accelerators
  - Cooperative Groups

NOTES:

- If you're not sure whether your organization is eligible to apply for funding from ETSI-BC, please contact our Project Consultants.
- Applicants may not receive funding for more than two projects in the last four consecutive ETSI-BC funding intakes.
- Private individuals, for-profit private sector businesses (including but not limited to corporations, partnerships, joint ventures and sole proprietorships) and religious institutions are not eligible to apply for ETSI-BC funding.

4. Sector/Area Focus

The following key sectors are eligible for funding:

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

5. Project Activity Focus

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

This program is intended to support regional collaborative projects which address key sector opportunities to research, validate or implement innovative processes or technologies for economic benefit and/or environmental sustainability. Regional collaboration must involve multiple communities with a region wide and key sector focus.

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(s). In-kind contributions cannot exceed $7,500 or 15% of the funding requested from ETSI-BC. If the funding intake is over-subscribed, priority will be given to projects with higher leveraging.

Sample Project Contributions	Sample 1	Sample 2	Sample 3
Total project budget	$75,000	$150,000	$50,000
Maximum in-kind to be counted in leveraging calculation	$7,500	$7,500	$5,625
ETSI-BC funding requested (max 75% of total budget)	$50,000	$50,000	$37,500
Cash contribution required from other sources	$17,500	$92,500	$6,875

PROJECT ACTIVITY FOCUS	EXAMPLES

Innovation /Key Sector Development	• Plan/establish an industry specific business incubator
	• Sector specific research
	• Sector feasibility study
	• Research/advance new sector-wide innovation
	• Research/advance new technology
	• Industry supply chain analysis
	• Cluster development, i.e.
	   o Joint procurement
	   o Joint marketing/promotion
	   o Operational excellence
	   o Industry opportunities/diversification
	   o Supply chain development
	• Sector collaboration to address common challenges, i.e.
	• Sector based talent attraction
	• Adaptation of new technology
	• Initiatives to raise sector awareness/ profile

Environmental Sustainability	• Plan and develop strategic partnerships • Research and develop environmental sustainability initiatives • Implement climate resilience initiatives • Build awareness of alternative green energy sources • Plan/implement circular economy initiatives • Research/advance green initiatives • Reduce energy use • Reduce/repurpose waste

6. Ineligible Projects

The following projects are not eligible for funding:

- Health studies

- Education or health-related facilities and infrastructure

- Religious institutions

- Activities which do not comply with local, provincial, or federal legislation

- Major sponsorship of events in which ETSI-BC is not involved

- Political donations

- Controversial initiatives with moral, social, religious, or public safety concerns

- Projects that primarily fund social initiatives

- Projects that benefit a narrow geographic area or have a limited economic impact.

- Projects where the primary economic impact is construction of a community amenity or facility

- 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 or 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

- Project-related marketing or promotion-related costs, collateral, and outreach

- Third party project-related costs, including reports, printing, postage, or data

- Cost of labour, materials or supplies for project-related capital expenditures

Ineligible Costs:

- Wages for existing staff or staff funded through other 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 and alcohol

- Purchase of equipment or tools

- Costs incurred prior to the project approval date set out in the contribution agreement

- Costs not specifically approved in the project budget

- Project administration costs that exceed 10% of approved project budget

NOTE:

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. The names of providers of in-kind contributions should be noted in the Project Participant section of the application to demonstrate commitment the applicant and/or other partners.

8. Success Measures

Funded projects must provide direct economic benefits and add value to the region, (i.e., community, local governments and/or First Nations). The following Key Performance Indicators (KPI's) are measures of economic benefit that are considered in the application assessment. KPI's will be detailed in the funding agreement and inform the applicant's Final Report. Ideally, funded projects will involve multiple groups collaborating on a regional basis. Funded projects should provide one or more of these types of benefits:

- Number of businesses benefitting from the project
- Capital (business) investment
- New Innovation
- New products/services developed
- Energy/carbon/waste reduction
- Existing businesses enhanced, retained and/or diversified
- New businesses incubated or attracted
- New jobs created or existing jobs maintained
- Other indicators such as:
    - Leads to development or adaptation of new innovation/new technologies
    - Leads to industry cluster development
    - Generates increased revenues
    - Leverages funding from applicant and/or other funders

9. Assessment Criteria

Applications will be assessed on the following criteria:

- Identified need/opportunity
- Quality of workplan
- Project is supported by prior planning and research
- Coordination with the economic development function in your community(ies)/region
- Leverage of other funding
- Applicant's capacity to manage staff/oversee project
- Number of jobs created or maintained

- Number of businesses assisted

- Consideration of reconciliation as well as diversity and equity

- Collaboration with other organizations, including local First Nations and local government

- 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 funding approval.

- Confirmation of successful completion

- Timely submission of an Interim Report (if applicable)

- Timely submission of the Final Report

- Participation in program review calls/meeting from time to time as requested by ETSI-BC

- Acknowledgement of ETSI-BC in any public communication about the project.

11. Application Process

Funding Intakes will be announced as they become available and will be open for submissions for at least one month. Generally, the process will follow these steps:

1. Applicants are strongly encouraged to contact ETSI-BC to discuss the proposed project scope and potential alignment with the funding program. Contact information is available online on the ETSI-BC website, 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. Funding decisions may require ETSI-BC Board approval.

5. Following the Regional Advisory Committee meeting (and Board meeting if necessary), ETSI-BC staff will notify the applicant of the decision by email. Every effort is made to expedite the funding decision process.

6. A Contribution Agreement will be provided to the applicant for signature once the applicant has provided written confirmation to ETSI-BC that all other funding from other sources is in place. A fully executed Contribution Agreement is required prior to any funds being released.

7. Upon project completion, the applicant will report on the Success Measures 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 Mary Beadman
Phone: 236 420-3680 Ext 0
Email: mary@etsi-bc.ca
www.etsi-bc.ca

Sample Application Questions on Grant Application Portal

1. Project Overview and Rationale:

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

Identify the need for this project and how it aligns with ETSI-BC's economic priorities of advancing innovation, developing key sectors and encouraging environmental sustainability.

2. Project Focus:

PROJECT FOCUS (PICK ACTIVITIES RELEVANT TO THIS PROJECT)	PRIMARY SECTOR FOCUS (PICK ONE)

Innovation/Key Industry Sector Development
 	
☐ Plan/establish an industry specific business incubator
☐ Sector specific research
☐ Sector feasibility study
☐ Research/advance new sector-wide innovation
☐ Research/advance new technology
☐ Industry supply chain analysis
☐ Cluster development opportunities, i.e.
    o Organize/develop new/emerging sector
    o Sales performance
    o Joint procurement
    o Joint marketing/promotion
    o Operational excellence
    o Industry opportunities/diversification
    o Supply chain development
☐ Sector collaboration to address common challenges
    o Talent attraction
    o Adaptation of new technology
    o initiatives to raise sector awareness/image
Other: _____
 	
Environmental Sustainability
 	
☐ Plan and develop strategic partnerships
☐ Research and develop environmental sustainability initiatives
☐ Implement climate resilience initiative
☐ Build awareness of alternative green energy sources
☐ Plan/implement circular economy initiatives
☐ Research/advance green initiatives
☐ Reduce energy use
☐ Reduce/repurpose waste
    o Other: _____
	☐ Agriculture
	☐ Energy
	☐ Forestry
	☐ Mining
	☐ Transportation
	☐ Tourism/Sport
	☐ Small Business/Entrepreneurship
	☐ Economic Development
	☐ Technology/Innovation
	☐ Environmental Sustainability

3. Reconciliation and Diversity

How will this project encourage a strong sustainable economy that works for everyone by ensuring it advances reconciliation and is inclusive of diverse groups in your community, including Indigenous people, women, 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 lead 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

Applicants will be required to attest that:

- 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 of the applicant organization.
- The applicant's organization is financially solvent, is compliant and up to date with all relevant federal and provincial filings, and has the capacity to carry out the project.
- 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.
- ETSI-BC is authorized 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.
- The applicant agrees 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.

- The applicant commits to acknowledge the funding and assistance by ETSI-BC in all public materials.
- The applicant's 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

> ℹ️ 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		$15.00	$15.00	Please Select
Consulting Fees / Contractor Costs		$0.00	$0.00	Please Select
Research / Data		$0.00	$0.00	Please Select
Marketing / Promotion		$0.00	$0.00	Please Select
Travel Expenses		$0.00	$0.00	Please Select
Supplies / Materials		$0.00	$0.00	Please Select
Other (specify)		$0.00	$0.00	Please Select
Total		$15.00	$15.00	

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

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

[+]

Totals

> ℹ️ 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