

Step Forward Entrepreneurs Program Application Form

Innovation Initiatives Ontario North
60 Commerce Crescent
North Bay, ON P1B 8G4
(705) 474-7600 ext. 5602 • matthew@iion.ca



COMPANY INFORMATION

Registered Business Name: _____

(Specify : Corporation, Sole Proprietor, Partnership): _____

Legal Business Name: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Company Contacts:

SFEP Lead: _____ Position: _____

Contact #2: _____ Position: _____

Phone: _____ Fax: _____

E-Mail: _____ Website: _____

HST#: _____

Brief description of company's history, current products/services, location of operations and aspirations:

If your organization has previously applied for Step Forward Entrepreneurs Program (SFEP) funding please specify the impact and overall success of the past project(s) and why additional funding would be beneficial for a current project. Please be aware that companies are not eligible to reapply for the same project that was previously supported by the program.

PROJECT INFORMATION

Detailed description of the project:

Specific Use of Requested Funding – Complete the appropriate categories as it relates to the proposed project:

Sales and Marketing / Commercialization:

Product Development:

Business Enhancement:

Project Impact:

Describe Measurable Outcomes and Results (Objectives to be achieved as a result of the funding):

Benefit to Northern Ontario (jobs, market growth, etc.):

Current Annual Sales Revenue: \$ _____ Revenue Projection in 3 Years: \$ _____
Current # of Employees: _____ # of Employees in 3 years: _____

PROJECT COSTING DETAILS

“SFEP” Requested Funding: \$ _____ (SFEP will not cover HST for approved projects)

Total Project Cost: \$ _____ Must meet the minimum project spend; \$5,900 before tax to be eligible for \$5,000.

If the project contains multiple expenditures, please outline the specific use of funds requested and the cost allocated to each.

1. _____ 2. _____

Are you applying for other Government funds related to this project? If so, which program and how much?

NOTE: Applicants are encouraged to utilize Northern Ontario expertise/suppliers where possible.

Mandatory Supporting Documents: Contractor Quote(s) Attached

Name of Contractor #1: _____
Address: _____
City, Province, Postal Code: _____
Phone: _____ Fax: _____
Email: _____
Quoted amount: \$ _____

Mandatory Supporting Documents: Contractor Quote(s) Attached

Name of Contractor #2: _____
Address: _____
City, Province, Postal Code: _____
Phone: _____ Fax: _____
Email: _____
Quoted amount: \$ _____

Mandatory Supporting Documents: Contractor Quote(s) Attached

Name of Contractor #3: _____
Address: _____
City, Province, Postal Code: _____
Phone: _____ Fax: _____
Email: _____
Quoted amount \$ _____

SIGNATURE

I hereby certify that the above information is accurate and that I have authority to sign on behalf of the applicant.

Dated Signature of Applicant

OFFICE USE ONLY

Approved Maximum Amount: \$ _____

Registered as iion client: Yes No

Innovation Centre Approval: _____
Innovation Centre Signature Dated

TERMS AND CONDITIONS

Applicant's signature acknowledges the following:

- To obtain the full amount of \$5,000, applicants must have a minimum project spend of \$5,900.00 before taxes; otherwise representing an 85% grant contribution. the Applicant understands that a minimum project spend is required before taxes, in order to obtain the full amount of funds requested
- the Applicant will be responsible to register as an Innovation Initiatives Ontario North client
- Applicants are required to respond to follow-up surveys for up to five years after receiving financial support as required by the funding partner
- Innovation Initiatives Ontario North will not be responsible for any contractor charges in excess of the approved amount

Applicant's failure to meet these conditions, both financial and otherwise, will void the applications

The applicant acknowledges that Innovation Initiatives Ontario North accepts no responsibility for the contractors' services provided under this agreement. The responsibility of Innovation Initiatives Ontario North is to issue approved payment to the applicant's selected contractor. The applicant further acknowledges that Innovation Initiatives Ontario North has a five-year obligation to track the applicant's commercialization efforts and results. This shall require mandatory reporting (upon request) by the applicant of annual revenues and job creation and other related information as required.

The applicant acknowledges the right of Innovation Initiatives Ontario North to audit the Eligible Activity and the right of representatives of the Minister of Industry to audit, or cause to have audited, the accounts and records of the applicant and to have a right of access to the books and the applicant's accounts. The applicant shall be required by Innovation Initiatives Ontario North to act as its agent for the purpose of any inquiry undertaken by the Auditor General of Canada with respect to the use of funds under this agreement. The applicant shall release to Innovation Initiatives Ontario North, upon request and in a timely manner, for the purpose of releasing to the Auditor General of Canada, all records held by the applicant, or by agents or contractors of the applicant, relating to the contribution agreement and the use of funds; and; such further information and explanations as the Auditor General, or anyone acting on behalf of the Auditor General may request relating to any part of the contribution agreement or the use of funds.

The applicant agrees to comply with all federal, provincial, territorial, municipal and other applicable laws governing the applicant or the applicant's activity, or both, including, but not limited to, statutes, regulations, by-laws, rules, ordinances and decrees. This includes legal requirements and regulations relating to environmental protection.

The applicant agrees to acknowledge the federal government's role in the funding provided through this agreement in all of its Project-related communications activities and consent to a public announcement of the eligible activities by or on behalf of the Minister of Industry in the form of a news release. The Minister of Industry will inform the applicant of the date of any public announcement at least three weeks prior to the date of the activity / event. The applicant consents to the participation of the Minister of Industry, or the Minister's representatives, at such an announcement event. The applicant will agree to display promotional material provided by the Minister of Industry at such an event along with the requirements found in the Communications Requirements section of the FedNor website (fednor.gc.ca), located under resources.

NOTE: Release of confidential or competitively sensitive information will not be required as this is protected under the Access to Information Act. Any information given to Innovation Initiatives Ontario North that is not publicly available will be treated as confidential. Innovation Initiatives Ontario North will make all reasonable efforts to keep the information confidential within the Review Committee approval process. Confidential information will not be used except as reasonably required to provide our services. Should it be formally requested in writing, any physical documentation provided to Innovation Initiatives Ontario North by the Client will be returned upon review and will not be copied or transcribed

I have read, understand and agree to the above terms and conditions and that I have authority to sign on behalf of the applicant.

Dated

Signature of Applicant