

## GRANT APPLICATION GUIDE

### FUNDING STREAM 3: INNOVATING AND ADVANCING KEY SECTORS

#### 1. About the Program

The ***Innovating and Advancing Key Sectors Program*** provides non-repayable grants on a scheduled 'intake basis' to support strategic investments in **regional** sector-based economic development projects that will have long-lasting and measurable benefits for communities in the Southern Interior\*. This program funds 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/or transition to a Net Zero economy.

#### 2. Program Objectives

This program 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 priority is to serve as a catalyst for new economic development initiatives.

The program objectives are 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 on 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?

##### Eligible Applicants

Applicants must be located in the ETSI-BC service area\*. The applicant must be a registered entity and current with their annual Federal and/or Provincial filings. Eligible applicants include the following:

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\*See the [ETSI-BC service area](#).

- Local governments (municipalities and regional districts) and their associated economic development organizations
- First Nations communities and their associated economic development organizations
- Non-Profit Business Support organizations serving the region, including but not limited to:
  - Industry Associations
  - Accelerators
  - Cooperative Groups

### **Ineligible Applicants**

- Applicants who have received funding twice in the last four consecutive intakes
- Private individuals or for-profit private sector businesses (including but not limited to corporations, partnerships, joint ventures, and sole proprietorships)
- Applicants that have an open project with ETSI-BC and a corresponding overdue project report

### **NOTE:**

If you are not sure whether your organization is eligible to apply for funding from ETSI-BC, please contact our Project Consultants.

## **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 \$75,000 per project)**

This program supports 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 \$75,000 to a maximum of 60% 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 10% (max \$7,500) of the funding requested from ETSI-BC. Should the funding intake be 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	\$125,000	\$250,000
ETSI-BC funding requested (max 60% of total budget)	\$45,000	\$75,000	\$75,000
Maximum in-kind to be counted in leveraging calculation (10% of ETSI-BC contribution)	\$4,500	\$7,500	\$7,500
Cash contribution required from other sources	\$25,500	\$42,500	\$167,500

PROJECT TYPE	EXAMPLES
<b>Innovation /Key Sector Development</b>	<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, i.e.               <ul style="list-style-type: none"> <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.</li> <li>• Sector based talent attraction</li> <li>• Adaptation of new technology</li> <li>• Initiatives to raise sector awareness/ profile</li> </ul>
<b>Environmental Sustainability</b>	<ul style="list-style-type: none"> <li>• Plan and develop strategic partnerships</li> <li>• Research and develop environmental sustainability initiatives</li> <li>• Implement climate resilience initiatives</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 or health-related facilities and infrastructure
- Religious institutions
- Activities which do not comply with local, provincial, or federal legislation
- Sponsorship of events
- 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
- Project administration costs up to 10% of ETSI-BC funding

### 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 – 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 ETSI-BC funding

**NOTE:** In-kind contributions are not eligible for funding or reimbursement but may be included in the total project costs.

## 8. Success Measures

Projects must propose economic benefits (success measures) that add value to the region. Success measures relevant to the project will be detailed in the funding agreement and inform the applicants' final report. The following success measures quantify economic benefit and are considered in the project assessment.

- 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. Applicant Conflict of Interest Requirements

Applicants must ensure that the ETSI-BC grant application process remains transparent and equitable, safeguarding the interests of all parties involved. It is essential for applicants to identify and avoid actual or perceived conflicts of interest. A conflict of interest occurs when personal, financial, or other considerations have the potential to compromise or bias professional judgment and objectivity. This can include an actual or perceived personal benefit to the applicant or the applicant's employee(s), or a person related to such parties. Applicants will be required to confirm that they have read, understood, and agree to comply with the Conflict-of-Interest Requirements for ETSI-BC Funding Applicants.

[\(https://www.etsi-bc.ca/conflict-of-interest/\)](https://www.etsi-bc.ca/conflict-of-interest/)

## 10. 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/region
- Leveraging of other funding
- Applicant's capacity to manage the project
- Number of jobs created or maintained
- Number of businesses assisted
- Consideration of reconciliation as well as diversity and inclusion
- Collaboration with other organizations, including local First Nations and local government
- Regional impact.

**Note:** Multiple projects may be considered from a single community provided that the appropriate leveraging is in place. The combined totals of multiple projects (regardless of funding stream) cannot exceed the maximum funding of \$75,000 per community, and the leveraging percentage corresponding to the combined project funding request must be reached.

## 11. 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.

## 12. 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. Prior to applying, 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](http://www.etsi-bc.ca).
2. Applicants complete and submit a funding application on the ETSI-BC Grant Application Portal. All supporting information must be submitted electronically.
3. 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 notify the applicants of the decision by email. Every effort is made to expedite the funding decision process.
6. ETSI-BC provides the applicant with a Contribution Agreement for signature only after the applicant confirms in writing that all other funding is secured. A fully executed Contribution Agreement is required prior to any funds being released.
7. Upon project completion, the applicant reports on the Success Measures specific to the approved project.
8. Disbursements are 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](mailto:mary@etsi-bc.ca)  
[www.etsi-bc.ca](http://www.etsi-bc.ca)

## Sample Application Questions on Grant Application Portal

### 1. Project Overview and Rationale:

Provide a short description of your project. Describe the opportunity or challenge, the methodology and expected result(s). Indicate any prior work or studies informing this project. Attach any relevant supporting documents. (max 300 words)

### 2. Project Focus:

PROJECT FOCUS (PICK ACTIVITIES RELEVANT TO THIS PROJECT)	PRIMARY SECTOR FOCUS (PICK ONE)
<p><b>Innovation/Key Industry Sector Development</b></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               <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><b>Environmental Sustainability</b></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               <ul style="list-style-type: none"> <li><input type="checkbox"/> Other: _____</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Agriculture</li> <li><input type="checkbox"/> Energy</li> <li><input type="checkbox"/> Forestry</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. 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 requires you to specify if your primary role in your community is in economic development. If not, please describe why your organization should lead this project and how you have coordinated with the local economic development organization in your community. Provide a letter of support with the application.

### 6. Project Plan

Provide an outline of activities, objectives, expected results and estimated completion dates of each activity.

### 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 applicant has read, understood, and agrees to comply with the Conflict-of-Interest Requirements for ETSI-BC Funding Applicants. The project application has been approved by an authorized signatory of the applicant organization.
- 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 is on the application.

## 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>	
<input type="button" value="+"/>					

**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