

PROGRAM GUIDE: Institutional Support of Entrepreneurship Education (ISEE) Program

PROGRAM OVERVIEW

Background

Access to experiential learning opportunities in entrepreneurship is the key to empowering Albertans to participate in our province's growing economy. The Institutional Support of Entrepreneurship Education (ISEE) Program (the "Program") provides Alberta post-secondary institutions and other innovative organizations with funding to offer entrepreneurial learning opportunities to secondary and post-secondary students and recent graduates ("Students"), to develop in them an entrepreneurial mindset for their futures in a knowledge-based economy. The program is offered in partnership with the Government of Alberta's Ministry of Economic Development, Trade and Tourism and will contribute to Alberta's innovation system by developing engaged individuals who will become Alberta's future leaders, entrepreneurs and innovators.

Program Details

The Program offers financial support of **up to \$15,000** to Alberta's [Publicly Funded Institutions](#), Alberta Innovates' [Regional Innovation Network \(RIN\) organizations](#), and Alberta non-profit organizations (the "Applicant"), who provide programming for Students to learn about entrepreneurship through skill development and hands-on learning experiences.

Only one Application from each eligible Applicant will be accepted for consideration. This includes applications where an institution/organization appears on a multi-institution project. If Alberta Innovates is aware of a number of interested individuals from one institution who would like to apply, we will make an effort to connect and encourage a collaboration between these individuals.

Projects funded under this Program will support Students currently enrolled in or having recently graduated from an Alberta high school or post-secondary institution, as they develop entrepreneurial skills in an experiential learning environment. Alberta Innovates will support creative and innovative methods of training to provide exceptional experiences for students in entrepreneurship.

Students and recent graduates are encouraged to initiate collaborations with institutions who will take on the responsibility of overseeing the Project.

The Program supports programming which operates during the period of September 1, 2019 to August 31, 2020. The expectation is that most of the activities within the approved Application will take place between September 1, 2019 to May 31, 2020 to allow for participation in Alberta Innovates' event, INVENTURE\$ held annually in June. An alternate event for high school students may be offered by Alberta Innovates, if available, to allow for attendance during the school year.

This Program Guide provides the general framework of the Program. Applicants should thoroughly review and understand the terms and conditions set out in Program Guide prior to submitting an application.

The ISEE program has evolved from the 2009 Youth Technopreneurship program (YTP). The program's roots began as a mechanism to support provincial student business plan competitions and has changed to reflect the growing needs of today's students. Currently the program focuses on student skill development and experiential learning opportunities.

HOW THE PROGRAM WORKS

Eligibility

a) Applicant Eligibility Criteria – eligible Applicants must be:

- a post-secondary institution that is one of the Alberta's [Publicly Funded Institutions](#);
- a member of an [Alberta Innovates' Regional Innovation Network \(RIN\)](#); or
- an Alberta non-profit organization that provides programming for students to learn about entrepreneurship through skill development and hands-on learning experiences; and

b) Project Eligibility Criteria

To qualify for funding all Projects must:

- deliver entrepreneurship or innovation programming to Students in Alberta, with consideration given to those projects that also integrate science, technology, engineering and math (STEM);
- The applicant must deliver the entrepreneurship programming in Alberta;
- be completed within the Term;
- provide programming for Students to learn about entrepreneurship through skill development and hands-on learning; and
- submit to other criteria that Alberta Innovates may develop from time to time.

Alberta Innovates works with applicants before, during and after the project to support the Applicants and/or Participant's goals. This can include access to the Alberta Student Entrepreneurship Education community, or project scope changes as a new needs arise. This allows Applicants to focus on impact for students.

Program Objectives and Performance Measurement

The objective of the Program is to develop individuals who become Alberta's future leaders, entrepreneurs and innovators. This talent pool feeds into other programs and efforts across Alberta, with the intention of diversifying and bolstering Alberta's economy.

Once Projects are completed, Alberta Innovates continues to monitor performance for five (5) years to accurately evaluate the economic, social and environmental benefits realized for the province.

All Investment Agreements outline performance indicators tracked over the course of the Project and the responsibilities of the Applicant to report on outcomes subsequent to the completion of the Project.

Alberta Innovates has a common set of performance metrics it monitors, both at the individual Project level and for the aggregate Program. These are highlighted on the next page.

Objectives and Performance Metrics



APPLICANT OBJECTIVES

Applicants develop an entrepreneurial mindset in Students through the delivery of local and provincial programming

Provide entrepreneurship education and experiential learning opportunities to Alberta Students

SHORT TERM



PARTICIPANT OBJECTIVES

Students learn about entrepreneurship and develop skills to become engaged individuals, contributors and leaders, helping to preparing them for their futures in Alberta.

LONG TERM



PROGRAM OUTCOMES

Student satisfaction rates of the entrepreneurship programming offered

Students increase knowledge about entrepreneurship

Students indicate an increased competency in a number of key entrepreneurship learning areas and interpersonal skills including problem solving, critical thinking, comfort with risk, creativity, collaboration, leadership, etc.

Increased collaborations between Applicants



ALBERTA OBJECTIVES

Build a strong entrepreneurial culture in the province through the delivery of programming by and for key partners

Develop Students who become Alberta's future leaders, entrepreneurs and innovators

How Funding Works

(a) Project Funding

Applicants who previously delivered successful Projects through the Program are eligible to apply in the 19/20 ISEE program call. Please note, if the Project is similar to a previous year's Project, the Application must demonstrate how the proposed Project has grown or evolved.

Funding of up to \$15,000 per Project is available to successful Applicants to cover Eligible Expenses and will be disbursed after approval of the Project. Collaborations between institutions are encouraged, and multiple institutions (up to three institutions) can co-apply for support on a single Project, selecting one primary institution to serve as the Applicant. In this circumstance Alberta Innovates may consider an increased Investment based on scope of the Project and the number of institutions applying.

THE AMOUNT OF FUNDING OFFERED WILL BE DETERMINED BY ALBERTA INNOVATES BASED ON THE SCOPE OF THE PROJECT.

Alberta Innovates supports knowledge mobilization and collaboration across different geographies. As such, we encourage Applicants to co-apply. Up to a maximum of three institutions/organizations may co-apply.

(b) Eligible and ineligible expenses

Alberta Innovates only funds reasonable costs incurred subsequent to a signed Investment Agreement between Alberta Innovates and the Applicant. Any costs incurred prior to the signing of the Investment Agreement, or costs greater than market prices are deemed ineligible. Costs must be incurred between arm's length entities. Please refer to our standard form Investment Agreement found on our website to get an in-depth understanding of eligible and ineligible costs.

The chart on the next page provides a high-level summary of eligible and ineligible expenses.

Summary of Eligible and Ineligible Expenses

Category	Eligible Expenses	Ineligible Expenses
Student Costs	<ul style="list-style-type: none"> ✓ Staged funding to students based on completion of milestones (ex. completion of customer validation) ✓ Student project materials (ex. 3D printing costs associated with prototyping, Student software or hardware needs, etc.) ✓ Supporting students in executing projects ✓ Reasonable travel costs to Alberta entrepreneurship education events 	<ul style="list-style-type: none"> ✗ Non-projected or costs not approved by Alberta Innovates
Applicant Costs	<ul style="list-style-type: none"> ✓ Professional development for upskilling entrepreneurship program staff ✓ Release time for high school teachers who have daily teaching obligations 	<ul style="list-style-type: none"> ✗ Non-projected or costs not approved by Alberta Innovates
Applicant Delivery of Student Entrepreneurship Programming or Event Support	<ul style="list-style-type: none"> ✓ Reasonable material costs ✓ Reasonable event costs ✓ Training materials for Students (specific to workshops/events) 	<ul style="list-style-type: none"> ✗ Sales and marketing collateral ✗ Supplementing operating costs ✗ General office supplies and equipment ✗ Any expenditure of time by the organization's personnel.
Applicant Participation in the Alberta Student Entrepreneurship Ecosystem Group	<ul style="list-style-type: none"> ✓ Mileage, lowest economy class airfare, accommodation, etc. where the event is being held, located in a different city from the Applicant (up to a maximum of \$500 per event, with two events anticipated per year) ✓ Hosting a meeting of the Alberta Student Entrepreneurship Ecosystem group 	<ul style="list-style-type: none"> ✗ This amount cannot be reallocated to other events beyond the scope of the Project as defined in the Application. ✗ For travelling less than 100 km from your home institution ✗ Reimbursement for airfare purchased with personal frequent flyer programs ✗ Costs relating to entertainment, hospitality and gifts ✗ Commuting costs between place of residence and place of employment
Other	<ul style="list-style-type: none"> ✓ Costs which Alberta Innovates pre-approves in writing as an eligible expense 	<ul style="list-style-type: none"> ✗ Collection charges, allowance for interest on debt, fines and penalties ✗ Federal and provincial income taxes, goods and services taxes ✗ Expenses for projects or activities outside the approved Project

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- ✘ Costs associated with applying for government grants and programs
 - ✘ Technical or professional journals
 - ✘ Provisions for contingencies
 - ✘ Routine testing and maintenance
 - ✘ Costs Alberta Innovates deems ineligible at its sole discretion
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The Alberta Student Entrepreneurship Ecosystem Community. This group is made up of entrepreneurship educators from Alberta's post secondary institutions.

HOW TO APPLY



STEP 1 Application Submission

Upon thoroughly reviewing the ISEE Program Guide, Applicants are strongly encouraged to contact the program lead for more information prior to applying for funding.

Access to the application form can be found at <https://albertainnovates.ca/ISEE>

Applications must be submitted to inbox_grants@albertainnovates.ca by the **application deadline of 4 pm MST on January 7, 2020.**



STEP 2 Evaluation Process

Funding for Applicants in the ISEE program is extremely competitive.

Applications will undergo a merit review and Projects will be evaluated against alignment with the program and the ability to successfully meet the Program's objectives.



STEP 3 Project Management

During the Project term the Applicant will survey Students and track survey results, as outlined in the Investment Agreement to measure and report the impact of the Project to Alberta Innovates.

Applicants will complete and submit a Final Report.

An authorized financial statement of revenues and expenditures is required to be submitted as part of the Final Report.

Alberta Innovates continues to require information from the Applicant for five years following the completion of the Project in order to measure long-term benefits.

EVALUATION PROCESS

During the different phases of the program, Alberta Innovates leverages internal staff and external expert reviewers to evaluate the Applications submitted. Alberta Innovates evaluates promising Applications aligned with meeting the Program objectives as described in the Program Guide.

Alberta Innovates retains the sole right to determine the evaluation process and does not disclose the names of its external reviewers to ensure their objectivity and impartiality. All external parties are subject to both confidentiality and conflict of interest policies set by Alberta Innovates.

The assessment criteria and all investment decisions are at the sole discretion of Alberta Innovates.

TERMS AND CONDITIONS

This Program Guide is intended as a high-level overview of the Program. It provides interested Applicants with a roadmap of what to expect over the lifecycle of an ISEE Project, from the announcement of the program, through the Application stage, during the Project and post-completion. Should you have any questions about this guide or what is expected, please contact Alberta Innovates. Please be aware Alberta Innovates may modify this guide from time to time in keeping with any changes to the program.

Alberta Innovates will only correspond in writing and provide copies of the Application to the person named in the application form as the one individual authorized to speak for the Applicant.

Once we have evaluated and approved an Application for funding, Alberta Innovates will require the Applicant to sign our standard form Investment Agreement. A copy of the Investment Agreement is available on the Alberta Innovates website. The Investment Agreement sets out in detail the roles, responsibilities and obligations of the various Parties to ensure a successful Project. Alberta Innovates will not provide any funding until the Investment Agreement has been signed by all Parties.

Alberta Innovates will only fund Applicants who have satisfied all eligibility criteria. Meeting the eligibility criteria does not guarantee access to funding, and all funding decisions will be made by Alberta Innovates at its sole discretion.

DIVERSITY, EQUITY, AND INCLUSION (DEI)

We believe the Alberta research and innovation (R&I) ecosystem is stronger and more sustainable when it is broadly reflective of the overall diversity of our community. Alberta Innovates strives to ensure all interested and qualified parties have an equitable opportunity to participate and contribute.

Historically, there have been a number of groups/populations that have been under-represented in the Alberta R&I landscape including:

- Women entrepreneurs/researchers;
- Indigenous entrepreneurs/researchers;
- Remote/small community entrepreneurs/researchers; and

- New immigrant entrepreneurs/researchers.

We are guided by the principles of:

- Diversity – both internal and external participants to our processes are comprised of a varied composition of demographics;
- Equity – our processes support equal access across all demographics; and
- Inclusivity – our processes proactively work to include underrepresented segments of the R&I landscape.

Accordingly, as part of its commitment to Diversity, Equity and Inclusion (DEI), Alberta Innovates will request Applicants' permission to:

- Collect data in the application on a voluntary basis to better understand diversity;
- Provide application navigation support to Applicants from under-represented groups; and
- Integrate a DEI focus into its due diligence processes including striving to have diverse review committees to foster unbiased decision making.

PROGRAM LEAD CONTACT INFORMATION

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