**Export Readiness Micro Voucher Application**

**Note: This is a copy of the online application form and is provided as an aid to writing your application. This is NOT the application form and will not be accepted for review. To submit an application, go to our Applicant Portal at** [**proposals.albertainnovates.ca**](https://proposals.albertainnovates.ca)

**Part 1 Application Instructions.**

Alberta Innovates manages a number of high-demand technology commercialization programs for the Province of Alberta with a continuously increasing number of subscribers. These programs are competitive and Alberta Innovates searches for high value investments with a strong focus on commercialization that will provide economic and social benefits for Alberta. Alberta Innovates takes a holistic view of each application. The decision to invest is based on the evaluation of the Applicant, the Project, the technology, the market, the impact of the Project to the Province of Alberta, the clarity, structure and compliance with Program requirements, and the funding history between Alberta Innovates and the Applicant.

You can save and exit your application at any time and you’ll find it in the “UnSubmitted Applications” window in the Applicant Portal. **We advise that you write your answers in a Word document first so that you have an editable copy of your application responses which you can then paste into this form. A PDF of your application can be printed by clicking the “Create PDF” button on the “Summary” page (Step 5) at any time during the creation of the Application. It will be emailed within 30 minutes to the email address that you provided during registration.**

**Alberta Innovates will only provide copies of the Application, including any attachments to the Applicant Representative.** Accordingly, any change of the Applicant Representative should be to an individual who has the authority and permission to see the Application and any attachments.

Text boxes within this form are simple text only and cannot accommodate images, graphs or tables. Such additional information can be attached in Step Four with the Attachment type “Other”. ONLY images, graphs, and tables will be accepted as ‘Other’ attachments. All questions must be answered within the text boxes provided. *Text boxes with only “see attached” will not be accepted.*

All capitalized words or terms which are not defined within this Application have the respective meaning as set out in the Guide or Agreement. In this Application, the term “**you**”and “**Applicant**” are used interchangeably. You can view a copy of the Guide or Agreement on our website.

It is essential that you have read, and that you understand, the Program Guide for the Export Readiness Micro-Voucher Program before completing this Application. The Guide contains the terms and conditions which are binding on the Applicant.

It is the Applicant’s responsibility to ensure the Service Provider has read the Guide and understand the terms and conditions governing any Investment by Alberta Innovates, including what constitutes an Eligible Expense.

The ‘Project’ means the work product arising from the collaboration between the Applicant and the Service Provider, within the maximum term, which forms the basis of seeking funding under this Application.

**As Economic Development, Trade, and Tourism (EDT&T) is participating as a reviewer, Alberta Innovates will provide copies of this Application, including any attachments, to the EDT&T representative(s). If the Applicant has a concern regarding this requirement, do not complete the following Application.**

Alberta Innovates has sole and unfettered discretion over its funding decisions, including but not limited to the decision to fund or not fund, or the amount, timing, and terms attached to such funding and Alberta Innovates owes no duty of reasonableness to the Applicant regarding same. All decisions of Alberta Innovates, including but not limited to the decision to fund or not fund, are final, binding on the Applicant, and non-appealable. Alberta Innovates is not an administrative agency, commission, or tribunal, and as such the Applicant is precluded from seeking judicial review of any decisions of Alberta Innovates arising from its evaluation of this Application. Alberta Innovates receives a large volume of applications. Accordingly, the Applicant acknowledges and agrees that it may be turned down for funding even if it meets minimum requirements for the program or other eligibility criteria. Alberta Innovates may decline to evaluate the Application at any time for any reason.

By submitting this Application, the Applicant agrees to the foregoing and accepts that Alberta Innovates shall have no liability to the Applicant for any losses or damages the Applicant may suffer, sustain, pay or incur arising in any way from its engagement with Alberta Innovates or this Application.

Alberta Innovates will use its reasonable commercial efforts to inform the Applicant of the Investment determination made in respect of an Application in a timely fashion. Any failure to inform the Applicant of the Investment determination regarding an Application will not result in any obligation or liability of Alberta Innovates to the Applicant or any other interested party.

The Application may be reviewed by internal and external reviewers of Alberta Innovates. These experts will provide their recommendations to Alberta Innovates, and may also voluntarily provide constructive feedback meant for the Applicant. Alberta Innovates will make the final determination regarding approval of Applications and may at any time request an interview with the Applicant or Service Provider. Incomplete Applications will not be considered or reviewed.

Alberta Innovates may also, in its sole and absolute discretion, forward to the Applicant the constructive feedback, but will not provide any information regarding an expert’s personal information. Applicants are not entitled to access any information regarding the experts, including personal information, nor are they entitled to access or review the expert’s recommendation.

Alberta Innovates has the right, as determined in its sole and absolute discretion, to impose a life-time limit on the number of Applications an Applicant may submit.

If you require assistance in completing your Application, please email inbox\_grants@albertainnovates.ca

**Part 2 Freedom of Information and Protection of Privacy Act (Alberta) (“FOIP”).**

Alberta Innovates is governed by FOIP. This means Alberta Innovates can be compelled to disclose the information received under this Application, or other information delivered to Alberta Innovates in relation to a Project, when an access request is made by anyone in the general public.

In the event an access request is received by Alberta Innovates, exceptions to disclosure within FOIP may apply. If an exception to disclosure applies, certain information may be withheld from disclosure. Applicants are encouraged to familiarize themselves with FOIP. Information regarding FOIP can be found at [http.//www.servicealberta.ca/foip/](http://www.servicealberta.ca/foip/). Should you have any questions about the collection of this information, you may contact the Manager, Grants Administration Services at 780-450-5551.

**Part 3 Publication of Non-Confidential and Aggregate Information by Alberta Innovates:**

Alberta Innovates may (1) publish and/or disseminate in the public domain certain information contained within this Application as a way to promote success stories about innovation in the Province of Alberta and/or (2) use certain information contained within this Application as a way to verify information contained in this Application. On these bases, Alberta Innovates has indicated which information provided in the Application has been deemed to be confidential and all other information is subject to disclosure by Alberta Innovates in its sole discretion at any time:

In addition, Alberta Innovates may aggregate information within this Application for the purposes of reporting or dissemination in the public domain. For clarity, ‘aggregate’ means removal of personal identifiers such as names, locations and addresses of the Applicant and employees, and combining such information with that of other Applicants.

**Continue button**

**STEP 1 of 5 – PROJECT TITLE**

**STEP 2 of 5. NON-CONFIDENTIAL ABSTRACT**

This section is a brief non-confidential summary of the business opportunity. This should include information relevant to the project, such as what the Applicant’s current business is, what the new product is, the benefit to the future customer, the expected return when it is successfully commercialized, how the requested Alberta Innovates funds will be utilized, and how this Investment will bring the product closer to market.

**STEP 3 of 5 –APPLICANT AND PROJECT INFORMATION**

This step allows you to complete the application form. Clicking on each link will take you to a form section with each section containing multiple questions/data fields. You can also use the Next Section or Previous Section buttons at the page bottom to navigate between the sections. The Previous Step button will take you to Step 2 and the Next Step button will take you to Step 4. The Summary button will take you to the Summary Step which will summarize the status of all the steps in terms of any mandatory information that may be missing. If all mandatory information has been provided--you will be able to select the Submit button on the Summary Step. Remember, you can create a PDF of your application at any time by clicking the “Create PDF” button on the Summary Step.

**The response time for section navigation will vary based on each user's bandwidth and network connection type (e.g.WiFi vs. "hard wire").**

**Applicant Contact Information**

1. Proposed Project Start Date (dd/mm/yy):

Help Text

*The Proposed Project Start Date may differ from the actual Project Start Date depending on the time required to process and execute an Agreement. To avoid this, we recommend that the Project should start at least 30 days from the Application submission date, and within 180 days of Project funding approval, if approved. (Note: projects must be complete and final report submitted on or before March 13, 2020.)*

1. **TDA/AI/EDT&T Contact**. Did you work with a Government of Alberta representative, a Technology Development Advisor (TDA), or any other Alberta Innovates representative prior to completing this application?

Yes

No

If you selected YES to the above question, please provide the person’s name:

1. Legal Name of Applicant:

Help Text

*Applicant means the company or entity name, NOT the person completing the form.*

1. Trade Name of Applicant (if applicable):
2. Address
3. City:
4. Office Phone Number
5. Website (if applicable):

If the address above is not in the Province of Alberta, insert the address of the Applicant’s physical presence in Alberta and identify the nature of its physical presence in Alberta:

Applicant’s Office Phone Number:

Applicant’s Website (if applicable):

**Next Section**

**Applicant Representative**

1. Applicant Representative Name and Position:
2. Direct Business Telephone Number:
3. Cell Number (if applicable):
4. Business Email Address:

If the Representative’s mailing address is different from the Applicant’s civic address, provide that address:

**Next Section**

**Applicant Funding History** (Confidential)

1. Has the Applicant previously applied for an Investment from the Export Readiness Micro-Voucher Program?

Yes

No

If you selected YES to the above question, please provide the status of the application, and the region in which the application was for.

1. Has the Applicant applied under a different name?

If YES, provide the previous Applicant name

1. Is this a Re-Application?

If you answered YES to the above question, you are submitting a Re-Application, on a one-time basis, resulting from the Applicant being declined previously for the same Investment under the same Program. Provide details as to when the original application was submitted and what changes and/or revisions have been made in this Application.

1. Has the Applicant previously applied for any Alberta Innovates funding OTHER THAN under the Export Readiness Micro-Voucher Program (including AITF, AIHS, AI Bio, or AI-EES)?

If you answered YES to the above question, which funding program(s) and what were the funding decisions of the application(s)?

**Next Section**

**Applicant Information**

Jurisdiction of Incorporation of the Applicant:

Incorporated and existing in Alberta

Incorporated in another province and extra-provincially registered in Alberta with legal status to operate in Alberta

Federally incorporated and extra-provincially registered in Alberta with legal status to operate in Alberta

Incorporated outside of Canada and extra-provincially registered in Alberta with legal status to operate in Alberta

General Partnership registered in Alberta

Limited Partnership registered in Alberta

Limited Liability Partnership registered in Alberta

If the Applicant is extra-provincially registered in Alberta, please state jurisdiction of incorporation.

Business Number (B/N): *The nine-digit number provided by the Canadian Revenue Agency (CRA):*

Incorporation Date (dd/mm/yy):

Are there any existing relationships between the Applicant, any of its directors or shareholders with Alberta Innovates or the Ministry of Economic Development, Trade and Tourism?

Yes

No

If you selected YES to the above question, please provide an explanation of the relationship(s).

Number of T4 Salaried Employees residing in Alberta:

Number of T4 Salaried Employees residing outside of the Province of Alberta:

Provide your Annual Gross Revenue for the year preceding the current calendar year:

Do you have a minimum of $20,000 of revenue (sales) in the current or previous fiscal year?

Help Text

*Financial Statements must be attached in Step 4 to demonstrate revenue.*

 Yes

 No

**Next Section**

**Business Opportunity**

Project Sector:

Aerospace and Defense

Agriculture

Banking and Insurance

Biotechnology

Construction

Education, Research and Training

Engineering

Environmental Products and Services

Food

Geomatics

Health

Information and Communications Technologies (ICT)

Manufacturing

Mining

Oil and Gas

Petrochemicals and Biochemicals

Pipelines

Real Estate

Retail and Consumer Products

Tourism, Recreation and Leisure

Transportation Logistics

Utilities

Other

If you selected OTHER to the above question, specify Sector (limit 80 characters):

Platform Area (If these Platform Areas are not relevant to your business, please select ‘Other’):

Information and Communication Technology (ICT)

Nanotechnology

Omics

Other

Help Text

*Omics is the term used to describe a range of disciplines in the field of biology including genomics, metagenomics, metabolomics, glycomics and proteomics.*

**Keywords.** Provide 1 to 3 other identifying keywords describing the product or service sector for the Project.Separate the keywords with a semi-colon:

Target Market. Identify which country your company is looking to enter.

**Technology Readiness Level (TRL).** Select from dropdown:

# Help Text

*See Appendix 2 of the Guide for detailed descriptions of the TRL Levels.*

*Level 1*

*Level 2*

*Level 3*

*Level 4*

*Level 5*

*Level 6*

*Level 7*

*Level 8*

*Level 9*

**Next Section - Market Opportunity** (Confidential)

1. Describe your current target market.

Help Text

*Include a description of the target customer, your sales strategy to allow you to access this market, and your market penetration rate vs sales costs and any related assumptions.*

1. Describe how this Project will support advancing your export strategy, expand market, increase revenues and create jobs.
2. Describe your company’s competitive advantage.

Help Text

*List your known competitors. Describe what is novel or distinctive about the product over your competitors (and/or the company’s business model). Describe any competitive advantage that may be gained, first mover advantage or regulatory approvals. If applicable, describe your IP strategy that supports the competitive advantage.*

**Next Section**

**Service Provider Information**

**Quotes.** *A quote from the Service Provider, including GST, MUST be attached in Step Four.*

1. Legal Name of Service Provider:
2. Trade Name of Service Provider (if applicable):
3. Address
4. Office Phone Number:
5. Website (if applicable):

If the mailing address is not the same as the above civic address, provide alternate address:

Entity Structure:

Incorporated Company

Sole Proprietorship

Partnership

Government

Academia

**Next Section**

**Service Provider Representative**

Representative Name:

Position within the Service Provider’s Organization:

Direct Business Telephone Number:

Cell Number (if applicable):

Business Email Address:

**Next Section**

**Service Provider Qualifications**

1. Briefly describe the Service Provider, including their qualifications to successfully perform the work and information on key management personnel:
2. Number of T4 Salaried Employees currently employed by the Service Provider:
3. Does the Applicant have any pre-existing relationship with the Service Provider?

Yes

No

If you selected YES to the above question, describe the relationship:

1. Does any individual director, officer or executive employee of the Applicant have involvement with the Service Provider?

Yes

No

If you selected YES to the above question, provide details:

1. Provide details evidencing the Service Provider(s)’s demonstrated qualifications, capabilities and capacity to successfully perform the work required or deliver the applicable product in or for the Project in a timely manner.

Help Text

*Include details regarding their qualifications including professional designations or certificates where applicable, and their experience and knowledge specific to the sector of the proposed Project.*

**Next Section**

**Project**

1. Proposed Project Completion Date (dd/mm/yy):
2. Project Term (in months)

# Help Text

*(Note: projects must be complete and final report submitted on or before March 13, 2020.*):

1. Total Project Costs:

# Help Text

*Detailed quotes, including GST and/or any applicable taxes, in support of all Project Costs MUST be attached in Step Four below.*

1. Alberta Innovates will cover 75% of the total Project Costs up to a maximum of $10,000, upon approval of the Final Report at the end of the Project, and the Applicant must provide a Deposit to the Service Provider to be applied against the Project Costs at the beginning of the Project. For clarity, if the Project Costs total $13,333 or less, the Applicant must provide 25% of the total Project Costs to the Service Provider. If the Project Costs exceed $13,333, the Applicant must pay a minimum of $3,333 up front, Alberta Innovates will provide $10,000 at the end of the Project, and the Applicant and the Service Provider must determine a payment schedule for the remaining amount of the final invoice. In the event the project is terminated for any reason, the Service Provider agrees to return any unused portion of the deposit to the Applicant.

# Indicate the payment schedule that you and the Service Provider have agreed upon.

# Help Text

*For example, if the Project Costs total $13,333, the Applicant would pay $3,333 up front, and Alberta Innovates would pay the remaining $10,000 at the end of the Project; OR if the Project Costs total $8,000, the Applicant would pay $2,000 up front, and Alberta Innovates would pay $6,000 at the end of the Project; OR if the Project Costs total $15,000, the Applicant would pay $3,333 up front, Alberta Innovates would pay $10,000 at the end of the Project, and payment of the remaining $1,667 would be negotiated between the Applicant and the Service Provider.*

1. Total Alberta Innovates Investment Requested (up to a maximum of $10,000):
2. Describe how the Project is a logical fit within your business strategy:

**STEP 4 of 5 – ATTACHMENTS**

**The following attachments are mandatory:**

* **Applicant Business Plan, including pro forma financial statements.**
* **Applicant Financial Statements**(Balance Sheet, Cash Flow Statement, Income Statement, and Statement of Retained Earnings)
* **Service Provider(s) Quotes**

If you wish to attach additional supporting documentation, you may do so here. Please select “Other” from the Attachment Type List Selector.

**STEP 5 of 5 – SUMMARY**

Please ensure that the Application is complete and accurate before pressing “Submit”. Sections and questions that appear in red in Step Five – Summary indicate a missing answer and any missing answer will prevent you from submitting this Application. A PDF Summary can be printed from this Summary page prior to submitting your application, for your own review purposes. Once an application has been submitted, you will receive the same PDF Summary, however, **revisions and re-submissions cannot be made once submitted**. The Summary will be emailed to the email address that you provided during registration.

**Submit**

**The following pops up.**

**Consent and Declaration of Applicant.**

**By submitting this Application, including any supporting documentation, I, in my capacity as the authorized representative of the Applicant, legally represent for and on behalf of the Applicant that.**

1. **The Applicant provides its explicit consent to the disclosure of this Application and its attachments by Alberta Innovates to EDT&T for the purpose of review by EDT&T representative(s);**
2. **the Applicant provides its explicit consent to the disclosure of the information identified within the Application by Alberta Innovates in its sole discretion;**
3. **the Applicant Representative is legally authorized to submit this Application for and on behalf of the Applicant and has the requisite power to legally bind the Applicant;**
4. **the Applicant Representative has read and understands the** [**Program Guide**](https://albertainnovates.ca/wp-content/uploads/2019/12/Export-Readiness-Micro-Voucher-Program-Guide-December-2019.pdf) **for the Export Readiness Micro-Voucher Program;**
5. **the Applicant understands the Guide;**
6. **the Applicant meets all the eligibility requirements for an Investment under the Export Readiness Micro-Voucher Program as set out in the Guide;**
7. **all information contained in this Application including but not limited to the Project and supporting documentation, is true and accurate;**
8. **the Applicant acknowledges that failure to provide true and accurate information in this Application will result in automatic rejection of the Application;**
9. **submission of this Application does not obligate Alberta Innovates to make an Investment in the Project and Alberta Innovates has sole and absolute discretion in making its Investment determination; and**
10. **if this Application is approved, Alberta Innovates, the Applicant and the Service Provider must execute an Export Readiness Micro-Voucher Investment Agreement which provides additional contractual terms and conditions governing the Investment made by Alberta Innovates to the Project before Alberta Innovates will advance funds.**

**I Accept/I Do Not Accept**