**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 invests in high potential, high growth technology/knowledge-based companies focused on bringing innovation to market. Our programs are part of an integrated approach to innovation system supports focusing on coaching, community, and capital.

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 Micro-Voucher Guide or Investment Agreement. In this Application, the term “**you**”and “**Applicant**” are used interchangeably. You can [Click here](https://albertainnovates.ca/programs/micro-voucher/) to view a copy of the Micro-Voucher Guide or the Investment Agreement on our website.

It is essential that you have read, and that you understand, the Micro-Voucher Program Guide before completing this Application. It is the Applicant’s responsibility to ensure the Service Provider has read the Guide and understand how the Program works, including what constitutes an Eligible Expense.

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

An Applicant whose Application was declined by Alberta Innovates may, on a one-time basis, re-apply to Alberta Innovates in respect of the same Project, by submitting a new Application, identified as a re-application, and addressing and correcting any deficiencies or issues. Where a shareholder of an Applicant owns 51% of any other Applicant, as indicated by the corporate search, the Applicants will be considered one in the case of a resubmission where the Project or technology is the same. 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](mailto: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/>. 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 (Non-Confidential)**

**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").**

**Section One - 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.*

1. **TDA Contact**. Did you work with a Technology Development Advisor (TDA) or any other Alberta Innovates representative prior to completing this application?

If you selected YES to the above question, select the name of the individual:

If you selected OTHER to the above question, provide the name of the individual and her/his position within Alberta Innovates:

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. Office Phone Number:
4. 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:

**Section Two - Applicant Representative**

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

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

**Section Three - Applicant Funding History** (Confidential)

1. Has the Applicant previously applied for an investment from the Micro-Voucher Program?
2. Has the Applicant applied under a different name?

If YES, provide 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 the 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)?

decisions of the application(s)?

**Section Four - Applicant Information**

1. Brief Applicant Description. Include the Applicant’s history, structure, core business and current management team highlighting capabilities in bringing technology products to market. (Confidential)
2. Jurisdiction of Incorporation of the Applicant.
3. If the Applicant is extra-provincially registered in Alberta, please state jurisdiction of incorporation.
4. Business Number (B/N): *The nine-digit number provided by the Canadian Revenue Agency (CRA)* (Confidential)
5. Percentage (%) of Alberta Ownership
6. Incorporation Date (dd/mm/yy)
7. Is the Applicant a publically traded company?
8. Do you self-identify as a start-up?
9. Are there any existing relationships between the Applicant, any of its directors or shareholders with any of the Alberta Innovates Corporations or the Ministry of Economic Development, Trade and Tourism? (Confidential)

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

1. Number of T4 Salaried Employees residing in Alberta
2. Number of T4 Salaried Employees residing outside of the Province of Alberta
3. **Applicant Business Plan.** (Confidential) *A Business Plan MUST be attached in Step Four.*The Business Plan must include some pro forma financial statements/plan. At a minimum a statement should include capital investment requirements leading up to revenue generation and 5 year post-revenue forecasts for revenue, cost of goods, and allocated overhead, sales, and administration target values for the technology product, Alberta Innovates accepts that the complexity of your business plan and pro forma financial statements will be in line with the stage of development of your technology product.
4. **Applicant Financial Statements.** (Confidential) *Financial Statements* *MUST be attached in Step Four*. The most current fiscal year financial statements, including income statement, balance sheet, cash flow statement, and statement of retained earnings, prepared on an audited or review engagement basis. If such financial statements do not exist, then you must attach unaudited internally prepared financial statements for the same period. If year-end is greater than 6 months prior to Application date, interim financial statements, as would be presented to management to demonstrate current cash position, is required.
5. **Sources of Support** (Confidential) You must complete and attach the mandatory “Source of Support Table” template found in Step Four. ***Please note that Alberta Innovates may contact the customer(s) or party(s) you list for verification of information in the “Source of Support Table”, without further notice to the Applicant.***
6. Provide your Annual Gross Revenue for the year preceding the current calendar year. (Confidential)
7. Did you have sales in excess of $50,000 for the year preceding the current calendar year

**Section Five - Business Opportunity**

1. Project Sector:

If you selected “Other”, specify Sector

1. Project Platform Area:

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.*

If you selected 'Other', specify Platform area

1. Keywords - Provide 1 to 3 other identifying keywords describing the technology or innovation sector for the Project.

**Section Six - Technology** (Confidential)

1. Technology Product Name

Provide a detailed description of the technology that you intend to develop. Highlight its uniqueness and how it addresses a current existing technology gap or market need. Describe targeted applications/uses and how this technology is better than the competition. Any graphs or images may be attached in Step Four.

1. Technology Readiness Level (TRL)

Help Text

*You can find helpful documents regarding your business and technology* [*here*](https://albertainnovates.ca/wp-content/uploads/2018/05/Technology-Readiness-Levels.pdf)*.*

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

1. Describe the target market for the product and possible secondary market opportunities, any known competitors and the competitive advantage that will help you achieve your sales targets for the market (for example, intellectual property or regulatory exclusivity):

**Section Eight - Economic and Social Benefit** (Confidential)

1. Identify the potential economic, social, environmental and/or other benefits to the Applicant and therefore Alberta, if the product development plan is successful. ie. investment attraction, infrastructure development, increased revenues, job creation, improved quality of life, etc. Quantify the impact and timeframe where possible. Include a forecast of number of jobs to be created within the Applicant in the next 5 years and at 5 years post-revenue due to this Technology Product.

**Section Nine - Service Provider Information**

1. **Quotes.** *A quote from the Service Provider (including GST) MUST be attached in Step Four. (Confidential)*
2. Legal Name of Service Provider:
3. Trade Name of Service Provider (if applicable):
4. Address:
5. Office Phone Number:
6. Website (if applicable):
7. 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:
8. Entity Structure

**Section Ten - Service Provider Representative Contact Information**

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

If the Service Provider Representative’s mailing address is different from the Service Provider address, provide that address:

**Section Eleven - Service Provider Qualifications** (Confidential)

1. Briefly describe the Service Provider, including position in market 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?

If you answered 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?

If you answered YES to the above question, please provide details.

1. Provide details evidencing the Service Provider’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 the number of staff who will be working on the Project, their qualifications including professional designations or certificates where applicable, and their experience and knowledge specific to the sector of the proposed Project. Also include an estimate of turn-around time in the Project and the Service Provider's access to necessary facilities and resources.*

**Section Twelve – Project** (Confidential)

1. Proposed Project Completion Date (dd/mm/yy)
2. Project Term (in months to a maximum of 12 months)
3. Describe the Project during the tenure of this Investment. The “Project” means the activity to be performed by the Service Provider for the duration of the Project Term
4. 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. Example 1: If the total project costs are $13,333.33, the Applicant must pay $3,333.33 (25% deposit), leaving an Alberta Innovates Investment amount of $10,000. Example 2: If the total project costs are $15,000, the Applicant must pay $3,750 (25% deposit), leaving an Alberta Innovates Investment of $10,000 and a balance of $1,250 to be paid by the Applicant over and above the 25% deposit.*

# The Applicant must provide 25% of the total Project Costs to the Service Provider as a cash deposit. If the Investment is approved by Alberta Innovates, at least 50% of the Deposit must be paid prior to the Project Start Date, and the total Deposit may only be split into a maximum of two payments. Indicate the payment schedule that you and the Service Provider have agreed upon for the 25% Cash Deposit:

# Help Text

*For example, if you have agreed to pay 12.5% at the start of the Project, and the remaining 12.5% at the end of the Project, state the amounts and the start and end of Project.*

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

**STEP 4 of 5 – ATTACHMENTS**

**The “*Source of Support*” attachment is mandatory and MUST USE THE SPECIFIC TEMPLATE PROVIDED BY ALBERTA INNOVATES. (All Attachments are Confidential)**

To download the “**Source of Support**” template:

* Save to your local drive
* Complete table and save again
* To upload, choose the file from your local drive
* Select the appropriate attachment name from the Attachment Type List Selector
* Click ‘Upload’

**The following additional attachments are *mandatory*.**

1. ***Applicant Business Plan, including pro forma financial statements***
2. ***Applicant Financial Statements*** *(Balance Sheet, Cash Flow Statement, Income Statement, and Statement of Retained Earnings)*
3. ***Service Provider Quote***
4. ***Source of Support Table*** *(Template)*

When attaching you must select the appropriate attachment name from the Attachment Type List Selector.

**The following attachments may be attached *if applicable*.**

1. ***External Cost Quote***
2. ***Letter of Support*** from a strategic business or technical partner
3. ***Graphs or Images***Where a graph or image is required to complete a response, a pdf may be attached and ‘Other’ is selected from the Attachment Type List Selector
4. ***Patent/License Details***

When attaching you must select the appropriate attachment name 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** **the** **information identified within the Application by Alberta Innovates in its sole discretion;**
2. **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;**
3. **the Applicant Representative has read and understands the** [**Micro-Voucher Program Guide**](https://albertainnovates.ca/wp-content/uploads/2019/12/Micro-Voucher-Program-Guide-December-2019.pdf)
4. **if the financial statements attached to this Application are unaudited internally prepared financial statements, the Applicant certifies that financial statements prepared on an audited or review engagement basis were never prepared for the period ended as at the immediately prior fiscal year end of the Applicant;**
5. **the Applicant understands the Guide;**
6. **the Applicant meets all the eligibility requirements for an Investment under the 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 a 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**