

Submission Date:

Project Title:

Application ID:

Application Type: Smart Agriculture and Food Digitization and Automation Challenge

Instructions and Disclaimer

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This Application form collects pertinent information about the Investment being requested. This enables Alberta Innovates to assess the merits of the proposed Application and its fit with our strategic priorities and corporate goals. The Applicant must complete the Application in its entirety. Applicants that fail to complete all mandatory sections may not be considered. It is essential that you read and understand the Program Guide before completing this Application. All capitalized words or terms which are not defined within this Application have the respective meaning as set out in the Program Guide or Investment Agreement. In this Application, the term “you” and “Applicant” are used interchangeably.

To complete this Application, move from left to right through the tabs above. If you require assistance in completing your Application, please contact the Alberta Innovates’ representative listed in the Program Guide. If you are unsure who to contact, please email inbox_grants@albertainnovates.ca.

The Application will be reviewed by experts who are within and potentially outside of Alberta Innovates. These experts will provide their recommendations to Alberta Innovates and Alberta Innovates may, at its sole and absolute discretion, provide constructive feedback to the Applicant based on the expert reviews. At no time will Alberta Innovates disclose information about the reviewers to the Applicant and the Applicant is not entitled to access or review the experts’ recommendations.

Alberta Innovates will use its reasonable 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.

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. Alberta Innovates also 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.

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 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.

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 inbox_grants@albertainnovates.ca.

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 to promote the innovation activities being supported by Alberta Innovates and/or (2) use certain information contained within this Application to verify information contained in this Application. On these bases, Alberta Innovates has deemed the contact information for the Applicant, the Applicant Representative, and any named Project partners listed in the Application, the Project Title and the Project Summary all to be non-confidential and 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.

Eligibility

I confirm that I have reviewed the eligibility requirements for this Program in the Program Guide:

You can find the Program Guide on our webpage here:

[Link](#)

Applicant Information

The Applicant is the entity or organization submitting this Application, not the person completing the form. If applicable, Co-Applicant(s) can be added, below.

Applicant Legal Name:
Applicant Trade Name (if applicable):
Applicant Civic Address line 1:
Applicant Civic Address line 2 (if applicable):
Applicant City:
Applicant Province/State:
Applicant Country:
Applicant Postal Code/Zip Code:
Website:
Corporate Access Number:
Primary Sector:

If any of the above information is incorrect, please make corrections here:

If the above address is not in the province of Alberta (e.g., a head office), please provide the address of the Applicant's physical presence in Alberta (if applicable) and describe the nature of its physical presence in Alberta:

Relationship With Alberta Innovates

With regards to this Application or Project, have you had contact with and/or received guidance from an Alberta Innovates representative?

This includes Project Advisors, Technology Development Advisors, etc.

Please Select

Are there any real, potential or perceived conflict(s) of interest between the Applicant (under its current or any other name) and/or any of its directors, employees or shareholders with Alberta Innovates, its subsidiaries or the Government of Alberta, including the Ministry of Economic Development, Trade, and Tourism (EDTT)?

Please Select

Are there any real, potential or perceived conflict(s) of interest between the Applicant (under its current or any other name) and/or any of its directors, employees or shareholders with any member of the Project team?

Please Select

Has the Applicant previously applied for an Investment under a different name?

Please Select

Detailed Applicant Information

Applicant Current Development Stage

What statement best reflects the Applicant's current company development stage?

For a description of development stages, [click here](#).

Select

Indicate the number of T4 employees currently employed by the Applicant:

T4 Full-Time:

T4 Part-Time:

Non-T4 Contract:

Identify the key members of the management team, board members, and advisory board, including their respective roles, relevant experience, and qualifications:

Source of Applicant Funding

Source of Applicant Funding

Financial Statements

In the attachments section, attach the last 3 fiscal year end financial statements (or all years if the organization was founded less than 3 years ago) including the most recent quarter as prepared on an audited, or review engagement, or notice to reader basis. If such audited financial statements do not exist, then un-audited internally prepared financial statements for the same period must be attached.

In your submission, please include income statements, balance sheets, and cash flow statements for each period.

If applicable, discuss historical revenue, expense and capital expenditure trends or events that positively or negatively impacted the aforementioned:

Financial Projections

In the attachment section, attach the most current pro forma statement(s).

At a minimum, the statement should include capital investment requirements leading up to revenue generation and 3 years post-revenue; and forecasts for revenue and all operating costs. State all assumptions used to build the model including but not limited to financing sources, pricing and sales strategy, product costing and growth expectations. Alberta Innovates accepts that the complexity of pro forma financial statements will be in line with the stage of development of the Innovation.

What research has been used to validate the assumptions in the pro forma statement?

Business Plan

In the attachment section, attach your most current business plan.

A business plan is the company's roadmap for the next 3 to 5 years. At a minimum, the business plan should include an executive summary, company description, market analysis, competitive analysis, bios of management team and advisors including previous successes, operation plans, marketing and sales plans and financial plan (financials and proformas are attached separately). Standard business plan templates can be found on the web. Alberta Innovates accepts that the complexity of the business plan will be in line with the stage of development of the Innovation.

Representative Information

The Applicant Representative is the individual who is authorized to submit this Application on behalf of the Applicant, confirming that the organization is fully committed to the success of the Project. Alberta Innovates will only communicate with 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.

If the individual listed below is not the Applicant Representative as described above, you will need to register a new account with the individual intended to be the Applicant Representative.

Name:

Title:

Designations:

Email:

Work Phone:

Department/Faculty:

Address:

City:

Province / State:

Country:

Postal Code / Zip Code:

If any of the above information is incorrect, please make corrections here:

Non-Confidential Summary

Project Title

Project Summary

This is a brief, non-confidential summary of the opportunity, the activities to be performed during the term of a possible investment and the anticipated outcomes. Do not include information which may be considered confidential as this summary may be published by Alberta Innovates. Confidential information can be provided in the remaining sections of the Application.

Opportunity

Explain and quantify the problem/challenge that this opportunity aims to address:

Description of the Opportunity

Provide a detailed description of the opportunity and how it may resolve the problem stated above. Include results from literature reviews and previous studies, along with a description of current status:

Explain the novelty or uniqueness of the opportunity and where it could be applied.

If applicable, include any images to help support your discussion of the opportunity. These images can be uploaded in the Attachments section.

Intellectual Property

Intellectual property (IP) types in this section include patents, trademarks, trade secrets, copyright and data.

Describe the existing intellectual property relating to this Opportunity (add rows as needed):

IP Type	Number	Legal Owner (may not be the same as the inventor)	Title/Description
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Describe the Applicant's use rights if the Applicant is not the owner of the existing IP:

Describe any IP that may compromise the Applicant's freedom to operate, or why other IP is not an issue:

Describe the strategy for management and protection of the new IP expected to be generated from the Project:

If appropriate, attach a competitive analysis table in the Attachments section.

Competitive Analysis

Compare and contrast the proposed Opportunity with research/studies available, or under development, and explain how the proposed Project outcomes differ from and/or are better than the others.

Identify the uniqueness and advantages of the proposed research, as well as potential synergies between this research and those carried out by competitive organizations.

If appropriate, attach a competitive analysis table in the Attachments section, where the key strengths and weaknesses of the proposed Opportunity, alongside those of competing studies, should be provided. Quantify the strengths and weaknesses, where possible.

Describe any regulatory and ethical considerations to successfully execute this project.

With regards to Health Canada, FDA or equivalent, the Innovation:

Please attach evidence supporting the Innovation's regulatory status in the attachments section. This could include correspondence with regulatory agencies or regulatory consultants.

Please explain your selection, including any determinations regarding regulatory classification, the Innovation's intended use statement, and justification for such classification:

In the Attachments section, attach evidence supporting the Innovation's regulatory status. This could include correspondence with regulatory agencies or regulatory consultants.

Knowledge Mobilization Pathway

Explain the knowledge mobilization pathway that will lead to application of the knowledge in Alberta (information for decision-making, best practice design, policy making or enhancement), including the estimated timeframe and what research and/or development remains to be completed:

Consider pathways such as technical, business, financial, regulatory, etc. Outline the strategy to maximize the outputs of the project.

Explain the relationships with collaborators, end-users and competitors to advance the proposed pathway:

Demonstrate that there are specific end users for application of the knowledge resulting from this Project and/or that there is substantive support from user organizations. Ideally, potential users will participate directly in the proposed project.

Describe potential barriers to continued knowledge mobilization after the project. Discuss how the key stakeholders identified will minimize the barriers and your continued plan for engaging those stakeholders:

Project Overview

Provide an overview of the Project, including the methodology, main objectives, deliverables and anticipated outcomes. If requested in the Program Guide, provide a summary of the knowledge dissemination plan:

The overview of the Project means the scope of work to be performed and funded through this Application.

Describe how the Project fits within the Applicant's business strategy:

Project Summary Table

*Ensure the information in the project summary aligns with the Program requirements.

Project Workplan, Budget and Team

Please [click here](#) to download the **Alberta Innovates Work Plan and Budget Workbook**. Complete the following tabs of the spreadsheet and attach it in the Attachments section of the Application.

- Work Plan: provide specific milestones and associated tasks, deliverables, timelines and costs to complete the proposed project
- Budget: provide a detailed budget forecast for the proposed project
- Revenue Forecast: identify any Project partners and if their contributions (cash and in-kind) to the Project have been confirmed

Provide a explanation/justification of the project budget expenditures:

Provide clear justification for each budget line. Provide details on how in-kind contributions are calculated.

Team: In the table below, identify the key members of the Project team including their respective role(s), relevant experience/expertise(including technical capabilities, qualifications, etc.), responsibilities and projected time commitment to the Project. If requested in Program Guide, please upload resumes of at least two key team members.

Team Member	Organization	Title	Relevant Experience / Expertise	Project Role and Responsibility	Project Time Commitment (%)
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If appropriate, describe the required resources, including the availability, access and security of the resources, necessary to successfully complete the Project:

Consider facilities/infrastructure, equipment, information technology, third-party services, etc.

Letters of Support

In the Attachments section, upload any Letters of Support from each Project Partner and potential end-user(s). Each Letter of Support should confirm the direct contributions (e.g., cash and in-kind) to and/or end-user interest in the Project. The letter must be from a representative of the institute or company.

Project Risk Analysis and Mitigation

Describe the key project risks (i.e. scope, schedule and budget) and discuss the current status of the risk and the proposed risk mitigation strategy:

Impacts

Describe the direct and indirect economic impacts to Alberta as a result of this Project and those reasonably expected from successful implementation of the Opportunity and its outcomes:

Consider areas such as jobs (i.e., new jobs, retraining, development of highly skilled qualified personnel, etc.), sales, improved efficiencies, development of new commercial opportunities, new industrial infrastructure or new economic sectors, attraction of new investment, and increased exports.

Estimate the number of full-time equivalent jobs created within Alberta:

**During the term of the
Project:**

**Five years after the
completion of the
Project:**

**Reasonably expected five
years after
implementation:**

Provide details of existing highly qualified and skilled personnel (HQSP), and an assessment of the Project's and implementation pathway's expected contribution to the training and retention of HQSP in Alberta, and the attraction of HQSP from outside the province:

HQSP refers to those likely to seek a career in science, research, technical, operations, and management activities in Alberta in the next 5 to 10 years.

**Estimate the number of
HQSP trained within
Alberta:**

**During the term of the
Project:**

Describe the potential environmental, health, social and other impacts, both positive and negative, to Alberta resulting from the Project, and those reasonably expected from successful implementation of the Opportunity and its outcomes. Include an estimated timeline for when such impacts would be realized:

Consider impacts to environmental (atmospheric, terrestrial, aquatic, biotic, climate), health and social systems. Indicate when the impacts will start and their duration.

Permits/Approvals

Has your project received the following screening and approval?

**Canadian Environmental
Assessment Act:**

Human Ethics Approval:

Animal Care Approval:

Transgenic Crop Permit:

**Other Applicable
Regulatory Compliance:**

Specify Other:

Recommended Reviewers

List 3 external reviewers for consideration by Alberta Innovates who are not any of the following: a person that you closely collaborated with in the last three years; currently employed at the same institution; a close friend, relative, mentor or mentee. Alberta Innovates may contact reviewers not suggested by the Applicant. Please provide the names of any people you do not wish us to contact.

Reviewer Name	Current Affiliation	Email	Phone Number	Education Background	Work Background	Relevant Area(s) of Expertise
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CONSENT AND DECLARATION

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 as non-confidential 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 Program Guide;
4. if the Program requires that you provide financial statements, and if the 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 meets all the eligibility requirements for an Investment under the Program as set out in the Program Guide;
6. the Applicant declares that it is not aware of any real, perceived or potential conflicts of interest, and will advise Alberta Innovates if such a conflict arises during the Application process and term of the Investment, if the Application is approved.
7. the Applicant agrees and consents to Alberta Innovates contacting the individual(s) or company(s) listed as customer(s) or Project partner(s) in this Application as part of Alberta Innovates' evaluation of the Application;
8. all information contained in this Application including but not limited to the Project and supporting documentation, is true and accurate;
9. the Applicant acknowledges that failure to provide true and accurate information in this Application will result in automatic rejection of the Application;
10. 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,
11. if this Application is approved, Alberta Innovates and the Applicant must execute an 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 confirm the truth of all statements made by me in this application, and agree to all of the terms, conditions, responsibilities and obligations as set out above.

INFORMATION SHARING CONSENT

To help inform our decision making and demonstrate value to our stakeholders, Alberta Innovates may acquire third-party assistance to administer surveys or analyze information. All information shared between Alberta Innovates and third-party vendors is bound to confidentiality agreements. At our request, third-party vendors may also contact Applicants on our behalf to collect additional information. Reporting or dissemination of Applicant information in the public domain is limited to aggregate information only. For clarity, 'aggregate' means removal of personal identifiers such as names, locations and addresses of Applicants and employees, and combining such information with that of other Applications submitted by Applicants.

As the representative for Review And Approval Board Games, please select one of the following:

APPENDIX A - ATTACHMENTS

The following pages are composed of any PDF uploads the Applicant has attached to this form (other attachments are listed below, but cannot be attached automatically. These are still viewable on the Submission Portal.

These uploads are (in order):