
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 ("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 Jobs, Economy and Innovation 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](#) and Alberta non-profit organizations (the "Applicant"), who provide programming for Students to learn about entrepreneurship through skill development and hands-on learning experiences.

Projects funded under this Program will support students currently enrolled in 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 are encouraged to initiate collaborations with institutions who will take on the responsibility of overseeing the Project.

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](#); or
- an Alberta non-profit organization that provides programming for students to learn about entrepreneurship through skill development and hands-on learning experiences

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.

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.

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 Entrepreneur Educators of Alberta community group, or project scope changes as new needs arise. This allows Applicants to focus on impact for students.

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



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



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

How Funding Works

(a) Project Funding

Applicants who previously delivered successful Projects through the Program are eligible to apply in the 21/22 ISEE program year. 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.

Successful Applicants in the 19/20 program who have received an approved extension due to COVID-19 may still apply to the 21/22 program but must demonstrate how the project for 21/22 differs from the 19/20 project.

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 two 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.

A typical Project Term for an ISEE grant follows an academic school year, fall to spring/summer. We also welcome shorter-term project proposals and the maximum term for an ISEE grant is one year.

(b) Eligible and ineligible expenses

Alberta Innovates only funds reasonable costs incurred after the Effective Date on an Investment Agreement with you. Any costs incurred prior to the Effective Date in 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 Entrepreneur Educators of Alberta (EEA) community group is made up of entrepreneurship educators from Alberta's post-secondary institutions.

HOW TO APPLY



PHASE 1 Engagement and Intake

- 1) **Contact** the Program Manager, Sarah Lee (sarah.lee@albertainnovates.ca) to assess if the project scope meets the minimum requirements of aligning with Government of Alberta, Alberta Innovates, and Post Secondary Investments and Emerging Technologies (PSIET) priorities.
- 2) **Register** on the [Alberta Innovates Application Portal](#) ("Portal").
- 3) **Access, complete and submit** the PSIET Continuous Intake Form ("Intake Form") within the *Funding Opportunities* tab on the Portal dashboard.
- 4) **Intake Form Review** will be led by the Program Manager, in consultation with the PSIET team, to determine if the proposed project will be invited to submit a Detailed Proposal.



PHASE 2 Detailed Proposal

This Phase is by invitation only. The review process is highly competitive and only the highest-quality projects will be considered for funding.

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.

If the review is positive, a funding recommendation will be made to senior management and may include adjustments to the funding request and / or funding conditions.



PHASE 3 Project Management

Successful applicants will execute an agreement with Alberta Innovates to proceed with the Project.

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 be required to complete and submit a Final Report at the end of the Term.

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.

EQUITY, DIVERSITY, AND INCLUSION (EDI)

Alberta Innovates believes the Research and Innovation ecosystem is stronger and more sustainable when it is broadly reflective of the overall diversity of our community and therefore embraces the principles of Equity, Diversity, and Inclusivity.

PROGRAM MANAGER CONTACT INFORMATION

Sarah Lee

Team Lead, Graduate Student Scholarships

Post Secondary Investments and Emerging Technologies

TEL: 780-450-5553

Email: sarah.lee@albertainnovates.ca