



CAPACITY BUILDING PROGRAM OVERVIEW

JULY 2020

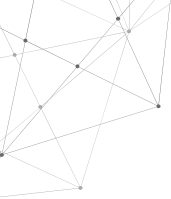


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1 General Overview

The Digital Technology Supercluster solves some of industry's and society's biggest problems through Canadian-made technologies. We bring together private and public sector organizations of all sizes to address challenges facing Canada's economic sectors including healthcare, natural resources, manufacturing, and transportation. Through this 'collaborative innovation', the Supercluster helps to drive solutions better than any single organization could on its own.

Our investment in collaborative innovation integrates with the development of people through our Capacity Building program. The Capacity Building program aims to partner with employers, educators, learning and development technology companies and community organizations to build job ready, world-class talent and teams. We co-invest in projects that help Canadians develop the skills, leadership and opportunities needed to grow innovative digital enterprises.

In short, we need skilled, collaborative, creative people, an innovative culture and meaningful employment opportunities in order to successfully navigate through economic recovery and to support the long-term digital transformation of industries across Canada. That's what this program is designed to do

Under the Capacity Building program, we co-invest in two types of projects: exploratory projects and strategic initiatives.

Exploratory Projects	Strategic Initiatives
\$50K - \$500K per project Up to one (1) year duration	\$2 - \$4M per project Up to three (3) year duration
<ul style="list-style-type: none">• Smaller projects to explore a novel concept or idea• Projects will be evaluated by the Supercluster on an ongoing basis• Exploratory projects serve to enable project teams to validate an idea that fits within a given Strategic Initiative	<ul style="list-style-type: none">• Large-scale initiatives with global relevance and high potential for impact• Open, continuous calls for projects reviewed on an ongoing basis• Individual projects will integrate with the large mandate of the Strategic Initiative



Strategic Initiatives and Exploratory Projects

We develop strategic initiatives through competitive calls for projects. Each selected project will be both independently impactful and fit within the broader theme of the call so that the end product is a large-scale systemic solution. Our strategic Initiatives fit in the following three themes:

Skills	Leadership	Opportunity
Job-ready digital skills to support a resilient, adaptable workforce.	Diverse, creative leaders who develop ground-breaking digital ventures.	Digitally-enabled communities able to access the benefits of digital tech.

For a full description of each of the above themes and associated initiatives, please see our [Strategic Initiative Information Sheets](#).



2 Eligible Projects

Who is eligible to apply?

- Any Member or Associate of the Supercluster may submit an idea for consideration.
- A Project Proposal must be led by a Supercluster Member or Associate who will become a Member upon selection of the project. Projects must have experienced and capable project management.
- Collaboration is core to the Supercluster and the consortia must include at least three organizations, at least one of which needs to be an industry partner and one must be a non-profit organization.

What is an eligible project?

- Projects must be incremental to the regular business undertakings of the participating organizations.
- Projects must be relevant to the priorities for the current competitive call for projects as well as Supercluster priorities.
- Projects must articulate how they will address the inclusion of underrepresented groups, with a focus on Indigenous Peoples and women
- Projects must be submitted according to the instructions set out by the Supercluster.

How does the funding work?

- Successful projects will receive funding under the Program. In most cases, funding will be provided to the lead organizations.
- Program funds are limited.
- Refer to the Co-investment Guidelines (Appendix B) for information on eligible costs (only eligible costs can be funded). These guidelines may change periodically as the Program evolves. The Supercluster may apply special measures to expedite the delivery of project outcomes and/or enable organizations to participate in the Program.



3 Application Process

Here are the first steps:

1. Any Member or Associate of the Supercluster may submit a project idea through [this link](#) on the Supercluster website.
2. There will be a continuous intake of project ideas. There is no specific due date for submissions.
3. Funds are limited and so the best proposals that arrive earliest will be reviewed first.
4. The Supercluster will conduct an initial review of every idea. Ideas will be rigorously vetted for innovativeness and potential impact. The most promising EOIs will be explored with the proponent to determine if the idea can be developed into a full proposal. Only a limited number of EOIs will be invited to submit a full proposal.
5. The application process is the same for strategic initiatives and exploratory projects.

What are the next steps?

1. Members or consortia with qualifying ideas that have submitted an EOI and meet the first steps noted above will be invited to submit a proposal and budget in the format established by the Supercluster for the Program. The proposal and budget templates will be provided upon invitation.
2. By submitting a proposal, all organizations involved in the proposed project agree to:
 - adhere to the Supercluster's [Intellectual Property \(IP\) Strategy](#) and [Data Strategy](#)
 - allow the Supercluster to disclose the list of participants, project investment, keywords and a summary of the project; and
 - adhere to the Supercluster Charter of Values outlined in their Membership and/or Participation Agreement.

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Evaluation

After a Proposal has been submitted using the templates noted above, the Proposal will be reviewed and evaluated subject to due diligence through the following steps:

1. **Project Selection Committee:** Proposals will be evaluated by a Project Selection Committee (PSC) with a majority representation of at least three experts who are independent of the Supercluster.
2. **Proposal Evaluation:** The PSC will meet on a monthly basis, and as needed, to review and evaluate the submitted Proposals. The PSC will evaluate and score Proposals against the criteria outlined below. In the course of the evaluation, additional information may be requested from the Proposal team. The PSC will make selection recommendations to the Supercluster.
3. **Integration:** The Supercluster may convene a meeting with one or more project teams to discuss a specific work package for how that project will fit with the broader initiative. For example, there may be overlap with other projects. Teams will be given the option to collaborate, knowledge-share, pivot, or more decisions about how to proceed.
4. **Selection.** The Supercluster makes the final decision on selected projects.
5. **Contracting.** Proposals selected are required to enter into a Capacity Building Master Project Agreement which sets out the terms and conditions related to funding, including reporting and compliance obligations. In most cases, the Master Project Agreement will be between the Supercluster and the lead organization and funding for the project will be provided to the lead organization.



Appendix A: Evaluation Criteria

Projects will be reviewed on an ongoing basis using the following evaluation criteria:

Project Proposal (30%)

- Does the project appear reasonable, ambitious and relevant to the Strategic Initiative?
- Is this project sufficiently unique and/or novel as to complement, rather than duplicate, existing initiatives or projects in the ecosystem?
- Does this project have clear industry demand, either represented through one or more members of the consortium, or through other means?

Ecosystem Impact (30%)

- Does the project appear to make clear short-and-long-term impacts on people working in BC, with an emphasis on underrepresented groups?
- Does the project offer immediate, measurable impacts to workers impacted by industry transition or transformation, either due to technology and industry transformation or COVID-19?
- Does the project create opportunities for underrepresented groups, rural or remote populations, or others from non-traditional technology backgrounds to access benefits and opportunities of digital technology?

Team and Experience (20%)

- Does each participant have an appropriate level of engagement and benefit/risk sharing in the project?
- As a consortium, do the participants possess the necessary and complementary qualifications to meet the project objectives and results effectively?
- Do the consortium members articulate how they will work effectively and collaboratively with each other to deliver the common goal(s) and resolve conflict?
- Does the project benefit from being done cooperatively, or better yet, is cooperation required?



Management and Finance (20%)

- Is the timeline and scope of the project realistic and achievable?
- Does the proposal clearly articulate specific, clearly defined objectives, milestones and outcomes to be achieved by the end of the project, including which partner is responsible for delivering on those milestones?
- Does the project clearly show how it integrated or plans to integrate into the Rapid Reskilling Initiative, including an associated Work Package?
- Are the project costs clearly outlined and justified and do they make sense, given the project?



Appendix B: Co-Investment Guidelines

The term “co-investment” refers to the concept of the project consortia and the Digital Technology Supercluster (the ‘Supercluster’) co-investing together in a project.

Disclaimer

This document is for information purposes to provide a general understanding about eligibility for Supercluster co-investment and the acceptable uses of funds. The guidance provided within this document does not bind the Supercluster or the Government of Canada and is subject to change at any time. Actual co-investment determinations will be made by the Supercluster based on the most current Supercluster policies.

The Supercluster will determine the specific co-investment rate and amount for each selected project. Investment is subject to the eligibility of project costs and is only available for eligible members in good-standing.

Project costs eligible for Supercluster co-investment are those that are incremental, reasonable and directly relate to project execution and achievement of the project objectives. The Supercluster will co-invest in Eligible Project Costs (outlined below). Project teams are required to track and report on all costs as detailed below.

Co-Investment Amount

The Supercluster will make investments up to 50% of total eligible project costs to a maximum amount specified in a Master Project Agreement.

Eligible Organizations

Collaboration is core to the Supercluster and the consortia must include at least three organizations, at least one of which needs to be an industry partner and one must be a non-profit organization. Potential partners and/or subcontractors that will be involved in the execution of the project must be identified in the proposal and their costs included in the project budget.

The Supercluster will co-invest with an investment from an industry member only. Other project participants will receive funds from the lead industry member under a related arrangement.



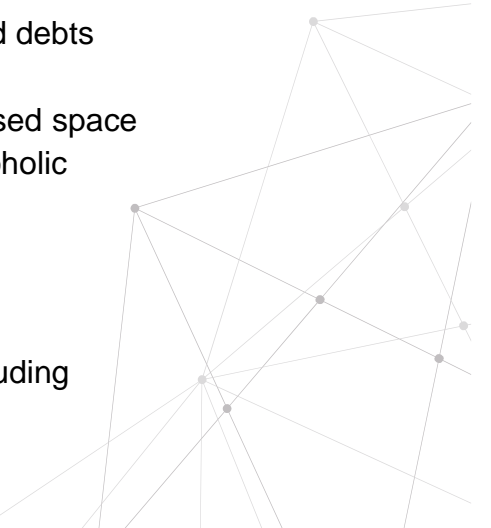
Eligible Costs

Project costs eligible for Supercluster co-investment are:

1. **People.** Our priority is to employ people in innovation teams and thus, we aim to have the majority of our co-investment dedicated to people
 - a. gross wages, salaries or contracts incurred on project activities
 - b. statutory benefits, i.e. ei, cpp, employer health tax (estimated approximately 3%)
2. **Project Supplies and Services.** These are costs attributable to executing the project and necessary for the completion of the project's deliverables.
 - a. direct costs of the project
 - b. incremental costs related to facilities, equipment and supplies
 - c. user fees
 - d. travel costs, including meal and accommodation costs in accordance with the canadian national joint council travel directive
3. **Capital Expenditures.** This is only for items vital for the success of the project and capital items must be specified as part of the project budget. Amounts of \$1 million require separate approval in advance of any commitments.
4. **Foreign Costs.** Foreign Costs will only be considered on an exceptional basis and separate approval will be required in advance of any commitments.

Ineligible Project Costs

Project costs not eligible for Supercluster co-investment are:

- a. costs unrelated to achieving the objectives of the project
 - b. construction costs, purchase of a building or land
 - c. gross wages, salaries or contracts for individuals in excess of \$300,000 per year
 - d. contingencies, fines, penalties, cancellation fees, losses, bad debts
 - e. taxes
 - f. depreciation or amortization, excess facilities, vacant or unused space
 - g. honoraria, gifts, donations, entertainment expenses and alcoholic beverages
 - h. dues and other memberships
 - i. discretionary severance or separation packages
 - j. extraordinary or abnormal fees for professional advice
 - k. costs related to the routine administration and operation including
- 



overhead

- l. costs or funding for which any project consortium member organization is eligible for a rebate or tax credits from federal, provincial, territorial or municipal government sources
- m. legal, accounting and consulting fees in connection with contract negotiations, litigation or financial reorganization

Co-investment eligibility principles

The conditions for co-investment by the Supercluster are:

- a. A signed Master Project agreement plus a supporting budget
- b. Membership in good standing with the Supercluster
- c. Reporting in a timely and accurate manner

The Supercluster reserves the right to withdraw its agreement to co-invest in any selected project that does not meet the requirements of the program or if there is a substantial change to the project or budget that is not approved.