

BC Manufacturing Jobs Fund

Frequently Asked Questions

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Frequently Asked Question	Answer
Program Overview	
Which industries can apply for this program?	<p>The BC Manufacturing Jobs Fund (MJF) welcomes applications from all manufacturing sectors, including (but not limited to):</p> <ul style="list-style-type: none"> • Forestry • Aerospace • AgriTech • Food and Beverage processing • Metals and Machinery • Biomanufacturing • Industrial Marine/Shipbuilding <p>There will be a particular focus on helping the forestry sector retrofit and develop new, sustainable value-added business lines that reduce dependency on old growth logging and make innovative use of biomaterials in order to maintain existing or create new jobs in regional communities.</p>
How long will the Program intake be open for?	Program intake opens on February 28, 2023 and is expected to remain open until early 2025 or earlier if all funds are committed.
How will the Program benefit B.C. communities?	MJF will support economic resilience by funding projects that diversify economies, create or maintain long-term well-paying jobs, support innovation and sustainability with value-added products with a focus on the forestry sector, and leverage other funding sources to bring investment into B.C.
What is considered “manufacturing”?	“Manufacturing” is broadly defined as the process of converting raw materials into a finished product that can be traded or sold. This can be done by mechanical, physical or chemical means.
What is considered “value-added”?	“Value-added” is broadly defined as additional processing of raw or semi-processed materials (such as lumber) into higher value items and can include processing of what would be waste or unused product into something of value.

Eligibility	
How do I know if my organization is eligible to apply?	<p>Eligible applicants include businesses, for-profit organizations, and entities with for-profit manufacturing operations, including Indigenous and First Nation-owned enterprises, that are registered to do business in B.C. and have established operations (with current employee base and an operating facility within or outside of B.C.).</p> <p>First Nations and Indigenous-owned enterprises that are preparing to fully acquire or buy into an established manufacturing operation may be eligible to receive funding; please contact us to discuss.</p> <p>For additional information on eligible organizations please refer to the Program Guide.</p>
We are a business with operations outside of B.C. Are we eligible?	<p>If you are a business that is located outside of B.C. but you are planning to relocate your operations to B.C., please contact us to discuss eligibility.</p>
Are not-for-profits, industry associations, post-secondary institutions, crown corporations, or local government and municipalities eligible to apply?	<p>MJF is for businesses, for-profit organizations, and entities with for-profit manufacturing operations including Indigenous and First Nation-owned enterprises.</p> <p>While these other groups cannot apply as lead applicants, they can apply in partnership with an eligible applicant.</p>
I am applying with a project partner. What information do I need to provide?	<p>Determine a lead applicant for the project and submit a proposal and subsequent application form with the partner noted, along with the partner's basic information.</p> <p>The partner may be required to submit additional documentation throughout the assessment and financial due diligence phase, depending on partner type and their role in the project.</p>
Do partners have to have an active role in the project?	<p>No. Project partners can either play an active role or solely provide investment for the project.</p>

Are Indigenous Business/Economic Development Corporations eligible to apply for MJF?	Yes, so long as they are operating in the manufacturing sector. In addition, Indigenous Business/Economic Development Corporations that are preparing to fully acquire or buy into an established manufacturing operation may be eligible to receive funding; please contact us to discuss.
My Nation or Indigenous Economic Development Corporation is planning to buy into an existing manufacturing business. Are we eligible to apply?	First Nations and Indigenous-owned enterprises that are preparing to fully acquire or buy into an established manufacturing operation may be eligible to receive funding; please contact us to discuss.
Are partnerships or sole proprietorships eligible to apply?	Partnerships and sole proprietorships are eligible to apply for the Program granted that they meet all other eligibility criteria.
Do applicants have to graduate from Stream 1 to be eligible for Stream 2?	No. Stream 2 is for capital projects with a high degree of readiness, and do not have to have first applied for Stream 1 funding. Stream 1 applicants are welcome to apply for Stream 2 funding once ready, but are not guaranteed Stream 2 funding.
Applying to MJF	
When can I apply?	The intake opens on February 28 th , 2023 and will remain open for approximately the following two years, or until all funding has been committed. Applicants can apply at any time after the intake is open.
What is the application process?	<p>MJF uses a two-stage application process. First, applicants will be asked to fill out a brief proposal form available on gov.bc.ca/ManufacturingJobsFund with high-level business and project information which will be used to ensure the applicant and project are eligible and suitable for funding.</p> <p>If screened through, applicants will be invited to fill out a detailed application and submit corresponding business and project documentation. See the Program Guide for a detailed explanation of the application process and what to expect.</p>
Is there a risk of funding running out in the first year?	Annual budgets are in place to ensure all funding is not allocated within the first year. Assessment of new proposals may be periodically paused depending on the volume of applications. Program staff will communicate with all applicants about expected timelines.

Can I submit more than one application?	Applicants can apply for funding more than once if it is for distinct projects; however, applicants who have not previously received MJF funding will be prioritized. Applicants who apply for Stream 1 funding are encouraged to apply for Stream 2 once ready, but are not guaranteed funding.
What if my company has several independent sites of operation or subsidiaries?	You can apply for different capital projects at different sites; you may be asked to prioritize between projects during the application process depending on funding availability.
My organization is applying as a lead applicant to MJF. Can we also be a project partner in another project?	Yes.
Will applicants be asked to attach a completed business plan to their application submission?	Applicants will be required to share project information such as market demand, budget, forecasted business financials, and demonstrate how the capital project will benefit their business, sector, community, and/or region. Larger funding requests will require a completed business plan or comparable information.
Proposal Form	
Where can I get a proposal form?	The online proposal form can be accessed on gov.bc.ca/ManufacturingJobsFund . A fillable PDF form is available by request to: ManufacturingJobsFund@gov.bc.ca
What should I do if I need help with my proposal?	If you need help with your proposal, please contact the BC Manufacturing Jobs Fund at ManufacturingJobsFund@gov.bc.ca to get in touch with a member of our staff who can assist you. Additionally, government staff are located throughout the province to support communities with economic development planning. Find your Regional Manager's contact information at gov.bc.ca/RegionalEconomicOperations
What should I do if I have a technical problem with the online form?	If you have a technical problem with the online form, please contact the team at ManufacturingJobsFund@gov.bc.ca and a member of our staff will assist you. We strongly recommend preparing your responses in a document offline before copying them into the form and

	submitting, and ensure you save the online form every 10-15 minutes to prevent losing any information in the event of a technical issue.
<p>How can I log in to the proposal form?</p> <p>How do I save an in-progress application?</p>	<p>The proposal form can be accessed through the links provided on the MJF webpage gov.bc.ca/ManufacturingJobsFund. Once you click on the link, you can sign into the form using your Business BCeID log-in information.</p> <p>You can save an in-progress form by clicking on the “Save” button in the upper right-hand corner of the application screen, and signing back in later with your Business BCeID (see below for how to access a Business BCeID) to view, edit or submit the form.</p>
<p>Can my business apply to the Program if we do not have a Business BCeID?</p>	<p>All registered businesses are able to set-up a Business BCeID. If you do not have a Business BCeID because you are an out-of-province business planning to relocate to BC, please contact MJF program staff at ManufacturingJobsFund@gov.bc.ca to discuss your situation.</p>
<p>How do I access a Business BCeID?</p>	<p>Follow these steps below to get a Business BCeID if you do not already have one (please note that it may take a few business days):</p> <ol style="list-style-type: none"> 1. Go to the BCeID website and follow the registration instructions for a Business BCeID. This must be done by someone who is authorized to act as a Primary User. 2. You will receive notification from BCeID, including your Business BCeID log in information, when registration processing is complete. Contact BCeID if you have difficulties setting up or accessing your BCeID. 3. After you have received your Business BCeID, log on to the BCeID website to set up your account information and reset your password. You can then use your BCeID to start, resume or view MJF project proposals through the links provided on the program website.
<p>I want to see my application, but I have already submitted it. What can I do?</p>	<p>When you submit your form, you can receive a copy of your completed application via email. You can also log back in using the link provided to view your submitted form. If you need help, please contact MJF program staff at ManufacturingJobsFund@gov.bc.ca</p>

<p>I forgot to add an attachment to my application, and I have already submitted it. Can the information still be added?</p>	<p>If you have already submitted your application but forgot to upload supporting documentation, please contact MJF program staff at ManufacturingJobsFund@gov.bc.ca</p>
<p>Funding</p>	
<p>How much funding can I expect to receive from the program?</p>	<p>MJF has two streams:</p> <ul style="list-style-type: none"> • Stream 1 - Project Readiness provides up to 50% of total project costs to a maximum of \$50,000 to develop final-stage operational and technical assessments or business and project planning for established businesses who want to diversify or increase productivity. • Stream 2 - Capital Investment provides up to 20% of eligible total project costs with contributions ranging between \$100,000 and \$10 million for new or renovated manufacturing infrastructure, technology, equipment, and processes.
<p>Do I have to pay the funding back?</p>	<p>No. MJF provides non-repayable contributions, not loans. Businesses are only required to pay back the funds if they do not complete the deliverables as outlined in the contribution agreement, if any of the information submitted was untrue, or if funds provided are used for purposes that are not eligible under the Program.</p>
<p>Do I need to bring in additional funding partners?</p>	<p>Applicants are encouraged to demonstrate funding from a variety of sources, including but not limited to private investments, repayable loans and/or federal grants, to demonstrate wide-ranging support and commitment to the project's success. It is also expected that the applicant organization will contribute to the project.</p>
<p>How much money does my organization need to contribute?</p>	<p>It is expected that the applicant organization will contribute at least 25% of total project costs. If this is a barrier for your organization, please contact MJF staff at ManufacturingJobsFund@gov.bc.ca</p>

Eligible Costs	
What project costs are eligible under the Program?	<p>Stream 1 – Project Planning All eligible costs should be specifically related to the following:</p> <ul style="list-style-type: none"> • Business and project planning to prepare for investment (e.g., business plan, business model, market assessment, operations plan, financial plan and costing; risk analysis, etc.) • Operational and technical assessments <p>Stream 2 – Capital Investment All eligible costs should be essential to the project, including:</p> <ul style="list-style-type: none"> • Capital expenditures (equipment, machinery, technology, construction materials, implementing new processes, etc.) • Wage or contract costs for net new project specific labour • Professional, contractor and subcontractor fees • Freight or material transportation costs • Installation and implementation costs • Other time-limited costs directly related to project implementation
What project costs are not eligible under the Program?	<p>Stream 1 – Project Planning Ineligible costs include:</p> <ul style="list-style-type: none"> • Costs not directly related to the project • Costs for which the recipient is eligible for a rebate from government sources, including taxes • Early research, concept development, scoping and feasibility studies <p>Stream 2 – Capital Investment Ineligible costs include:</p> <ul style="list-style-type: none"> • Costs not directly related to the project • Costs for which the recipient is eligible for a rebate from government sources, including taxes • Any costs related to the application or management of the funds • Extraordinary or abnormal fees beyond customary market rates for services provided • Entertainment and marketing costs • Equipment costs unrelated to project objectives • Operating costs (salaries not directly related to project, bonuses, repayment loans, cost-share obligations or

	<p>refinancing of debts, fines or penalties; membership fees, dues, taxes, depreciation of assets, etc.)</p> <ul style="list-style-type: none"> • Basic and applied Research and Development (Technology Readiness Level 1-7) • Acquisition of land or buildings • Costs incurred before the approval of the project
Can I apply for funding to cover costs that I have already incurred?	<p>Previous project phases and expenses are not eligible for funding. If funding is awarded, an agreement will be based on upcoming project milestones on a go forward basis, typically with an initial payment (up to 10% on discretion of the Province) that can be used towards recent invoices or payments related to the approved project.</p> <p>An applicant may choose to begin a project prior to submitting an application; however, there is no guarantee that the project will receive MJF funding and a contingency plan is therefore strongly encouraged.</p>
Our proposal involved a project that will continue operating after Program funding ends - can we include any future operational costs?	<p>Only costs directly related to the capital project are eligible for funding. Ongoing operating costs incurred during or after the completion of the project are ineligible.</p>
Are staff salaries an eligible cost?	<p>No, regular/core staff wages and salaries are ineligible costs. Contract and net new project-specific labour are considered eligible.</p>
Is approved funding being provided only after the completion of the project?	<p>Approved funding will be awarded on a milestone basis and will be dependent upon the contribution agreement between the Ministry and the funding recipient.</p>
Application Evaluation and Funding Decisions	
How and when will I learn if my proposal (step one of a two-step process) has been approved?	<p>Once your initial (step one) proposal is submitted, please allow up to four weeks to receive confirmation whether your project will move to step two of the application process.</p>
How and when will I learn if my full application (step two) has been approved?	<p>Stream 1 results can be expected within eight weeks of your detailed application submission, and Stream 2 results can be expected within 12 weeks of your detailed application submission. Timelines will vary based on the completeness of an application, the amount of back-and-forth required with an applicant, and the complexity of the project.</p>

<p>How are decisions made on proposals?</p>	<p>Project proposals will be analyzed and due diligence conducted against a set of criteria that has been developed by the Ministry to determine the project's alignment with Clean and Inclusive Growth and Economic Impact and Viability.</p> <p>Funding allocation decisions will be made by a cross-government review panel, which will weigh proposals against a set of prioritization principles. The panel will use the following prioritization principles to make funding decisions:</p> <ul style="list-style-type: none"> • Projects within the forestry sector • Projects located in rural, remote or forestry-dependent communities • Projects that have a high degree of readiness, need and direct impact • Projects that are Indigenous-led or benefit Indigenous Peoples
<p>Is there an appeal process if my proposal is not successful?</p>	<p>If your proposal is not initially successful, there will be an opportunity to engage with Program staff on the reasons why. If applicable, MJF may provide feedback and suggestions to improve your proposal so that it better aligns with government objectives and may be resubmitted.</p>
<p>If our application is not successful, will we be told why?</p>	<p>Yes. All applicants will be individually contacted regarding the status of their proposal.</p>
<p>If successful, when will we receive funding?</p>	<p>You will receive your first payment under the terms of your contribution agreement within four weeks of signing the agreement.</p>
<p>Is there an expectation that money be spent in the same fiscal year that it is awarded?</p>	<p>MJF will provide multi-year funding contributions and follow a reimbursement model, awarding funds on a milestone basis throughout different stages of the project that will be defined within each individual contribution agreement.</p>
<p>Project Reporting, Disbursements and Compliance</p>	
<p>Will my business be audited at the end of the project?</p>	<p>The funding you receive is subject to an audit at any time. Funding recipients will be required to provide both milestone and final reports that will be used to audit the use of funds and compare against project deliverables.</p>

<p>What does my business need to report on throughout the duration of the project?</p>	<p>Your business will need to report on the status of specific deliverables, including but not limited to submission of project financial records, that are outlined in the signed contribution agreement between the funding recipient and the Province.</p> <p>Each project will have unique reporting requirements that are established at the beginning of the project based on the relative complexity of the project and funding contribution size. Receipts and invoices may be required, as well as photos and site visits.</p>
<p>Does my business have to submit a final report upon project completion?</p>	<p>Yes. All funding recipients will be required to submit a detailed final report to the Ministry outlining completed project milestones, project status, complete project financials and a breakdown of what the awarded funding was used for.</p>
<p>Can my business receive the entirety of the funding contribution up front at the beginning of the project?</p>	<p>No. Funding disbursements will be based on project milestones which vary based on a case-by-case basis with a portion released at the time the contribution agreement is signed and the remaining payments disbursed based on a milestone completion basis, which will be outlined in each individual contribution agreement.</p>
<p>Is MJF funding considered taxable income?</p>	<p>Recognizing that each organization's business structure is unique, we recommend that funding recipients discuss any program funding tax implications with a tax professional or accountant. Please note that the program does not issue tax slips and approved, non-repayable funding contributions are provided on a reimbursement basis, using project milestones that are defined in collaboration with the company when establishing a contract.</p>