



Ministry of
Post-Secondary Education
and Future Skills

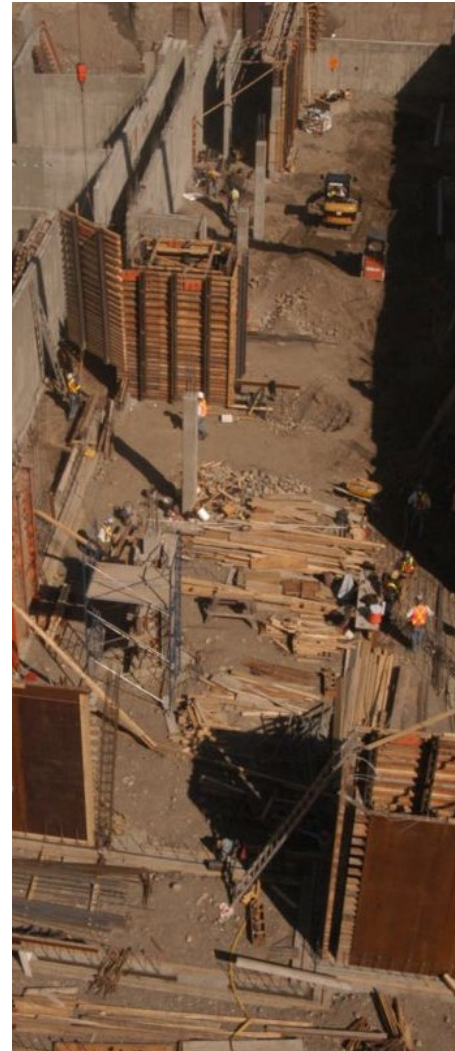
BC WORKPLACE INNOVATION FUND

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1 Program Overview

1.1 Definitions / Glossary of Terms

See [Appendix A - Definitions/Glossary of Terms](#) for a summary of the terms used in this Workplace Innovation Fund Program and Submission Guide.

1.2 What is the Workplace Innovation Fund?

The Workplace Innovation Fund (WIF) was announced as part of the StrongerBC: Future Ready Action Plan in May 2023. The WIF will provide access to funding to help organizations in BC implement innovative solutions that include the adoption of technology to address labour demand and productivity to lessen workforce challenges and labour market pressure.

1.3 Workplace Innovation Fund Objectives

The objectives of the Workplace Innovation Fund and supported Projects are to realize:



The WIF will be evaluated on an ongoing basis via surveys, interim reports, check-ins as well as project completion reports upon completion of the Project(s) (see [Section 5.7 Project Evaluation and Reporting Requirements](#)).

1.4 Construction Sector Focus

Between 2022 and 2032, the construction industry will post 73,000 job openings, accounting for over 7 percent of the total job openings in the province. Meeting BC's priorities including transportation infrastructure priorities, new building standards to achieve [CleanBC targets](#), as well as other large-scale non-residential building construction projects means there will be ongoing pressures on construction labour supply.

Ministry engagement with the construction sector has identified five key areas to support workforce development. **Projects must address at least one of these construction sector critical areas** and will be strengthened by addressing more than one. Projects are not limited to the examples in the bullets listed below.

1. Support Industry to Adopt New Technologies and Improve Productivity

- Develop value-add technology and innovation to increase productivity.
- Utilize technology to increase efficiency.

2. Improve Workplace Culture and Human Resource Practices to Attract and Retain Workers

- Improve human resource practices to strengthen recruitment and retention.
- Create safe work sites for mental health support.
- Build opportunities for advancement for underrepresented groups.

3. Develop and Support Innovative Training Practices

- Streamline collaboration between training providers and employers.
- Provide low-barrier training modalities (virtual, micro/dual credentials, Prior Learning Assessment and Recognition).

4. Elevate the Prestige and Awareness of Industry and Careers

- Promote the trades as a career of choice and build awareness of the variety of occupations in construction.
- Advance awareness of career pathways and entry options for new and transitioning workers.

5. Streamline Career Pathways for Newcomers

- Support streams of immigration targeted at construction sector.
- Develop employer supports for leveraging existing programs.
- Build worker experience supports.

1.5 Eligibility Criteria

Participants

- Collaboration between sectors, innovators, and post-secondary institutions (if applicable) is encouraged.
- The Primary Applicant must have an established base in British Columbia.
- Eligibility is open to a wide variety of organizations.
- [See Section 3 Who Can Apply](#)

Projects

- New, progressive ideas that are novel to the sector or BC.
- Projects must be located in BC and benefit British Columbians.
- [See Section 4.2 Project Eligibility](#)

Funding

- Maximum of \$5 million per project.
- \$10 million maximum per Primary Applicant.
- A budget must be submitted and approved as part of the application process.
- Funding will be issued after Financial Contribution Agreement is signed.
- Primary Applicant must commit to contributing 20% towards project costs.
- In-kind contributions can count for half of the 20% - must be essential goods, services or personnel time that otherwise would need to be purchased with cash.
- [See Section 4.4 Eligible Project Costs](#)



1.6 WIF Summary

- The program will have a minimum of three Intakes per fiscal year.
- The Program will use a two-step submission process:
 - > Step 1 – Initial Concept Proposal; and
 - > Step 2 – by Invitation only: a Full Project Application.
- Timing for future intakes over the three-year funding term will be announced at a later date. Please regularly check the [website](#) for future announcements, news releases etc.

Contact us at **WorkplaceInnovationFund@gov.bc.ca** to discuss your project, explore eligibility or seek guidance on the submission process.



2 When to Apply

The WIF Program will accept Initial Concept Proposals focused on the construction sector starting October 11, 2023 at 9:00 AM PST and close November 10, 2023 at 4:00 PM PST.

Timing for future intakes over the three-year funding term will be announced at a later date. Please regularly check the [website](#) for future announcements, news releases etc.

3 Who Can Apply

Eligible Applicants and partners for the first intake include the following types of organizations:

- Businesses and for-profit organizations including Indigenous and First Nation-owned enterprises;
- Not-for-profit, non-profit including charities and societies, and/or social enterprise operations;
- Labour organizations;
- Local governments; and
- Consortia or partnerships.

For all submissions, whether a single entity or a consortium/partnership, a **Primary Applicant must be identified.**

In addition, the Primary Applicant must provide evidence that the following is true in their Initial Concept Proposal. The Ministry will also conduct due diligence to verify that the information provided is accurate including cross referencing with [Org Book](#):

- Attest that they are operational;
- Attest that they have an established base of operations in BC (for example, have operations in a physical location with employees);
- Provide their date of incorporation to demonstrate that they have been in operation for at least one year at time of application;
- Have business insurance (General Commercial Liability insurance and if applicable, Professional Errors and Omissions insurance); and
- Attest that they are in a viable financial position, including in good standing with the Province (i.e., Net Operating Income > Current Debt Obligations). Financial documents will be requested to verify this information if you are invited to complete a Full Project Application.

Partnerships and consortia are encouraged, including local municipalities, not-for-profit/non-profit organizations or government reporting entities provided the Primary Applicant and any partners meet the eligibility criteria set out in [Appendix B - Applicant Eligibility Criteria](#).

If you would like to discuss your eligibility, please contact us at WorkplaceInnovationFund@gov.bc.ca.

4 Projects

4.1 Project Timelines

Projects must begin within six months of receiving funding and be completed within three years of commencement. Completion dates may be negotiated with the Ministry.

- If you think you have an eligible project that does not meet these timelines, please contact us at WorkplaceInnovationFund@gov.bc.ca to discuss.

The Project must be ready for implementation within six months. For technology, this means that the innovation is at a Technology Readiness Level of 3 to 4 or higher, as per the [Federal Technology Readiness Levels](#). Research or development is not eligible for a Project.



4.2 Project Eligibility

The first intake will be focused on the construction sector. Other sectors may be considered for future intakes pending evaluation of the initial pilot. If expanded, the program would be targeted to priority sectors with labour market challenges.

Projects must meet the following eligibility criteria.

Project Eligibility Criteria	Interpretation
<p>Projects must be new or novel to BC or the sector as deemed by the Ministry.</p>	<ul style="list-style-type: none"> • Implementation of project milestones must not have started prior to application; however, background research, product development, initial planning, etc. is appropriate. • Projects that replicate international innovations may be eligible. • In the Initial Concept Proposal, you will be asked to describe what makes your project innovative. Projects that are new, have never been done before and may create Intellectual Property (IP) owned in BC, will be prioritized.
<p>Projects must be located in BC.</p>	<ul style="list-style-type: none"> • The funded activities will be carried out in BC only using British Columbia-based personnel; in limited circumstances, specialized activities that can only be conducted outside of BC or expertise that is available only outside of BC may be considered. • Implementation of the Project in another province or country is not eligible for WIF funding. The intent of the Program and funding is to benefit the BC economy and British Columbians. • Any specialized activities or resources required that are outside BC must be pre-approved by the Ministry. • In the Initial Concept Proposal, you will be asked to identify the Project location/s. Projects in a location where there are no other WIF Projects already being proposed or funded, OR Projects with multiple implementation locations in BC, will be prioritized.

Project Eligibility Criteria	Interpretation
<p>Projects must align with the following WIF objectives:</p> <ul style="list-style-type: none"> • Increased workplace innovation • Sector-wide solutions • Productivity gains • Improved equity, diversity and inclusion 	<ul style="list-style-type: none"> • The Project will solve a significant demonstrated problem faced by the industry; Projects that solely benefit one employer and do not solve broader industry challenges do not qualify. • The innovation is likely to be adopted broadly, having sectoral, national and/or global potential. • In the Initial Concept Proposal, you will be asked to describe how your Project meets the WIF objectives and one or more of the construction critical areas. Projects that significantly impact all WIF objectives and impact one or more of the construction critical areas will be prioritized. • If you are invited to submit a Full Project Application, you will be asked to elaborate on how the Project outcomes benefit the BC construction sector and BC workers. Projects that exceed the WIF objectives and provide additional benefit to the Province and its people will be prioritized.
<p>Projects must have a method to evaluate effectiveness.</p>	<ul style="list-style-type: none"> • Methods can be discussed with the WIF Team. • If you are invited to submit a Full Project Application, you will be asked to describe your controls, tracking, and governance structures. Projects with strong financial controls, tracking, oversight and governance will be prioritized.
<p>Projects previously funded under the WIF Program are not eligible.</p>	<ul style="list-style-type: none"> • Applicants will not receive funding for the same, or substantially the same, Project that's been previously funded under the WIF Program. • If you are invited to submit a Full Project Application, you will be asked to provide a detailed Project budget that clearly identifies all Eligible Project Costs. The Ministry will cross-reference costs with the list of eligible costs outlined in Appendix C - Eligible Project Costs.

Project Eligibility Criteria	Interpretation
<p>Projects must adhere to all provincial and federal guidelines and regulations, where applicable.</p>	<ul style="list-style-type: none"> • Projects must adhere to all relevant international, provincial, and federal regulations and policies, including but not limited to, the British Columbia the Freedom of Information and Protection of Privacy Act. • Projects must adhere to the established legal practices of the province of British Columbia. • The Ministry reserves the right to determine if Projects are within the legal guidelines. Failure to do so may result in the termination of the award. • Projects must align with the BC Declaration on the Rights of Indigenous Peoples Act (DRIPA). • If a Project is successful after the Full Project Application stage, they will sign a Financial Contribution Agreement. This Agreement has been written in alignment with provincial and federal guidelines and regulations, and by signing the agreement, the Applicant and Partners agree to comply with them.

4.3 Applicant Contributions

Applicants will need to provide a Project budget with secured and/or notional 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.

Applicants should have a variety of potential and confirmed funding sources, including at least 20% from the Applicant (Primary Applicant and/or partners combined).

In-kind contributions can be counted for up to half of the Applicant's 20% and must be valued at cost. In-kind contributions need to be considered essential to the success of the Project. In-kind contributions must be cash-equivalent goods, services, or personnel time that if not otherwise contributed by the partner/s, the Applicants would have to acquire the resources with cash. Projects that have confirmed other funding sources and/or demonstrate a strong likelihood to leverage other funds may be prioritized.

4.4 Eligible Project Costs

Only those costs that are submitted in the Full Project Application and approved by the Ministry will be eligible and included in the Financial Contribution Agreement. For successful Applicants, the WIF will provide funds to cover eligible costs of up to **\$5 million per Project**.

- Applicants can access up to \$10 million in WIF funding over the lifetime of the Program.
- Eligible costs should be specifically related to Project implementation.
- Funding received from other sources must not duplicate any of the Eligible Project Costs covered by the WIF.
- Applicants are expected to select goods and/or services that are competitively priced.

See [Appendix C - Eligible Project Costs](#) for further details.

4.5 Eligible Training for WIF Funding

Innovative projects may require training to upskill or reskill existing employees. There are many existing government training programs available to employers, therefore only the following training as part of a Project will be an eligible cost for WIF funds. See [Appendix D – Other Resources](#) for training alternatives.

Criteria	Interpretation
Training must be directly related to the innovation being implemented through the Project.	<ul style="list-style-type: none">• Funding will only be provided for training that solely supports the process or technology innovation element.• Training with broader applications, and which could be or is covered under another provincial program, is ineligible.
Training design, development, and delivery must be provided by a BC-based training provider.	<ul style="list-style-type: none">• At its discretion, the Ministry may consider training designed, developed, and delivered by training providers not based in BC under exceptional circumstances only.
There must be no real or perceived conflict of interest between Applicants or their partners and the choice of training provider.	<ul style="list-style-type: none">• Where the Ministry determines that there is a real or perceived conflict of interest in the choice of training provider, the Ministry reserves the right to deny an application or a claim.

5 How to Apply and What to Expect

5.1 Multi-step Process

Before applying, we welcome you to reach out to our team by email at WorkplaceInnovationFund@gov.bc.ca to discuss your Project, explore eligibility or seek guidance on the submission process.

The WIF uses a multi-step process.

The Submission Process	
Step 1	Submit an Initial Concept Proposal found on the website prior to the deadline. The Ministry will use this to assess Project eligibility and alignment with WIF objectives (see Section 1.4 Construction Sector Focus). This will save Applicants the time and effort of completing a more detailed, Full Project Application if a Project is not likely to be funded.
Step 2	By invitation only, and using the link provided via email, submit a Full Project Application with Project, business, and financial information and where requested, documentation.
The Implementation Process	
Step 3	Ministry reviews and approves Full Project Applications.
Step 4	The Financial Contribution Agreement is signed.
Step 5	The Project is implemented.



5.2 Accessing the submission forms with a Business BCeID account

To access the online submission forms, the Primary Applicant will need to log in with a Business BCeID account.

This enables a designated representative of an organization (Primary User) to administer sign-in IDs and passwords for other members of the organization (Secondary Users). You will need a Business BCeID account to log in and access these online, fillable submission forms.

Follow these steps below to register for a Business BCeID account if you do not already have one (please note that registrations may take between 2-4 weeks, or longer to complete):

1. Go to the BCeID website: www.bceid.ca 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 the [BCeID Help Desk](#) if you have difficulties setting up or accessing your Business BCeID account.
3. After you have received your Business BCeID account, log in to the [BCeID website](#) to set up your account information and reset your password. You can then use your BCeID to log in to the WIF website and access (and submit) the Initial Concept Proposal online submission form.
4. If your Initial Concept Proposal is selected to proceed to step 2, you will be sent a link to access the Full Project Application. You will need your Business BCeID account to log in and access (and submit) the Full Project Application online submission form.

5.3 Step 1 - Initial Concept Proposal

Information required:

The Initial Concept Proposal requires high level organizational information and a summary of the proposed Project. Information requested will include:

- Applicant information including:
 - > name, type and contact information;
 - > Primary Applicant organization overview, such as mandate, locations, number of employees, year of incorporation;
 - > details of the Primary Applicant and any partnering organizations (including entity names and contact information, location); and
 - > evidence of financial stability.
- Project total cost and funding requested;

- A Project summary including what will be achieved with WIF funding;
- Project location(s);
- If applicable, a brief summary of the role of each partner;
- Identify how the WIF objectives are met (see [Section 1.4 Construction Sector Focus](#));
- How does your Project address one or more of the construction sector critical areas (see [Section 1.3 Workplace Innovation Fund Objectives](#));
- What makes your Project innovative to the BC construction sector; and
- High level Project timelines.

What to expect:

- Ministry staff are available to provide guidance and to respond to any questions that arise during the Initial Concept Proposal process;
- The Ministry is not initially requesting supporting documentation (e.g., letters of support, engagement reports, financial documents, etc.) at the time of the Initial Concept Proposal. However, Applicants should be ready to provide applicable documentation where relevant and/or requested by the Ministry;
- Backup documentation is strongly recommended, as the Ministry is not responsible for any materials/documentation lost during the submission process;
- An acknowledgement from the system with a confirmation number will appear once the Initial Concept Proposal is submitted. If you do not see a confirmation, please contact the Ministry to verify that your proposal has been received at WorkplaceInnovationFund@gov.bc.ca;
- We will evaluate Initial Concept Proposals for completeness, Applicant and Project eligibility, relevance to WIF Program objectives (see [Section 1.4 Construction Sector Focus](#)) and construction sector critical areas (see [Section 1.3 Workplace Innovation Fund Objectives](#)), and Project timelines. Failure to provide an Initial Concept Proposal containing all required information (as set out in the Initial Concept Proposal form) may result in rejection of the submission;
- Initial Concept Proposals are evaluated and successful Applicants will be invited to submit a Full Project Application. A link to the online submission form for the Full Project Application will be emailed to the Primary Applicant;
- If an Initial Concept Proposal is unsuccessful, the Applicant will be given an opportunity to have a debrief; and
- You can expect to hear back within two to four weeks. The Ministry may seek further information or clarification during this time. We will assign a program contact to each file to answer questions and provide additional information to Applicants.

5.4 Step 2 - Full Project Application (by invitation only)

Additional Information required:

If your Project is selected to move to the Full Application Stage, we will ask you for more information about your business and Project and collect additional materials that demonstrate Project viability. Please reach out to WorkplaceInnovationFund@gov.bc.ca if you have any questions. Ministry staff are available to help throughout this process.

Applicants are required to complete the online Full Project Application **within four weeks** of receiving the invitation to submit a Full Project Application. The invitation will include the link to the online submission form.

Additional information requested at Step 2 includes:

1. Financial information to support the Project and Applicant's (and partners, if applicable) ability to successfully complete the Project, for example:
 - > The Primary Applicant (and partners, if applicable) previous years' business financial statements from the past three to five years, such as a balance sheet, income statement, and statement of cash flow; and
 - > Detailed Project financial information, including detailed Project budget and if requested supporting information, for example quotes or estimates.
2. A Business/Project plan and/or more detailed information about the Project to support:
 - > Achieving Project goals and objectives. Which construction sector critical areas are addressed and how the Project outcomes benefit the BC construction sector and BC workers;
 - > Project critical path, timelines and milestones. This may include, for example:
 - Planning documentation, including feasibility studies, pilot/demonstration reports, and other pre-work that has taken place;
 - A description of the Project team (noting leadership, expertise, experience and influence), to demonstrate an ability to succeed. This may also include, for example:
 - examples of past work;
 - information regarding collaboration/partnership/alliances and documentation support such as memorandum of understanding, legal agreement, etc.; and
 - depending on the size of your organization (and, if applicable) the number of partners, we may also ask for additional information such as Diversity, Equity, and Inclusion policies, Indigenous employee recruitment and training plans, and other materials;
 - The Project's impact on the construction sector;
 - Risk(s) identification and mitigation strategies; and
 - Project monitoring and evaluation.

5.5 Step 3 - Full Project Application Review

What to expect:

- Once your Full Project Application has been submitted with all required documentation, we will strive to provide a funding decision as soon as possible. The amount of time required to assess your detailed Full Project Application will vary depending on the complexity of the Project and the number of other Full Project Applications received.
- Projects must meet the Project Eligibility Criteria (see [Section 4.2 Project Eligibility](#)).
- The Ministry will review all Full Project Applications and evaluate each considering:
 - > Applicant financial stability (as demonstrated by the Primary Applicant and partners);
 - > The completeness and clarity of the business plan;
 - > Project alignment with the eligibility criteria and WIF objectives;
 - > The Project's contribution to the construction sector critical areas;
 - > Project impact; and
 - > Applicant's assessed ability to successfully implement the Project Timelines, team, risk identification and mitigation strategies, and monitoring/evaluation.
- The Ministry will determine which Projects will be funded, at what time, and to what amount.
- The number of Projects selected for funding is dependent on several factors, including the total funds available for the WIF at any point in time and the amount requested and/or committed for each Project.
- If, after the evaluation process, your Project is not selected for funding, the Ministry may re-consider it should future funding opportunities become available.
- Only Projects that are selected in this Step 3 process will advance to Step 4-Financial Contribution Agreement.
- Those whose Projects are unsuccessful will have the opportunity to have a debrief.






5.6 Step 4 - Financial Contribution Agreement

What to expect:

- If your Project has been selected to receive funding, you will enter into discussions with the Ministry to mutually agree on and finalize the Financial Contribution Agreement (the Agreement), including terms and conditions and details on reporting, milestones, and funding disbursements.
- All partners agree that the Primary Applicant will receive and administer funds on behalf of the Project, and subsequently disburse the funds to any partners as per the agreed-upon Project budget.
- The Primary Applicant will sign and return the Agreement to the Ministry within 7-10 business days of receipt.

5.7 Step 5 - Project Evaluation and Reporting Requirements

Each Project approved for funding will have reporting requirements that are established at the beginning of the Project based on the unique needs of each individual Project. Reporting will help evaluate if Projects are reaching WIF objectives:

	Increased Workplace Innovation	<ul style="list-style-type: none"> • Did the Project accelerate and encourage workplace innovation?
	Sector-wide Solutions	<ul style="list-style-type: none"> • Did the Project result in sector collaboration to address common issues? • Are the solutions available for broader adoption?
	Productivity Gains	<ul style="list-style-type: none"> • Did increased use of technology (processes or tools) decrease labour demand or result in more efficient use of labour?
	Improved Equity, Diversity and Inclusion	<ul style="list-style-type: none"> • Did workplace culture and outcomes improve for equity seeking groups? • Did employment and career pathways improve for workers?

The Agreement Holder will be required to report on progress and provide documentation throughout the term of the Agreement using templates provided by the Ministry via email. Information request will include but not be limited to:

- The status of specific mutually agreed deliverables, including but not limited to submission of Project financial records, reports, that are outlined in the signed contract between the funding Agreement Holder and the Province;
- Progress tied to funding release, including activities completed and progress made towards deliverables, on specific milestones and program outcomes;
- Financial reports that provide information to ensure funding is being applied to eligible costs. Please keep all receipts, invoices, and budget documentation for this purpose as you may be subject to an audit by the Province or other officials;
- Project Completion Report that will describe the process, performance, outcomes, impacts and key learning from the Project;
- Audit report;
- Photos and site visits may also be requested; and
- Any other terms and conditions unique to the Project.

By receiving the funding, the Agreement Holder will commit to participating in follow-up calls or questionnaires as part of the Ministry's ongoing impact evaluation.

6 Contact Information and Support

If you have questions about the program or want to discuss your Project, contact us at:

WorkplaceinnovationFund@gov.bc.ca

Find the Initial Concept Proposal Form, frequently asked questions, and other program information on the WIF website:

<https://www2.gov.bc.ca/gov/content/governments/technology-innovation/workplace-innovation-fund>



Appendix A - Glossary of Terms

Term	Definition
Agreement	The Financial Contribution Agreement signed by the Agreement Holder and the Province following the Province's approval of a Full Project Application for funding.
Agreement Holder	The party who enters into the Financial Contribution Agreement with the Province (referred to as the Applicant or Primary Applicant prior to the Agreement).
Applicant	The entity making the WIF submission.
Application	Full Project Application.
Consortium	An association of two or more individuals, companies, organizations or governments with the objective of participating in a common activity or pooling their resources for achieving a common goal.
Fiscal Year	The twelve months from April 1 of one calendar year to March 31 of the next calendar year.
Initial Concept Proposal	An Applicant's first step submission to the WIF for funding.
Innovation	Leads to significant and sustainable improvements in both organizational performance, and employee engagement and well-being.
Intake	Submission window for the Initial Concept Proposal. The Ministry will announce the intake dates on the WIF website.
Full Project Application	The Applicant's Step 2 submission, by invitation only, based on the Ministry's review of the Initial Concept Proposal.
Ministry	The British Columbia Ministry of Post-Secondary Education and Future Skills.
Partnerships	Two or more distinct organizations participating in a joint Project.

Term	Definition
Primary Applicant	A Primary Applicant must be identified for every submission. The Primary Applicant (either on their own behalf or on behalf of a consortium or partnership) submits the Initial Concept Proposal and Full Project Application, and, if appropriate will sign the Financial Contribution Agreement and receive funding to disburse as necessary.
Program	BC Workplace Innovation Fund Program
Project	The Applicant's Project which is the subject of the Initial Concept Proposal and, if applicable, the subsequent Full Project Application.
Proposal	Initial Concept Proposal
Solutions	The development of new initiatives to address the specific labour challenges currently impacting the construction sector.
Technology	Includes processes and procedures, as well as products that make tasks more efficient.
WIF	Workplace Innovation Fund

Appendix B - Applicant Eligibility Criteria

Criteria	Interpretation
<p>Applicants and partners can be:</p> <ul style="list-style-type: none"> • Industry, sector and employer associations • Labour organizations (Unions certified to represent employees under the B.C. Labour Relations Code) • Consortia and partnerships • For-profit organizations/businesses • Indigenous and First Nations-owned enterprises • Indigenous and First Nations governments • Tribal Councils • Province-wide Indigenous and First Nations organizations • Indigenous-owned or directed not-for-profit social agencies. • Friendship centres whose aim is to serve First Nations, Métis or Inuit people • Not-for-profit/non-profit service providers and organizations including charities and societies • Municipal governments and regional districts • Major employer in a community with a single resource economy • Incorporated cooperatives • Local governments 	<ul style="list-style-type: none"> • Partnerships are encouraged, as long as the Primary Applicant is an eligible entity. • Partnership may be formal or informal but there must be a clearly defined collaboration between partners when applying. • Partnerships can apply for WIF funding more than once. • Partners can be members of other partnerships that apply for funding. • Partnerships must not pose a conflict of interest, including but not limited to an Applicant's own consulting company or sole proprietorship being a partner on the Project. • Individual employers may be eligible as single Applicants if they can demonstrate the capacity to effect change across a broad population of the sector. • Government Reporting Entities such as Provincial Crown corporations and agencies, hospitals, regional and provincial health authorities, and public post-secondary institutions are eligible as partners, but should not be the Primary Applicant or use funds to acquire government-owned assets. • Federal and territorial governments, and federal Crown corporations and agencies are ineligible.

Criteria	Interpretation
<p>The Primary Applicant must:</p> <ul style="list-style-type: none"> • Be in operation for at least one year at time of Initial Concept Proposal; • Have an established base of operations in B.C; • Have B.C. employees; and • Have a Business BCeID account. 	<ul style="list-style-type: none"> • Organizations can be of all sizes. • The Primary Applicant should be registered on the Corporate Registry with BC Registries and Online Services for at least one year at the time of application and have a Canada Revenue Agency number. • Primary Applicants operating in a location and industry where a business licence is required to operate may be asked to provide a copy of their current business licence. • Primary Applicants operating in a jurisdiction where a business licence is not required to operate may be asked to provide alternative documentation (e.g., Notices of Assessment issued by the Canada Revenue Agency, or corporate financial statements) to demonstrate that they have been fully operational for at least one year. • A Business BCeID Account is required in order to download the Initial Concept Proposal form. • If the Primary Applicant is representing a partnership, at least one partner needs to be British Columbia-based. • Partnership can include members from outside British Columbia (including multinational and foreign member organizations) provided a member of the partnership is from British Columbia. The BC organization should maintain the leading role throughout the Project.

Criteria	Interpretation
<p>The Primary Applicant must have business insurance.</p>	<ul style="list-style-type: none"> • The Primary Applicant without limiting their obligations or liabilities and at their own expense, purchase and maintain throughout the term of the Financial Contribution Agreement insurances with insurers licensed in Canada in forms and amounts acceptable to the Province. • Final details will be included in the Financial Contribution Agreement but will generally include: <ul style="list-style-type: none"> > Commercial General Liability in an amount not less than \$2,000,000 inclusive per occurrence against bodily injury, personal injury and property damage and including liability assumed under the Financial Contribution Agreement. > If appropriate, Professional Errors and Omissions Liability insuring the Contractor's liability resulting from errors or omissions in the performance of its obligations under the Contract in an amount per occurrence, and in the aggregate, of not less than \$2,000,000.
<p>The Primary Applicant and partners must be in a viable financial position, including in good standing with the Province.</p>	<ul style="list-style-type: none"> • To be in good standing, Applicants must have met or currently be meeting all obligations to the Province under applicable legislation and regulations, and under previous funding agreements. • Not be in foreclosure or for sale and demonstrate via financial statements that they possess more assets than debt. • Able to provide a business plan and financial records that show financial stability, profits, and/or ability to pay off short-term debts.

Criteria	Interpretation
<p>Partners must:</p> <ul style="list-style-type: none"> • Be in operation for at least one year at the time of Initial Concept Proposal. 	<ul style="list-style-type: none"> • Partner organizations can be of all sizes. • Partners should be registered on the Corporate Registry with BC Registries and Online Services for at least one year at the time of application and have a Canada Revenue Agency number. • If not a registered entity, be prepared to provide other suitable evidence of years in operation.

Appendix C - Eligible Project Costs

Criteria
Eligible Project Costs
<p>Eligible Project Costs should be specifically related to Project implementation and can include but are not limited to:</p> <ul style="list-style-type: none">a) Capital expenditures including:<ul style="list-style-type: none">o equipment, machinery, technology and construction materialso freight or material transportation costso installation and implementation costsb) Supplies for equipment (e.g., prototyping, scale-up, product refinement, etc.);c) Activities related to technology transfer and commercialization (e.g., sharing of patenting and licensing fees with university, consulting fees for IP strategy, etc.);d) Contract and net new Project-specific labour;e) Additional salaries/stipends of staff only required during implementation;f) Training design, development, and implementation as per Section 4.4 Eligible Project Costs;g) Travel and accommodation for collaborative purposes in keeping with provincial government travel policy, allowances, reimbursement rates and limits for Group II. Please see the Travel Allowances document for more information;h) Administration fees (maximum 15% of the total cost of the Project);i) Operational plans;j) Financial plans and costing; andk) Risk analyses. <p>NOTE: Labour and other activities can include professional, contractor and subcontractor fees.</p>
Ineligible Costs
<ul style="list-style-type: none">a) Wages for participants in training;b) Regular/core staff wages and salaries;c) Early research, concept development and scoping;d) Costs not directly related to the Project;e) Costs for which the recipient is eligible for a rebate from government sources, including taxes;

- f) Extraordinary or abnormal fees beyond customary market rates;
- g) Entertainment and marketing costs;
- h) Operating costs (e.g., core staff salaries, bonuses, repayment loans, cost-share obligations or refinancing of debts, fines or penalties, membership fees, dues, taxes, depreciation of assets);
- i) Cost related to the development of WIF application;
- j) Acquisition of land or existing buildings (except for First Nations and Indigenous or First Nation owned organizations);
- k) Enterprises acquiring or buying into an existing operation;
- l) Costs after the completion of the Project are ineligible; and
- m) Government Reporting Entities may not purchase government assets with WIF funds.

Other Criteria

Criteria	Interpretation/Comments
<p>Funding received from other sources must not duplicate any of the Eligible Project Costs covered by the WIF.</p>	<ul style="list-style-type: none"> • The WIF is not intended to duplicate other sources of funding. Participants can receive multiple sources of funding that support other operations and/or costs that are not covered by WIF, but organizations must not receive multiple financial credits, reimbursements, and/or payments for the same costs covered under WIF. • Applicants must identify awards and grants from all other organizations in their application. • The applicant must specify in detail at the time of application which aspects of the project will be paid for by other funding sources. • If awarded funding through WIF, the Agreement Holder must notify PSFS of any new awards and grants, changes to existing awards and grants, or changes to the submitted and approved budget during the Project.
<p>Applicants are expected to select services that are competitively priced.</p>	<ul style="list-style-type: none"> • Project costs must be reasonable. Applicants may be required to submit quotes from potential service providers and provide a rationale for the items in their application if costs exceed sector norms.

Appendix D - Other Resources

Training Alternatives

Name of Program	Description
<u>Community Workforce Response Grant</u>	<p>The Community Workforce Response Grant program provides approximately \$10 million a year in funding for communities and sectors to support short-term (less than 52 weeks) skills training. This training must lead to sustainable employment for British Columbians who are training-ready and seeking to re-enter the labour force or to change their employment status.</p> <p>The Workforce Shortages Stream supports sectors and industries in addressing immediate workforce shortages within the in-demand occupations. It covers 100% of the tuition costs for occupational skills training and employment supports for British Columbians who are currently unemployed, precariously employed, or employed on a part-time or seasonal basis.</p>
<u>Employer Training Grant</u>	<p>The BC Employer Training Grant provides funding to small, medium and large enterprises to support skills training for their workforces, including prospective new hires.</p> <p>The intent of this program is to help British Columbians access the skills training required to adapt to the labour market's changing job requirements, while also encouraging employer involvement in skills training.</p>
<u>StrongerBC future skills grant</u>	<p>The StrongerBC future skills grant (FSG) aims to help British Columbians to quickly get the skills they need to succeed in the jobs of today and the future. The grant waives tuition and program fees for short-term training and provides up to \$3,500 per learner.</p>
<u>SkilledTradesBC</u>	<p>Offers apprenticeship programs and trades training programs.</p>

Innovation Program Alternatives

Name of Program	Description
<u>Venture Acceleration Program</u>	<p>The Venture Acceleration Program does not provide financial support to individual companies. The program will help you accelerate the process of defining a proven business model for sustained profitability. This will be very helpful in attracting financing from a variety of sources including angel investors and venture capital if needed. Partners in the BC Acceleration Network have direct relationships with a variety of sources of capital and can help you connect to sources of funding.</p>
<u>BC Fast Pilot</u>	<p>The BC Fast Pilot program helps small and medium-sized enterprises design, build and operate a pilot plant or small demonstration of their technology in real-world conditions. The program allows BC technology companies to demonstrate the impact of their product, measure the value of their solution, and encourage customer adoption.</p>
<u>Ignite BC</u>	<p>Ignite BC helps to commercialize research. It funds research and development collaboration between teams of academics and industry (pay for travel and salaries) in the areas of natural resources and applied sciences. Projects can receive up to \$300,000 for research and development.</p>
<u>Innovation Challenges</u>	<p>The Innovation Challenges link technology buyers (industry and government) with technology providers through a process designed to solve mission-critical business problems.</p>
<u>Innovator Skills Initiative</u>	<p>The Innovator Skills Initiative provides up to \$10,000 to help employers hire a new employee. The program helps under-represented people get their first job in BC's tech sector and supports companies facing skills shortages to grow and expand.</p>
<u>ScaleUP</u>	<p>The program provides mentorship to entrepreneurs across the province.</p>

Research Alternatives

Name of Program	Description
<u>Sector Labour Market Partnerships</u>	The Sector Labour Market Partnerships (SLMP) program helps industry and employers understand and respond to labour market changes, and supports collaborative partnerships for long-term, strategic and sustainable solutions to workforce challenges at the sector, region or population level.