NextGen FOOD INNOVATORS

Program Guide

October 2024

The NextGen Food Innovators Program is an Initiative of the Canadian Food Innovation Network.

CANADIAN FOOD INNOVATION NETWORK

Canadian Food Innovation Network

The Canadian Food Innovation Network (CFIN) is a national, not-for-profit corporation focused on uniting the entire Canadian food ecosystem through a dynamic, industry-wide, collaborative network supporting all food and beverage industry innovators to break down barriers, catalyze change, and unlock value.

We believe technology, collaboration and creative problem-solving can transform the food sector and pave the way to a sustainable and prosperous future for Canadians. We empower every food and beverage business to reach their full potential and contribute to a more resilient, profitable, and secure food system for all Canadians.

CFIN's program goals are to:

- Accelerate the food innovation performance of companies in Canada;
- Connect innovators and foster collaboration across enterprises and organizations of all sizes, disciplines, sectors, roles, and geography to enable discovery, development, and commercial deployment of innovation outcomes for Canada's benefit; and
- Drive the utilization of Canada's innovation capacity for economic advantage and higher returns on public and private investment.

CFIN Members can leverage YODL™, an interactive online platform designed to help Canadian food and beverage professionals from all sectors of the industry connect, learn, and grow their businesses. YODL is a place for entrepreneurs to discover cutting-edge technology and solutions, meet new business partners throughout the Canadian supply chain, and access government funding opportunities.

On YODL members can find:

- Unique daily content;
- Access to CFIN's funding calls;
- Access to direct mentorship from CFIN's five Regional Innovation Directors;
- Opportunities to network and collaborate with other food and beverage professionals from across Canada; and
- Business resources, including original research and information on best business practices, consumer trends, R&D, training and much more.

Membership with the Canadian Food Innovation Network is free, and can be accessed at www.cfin-rcia.ca

Contents

1. NextGen Food Innovators Program

The NextGen Food Innovators Program aims to accelerate the pre-competitive development of promising technology into a new venture. Students who are currently or aspire to be entrepreneurs can apply to fund the further development and validation of their solutions, further substantiating the market opportunity for the innovation.

Applicants must outline their proposed solution, which must touch on food processing, food service, or grocery retail, and must be IP-driven, with new knowledge, science, or processes being developed and applied.

To be eligible, the student must be enrolled in a full-time program at a Canadian accredited college or university. Students at private institutions, junior colleges, and CEGEP programs are not eligible to apply.

The total eligible project costs should be between $5,000 to $10,000, and the maximum level of funding from CFIN will be 100% of total eligible project costs, or $10,000. There are five awards available across Canada, one per CFIN's regions: Atlantic (Nova Scotia, Prince Edward Island, New Brunswick, Newfoundland & Labrador), Quebec, Ontario, Prairies (Manitoba, Saskatchewan, Alberta, Northwest Territories, and Nunavut), and West (British Columbia, Yukon).

Applicants must register for a free CFIN membership through www.cfin-rcia.ca. This program guide as well as overview of all our funding programs can be found there.

Applications are submitted on CFIN's Application Portal: https://cfin-rcia.smartsimple.ca/

If there are any questions after reviewing the program guide, reach out to the CFIN team at [innovation@cfin-rcia.ca.](mailto:innovation@cfin-rcia.ca)

2. CFIN Innovation Priorities

The three CFIN innovation priorities for projects are:

- Smart Product and Process Development
- Food Ecosystem Sustainability
- Agile and Safe Supply Chains

SMART PRODUCT AND PROCESS DEVELOPMENT

Smart Product and Process Development innovation includes development and innovation in the areas of:

- health, nutrition & wellness benefits;
- new robotics applications to increase productivity, food safety and worker safety;
- AI, sensors, machine learning and big data to improve efficiencies; and,
- emerging science such as cultured protein.

FOOD ECOSYSTEM SUSTAINABILITY

Food Ecosystem Sustainability innovation includes development and innovation across these areas:

- food waste reduction;
- higher value recovery;
- circularity and upcycling;
- green and smart packaging; and,
- more efficient use of inputs including energy, water and carbon.

AGILE AND SAFE SUPPLY CHAINS

Agile and Safe Supply Chain innovation includes development and innovation across these areas:

- Logistics and supply chain;
- Consumer and customer analytics;
- Food safety;
- Food security;
- IoT and digital application to food chains; and,
- Blockchain and traceability.

3. Eligibility Requirements

Eligible Applicants include individuals enrolled in a full-time program at a Canadian Accredited College or University in a diploma, advanced diploma, degree, graduate certificate, master's or PhD. Applicants will need to provide a letter of endorsement or recommendation from their institution's entrepreneurship office, or a professor or mentor.

To qualify for funding, all projects must:

- Address an area of the post- farmgate food production supply chain – food processing, distribution, food service, or grocery retail. Projects that primarily focus on agricultural activities and mainly benefit farmers are not eligible;
- Identify activities that support the further development and validation of novel intellectual property;
- Identify a defined goal or outcome that has commercial application;
- Conduct research and development at Technology Readiness Levels (TRL) 1 to 7. Projects including TRL 8 and 9 components will only be considered if they are part of a project that also includes a TRL 1 to 7 (see 4.3 Technology Readiness Level Eligibility Requirements for further information); and,
- Projects must be completed by December 31, 2025.

CFIN Programs are competitive and are reviewed on a merit-based approach per intake; meeting the requirements outlined above does not guarantee approval.

CFIN general applicant requirements and Intellectual Property details are further outlined in Appendix A – CFIN General Requirements.

3.2 Eligible Project Costs

Eligible Project Costs must fall under one of the Eligible Cost Categories outlined below and further detailed in in Appendix C, and must be directly related to or required for industrial research or technology demonstration activities:

- Service Providers
- Direct materials
- Equipment
- Other Direct Costs

Service Providers

Service Providers include the costs of Subcontractors or Consultants incurred and paid for approved project activities are the costs for work or services performed by an external third party, which can be specifically identified and measured as having been incurred and paid for the approved project activities. The applicant cannot be a recipient of CFIN funding and a Subcontractor for the same project. Service provider costs can include testing, installation costs, or other expertise provided to a project.

Direct Materials

The cost of materials which are incurred and paid and can be specifically identified and measured as having been processed, manufactured, and used in the performance of the approved project activities, which are measured consistently by the applicant's cost accounting system.

i. Materials purchased solely for the approved project activities shall be at the net laid down cost to the applicant, net of any sale taxes and after any discounts offered by the suppliers.
ii. Materials issued from the applicants' general stocks shall be measured in accordance with the material pricing method consistently used by the applicant.

Direct Materials include but are not limited to any raw material that is "used up" by completing approved project activities.

Equipment

The capital cost of Equipment, which are incurred and paid and can be specifically identified as having been purchased for approved project activities and measured consistently by the applicant's costing system. Significant Equipment required to complete the approved project activities should be detailed in the project work plan. See below scenarios for clarification of costs related to Equipment:

i. If an applicant has built the equipment themselves, the costs would be allocated to the appropriate cost categories (Direct Material, Direct Labour, etc.);
ii. If an applicant has equipment built by a third party, the costs would be allocated to the equipment category if readily identifiable, otherwise the equipment could be reported in Subcontractors category; and
iii. If an applicant outright purchases a piece of equipment, the costs would be allocated to the Equipment category.

Equipment costs include but are not limited to, the purchase of equipment necessary for the approved project activities, costs to alter or modernize the equipment, costs to get the equipment into working order, and shipping costs. Capital equipment acquired for the project may be subject to CFIN and Industry, Science and Economic Development Canada approval for disposal, which will be outlined in the Master Project Agreement
Other Direct Costs
These are eligible direct costs, not falling within the categories of Direct Costs mentioned above, but which are incurred and paid, and can be specifically identified and measured as having been incurred and paid by the applicant for approved project activities and which are so identified and measured consistently by the applicant's costing system.

3.2.1 Service Providers

A service provider intends to bill the applicant for services throughout the course of the project. Service Providers cannot be project partners. The service provider must be independent of the Applicant and have no conflict of interest in providing services for the project.

3.2.2 Affiliated Persons Clause

Affiliated Persons are to be understood and treated as defined in the Income Tax Act, which includes but is not limited to; two or more entities that have similar ownership personnel; or entities that have a working business relationship.

In the case of Eligible Costs for goods or services incurred and paid with an Affiliated Person, the amount of the costs incurred and paid must:

- not exceed their Fair Market Value;
- in the case of a good or service for which there is no Fair Market Value, the amount must not exceed the Fair Market Value of Similar Goods; or
- in the case of a good or service for which there is neither a Fair Market Value nor Similar Goods, the amount must not exceed the sum of the applicable Direct Costs with Indirect Costs (Overhead) at the rate stipulated by the Master Project Agreement, plus 5% profit.

It is important for the applicant from the outset, to self-identify any related parties or Affiliated Persons who will be contracted to provide goods or perform services for completion of approved project activities.

For wholly owned subsidiaries of the Applicant completing approved project activities, its Eligible Costs incurred and paid will be claimed by the Applicant on their behalf and costs are to be treated as if the wholly owned subsidiary is the Applicant.

3.3 Technology Readiness Level Eligibility Requirements

There are nine TRLs, with TRL 1 being the least ready for commercialization and TRL 9 being ready to be used in real-life conditions. To be eligible for CFIN funding all projects must conduct research and development at TRL 1 to 7 levels. Projects including TRL 8 and 9 components will only be considered if they are part of a project that also includes a TRL 1 to 7. For full TRL see Appendix B – Technology Readiness Level (TRL) Scale.

Applicants will outline project activities in their project work plan and identify the TRL associated with each activity.

4. Application Process

The Applicant must register as a CFIN member through www.cfin-rcia.ca.

4.1 Program Timelines

Applications will be accepted during a Fall 2024 program intake. See our website for upcoming application dates. CFIN at its sole discretion, reserves the right to alter or cancel the program timelines.

To assist with your project timeline, CFIN will aim to communicate funding results within 60 business days of the intake deadline.

Incomplete submissions will not be accepted.

4.2 Application Submission

Applications are submitted on CFIN's Application Portal:
https://cfin-rcia.smartsimple.ca/

For a full overview of the application questions and portal, please see Appendix D: Completing the Application Template.

Applicants will receive a confirmation of receipt once they submit their application via email, with a copy of the submission.

Proposals will be reviewed by CFIN to determine if the proposal is compliant with the eligibility requirements. If the requirements are met, the proposal will proceed to the review process. CFIN staff will conduct due diligence to verify the accuracy of information provided in the proposal and may request additional information to assist in the review process. The application will then be independently reviewed according to the project assessment criteria.

4.3 Project Assessment Criteria

The application process will include two phases; first, a video submission, followed by invitations to the top scorers for a full application.

Video Submission

Applicants will prepare a video submission, no longer than seven (7) minutes presenting their project and touching on the below outlined areas of their innovation. Top scoring submissions will move to the next phase.

Scoring Criteria	Points Allocated
The applicant has accurately described a business challenge or opportunity faced by CFIN's membership (food processing, food service, distribution, or retail).	10
The applicant has provided a compelling value proposition to CFIN's membership.	10
The applicant has outlined how the venture will generate revenue.	10
The product or service proposed has a clearly identified science or technology component.	10
The applicant has outlined a development plan for the commercial venture.	10
Total Score	**50**

Full Application

Selected applicants from the video submissions will be invited to complete a full application on CFIN's grant management portal. Application Questions are detailed in Appendix D. Each question will be scored accordingly:

Application Question	Points Allocated
What is the vision for your venture?	5
What is your innovation, and what is the value proposition for CFIN members (food processing, food service, distribution, and grocery retail)?	15
Please summarize any actions you have taken to date to validate your product-market fit.	10
Describe your current plans for revenue generation and how your venture will make money.	10
Describe the team working on the venture, including any partners you intend to engage as part of the project.	20
Describe the technical innovation underlying your product or service.	20
What do you want funding for and how does it fit into your development plan for this innovation and your venture?	20
Total Score	**100**

Applications are scored by CFIN staff and external reviewers based on this rubric. Based on the scores and available funds, winning projects are selected for each intake.

4.4 Final Funding Decisions

CFIN will aim to communicate funding results within 60 business days of the intake deadline. Applicants will be notified if the decision will be delayed.

Applicants approved for funding will be required to enter into a Master Project Agreement with CFIN within 30 business days from the date of receipt of the Master Project Agreement.

Applicants who are not accepted for funding will be notified, with a summary of how their project proposal was evaluated outlining the reasons why they were not approved, as well as recommendations to strengthen their proposal. Projects may not be recommended for funding if they score low on the assessment criteria and/or there are insufficient funds available.

5. Funding Parameters

5.1 Cost Sharing

Total eligible project costs should be between $5,000 and $10,000. The maximum level of funding from CFIN will be 100% of total eligible project costs up to $10,000.

Applicants must justify the amount of CFIN funding requested.

Costs incurred in the development of project applications will not be eligible for funding. CFIN will provide funding for projects by reimbursing approved applicants for their project expenses that are reasonable and eligible. For information about eligible expenses and costs, refer to Appendix C – Guidelines for Eligible and Ineligible Costs.

5.2 Project Duration

The earliest start date for projects will be the date the Master Project Agreement is signed back to the Applicant by CFIN. Project-related costs incurred prior to that date will not be considered eligible project costs. Projects must be completed in accordance with the Master Project Agreement and no later than December 31, 2025.

6. Project Monitoring and Reporting

Approved projects will have a final report at project completion. Reporting is in place to ensure that project participants are fulfilling their obligations, and track progress of the project against financial and performance metrics. Financial reporting will be completed through CFIN's secure online portal. The Applicant will be required to maintain accurate accounts of the project for at least seven (7) years after its termination and comply with the financial reporting and auditing requirements, as outlined in the CFIN Master Project Agreement.

Appendix A – CFIN General Requirements

Applicant Responsibilities

The responsibilities of the Applicant will include, but are not limited to:

- Ensuring compliance with the CFIN Master Project Agreement;
- Overseeing the performance of the project;
- Submitting documentation and receipts related to eligible project expenses and submitting them to CFIN; and,
- Monitoring and reporting on the progress of the project in line with information requests and performance metrics agreed with CFIN.

Project Applicant Requirements

To be considered for project funding, applicants must:

- Certify that the same project they are proposing is not already approved or in progress, and that financial commitments would not otherwise have been made to the project in its current form;
- Ensure that only eligible project costs defined under the CFIN guidelines are to be claimed for reimbursement (See Appendix C – Guidelines for Eligible and Ineligible Costs);
- Agree to incur all expenses for which CFIN funding is sought no earlier than the date of the signing of the Master Project Agreement and no later than one year after that date, unless otherwise stated in the Master Project Agreement;
- Agree to adhere to CFIN's conflict of interest policy (included in the Master Project Agreement); and,
- Agree that, if their project is selected, they will maintain auditable financial records substantiating their expense claims and provide CFIN with the information it requires to monitor and report on the progress of their project.

Intellectual Property

CFIN will support industry-led projects that will generate IP of potential benefit to Canada's food ecosystem. Successful applicants must comply with the terms of the CFIN's Intellectual Property Policy (included in the Master Project Agreement) and agree that:

- Any IP deriving from CFIN projects, ownership rights and exploitation thereof, will remain in Canada for a minimum of five years (5) after the end of the project funding agreement unless otherwise approved in writing by the Minister on a case-by-case basis.

CFIN will not itself take any interest in Intellectual Property in any project, but it may assist with facilitating the commercialization of Intellectual Property by applicants for Canada's benefit.

Appendix B - Technology Readiness Level (TRL) Scale

Technology Readiness Level	**Description**
TRL 1—Basic principles observed and reported	Lowest level of technology readiness. Scientific research begins to be translated into applied research and development (R&D). Examples might include paper studies of a technology's basic properties.
TRL 2—Technology concept and/or application formulated	Invention begins. Once basic principles are observed, practical applications can be invented. Applications are speculative, and there may be no proof or detailed analysis to support the assumptions.
TRL 3—Analytical and experimental critical function and/or characteristic proof of concept	Active R&D is initiated. This includes analytical studies and laboratory studies to physically validate the analytical predictions of separate elements of the technology.
TRL 4—Product and/or process validation in laboratory environment	Basic technological products and/or processes are tested to establish that they will work.
TRL 5—Product and/or process validation in relevant environment	Reliability of product and/or process innovation increases significantly. The basic products and/or processes are integrated so they can be tested in a simulated environment.
TRL 6—Product and/or process prototype demonstration in a relevant environment	Prototypes are tested in a relevant environment. Represents a major step up in a technology's demonstrated readiness. Examples include testing a prototype in a simulated operational environment.
TRL 7—Product and/or process prototype demonstration in an operational environment	Prototype near or at planned operational system and requires demonstration of an actual prototype in an operational environment (e.g. in a vehicle).
TRL 8—Actual product and/or process completed and qualified through test and demonstration	Innovation has been proven to work in its final form and under expected conditions. In almost all cases, this TRL represents the end of true system development.
TRL 9—Actual product and/or process proven successful	Actual application of the product and/or process innovation in its final form or function.

(**Source**: https://ised-isde.canada.ca/site/strategic-innovation-fund/en/collaborations-and-networks/strategic-innovation-fund-program-guide#annex-a)

Appendix C – Guidelines for Eligible and Ineligible Costs

Eligible Cost Categories

Eligible project costs must fall under one of these Eligible Cost Categories:

- Service Providers
- Direct materials
- Equipment
- Other Direct Costs

Eligible Project Costs must be:

- Costs incurred and paid for by the Applicant, which are necessary to carry out the approved project activities;
- Costs that are generally non-recurring and incremental to the ordinary business activities of the Applicant;
- Costs that are reasonable, such that the nature and the amounts do not exceed what an ordinary prudent person would conduct in a similar business context;
- Costs that can be directly attributed to the completion of the approved project activities included in the Master Project Agreement; and,
- Costs that must be determined in accordance with the Applicant's cost accounting practices as accepted by CFIN and applied consistently over time.

Ineligible Costs

Ineligible Costs incurred and paid by the applicant are not eligible for CFIN funding, regardless of whether they are reasonably and properly incurred and paid in the carrying out of the approved project activities.

Ineligible Costs include:

i. salaries or wages paid to staff or owners of the applicant;
ii. tuition, courses, or other educational costs for the owners or staff of the applicant;
iii. travel and hospitality costs, including mileage, airfare, ground transportation, hotels or accommodations, and meals for staff, contractors, or owners of the applicant's firm;
iv. any form of interest paid or payable on invested capital, bonds, debentures, bank or other loans together with related bond discounts and finance charges; the interest portion of the lease cost that is attributable to cost of borrowing regardless of types of lease;
v. legal, accounting and consulting fees in connection with financial reorganization (including the set-up of new not-for-profit organizations), security issues, capital stock issues, obtaining of licenses, establishment and management of agreements with the applicant and prosecution of claims against CFIN or ISED. *Such legal costs associated with obtaining patents or other statutory protection for project intellectual property are considered eligible;*
vi. losses on investments, bad debts and expenses for collection charges;
vii. losses on other projects or contracts;

viii. federal and provincial income taxes, goods and services taxes, value added taxes, excess profit taxes or surtaxes and/or special expenses in connection with those taxes, except duty taxes paid for importing is Eligible Cost;
ix. provisions for contingencies;
x. premiums for life insurance on the lives of officers and/or directors where proceeds accrue to the applicant;
xi. amortization of unrealized appreciation of assets;
xii. depreciation of assets paid for by CFIN;
xiii. fines and penalties;
xiv. expenses and depreciation of excess facilities;
xv. unreasonable compensation for officers and employees;
xvi. product development or improvement expenses not associated with the work being performed under the project;
xvii. advertising, except reasonable advertising of an industrial or institutional character placed in trade, technical or professional journals for the dissemination of information for the industry or institution;
xviii. entertainment expenses (including but not limited to, catering, alcohol, non-travel expenses);
xix. donations;
xx. dues and other memberships other than regular trade and professional associations;
xxi. extraordinary or abnormal fees for professional advice in regard to technical, administrative or accounting matters, unless approval from CFIN is obtained;
xxii. selling and marketing expenses associated with the products or services or both being developed under the Master Project Agreement;
xxiii. in-kind costs; and,
xxiv. recruiting fees.

Appendix D – Completing the Application Template

Access the Application: The application forms can be found at https://cfin-rcia.smartsimple.ca/

Become a CFIN Member: Access to this system is activated for CFIN Members only; you can join CFIN at https://www.cfin-rcia.ca/

On your first login to the application platform, applicants are encouraged to complete their Organization Profile with their address and other contact information.

To view currently open submissions, select FUNDING OPPORTUNITIES in the top row to view currently open programs and begin your application. Once you have started an application, you can view them under MY APPLICATIONS (Saved Drafts will remain in IN PROGRESS until submitted).

The language of the system can be changed by selecting the Globe Icon in the top right.

*** information in fields marked with an asterisk may be disclosed publicly. See Terms and Conditions in the application template for due diligence disclosure requirements.**

Phase 1: Video Submission

Project Overview

- Project Title*
- Propose a concise but informative project title.
- Project Description
  - Provide a short description of the project (maximum 150 words). * Please provide a high-level overview of the project, focus on the objectives that the project intends to achieve. This information will be used to communicate your goals to a wider audience, if successful.
- Project Start and End Dates
  - Project start date cannot be before March 3, 2025.
  - Project end date cannot be before December 31, 2025.
- Primary Contact for the Project
  - Name
  - Title
  - Email
  - Phone Number

Venture & Applicant Profile

- Startup Venture Name*
- Organization Details
- Business Profile
- Is your startup venture incorporated? Y/N.
- If yes, please provide your date and location of incorporation.
- What region are you in? Select one: Atlantic (Nova Scotia, Prince Edward Island, New Brunswick, Newfoundland & Labrador), Quebec, Ontario, Prairies (Manitoba,

Saskatchewan, Alberta, Northwest Territories, and Nunavut), and West (British Columbia, Yukon).
- What Canadian Accredited Institution (College or University) are you currently enrolled in?
- In what program are you currently enrolled at this institution?
- What is your estimated graduation date from this program?

Video
Prepare a maximum seven (7) minute video that addresses the following:
- The business challenge or opportunity that your solution addresses. Solutions must address CFIN's membership in food processing, distribution, food service, or grocery retail.
- The proposed value or impact of your proposed solution.
- How you anticipate the venture will generate revenue.
- The solution's underlying intellectual property, science, or technology component.
- Your plan to develop your solution into a commercial venture.

Videos should include a PowerPoint as well as a recording of the applicant speaking. Videos can be prepared in English or in French. Please upload the mp4 of your video to a file sharing service such as Google Drive, WeTransfer, Vimeo, Send Anywhere, Dropbox, etc. and paste the link in the available field within the application.

The following videos demonstrate how to record a PowerPoint presentation. For more assistance please contact us.
https://youtu.be/8MwD3MQxTuk
https://youtu.be/bP9VJ03s8Gw

Phase 2: Written Application

This phase of the application will build on any written responses and the video from the first phase.

Venture & Applicant Profile
- Is your startup venture based on intellectual property developed by you or your team members at your current institution while participating in a research project?
  - If yes, please briefly explain your answer.
- Is any aspect of your product or service the subject of an existing or potential future patent application. Yes, No, Unsure.
  - If yes to the above, have you engaged with your institution's Research or Innovation office to submit an invention disclosure or pursue a patent application? Please explain.
- If incorporated, has your ownership structure and shareholders agreement been established, if yes, please describe.
- Have you raised any money for the startup venture? Select one or more.
  - No Money Raised / Aucun fonds levé
  - Angel Investment / Investissement providentiel
  - Corporate Funding / Financement d'entreprise
  - Friends and Family / Amis et famille

- Other Grants / Autres subventions
- Venture Capital Investment / Investissement en capital-risque

Application Questions

1. What is the vision for your venture?
   - Please describe your current state, path to revenues, and proposed revenue model for your organization.
2. What is your innovation, and what is the value proposition for CFIN members (food processing, food service, distribution, and grocery retail)?
   - Describe the types of CFIN members who have the problem that needs solving.
   - Define the product or service you are going to sell to the customer.
3. Summarize any actions you have taken to date to validate your product-market fit.
   - What validation, if any, have you received from customers or potential customers that the problem you have identified needs solving?
   - Describe how your target customers are solving their problem today, no matter how poorly.
4. Describe your current plans for revenue generation and how your venture will make money.
   - Estimate how many customers there are globally who would purchase your product or service.
   - Estimate how much the customer will pay for your product or service.
   - Are there other markets or customer groups who might also benefit from your product or service?
5. Describe the team working on the venture currently and throughout the project, including any partners you intend to engage as part of the project.
6. Describe the technical innovation underlying your product or service.
   - Estimate the technology readiness level for your product or service, using the definitions provided in Appendix B and describe why you selected that TRL.
   - Outline how this innovation differs from others who are currently solving or developing solutions to this problem.
   - Describe the advantages or benefits your solution provides compared to existing solutions.
7. What do you want funding for and how does it fit into your development plan for this innovation and your venture?
   - Describe the planned investments with CFIN funding if you are successful with this application.

<u>Budget and Workplan</u>

Use the open buttons to populate each table in a separate window. Complete the budget prior to completing Forecast by Quarter and Sources of Funds. Any changes made to the budget after completing these subsequent tables will require them to be cleared and re-completed. Press Save and Save Draft often. The completed tables will populate in the lower portion of the tab.

Budget

- Refer to Appendix C - Guidelines for Eligible and Ineligible Costs to determine which cost categories your project costs will fit under. You can add rows if you need to add more costs. The costs must be outlined based on the Fiscal Year in which they are incurred.

- Based on your costs inputted into the budget, the spreadsheet will calculate the Total Eligible Costs and CFIN funding amount.

Work Plan

- Complete a detailed project work plan with activities, milestones, timelines with specific roles and responsibilities of the service provider(s).
- Select the appropriate fiscal year associated with the activity start date from the drop-down menu;
- Activity Description should outline the planned activities in chronological order and include any project milestones;
- Expected Outcomes are the benefits or results that will occur during the project and their achievement is a measure of success. These might include items such as new products, practices, processes, and systems that are developed:
- Select the appropriate TRL that represents the achievement of the Expected Outcomes. If no TRL is associated with the Expected Outcomes then select "_"

Example:

Fiscal Year (FY)	Activity Description	Expected Outcomes	TRL Associated with the Outcome
FY One 2021-2022	Engage laboratory capable to undertake research and development for protein extraction	Principal Investigator is identified, masters student is engaged, timeline is secured.	_
FY One 2021-2022	Test the lab scale method to effectively isolate proteins from barley flour. January – March	Protocol is documented. Ready to test pilot plant protocol with industry partner.	TRL 5
FY Two 2021-2022	Hire engagement officer on short-term contract. April – June	New business partners are identified, samples ready to be tested in facilities.	TRL 6

<u>Application Files</u>

- Supporting documentation: applicants can upload multiple documents in support of their project, such as quotes or other relevant information.
- Letter of recommendation/endorsement: the **applicant must attach a letter of endorsement of recommendation from their institution's entrepreneurship office, or a professor or mentor** who can speak to the applicant's capabilities and work on their venture to date. Applications submitted without a letter of endorsement or recommendation will be considered incomplete.

<u>Terms & Conditions</u>

The primary contact must agree to the terms and conditions to submit the application. The application will ask applicants to certify that:

- They have read, understand, and are willing to comply with CFIN's project requirements;

- Their service providers are independent of the applicant and have no conflict of interest in undertaking the project;
- The project will be carried out in Canada;
- The project is incremental and new;
- The project would not be undertaken to the same extent without CFIN funding; and
- They are willing to invest in and complete the project within a one-year time frame.

If you have further questions or need assistance with your application submission, please reach out to the CFIN team at innovation@cfin-rcia.ca.