##

***icSTAMP is a paid placement that combines practical experience & professional training through educational and experiential learning in an advanced manufacturing applied research & development environment.***

***The following activities are mandatory. If selected, participants will complete:***

1. ***3-days/week in class at Canadore College to complete
-Advanced Manufacturing Canadore College Certificate and***

***-Lab work at Canadore College Innovation Centre for Advanced Manufacturing
& Production (ICAMP) to work on company R&D projects***

1. ***Company Research & Development Project at company location***
2. ***Personal and Professional Development Workshops (6 days over 25 weeks)***

 ***Companies must be located in one of IION’s four districts: Nipissing, Timiskaming, Parry Sound or Muskoka.***

 **While completing this application please note:**

* It is a password protected document – font editing (size, colour, attributes like bold) is disabled. If there are issues with filling this form, please contact Anne – anne@iion.ca or 705-474-7600 ext. 5661
* The terms ***Company*** *and* ***Applicant*** are used interchangeably.
* The term Participant designates the employee hired by the company to complete the project proposed for icSTAMP.
* Both Companies and Participant must apply to the program.
* Companies must identify and select a participant and vice versa to be considered a match and move on to the selection committee.
* All applications are subject to a competitive review process.

## Company Information

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Operating Business Name:** | Company ABC Inc. |  |  |  |
| **Legal Business Name:** | 8491533 Ontario Inc. |  |  |  |
| Business Registration: | Sole Proprietor[ ]  | Partnership [ ]  | **Corporation** [ ]  |  |
| Address: | 123 Coffee Street | ## |  |
|  | Street | Unit # |  |  |
|  | North Bay | Ontario | P1B 7G8 |  |
|  | City | Province | **Postal Code** |  |
| Lead Contact: | John Smith | President | john@abc.ca |
|  | Name | Position | Email |
| Secondary Contact: | Amy Doe | Lead Engineer | amy@abc.ca |
|  | Name | Position | Email |
| Phone Number: | (705) 123-4567 ext. 8910 |  Website:  | example@abc.ca |
| HST #:  | 123456789 RC0001 |  |  |

**Detailed description of company’s history, current products / services and future aspirations:**

Answer here

## Placement Information

**icSTAMP is a project-based placement; companies must have a Research & Development project for the Participant to work on throughout the program. Please describe the project(s) the Participant would work on using advanced and additive manufacturing concepts, equipment and techniques.**

Answer here

**What impact does the problem have on your operations?**

Answer here

**How will this project help your company achieve a growth milestone?**

Answer here

## Matching

*Finding a participant match is the responsibility of the company, IION simply aids in the promotion of the position, if necessary.*

* If a Company **DOES** have a Participant in mind, please ensure it is noted in this application. IION will consider this a match once both Company & Participant applications are received.
* If a company **DOES NOT** have a Participant in mind, send your application as soon as possible to IION who will advertise the position and share with you any potential participant candidates that apply to the icSTAMP program.
* Companies are responsible for vetting and selecting a candidate.

**There are two ways that Company’s and Participant can be matched:**

1. **Company’s bring a Participant candidate forward – Participant must also apply to the icSTAMP program.**
2. **The Company advertises the position and IION aids in promoting it through various channels.**

|  |  |
| --- | --- |
| **I Have a Participant Candidate**  | **I Do Not Have a Participant Candidate** |
| -Have the Participant complete the participant icSTAMP application-Inform Anne Brule (anne@iion.ca) that you have a participant applying to the program & indicate the participant in your application  | -Advertise the job throughout your networks, social media, online job boards etc. -If IION has appropriate candidates apply to the program, they will be forwarded to you for your consideration-If you find a suitable participant and you mutually agree to proceed as a match, you need to inform IION of this |

**Do you have a Participant candidate in mind?**

**Yes** [ ]  **Name:** click to enter text

**No** [ ]

## Project Impact

**How will this project benefit Northern Ontario:** Answer here

**Please complete the following chart utilizing your best estimates:**

|  |  |  |
| --- | --- | --- |
| **Timeline** | **Gross Sales Revenue** | **Number of Employees** |
| **Current** | $1,000,000 | 6 |
| **Projected in 3 Years** | $2,500,000 | 9 |

**Please estimate additional costs above the grant amount of $9,375 related to the project:**

Additional wage - $4687.50, CPP & EI - $1052, WSIB costs $200, training course $90, equipment and tools $300, uniform and safety equipment $500. Total estimated $6829.

## Project Costing Details

**Please review and acknowledge each of the following key points related to icSTAMP funding:**

[ ]  **Companies are expected to pay at minimum $15/hour for 37.5 hours/week for 25 weeks. IION will provide a subsidy of $9,375; therefore, companies must contribute at minimum $4,687.50 over 25 weeks**

[ ]  **Companies must cover the Mandatory Employment Related Expenses “MERCs” such as CPP & EI**

[ ]  **Companies must hire the participant as an employee and therefore generate a T4 statement**

[ ]  **IION requires a copy of the Participant’s initial and final paystubs to confirm that the $14,062.50 (IION wage subsidy + company contribution) was met or exceeded**

[ ]  **For successful Companies, 50% of the wage subsidy ($4,687.50) will be disbursed at the beginning of the placement and 50% upon completion of placement and reporting requirements**

## Terms & Conditions

**Applicant’s signature acknowledges the following:**

[ ]  **Companies understand that participants will be located at Canadore College 3-days/week (Wednesday-Friday). This involves in class work and lab training/work for Company R&D project.**

[ ]  **Companies understand that participants will be available to work at Company location 2-days/week (Monday & Tuesday).**

[ ]  **Companies understand that participants will complete 6 Professional Development workshops throughout the 25-weeks. Specific dates TBD – will be on Fridays.**

* **Companies are responsible to register as an IION client prior to receiving icSTAMP funding.**
* **Innovation Initiatives Ontario North will not be responsible for any costs in excess of the approved amount of $9,375.00**
* **icSTAMP will commence on June 18, 2018 and is to be completed on December 7, 2018 with the final report and final paystub received by IION prior to January 11, 2019.**
* **Companies agree to complete the icSTAMP survey and the IION annual survey to fulfill the reporting obligations and remain eligible for future funding administered by IION.**

 **Applicant’s failure to meet these conditions, both financial and otherwise, will void the application.**

**Applicants will invoice IION to receive the first disbursement ($4,687.50). IION will provide $9,375.00 to the approved applicant over the 25-week period. The Applicant is responsible for the Mandatory Employment Related Costs and the $4,687.50 minimal additional wage amount. The Applicant may choose to compensate the Participant at a higher rate, but acknowledges that IION will not be responsible for any contract changes negotiated between the Applicant and the Participant, further costs or MERCs resulting from these changes.**

**The Applicant further acknowledges that IION accepts no responsibility for the Participant's performance provided under this agreement. It is the Applicant's responsibility to ensure that the work is done to the quality and standards it expects. The responsibility of IION is to issue approved wage subsidy payment to the Applicant and facilitate experts for the personal and professional development participant workshops.**

**The Applicant further acknowledges that IION has a five‑year obligation to track the Applicant's commercialization efforts and results which shall require mandatory reporting (upon request) by the Applicant of annual revenues and job creation and other information as required.**

**The Applicant agrees to provide promotional materials upon request (company logo, flyers, photos of Participant at placement location, etc.) for IION marketing and other media based initiatives supporting the IION‑icSTAMP. IION respects the Applicant's property and will only utilize the materials provided and approved by the Applicant.**

**The Applicant acknowledges the right of IION to audit the Eligible Activity and the right of representatives of the Minister of Industry to audit, or cause to have audited, the accounts and records of the Applicant and to have a right of access to the books and the Applicant's accounts. The Applicant shall be required by IION to act as its agent for the purpose of any inquiry undertaken by the Auditor General of Canada with respect to the use of funds under this agreement. The Applicant shall release to IION, upon request and in a timely manner, for the purpose of releasing to the Auditor General of Canada, all records held by the Applicant, or by agents or contractors of the Applicant, relating to the contribution agreement and the use of funds; and such further information and explanations as the Auditor General, or anyone acting on behalf of the Auditor General may request relating to any part of the contribution agreement or the use of funds.**

**The Applicant agrees to comply with all federal, provincial, territorial, municipal and other applicable laws governing the Applicant or the Applicant's activity, or both, including, but not limited to, statutes, regulations, by‑laws, rules, ordinances and decrees. This includes legal requirements and regulations relating to environmental protection.**

**The Applicant agrees to acknowledge, if requested thereof, the federal government's role in the funding provided through this agreement and consent to a public announcement of the eligible activities by or on behalf of the Minister of Industry in the form of a news release. The Minister of Industry will inform the Applicant of the date of any public announcement. The Applicant consents to the participation of the Minister of Industry, or the Minister's representatives, at such an announcement event, and to have such an event take place on a day mutually agreed upon by the Applicant and the Minister of Industry or the Minister's representative. The Applicant will agree to display promotional material provided by the Minister of Industry at such an event.**

**NOTE: Release of confidential or competitively sensitive information will not be required as this is protected under the Access to Information Act.**

**I have read, understand and agree to the above conditions and that I have authority to sign on behalf of the Applicant. I certify that my answers are true and complete to the best of my knowledge. If this application leads to approval, I understand that false or misleading information in my application may result in removal from the program.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature:** | Type your first and last name as a signature | **Date:** |  Click or tap to enter a date. |

## Office Use Only

**Approved Amount: $9,375**

**Anticipated Project Costs:**

**Registered as an IION Client: Yes** [ ]  **No** [ ]

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|   |

**Innovation Centre Approval:**