



DCC-Technology Demonstration Program

Contents

- Program Information and Eligibility Requirements 2
 - Overview and Benefits..... 2
 - Program objectives 2
 - How Funding Works..... 3
 - Eligibility Requirements..... 3
 - Applicant 3
 - Technology Vendor 3
 - Project 4
- How to Apply 4
 - Application Process and Timelines..... 4
 - Reference Documents 5
- Assessment Process and Criteria 5
 - Evaluation Criteria 5
- Project Activation, Funds and Reporting..... 6
 - Project Activation..... 6
 - Flow of Funds 6
 - Project Reporting..... 6
 - Final Report..... 6
 - Project Metrics 7
 - Retrospective Survey 7
 - Project Changes..... 7
- Contacts 7



Program Information and Eligibility Requirements

Overview and Benefits

The DCC Technology Demonstration Program (DCC Demo) is part of a broader Digitalization Competence Centre (DCC) initiative. The Technology Demonstration stream supports Ontario Small and Medium sized Enterprises (SMEs) that have completed a Digital Modernization and Adoption Plan (DMAP) project to adopt and implement the digital technology identified in their DMAP, accelerating growth of the SME whilst also supporting the commercialization of Ontario digital technologies.

In addition, the program facilitates access to expertise and the latest knowledge and information on digital technologies, training to use new equipment and processes and understanding and adopting digital technologies that will enable SMEs to scale.

Funding is available for a limited number of Ontario SMEs working with digital solution vendors to adopt and implement commercialized digital technology specified in their DMAP resulting in high growth impact for their company. Eligible SMEs receive up to \$150,000 in reimbursement funds.

Program objectives

- accelerate digital adoption by supporting SMEs to adopt new commercialized equipment and processes
- support commercialization of Ontario technologies by connecting SMEs looking to adopt digital technologies to Ontario technology firms
- enhancing technological capacity in sectors across the province (e.g., manufacturing, construction, resource production, food, and beverage processing, etc.) and back offices of companies that have the potential for further digitalization
- increase economic impact for Ontario-based SMEs and Ontario;

The DCC Demo program also provides an opportunity for Ontario SMEs and technology vendors to showcase the value of their products/services or technology and accelerate their growth and/or path to market.

The DCC Demo program is delivered by OCI on behalf of the Ontario Ministry of Economic Development Job Creation and Trade.

Benefits to the Applicant

- **Accelerate adoption of new commercialized digital technologies**
- **Modernize and enhance the competitiveness of your products and services**
- **Release products to the market faster, reach the right customers, while offering a near perfect user experience**
- **Achieve increased efficiencies in business operations by automating processes**
- **Access to the latest knowledge, expertise and training**
- **Referrals and connection to partners in the ecosystem**
- **Opportunity to showcase your SME and gain increased market exposure**



How Funding Works

OCI Contribution	50 per cent (maximum) of total eligible project costs, up to \$150,000
Applicant Contribution	50 per cent (minimum) of total eligible project costs (i.e. minimum 1:1 match to OCI contribution)

Example	Total eligible project costs: \$300,000 <ul style="list-style-type: none"> Maximum OCI contribution: \$150,000 Minimum applicant contribution: \$150,000 cash
Funding Recipient	SME applicant company

Eligibility Requirements

Applicant

- Be incorporated federally or provincially with a valid Business Number
- Be a for-profit, privately owned business
- Have between 1 – 499 full time equivalent employees
- Have a change management culture and structure that values growth and innovation, willingness to review/adopt new technologies to support scaling
- Have the ability and willingness to invest resources
- Have the capability to implement and internally sustain new technologies
- Have a permanent establishment in Ontario
- Have completed a DMAP project
- Have at least \$500,000 of annual revenues in one of the previous three tax years

The following types of small businesses are ineligible:

- Businesses engaged in consumer facing retail or e-commerce operations
- Corporate chains, franchises, or registered charities
- Representatives of multi-level marketing companies
- Real estate brokerages
- Not-for-profits

Technology Vendor

Note: SME applicant companies will need to apply in collaboration with a digital technology vendor firm preferably based in Ontario. The location of the vendor firm is not mandatory. However, applicants are asked to make a reasonable commercial effort to explore the adoption of locally



developed technologies.

- The vendor is a for-profit enterprise with a validated commercialized innovative product/service ready for demonstration
- The vendor MUST already have all necessary certifications and meet all regulatory requirements as applicable
- The SME (applicant) and Vendor must have an arm's-length business relationship
- Vendors must agree to complete the required OCI reporting and cooperate with OCI in the development of case studies

Project

- Projects must support the adoption and implementation of commercialized digital technology by a SME in partnership with a digital vendor and align with their completed DMAP
- Projects must be a partnership between an SME and a technology vendor firm preferably located in Ontario
- The project should significantly accelerate the SMEs digital transformation, on their commercialized technologies, and have a high impact on the business (e.g., job creation/retention, new revenues, new customers, follow on investment and productivity improvements)

How to Apply

Application Process and Timelines

Program Status: **Open for applications (accepted on a rolling basis)**

1. Applications MUST be initiated in AccessOCI by an OCI Business Development Manager (BDM) or an OCI DAA. Once initiated, the Applicant will receive login information to begin completing the application. Companies that wish to be connected with an OCI Business Development Manager or OCI DAA should submit a [Client Intake Form](#).

Please note: completion of this form does not constitute an application for funding. A BDM/DAA will contact you to discuss the opportunity. If you are already working with a BDM/DAA, please indicate this in the form.

2. Once the BDM/DAA confirms that the opportunity is suitable for the program, you will be sent a link to OCI's online application system, AccessOCI.
3. Complete the online application form and upload the required supporting documents
 - Required supporting documents:
 - Resumes/CVs from relevant team members
 - Letter of support from the digital technology vendor firm
 - Vendor company profile
 - Additional supporting documents that may be relevant
4. Request your BDM/DAA to provide an endorsement of the application. Once the endorsement is



provided, the applicant or BDM/DAA will then be able to submit the application.

5. OCI will internally review the application within approximately one week for eligibility, completeness and financial compliance. A list of any deficiencies will be sent to the applicant for revision.
6. When the application is endorsed as eligible and complete by OCI's internal team, the application will be sent for review to external committee comprising subject matter experts
7. Applicants will be notified of OCI's decision regarding funding by email.
8. Once the application is approved for funding, the applicant will be forwarded a copy of OCI's standard funding agreement, with an embedded copy of the submitted application and Schedule D, for execution. This funding agreement must be signed, via OCI's online electronic signature function, by the applicant and returned to OCI.

Please note: the OCI Funding Agreement is non-negotiable

Reference Documents

- Eligible Expenditures Guide
- OCI Funding Agreement
- Reporting Instructions
- Proposal Questions - (Note: this sample application template is for informational purposes only. Applications are only accepted through OCI's online system where full application requirements are listed).
- Vendor Letter of Support Template

Assessment Process and Criteria

The DCC Technology Demonstration program is a discretionary, non-entitlement program with limited funding. All eligible applications undergo a review process where the applications are evaluated against program objectives and other assessment criteria. Not all eligible applications will be approved for funding.

Applications are internally reviewed for eligibility, completeness and financial compliance, prior to evaluation by external reviewers with domain expertise from academia and industry. All reviewers are bound by Non-Disclosure Agreements (NDAs). The final funding decision is made by OCI.

Evaluation Criteria

Applications will be evaluated against assessment criteria including, but not limited to:

- Evaluation of digital maturity, where the DCC client is at in terms of digital advancement and current capabilities
- Clarity of the need for digital modernization and adoption of new technology
- Capacity for and prioritization of investing in adoption of digital technologies



- Significance of the opportunity, expected growth potential and economic benefit to the SME and Ontario (e.g., job creation/retention, new revenues, new customers, follow on investment, productivity improvements)
- Ability of the vendors digital solution to address the SME digital gaps
- Expertise and experience of the team members, clarity of roles and responsibilities and evidence of collaboration
- Vendors' potential role and impact on accelerating growth and path to market
- Clarity, feasibility and appropriateness of the project plan and budget
- Overall quality and completeness of the application

Project Activation, Funds and Reporting

Project Activation

- Upon execution of the funding agreement, OCI will activate the project in the AccessOCI system.

Flow of Funds

- The technology Demonstration program is a reimbursement program. Upon successful execution of the Funding Agreement, clients will need to start working towards the completion of their project and implementation of their digital technologies using an outcomes-based approach to measure efficiencies generated as a direct result of the project
- Project funding will not be released until the project is activated and the project completion claim report has been approved. OCI will not be held responsible for any expenses incurred for the project prior to activation. If, for any reason, the requirements for activation are not met within thirty (30) days from the date of release of the approval notification, the funding offer may be retracted.
- Funding will be released directly to the SME following a reimbursement model, the SME will be responsible for payment of the vendor.

Project Reporting

To receive funding from OCI, the applicant MUST complete all required reports as a contractual obligation as outlined below.

Note: Applicants MUST retain all proof of purchases, receipts, and other relevant documentation relating to eligible expenses. These should be included in Final Claim and Report.

Final Report

A final report, including a progress report, proof of expenditures, financial attestation, and a request for reimbursement, will be required at the end of the project. Thirty (30) days prior to the scheduled completion date, the applicant will receive a notification of the project end date from



OCI's AccessOCI system, with a link to the Final Project and Claims Report should the applicant/project partner wish to begin entering data.

- Applicants are required to report on project milestones, success stories, deviations, financials, productivity, commercialization and economic outputs
- If a project extension is required, the applicant **MUST** request it using the Project Administration tab in their AccessOCI project file. Extension requests must be made before the project end date and be approved by OCI. A maximum extension of three months will be allowable.
- On the scheduled project completion date, the applicant will receive another notification and a link to complete the Final Project Progress and Claim Report from OCI's AccessOCI system.
- All required final reports from the applicant must be submitted within 30 days of project completion in order to be reimbursed for eligible expenses and maintain good financial standing with OCI.
- If early reporting is required, the applicant **MAY** request it by emailing OCI.

Project Metrics

Retrospective Survey

Applicants will be required to complete a brief retrospective survey on an annual basis for three years from the end date of the project. At one, two, and three years after project completion, the applicant will be sent a link to complete a retrospective survey to collect data on commercial outcomes from the project. This information is required by OCI for assessment of program impact and continuous improvement.

Project Changes

If there are any other material changes to the project, including, but not limited to, changes related to the applicant company, the vendor, scope of work, timelines, deliverables or eligible expenses, the applicant **MUST** contact the OCI Program Manager as soon as the changes are known. Failure to advise OCI of any change before submission of the final report may result in funds not being released.

For any variances to the OCI budget of \$5,000 or greater, or extensions to the project end date, the applicant must complete a Project Change Request form prior to the project end date, using the Project Administration tab in their AccessOCI project file.

Contacts

For program-related inquiries, regarding program guidelines, eligibility and submitting the online application, please contact your business development manager or OCI DAA.

Or [Search OCI's Knowledge Base of Frequently Asked Questions.](#)



For other inquiries, please contact:

Chris Ritchie

Business Development Manager Lead

Email: CRitchie@oc-innovation.ca

Vahid Sadr

Program Manager

Email: vsadr@oc-innovation.ca