

DCC- Technology Demonstration Program

Eligible Use of Funds:

Eligible expenses include costs and activities directly related to achieving the objectives for which the OCI funding was granted. All procurement activities must conform to the [Broader Public Sector Accountability Act \(BPSAA\)](#).

Eligible Expenses:

1. Actual costs directly attributable to and necessary for the completion of the project and are not wholly or partially for another purpose. This includes actual cash outlays that must be documented through invoices and proof of payments - and are subject to verification by an independent auditor.

Evidence of payment must be maintained for audit purposes. Costs incurred outside Ontario are ineligible unless otherwise approved by OCI.

Retroactive Expenses:

OCI will acknowledge expenses after the approval date. In cases where an application is not approved and activated, expenses are incurred at the risk of the Applicant.

Public leverage of DCC contribution:

Matching contributions from partners must be from private sources. DCC's funding and/or partners' project contributions cannot be used to leverage other public funds (at the municipal, provincial, and federal level, including directly controlled entities) to support the same project activities and milestones.

Notes:

GAAP is a collection of commonly followed accounting rules and standards for financial reporting. The purpose of GAAP is to ensure that financial reporting is transparent and consistent from one organization to another.

Eligible Expenditures Guide

OPERATING EXPENSES:

| Eligible Expenses | Ineligible Expenses |
|---|--|
| <ul style="list-style-type: none"> ✓ Technology Demonstration Project costs related to the adoption of the digital technology outlined in the DMAP ✓ Costs related to website search optimization, note plan cannot be used solely for website search optimization, it needs to be tied to overall technology implementation plan, and not a standalone item ✓ Costs related to the installation of a technology platform (including subscription fees/costs). ✓ Costs of back-office solutions to support a technology strategy. ✓ Costs of social media advertising, note plan cannot be strictly social media advertising, it needs to be tied to overall technology implementation plan, and not a standalone item. ✓ Costs related to the creation of customer databases ✓ Development of new technology ✓ Salaries for technical staff directly related to the demo project and essential for the installation/integration of the digital technology (does not include benefits). This means one-time labour expenditures directly attributable to the development and implementation of the Project, including expenditures to set up/commission new equipment, technology or systems for the Project. Notes: <ul style="list-style-type: none"> ○ Ongoing operational and production labour expenditures are ineligible. ○ The Recipient is required to maintain timesheets or appropriate records for all employees working directly on the Project to verify time spent on Project work, and to verify expenditures for audit purposes. ✓ Upgrading existing technology site for added functionality (i.e. new plugins, or features); please note, re-design of an existing site is not eligible. ✓ Software including: <ul style="list-style-type: none"> • Software to track and manage product inventory, as well as fulfill and ship orders • Software for product databases | <ul style="list-style-type: none"> ⊗ DMAP grant costs related to the implementation of a digitalization plan ⊗ Costs related to the shipping of goods purchased through the technology platform ⊗ Purchases made prior to grant approval ⊗ Renewal of digital services such as domain name, software subscription etc. (including existing technology subscriptions) ⊗ Signage and printing ⊗ Logo redesign and rebranding ⊗ Bonuses, dividends, and cash incentives ⊗ Costs of land, building or vehicle purchase ⊗ Costs of intangible assets such as goodwill, whether capitalized or expensed ⊗ Depreciation or amortization expenses ⊗ Interest on invested capital, bonds, or debentures ⊗ Bond discount ⊗ Monthly mortgage, loan and/or rent payments ⊗ Refinancing of an existing debt ⊗ Debt repayment and/or losses on investments, bad debts, and any other debts ⊗ Fines or penalties ⊗ Costs related to litigation ⊗ Out-of-province travel costs ⊗ Capital expenses, including land, buildings, leasehold improvements ⊗ Annual membership fees to associations ⊗ Costs incurred prior to the SME's project or after the SME's project ⊗ Salaries for founders who do not have a technical contribution to the project and/or is over \$5000 per month |

Eligible Expenditures Guide

- Software to track sales, market to customers, offer discounts, maintain a loyalty program
- Software to simplify marketing
- Cyber security software or certifications
- Hardware and accompanying software up to 20% of total grant amount