



Below is a summary of answers for frequently asked questions on the Digitalization Competence Centre (DCC) program.

For full program guidelines please see the program guideline/eligible expense documents and application templates at <https://www.oc-innovation.ca/programs/digitalization-competence-centre/>

Digital Modernization Adoption Plan (DMAP)

What are the criteria for eligibility?

Companies applying for DMAP must meet the following criteria:

- Be incorporated federally or provincially with a valid business number
- Be a for-profit, privately owned business (including for-profit co-ops)
- 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
- Be able to express why they need a digital strategy and recognize its importance in guiding change
- Have a permanent establishment in Ontario (if not headquartered in Ontario, a minimum of 50% of employees must be based in Ontario)

The following types of small businesses are ineligible:

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

Please note:

Maximum of one DMAP and one TDP project per applicant

Applicant can be a DMAP applicant for a project and a DMAP consultant or vendor for another unrelated project



What types of technologies qualify for the program?

The program supports a broad range of digital technologies such as (but not limited to): cybersecurity, ERP's, MES, SaaS platforms, sensors, robots for manufacturing or agriculture, equipment and software to upgrade manufacturing, digitalization of process/products and custom-created software.

Please contact your OCI Business Development Manager or Digital Adoption Advisor if you have any inquiries with respect to the eligibility of a specific technology.

OCI can provide a roster of Digital Adoption Consultants and a list of Ontario based technology providers upon request.

What timelines are associated with the program?

Applications are currently being accepted. Processing time for DMAPs is roughly 2 weeks; 6 weeks for Technology Demonstration Projects.

DMAPs must be completed with three months of application approval. Technology demonstration projects must be completed with six months of application approval.

How do I apply for a DMAP?

Please contact an OCI BD or DAA to discuss your potential project – if your project fits the program criteria, an application will be opened in the OCI Portal. OCI will endeavour to approve DMAP projects within 14 business days from submission.

Guidelines and a copy of the application may be found at the following link:

<https://www.oc-innovation.ca/programs/digitalization-competence-centre/>

What is the reimbursement process for DMAP?

SME's will receive up to 50% (maximum) of total eligible project costs, to maximum of \$15,000 (grant)

At the completion of the project, SME's will submit the completed DMAP, complete the final report and submit the paid invoice from the consultant for reimbursement.

Please allow up to 30 days for reimbursement after submission of your final report (excludes time for report revisions if required).



What deliverables are required for a completed DMAP?

Applicants are required to report on project milestones, success stories, financials, productivity, commercialization and economic outputs.

Consultants need to provide a completed DMAP based on the format approved by OCI. Consultants should recommend three potential technology options to be pursued. Solutions should be sourced from Ontario-based vendors whenever possible. The format of the DMAP can be found on the DCC site [here](#).

Technology Demonstration Project (TDP)

What are the criteria for eligibility?

Companies applying for TDP must meet the following criteria:

- Have completed a DMAP project
- Be incorporated federally or provincially with a valid business number
- Be a for-profit, privately owned business (including co-ops)
- 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
- Be able to express why they need a digital strategy and recognize its importance in guiding change
- Have a permanent establishment in Ontario (if not headquartered in Ontario, a minimum of 50% of employees must be based in Ontario)
- Have reported at least \$500,000 of annual revenues in one of the previous three tax years

The following types of small businesses are ineligible:

- Business 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

What types of technologies qualify for the program?

The program supports a broad range of digital technologies such as (but not limited to): cybersecurity, ERP's, MES, SaaS platforms, sensors, robots for manufacturing or agriculture, equipment and software to upgrade manufacturing, digitalization of process/products and custom-created software.



Custom solutions can be a recommendation from the DAC and supported, however the applicant firm's wages should account for no more than 50% of the total technology demonstration project's budget.

An Ontario technology vendor list is available on request and firms are also welcome to choose their own vendor.

What timelines are associated with the program?

Applicants may apply for the Technology Demonstration Project following the completion of their DMAP. Once approved, the Technology Demonstration Project must be completed within 6 months and prior to the program's end date.

What is the reimbursement process for a Technology Demonstration Project?

SME's will receive up to 50% (maximum) of total eligible project costs, to maximum of \$150,000 (grant), upon submission of the final report when the project ends. Expenses (those incurred prior to project approval) will not be eligible for reimbursement. Please note that equipment cannot account for more than 20% of the budget.

The applicant firm's wages cannot account for more than 50% of the total technology demonstration project's budget. Costs to develop your application are not an eligible expense.

For a complete guide to eligible expenses, please use the following link: <https://www.oc-innovation.ca/wp-content/uploads/2023/01/DCC-Technology-Demonstration-Eligible-Expenses-Guidelines.pdf>

What deliverables are required for a completed TDP?

Applicants are required to report on project milestones, success stories, financials, productivity, commercialization and economic outputs.

A completed TDP includes the implementation of the DMAP plan, supporting documentation, and a completed final report.

For further details please refer to 'Program Guidelines' at: https://www.oc-innovation.ca/wp-content/uploads/2023/01/DCC-Demo-Program-Full-Guidelines-Nov_2022_Final.pdf



Consultants

Is there a list of approved consultants?

A list of approved consultants is available upon request. Please contact an OCI Business Development Manager or Digital Adoption Advisor for details.

How do I apply to be an approved consultant?

You can apply to be an approved consultant at the following: <https://www.oci-innovation.ca/programs/digitalization-competence-centre/tools-and-resources/>

If I currently have a consultant, can I use them for the program?

Yes, however they will need to meet DAC eligibility and apply to be on the Approved Consultant list – see above on how to apply.

Can a consultant do a DMAP and then work on implementation of a TDP?

A consultant cannot provide the DMAP and then work on the implementation of the TDP. The DMAP consultant

must be unbiased in their recommendations.

Canadian Digital Adoption Plan (CDAP)

How does the program relate to CDAP?

DCC and CDAP are complimentary programs from the Ontario and Federal Governments respectively, that are focused on driving the adoption of digital technology in Ontario for DCC and Canada for CDAP. OCI and ISED are currently in discussion on a potential partnership of the programs which will potentially offer new opportunities to leverage aspects of both programs through a fast-track process. Please check the DCC website or with your OCI representative for any updates.

Currently, CDAP and DMAP funding cannot be combined. Firms that have already completed a CDAP project can however apply for a DMAP project if the DMAP scope is different and focused on an area not conducted under their CDAP project.

Please note that a DCC-funded DMAP must be completed to be considered for a Technology Demonstration Project, CDAP adoption plans are not eligible as a substitute.