DCC-Digital Modernization and Adoption Program

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How Funding Works

OCI Contribution	50 per cent (maximum) of total eligible project costs, up to $15,000
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: $30,000 • Maximum OCI contribution: $15,000 • Minimum applicant contribution: $15,000 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
- Be able to express why they need a digital strategy and recognize its importance in guiding change
- Have a permanent establishment in Ontario

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

DAC
- DACs must be selected from the DCC Roster.

- Where a client seeks to contract with a party or firm/organization that is not on the DCC roster, then OCI will consider such a client for a DMAP grant only if the party or firm/organization

being proposed to provide DAC services to the client applies and is successful in qualifying for the DCC roster.

Project

- Projects must support Ontario based SMEs to generate an effective Digital Modernization and Adoption Plan in order to enable digital adoption and transformation in the SME and drive productivity increases and company growth.

- Projects must contract with an eligible Digital Adoption Consultant (DAC) from the DCC roster to develop their Digital Modernization and Adoption Plan (DMAP) and will need to submit their completed plan for reimbursement

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 BDM 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 external DAC on the Roster
     - 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.

   o **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).
- [DAC Letter of Support Template](#)

Assessment Process and Criteria

DMAP 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. 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 a digital modernization and adoption plan
- 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 and productivity increases)
- Capacity for and prioritization of investing in adoption of digital technologies
- Evidence of next steps, and clear strategy and capacity to bring the results and/or implement the plan
- Expertise and experience of the team members along with clarity of roles and responsibilities
- Clarity, feasibility and appropriateness of the project plan and budget
- Overall quality and completeness of the application

Projects that are outside of the scope of the program may be referred to partner programs as appropriate.

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

- DMAP is a reimbursement program. Upon successful execution of the Funding Agreement and project completion clients will need to submit their completed DMAP and invoice/documentation from the contracted roster DAC to receive grant monies.

- 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 DAC.

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 invoices from DACs and other relevant documentation relating to eligible expenses. These should be included in the Final Claim and Report*

Final Report and Claim

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 an email notification of the project end date from the AccessOCI system, with a link to the Final Progress and Claim Report should the applicant wish to begin entering data.

- Applicants are required to report on project milestones, success stories, financials, productivity, commercialization and economic outputs
- Applicants must submit a complete Digital Modernization and Adoption Plan (DMAP) along with their final report and claim
- 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.

- 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 DAC, 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:

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