



Opportunity Calgary
Investment Fund

The Opportunity Calgary Investment Fund

Program Guide

Version 1.0



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Program Description

The Opportunity Calgary Investment Fund (OCIF or Fund) is a \$100-million program established by The City of Calgary, and administered by Calgary Economic Development. It is a tool that will support innovative and catalytic opportunities that will spur growth and employment in key economic sectors strategic to the city.

The Fund will make non-repayable contributions to qualified organizations making investments that will lead to benefits in Calgary. Funding will be used to attract new business investment and to support local organizations.

This Fund is not designed to fund “business as usual” growth scenarios, but rather projects that can provide a significant disruption to their respective sectors, and that will act as a catalysts for innovation and sector development.

Eligibility

Eligible Applicants

Eligible applicants include all organizations registered to conduct business in Canada. This includes local, national and international organizations that are for-profit, non-profit or public institutions.

Two or more organizations may choose to submit a joint application, especially for projects related to the creation of clusters, hubs or centres of excellence. The joint projects must have a Lead Applicant which meets the above eligibility criteria. The Lead Applicant will be responsible for submitting a project application, including the roles and contributions of project partners.

The Recipient of the funds is responsible for managing the project and reporting on results.

Eligible Projects

Eligible projects will be innovative, catalytic, spur economic growth and create high-paying jobs. Projects must be located in Calgary and the project benefits must be realized in Calgary. Applicants must also demonstrate that proposed projects are financially sound and are sustainable without ongoing funding from OCIF.

The Fund will place a high priority on supporting investments in key growth sectors for Calgary's economy when making its decisions. Those sectors include, but are not limited to, technology, energy, green economy, financial services, creative industries, biomedical, aerospace, manufacturing, agribusiness, and transportation and logistics.

Applicants must make a significant funding contribution to the project. In-kind contributions will not be considered in the calculation of project costs. During Step 2 of the application process, the Applicant will be asked to provide confirmation of their financial investment into the project.

Applicants are encouraged to apply for and leverage other public and private funds.

OCIF reserves the right to make the final determination on the value of contributions and to exclude expenditures deemed to be ineligible or outside the scope of the program.

Eligible Costs

Eligible costs are limited to non-recurring costs that are specifically related to the project, including:

- Direct labour
- Subcontracts and consultants
- Direct materials
- Machinery and equipment
- Land and buildings
- Other direct costs

Examples of ineligible costs include but are not limited to:

- Communications, marketing or public relations
- Events
- Overhead
- Working capital (i.e. day-to-day operations)
- Startup costs (market research, product development, prototype production or early-stage operations)

Retroactive costs will not be eligible for reimbursement. Projects can begin to incur costs after the start date, as outlined in the contribution agreement.

OCIF reserves the right to make the final determination on eligible and ineligible costs.

Maximum Funding

Although there is no set funding limit, Applicants will have to justify the level of impact their project will have in relation to their request.

Projects that include multiple partners and have significant benefits in all assessment areas will justify a higher contribution than projects that contribute to the success and growth of only one company.

In scenarios where the idea has potential for OCIF funding but the ask is deemed high in relation to the benefits created, OCIF may suggest an alternative funding contribution amount to what was proposed in the initial application.

Application Process

Applications can be submitted online at opportunitycalgary.com

Applicants are required to create an account through the OCIF portal, each application can only be accessed from the account it was created in.

The application is a two-step process, the following diagram outlines the intake and review process.



Step 1: Idea Submission Form

In this high level document, Applicants describe the project and how it meets the eligibility and assessment criteria of the Fund. Applicants are also asked to provide current and past corporate information to allow an initial assessment of their ability to complete the project. For more information on the Idea Submission Form see the Application Guide posted on the OCIF webpage.

Applicants with projects deemed to have significant potential for program funding will progress to Step 2.

Step 2: Business Case

Applicants develop and submit a detailed business case which builds on the information provided in Step 1. A business case template will be provided that requests new information as well as additional details on information provided in the Idea Submission Form.

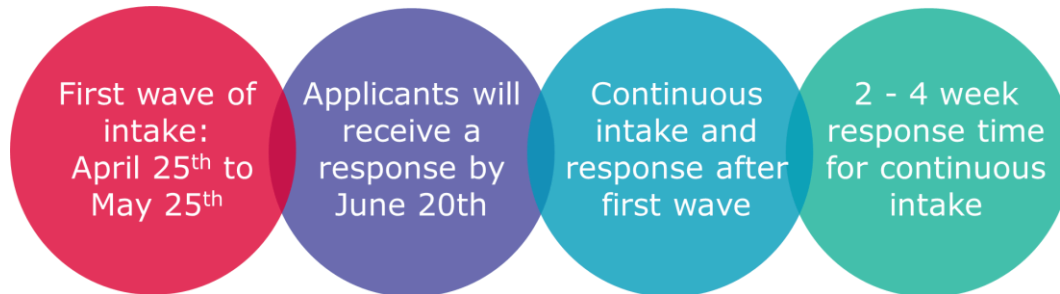
The information provided will be used to complete an in-depth benefit assessment. Third party reviewers and other experts will also be involved in the due diligence and analyzing the business case.

All information provided in the Idea Submission Form and Business case will be held in confidence.

Application Timeline

Applications are accepted on a continuous basis and there are no submission deadlines.

The OCIF program launches on April 25, 2018. Idea Submission Forms submitted by May 25th will receive feedback by June 20th. After this initial period, Applicants will receive a response to their idea submission within two to four weeks



Assessment Criteria

All applications will be assessed for completeness, degree of alignment with program objectives and the ability of the applicant to carry out the project successfully. Degree of alignment to program objectives will be measured through the following six criteria. Applications are expected to have both quantifiable measures and qualitative information for these criteria.

Economic Impact

The proposed project's forecasted impact on Calgary's economy. This may include direct investment, project-related revenue growth, property tax uplift, other local tax impacts, and indirect spill-over and multiplier effects.

Job Creation

The number and quality of jobs created by the proposed project. Quality of jobs includes the type of job (e.g. STEM), position level (e.g. entry level, professional, executive), and salary.

Key Industries and Emerging Sectors

Investment in key industries and/or emerging sectors is desirable. The list below is aligned with Calgary's economic strategy.

- *Key Industries:* Agribusiness, Energy – Oil & Gas and Renewables, Creative Industries, Financial Services, Life Sciences, and Transportation & Logistics.
- *Emerging Sectors:* Autonomous Systems / Geospatial, Additive Manufacturing, Artificial Intelligence, Blockchain, Cannabis, Clean-Tech – Oil & Gas and Other, Cybersecurity, Digital Media, Medical Technology, Nanotechnology, Precision Agriculture, and Predictive Analytics, and Genomics.

Innovation and Sector Benefits

The proposed project's expected contribution towards enhancing industrial or technological innovations and to the ecosystem. This may include talent development, improvements in productivity, market disruption, intellectual property, vertical and horizontal integration, improvements in the business environment and creation of clusters or hubs.

Public and Private Sector Initiatives

Proposed projects that are aligned with other initiatives (e.g. downtown vibrancy, innovation district) have a potential for greater impact, as it benefits from and contributes to other activities. Examples of synergies include alignment with public or private sector initiatives (i.e. policies, projects, etc.) underway, alignment with other OCIF projects, and government or private funding leveraged.

Social Benefits

The project's expected contribution to the broader public good. Examples include affordable housing, job creation for under-employed groups, poverty alleviation, waste reduction, and other local community benefits.

Due Diligence

A due diligence process will be completed where the ability of the Applicant to implement the proposed project will be evaluated. Factors taken into consideration will include managerial, technical and workforce capability, technical feasibility, financial and operational risk. The track record of the Applicant completing projects of similar type or scope will also be considered.

Funding Decisions

The OCIF Board is responsible for all funding decisions. Projects greater than \$10 million also require the approval of City Council.

Accountability

The Applicant will be responsible for meeting the timelines, objectives, and goals relevant to their project as set out in the contribution agreement. Companies that fail to meet these obligations may be responsible for paying back part or all of OCIF's contribution.

Reporting

The Applicant will be responsible for ongoing reporting until all obligations outlined in the contribution agreement are completed. This reporting will include monthly status and budget reports, quarterly and annual reports, and may be tied to the disbursement of funds. Reporting will continue until the project benefits are realized.

Contact Information

For questions on the program or application, please send an email to ocif@calgaryeconomicdevelopment.com. Our goal is to reply to your email within seven business days.