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## RYERSON UNIVERSITY – KIMEL FAMILY CAMPUS-LINKED ACCELERATOR FUND GUIDELINES

The Kimel Family Campus-Linked Accelerator Fund at Ryerson University provides funding to high-potential young entrepreneurs in Ryerson's startup incubation Zones. The fund is managed by Ryerson's Office of the Vice-President, Research and Innovation (OVPRI) and is made possible through a generous donation by the Kimel Family and by the Province of Ontario through the Campus-Linked Accelerator (CLA) Program for 2016-2018.

### FUNDING AMOUNT

Up to \$7,500 will be provided to cover expenses or provide working capital for a high-potential young entrepreneur and their company in the development of the startup.

### SUBMISSION DEADLINE

The application form, including the Nominator's Statement, must be submitted to OVPRI by the Zone Leader (as a PDF) no later than 11:59pm on Tuesday November 29, 2016 to Victoria Farmer by email at [vfarmer@ryerson.ca](mailto:vfarmer@ryerson.ca). (**Applicants must save the form as a PDF with file name: [CompanyName] Kimel\_CLAFund\_FORMS\_2016.PDF**)

### ELIGIBILITY CRITERIA AND PARTICIPATING ZONES

Applicants must meet ALL of the following criteria to be considered for the funding:

- Startup must be a registered Ontario-based company less than 3 years old.
- The recipient of the funding must be:
  - 18 to 29 years of age
  - Canadian citizen or Permanent Resident of Canada
  - Must hold significant equity (25% or more) and a key position in the company
  - Based and actively engaged with one of the following Ryerson Zones for a period of at least 4 months:
    - Biomedical Zone
    - Design Fabrication Zone
    - DMZ
    - Fashion Zone
    - iBoost
    - iCUE
    - Legal Innovation Zone
    - Science Zone
    - Social Ventures Zone
    - Transmedia Zone
- An entrepreneur or company that has received funding from the Ontario Centres of Excellence is not eligible to apply.
- Only one application per company.

## HOW TO APPLY

Ryerson's Zones are responsible for selecting resident companies / entrepreneurs for nomination. When the company has completed their portion of the application form, the Zone Leader should add their comments supporting the nomination, and then submit the completed form to OVPRI. The Zone should be prepared to describe their selection process for nominating applicants.

Company → Zone → OVPRI

To be considered, applicants need to complete the Company Application Form with their Nominator's Statement and a digital signature from a Zone Leader.

The application form, including the Nominator's Statement, must be submitted to OVPRI by the Zone Leader (as a PDF) no later than 11:59pm on Tuesday November 29, 2016 to Victoria Farmer by email at [vfarm@ryerson.ca](mailto:vfarm@ryerson.ca). ***(Applicants must save the form as a PDF with file name: [CompanyName] Kimel\_CLAFund\_FORMS\_2016.PDF)***

## REVIEW PROCEDURES AND SELECTION CRITERIA

All nominated applications that meet the eligibility criteria from across all the eligible Zones will be reviewed and ranked together by an adjudication panel. This panel will be composed of representatives from Ryerson, from the Zones, and one or more external advisors. A maximum of 20 awards will be made at the discretion of the panel and based on the quality of the applications received.

Funding decisions will be announced by December 20, 2016.

### APPLICANTS WILL BE EVALUATED ON THE FOLLOWING:

- Potential of the venture opportunity
- Track record of accomplishments to date including the ability to build a successful team
- Strength of plan for the use of funds
- Potential impact of the proposed use of funds
- Strength of the Zone recommendation

The applicants are not required to provide a match for the funds.

While each eligible Zone has been asked to provide nominations, all applications will be reviewed and ranked together.

## RELEASE OF FUNDS AND CONDITIONS

Funds will be issued directly to the recipient in two installments:

- \$6,500 following receipt of award. The awardee must provide their company mailing address, business registration number and other documentation for receipt of the award.
- \$1,000 hold back upon approval of a summary report explaining the use of funds and their impact (due no later than March 20, 2017).

The OVPRI will submit the recipient's company mailing address, business registration number and other supporting documentation in a cheque requisition to Ryerson Financial Services. Standard processing via

Financial Services can take up to four weeks, with the aim of dispersing the first installment by January 24, 2016. All funds must be spent by March 1, 2017.

Recipients are required to keep all receipts and proof of payment for expenses paid from the grant funds, to be submitted upon request.

The summary report should detail the use of funds and explain the impact of the funds on the company's development. It should include a brief description of: 1) the company; 2) the opportunity/challenge that the company was seeking/facing; 3) the solution that the funds provided; and 4) the impact that resulted. The report should be no more than two pages in length.

## LIST OF INELIGIBLE EXPENSES

Recipients should abide by the expense guidelines of the CLA program. The following expenses are not eligible in the use of the awarded funds.

- Costs related to proposal development (including staff costs)
- Entertainment expenses, gifts and alcoholic beverages
- Costs of basic services such as heat, light, water, compressed air, distilled water, vacuums and janitorial services supplied to all laboratories in a research facility
- Expenses associated with lobbying or government relations activities
- Costs associated with activities or operations performed outside of Ontario
- Reimbursement for airfare purchased with personal frequent flyer points programs
- Legal, accounting and consulting fees in connection with financial reorganization, security issues, capital stock issues, obtaining of licenses, and prosecution of claims against the Institution or the Province
- Federal and provincial income taxes, excess profit taxes or sales taxes to which an exemption or rebate applies, or surtaxes and any special expenses incurred in relation to taxes
- Passport and immigration fees
- Fines and penalties
- Risk capital and financing
- Donations in the form of goodwill and other intangibles (such as intellectual property, including licenses and patents)
- Opportunity costs
- Standard discounts
- Interest charges
- Allowance for interest on invested capital, bonds, debentures, bank or other loans together with related bond discounts and finance charges
- Losses on investments, bad debts and related collection expenses
- Losses on other projects or contracts
- Amortization of unrealized appreciation of assets
- Depreciation of assets
- Expenses and depreciation of excess facilities

## TIMELINE

Activity	Date
Call for applications sent to Ryerson Zones	November 18, 2016
Deadline for submissions	November 29, 2016
Notification of funding decision	December 20, 2016
First installment of funds dispersed	January 24, 2017
Deadline to submit summary report	March 20, 2017
Second installment of funds dispersed	On receipt of summary report