

Support for business innovation - 2017-2018

Targeted companies

Gatineau Valley businesses with an innovation project requiring professional support for their planning.

Innovation defined

Innovation is a concrete process that is planned, **achievable** and adaptable to the needs and realities of a Gatineau Valley business by creating value. Innovation can benefit various aspects of a business, ranging from management, processes, products and services and marketing to the business model itself. Innovation can very simply be described as *change*, a new way of doing things.

Support provided

Professional consultation to diagnose the situation and formulate implementation recommendations tailored to the company's innovation project.

Financial assistance: 75% of the actual cost of the project up to \$1,500. All amounts over and above this figure shall be covered by the business.

Only one project per business is eligible for the 2017-2018 program.

Since a limited budget has been earmarked to this project, the first-come, first-served rule shall apply until the SADC budget allotment for this purpose has been spent in full.

Criteria

- The business must be based in the Gatineau Valley.
- The company must present a clearly defined and identified innovation project which, once implemented, shall have an impact on the viability and profitability of the business.
- The assistance received must cover the professional costs associated with the planning of the innovation project, including the diagnostic phase and the implementation recommendations of the project. These funds **cannot** be used to implement the innovation or to train the entrepreneur or his staff.
- For this project that has been identified, the business must not have availed itself of the business innovation support program which ended on February 28, 2017.

PROCESS

1. Determining needs

A SADC adviser and a business representative shall work in close cooperation to pinpoint the company's needs. The clearly identified project shall be eligible and be accepted previously in accordance with the Business Innovation Support program.

2. Preparing a call for tenders and identifying potential specialized consulting firms

Once the project has been identified and accepted, a SADC adviser and a company representative shall work together on preparing a call for tenders and identifying potential consultants to work on the project.

The proposed list of consultants must receive final approval from SADC. The consultant shall be a recognized active business that has expertise and experience in the area that the company's innovation is focused on. The proposed consultants must respect the program's spirit of expertise.

The business shall be responsible for sending the call for tenders to the selected consultants.

3. Receiving submissions and choosing the consultant

The business is responsible for choosing the consultant from the accepted list. If need be, however, the submissions may be reviewed with the support of a Gatineau Valley SADC adviser.

4. Signing the agreement

The business and SADC shall sign an agreement pertaining to the financial contribution that shall be equivalent to 75% of the actual cost of the project up to \$1,500.

5. Disbursements

Disbursements not to exceed \$1,500 (plus applicable taxes) per project shall be made directly to the consultant upon presentation of invoices and as the work progresses. The second portion shall be payable after the work has been performed and the parties have accepted the deliverable(s). SADC shall also receive a copy of the final report prior to the final disbursement. All amounts exceeding 75% of the actual cost or \$1,500 (before taxes), whichever is less, shall be paid by the company. Prior to any disbursement by SADC, the company shall provide proof of payment, e.g., a copy of the front and back of the cheque to the consultant or proof of a bank transfer, showing that its contribution to the cost of the project has been paid.

6. Deadline for completion

The project, the submission of the final report and the invoicing must be completed before February 28, 2018.