



Accessible Technology

Application Guidelines 2017 – 2022

December 2017

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FOREWORD

Background

Innovation Science and Economic Development Canada (ISED) has launched a suite of programs under the Innovation and Skills Plan.

These programs aim to facilitate and encourage the participation of underrepresented groups in the digital economy by investing in initiatives that provide them with the necessary tools, skills and access to participate in the digital economy, and help overcome barriers such as affordable broadband access and digital skills development. To this end, the new **Accessible Technology Program** will specifically address the need for more assistive technologies for persons with disabilities through \$22.3 million in funding over five years.

Through national Calls for Proposals (CFPs), ISED is inviting project applications from interested and eligible applicants. Applications will be accepted both electronically and by mail and must be received by the specified deadline to be considered for funding.

How to Use the Application Guidelines

This Application Guideline for the **Accessible Technology Program** describes the funding priorities through this CFP, and the process and requirements for submitting an application. Other supporting material (i.e. Frequently Asked Questions) is available at <https://www.canada.ca/en/innovation-science-economic-development/programs/accessible-technology.html>.

Contacting the Accessible Technology Program

ISED will not assist applicants in the development of their proposals. For general questions and comments, please contact the **Accessible Technology Program**.

Telephone (toll-free in Canada):	1-800-328-6189
Telephone (Ottawa):	613-954-5031
Fax:	343-291-1913
TTY (for hearing-impaired):	1-866-694-8389
By email:	ic.at-dta.ic@canada.ca
Business hours:	8:30 a.m. to 5:00 p.m. Eastern Standard Time
By mail:	Accessible Technology Program C.D. Howe Building 235 Queen Street, 1st floor, West Tower Ottawa, ON K1A 0H5 Canada

1. PROGRAM OVERVIEW

All Canadians, including Canadians living with disabilities, want opportunities to find good, well-paying jobs, make a contribution to their communities and the economy, and build a better life for themselves and their families.

The **Accessible Technology Program** (henceforth the “Program”) of Innovation Science and Economic Development Canada aims to facilitate and encourage participation and inclusion of underrepresented groups in the digital economy. By investing in initiatives that will expand the range of assistive technologies, and giving more Canadians better access to digital services, the Program will contribute to providing Canadians with disabilities with the right tools, skills and access to study, work, or engage socially online.

Through Budget 2017, the Program will invest \$22.3 million over five years – starting in 2017-18 and ending in 2021-2022 – to foster inclusive participation of Canadians with disabilities in the digital economy. This new Program will co-fund innovative projects led by for-profit organizations, not-for-profit organizations, and research institutes to develop innovative assistive devices and technologies.

2. HOW TO APPLY

Project-based funding will be made available through continual national calls-for-proposals over five years, subject to availability of funds. Proposals, including all mandatory information, may be submitted electronically to ic.at-dta.ic@canada.ca or by mail no later than 11:59:59 p.m. PST on the dates indicated below.

January 8, 2018	to receive funding starting in late	2017-18
February 2, 2018	to receive funding starting in early	2018-19
June 2, 2018	to receive funding starting in late	2018-19
January 2, 2019	to receive funding starting in early	2019-20
June 2, 2019	to receive funding starting in late	2019-20
January 2, 2020	to receive funding starting in early	2020-21
June 2, 2020	to receive funding starting in late	2020-21
January 2, 2021	to receive funding starting in early	2021-22
June 2, 2021	to receive funding starting in late	2021-22

Applications submitted by mail should be sent to the following address:

Accessible Technology Program
C.D. Howe Building
235 Queen Street, 1st floor, West Tower
Ottawa, ON K1A 0H5
Canada

Applications submitted electronically should include the below subject line. If your organization is submitting more than one proposal please provide a distinguishing identifier within the subject line:

APPLICATION – Accessible Technology – [Organization Name]

3. PROGRAM OBJECTIVES

The Program seeks to expand the development of assistive technologies by providing non-repayable contribution funding to eligible recipients, and to support access to and adoption of new solutions developed by recipients through the Program.

To realize this objective ISED will:

- (a) support the development of assistive technologies in order to increase accessibility to the internet and increase participation in the digital economy; and
- (b) work collaboratively with stakeholders to improve awareness and support for the community of Canadians living with disabilities.

ISED is inviting eligible applicants (Section 3.5.1) to submit their proposals for funding for projects that address the desired objectives of the Program listed in Section 3. As a result of funding the development of assistive technologies, Canadians with disabilities will experience increased labour force participation and increased rates of employment, and will have greater opportunities to participate in the knowledge-based digital economy.

To be considered for Program funding, proposals **must**:

- be submitted and led by an eligible applicant (Section 3.5.1);
- include project activities eligible for Program funding (Section 3.5.2);
- align with the objectives of the Program (listed above); and
- demonstrate how the project meets the Program Assessment Criteria (Section 6.1).

3.1. Outcomes

Projects funded under the Program will be expected to achieve the following outcomes:

- a) New technologies are developed to improve access to the digital economy for persons with disabilities;
- b) Technology developed with support from the Program is commercially available in the long-term;
- c) Affordable solutions are developed so that they are financially accessible to Canadians with disabilities;
- d) Enhancement of employability and marketability of Canadians living with disabilities through the development of technologies specifically targeted to enable them to actively participate in the digital and knowledge-based economy; and
- e) Development of a network of partners, including not-for-profit organizations, research institutes, federal departments, provincial and territorial governments, the private sector and the voluntary sector throughout the country.

3.2. Eligibility Requirements

Eligible applicants must demonstrate their expertise and capacity to manage and/or develop and implement an eligible single or combined group of projects in Canada. Applicants must also demonstrate that the proposed project(s) requires a funding contribution from ISED in order to achieve the objectives.

3.5.1 Eligible Applicants

To qualify for funding, applicants must be Canadian legal entities, including:

- for-profit organizations;
- not-for-profit organizations, and;
- research institutes.

In this context, a research institute is defined as any establishment that functions with the primary objective of conducting research, which may include activities in the natural or social sciences. This may include any institutes affiliated with post-secondary institutions.

3.5.2 Eligible Activities

Eligible activities include one or more of the following:

- a) Developing and testing assistive technologies to assist Canadians living with disabilities to better participate in the digital economy.
- b) Repairing, retrofitting, and improving assistive technologies to help Canadians living with disabilities access the digital economy.
- c) Activities aimed at promoting awareness of new assistive technologies developed through the program, such as workshops and events open to the public.
- d) Collaborations that support the development and implementation of assistive technologies.

3.3. Type of Funding Available

The Program will invest \$22.3 million over five years in funding for contribution agreements with eligible Program recipients.

- Funding will be awarded through national calls-for-proposals.
- The Program will fund cost-shared projects through non-repayable contribution agreements, up to a maximum of \$4 million per project per year.

3.5.3 Maximum Contributions and Stacking Limits

The maximum contribution to any one recipient cannot exceed \$4 million per project per year, and the need for the contribution must be clearly demonstrated. The level of funding provided by the Program will be contingent upon an assessment of the proposal and the availability of program funds.

The contribution from the Program to an eligible recipient will be the minimum necessary, up to a maximum of eighty percent (80%) of the total eligible project costs where not-for-profit organizations or research institutes are the primary recipient. A maximum cost-sharing ratio of fifty percent (50%) will apply where for-profit organizations are the primary recipient.

Proposals may include funding from other levels of government, private sector or non-profit partners, however, the total funding from all federal, provincial/territorial and municipal sources cannot exceed 100%.

Additional information on eligible costs is detailed in section 5.

3.5.4 Timing and Method of Payments

Expenditures will be eligible for federal reimbursement subject to the date of the last signature fully executing a contribution agreement. Expenditures incurred prior to the full execution of an agreement, as well as any expenditures related to contracts signed prior to the full execution of an agreement are ineligible for reimbursement. Where an application is selected for conditional approval to receive funding, expenditures from the date of the conditional approval will be deemed eligible for reimbursement, subject to fully

executing a contribution agreement. If a contribution agreement is not signed, ISED will not reimburse any costs incurred.

Payments to recipients will be made in one of the following forms:

- By default payments will be made on the basis of documented claims for reasonable eligible costs incurred and will be submitted by the recipient not more frequently than quarterly; or
- Payments will be made in the form of advance payments according to recipients' annual cash flow requirements to be provided to the Minister by the recipient as part of its Annual Corporate Plan, based on the broader reporting requirements. For each fiscal year, recipients will provide evidence satisfactory to the Minister that all eligible expenditures have been incurred and paid, as requested by the Department.

Each claim is to be accompanied by a report of the work completed, and details and documentation of all costs being claimed, in a form satisfactory to the Minister. The report will cover the progress made on the relevant project assessment criteria outlined in Section 6. All claims shall be certified by an officer of the recipient. The Minister may request at any time that recipients provide satisfactory evidence to demonstrate that all eligible costs claimed have been paid.

Prior to the reimbursement of final payments of an agreement, the Minister may, at his/her discretion, withhold up to ten percent (10%) of the Contribution toward a project until all requirements of the agreement have been completed to the satisfaction of the Minister. The Minister shall have no obligation to pay more than ninety percent (90%) of any contribution prior to completion of the project and of any audits that may be required.

3.4. Project Duration

Projects may span a period of weeks or months up to five years. Five-year projects must start prior to March 31, 2018 and must be completed no later than March 31, 2022.

4. APPLICATION REQUIREMENTS

4.1. Mandatory Information Requirements

Applicants must provide the following information in order to assist in the assessment of the project proposals. Applications found incomplete may be removed from consideration:

- a) Proof of eligibility – Canadian legal entities, including for-profit organizations, not-for-profit organizations, and research institutes.
- b) Detailed description of the funding Applicant(s) (ownership, management, experience in delivery of such projects, financial situation);
- c) Detailed description of the proposed project;
- d) The forecasted cost of the project and details on its financing (including other sources of funds);
- e) Detailed forecasted benefits to result from the project;
- f) The amount of any federal, provincial or municipal assistance or tax credit, received or likely to be received for the project;
- g) The amount of any private or not-for-profit sector assistance received or likely to be received for the project;

- h) Certification that any person, including any consultant or in-house lobbyist, who lobbies on its behalf to obtain Program funding and who is required to be registered pursuant to the *Lobbying Act* is registered pursuant to that Act;
- i) Affirmation that the Applicant has not, nor has any person on its behalf, engaged or employed any person (other than an employee) for the purpose of obtaining Program funding; and paid, or agreed to pay, that person a commission, contingency or success fee or any other consideration (whether monetary or otherwise) that is dependent upon the Applicant receiving Program funding;
- j) Assurance that any former public servant, who derives benefit from the contribution agreement, will be in compliance with the Values and Ethics Code for the Public Sector.
- k) Assurance that any former public office holder, who derives a direct benefit from the contribution agreement, will be in compliance with the *Conflict of Interest Act*;
- l) Assurance that no member of the House of Commons or Senate will benefit from the contribution; and
- m) Detailed description of the roles and responsibilities of partner organizations to the project.

4.2. Application Deadline

The deadline by which to submit an application is no later than **11:59:59 p.m. PST** on the dates indicated below. Applications submitted electronically must be received by the specified deadlines. Applications submitted by mail must be post-marked no later than the specified deadlines

January 8, 2018	to receive funding starting in late	2017-18
February 2, 2018	to receive funding starting in early	2018-19
June 2, 2018	to receive funding starting in late	2018-19
January 2, 2019	to receive funding starting in early	2019-20
June 2, 2019	to receive funding starting in late	2019-20
January 2, 2020	to receive funding starting in early	2020-21
June 2, 2019	to receive funding starting in late	2020-21
January 2, 2021	to receive funding starting in early	2021-22
June 2, 2021	to receive funding starting in late	2021-22

4.3. Confirmation of Receipt of Proposal

An acknowledgement confirming successful receipt of a project proposal will be sent to applicants **by email**.

Applicants are asked to identify an email address where confirmation may be sent. Applicants are also encouraged to keep this confirmation letter for their records.

5. ELIGIBLE COSTS

Eligible expenditures are those costs that are directly related to the project, are required to carry out the eligible activities to which they relate, and that will be eligible for claim as set out in a Contribution Agreement.

5.1. Eligible Costs

These may include:

- Salary and wages
- Incremental administration and accounting expenses
- Travel (authorized according to Treasury Board Travel Directive)
- Training and professional development
- Expenditures related to purchase of computer equipment and parts, required software, rental of accommodation and equipment
- Goods and services expenditures to support environmental protection, workplace health and safety, security and communications

Note: Administration expenses may not exceed ten percent (10%) of total project funding.

In-kind contributions to projects may be considered as eligible expenditures for the purpose of determining applicants' share of eligible costs of the project. To be eligible, the in-kind contributions must be for goods or services that would otherwise be eligible and if not contributed in-kind would be purchased and paid by the applicant. In-kind contributions must be detailed in the funding proposal. However no part of any program contributions will be paid on in-kind costs.

5.2. Ineligible Costs

These may include:

- Employment benefits
- Accounting and administrative expenses related to existing organizational activities
- Hospitality

6. ASSESSMENT

6.1. Assessment Criteria

Applicants must clearly demonstrate the extent to which the project meets the following criteria. It is not sufficient to state that the project will meet the assessment criteria. Applicants should provide details as to how the project will meet the criteria. Applications found incomplete may be removed from consideration. All proposals will be reviewed against the program objectives, as well as specific eligibility criteria. ISED may request additional documentation for assessment purposes.

Projects will be assessed against the following criteria:

- **Need:** The extent to which the application demonstrates that research has been done ensuring there is a need in the marketplace for technology being proposed.
- **Distribution:** The reach of the proposed technology must be demonstrated in terms of national distribution, as well as support across disability groups.
- **Affordability:** The proposed solutions to be developed through the project are cost-effective, affordable and can be widely accessed by the target population.
- **Cost:** Total project costs (including consideration of total requested program funding as a percentage of total project costs) are justified by the overall benefits for the target group outlined in the application.

- **Project Management:** The extent to which the applicant demonstrates the administrative capability to manage the project; a risk analysis, including mitigation measures; and a proven track record. Applications require a detailed description of the applicant organization, including history and purpose, directors, memberships, activities/experience, financial statements and forecasted financials for the project period; and identification and understanding of project risks and proposed mitigation measures.
- **Strategic Collaboration:** The extent to which the application demonstrates effective collaboration between different types of eligible recipients. The application should also demonstrate that the project incorporates inclusive design principles. Applications should include information on any contributors/partners and their roles and resources in support of the project.

7. PROJECT REPORTING

Recipients of program funding will be required to submit reports and updates, with specific requirements outlined in a Contribution Agreement, as established by ISED. Recipient reporting will enable the Minister to:

- a) Assess the progress of the project and the results achieved;
- b) Carry out the post-completion monitoring called for in the contribution agreement; and
- c) Support evaluation of the Program in accordance with the evaluation plan of the Department.

Recipients who enter into a Contribution Agreement with ISED may be provided with a reporting guide.

8. OFFICIAL LANGUAGE REQUIREMENTS

Official language requirements will be addressed within the clauses of resulting contribution agreements with successful applicants.

9. CONFIDENTIALITY AND SECURITY OF INFORMATION

Personal information provided in project proposals is protected under the *Privacy Act*; however, other information provided by organizations signing a contribution agreement with Innovation, Science and Economic Development Canada is not protected under this legislation. This information could be provided to any person requesting it under the *Access to Information and Privacy Act*.

Annex A: Budget Submission Requirements

Project budget submissions should be detailed in the budget template provided in the application package. The proposed project budget should include sufficient detail to allow for an assessment to determine if project costs meet the following requirements:

- All requested program funding is for eligible expenditures of the Program;
- Administration expenses include only those costs that are incremental and incurred as a result of the project;
- Administration expenses do not exceed ten percent (10%) of total requested project funding;
- All requested program funding is reasonable and necessary to ensure that the proposed project is successfully completed and the objectives of the project are achieved;
- The total amount of requested program funding for the project does not exceed \$4 million per year per project;
- Each fiscal year of requested funding is detailed separately;
- The budget respects the maximum cost-sharing ratios for applicant type:
 - 50% where for-profit organizations are the primary recipient
 - 80% where not-for-profit organizations or research institutes are the primary recipient;
- The proposed budget includes identification of all
 - In-kind contributions
 - Other government funding (federal, provincial/territorial, and municipal); and
 - All other sources of funding including amounts from partners and other contributors to the project.

Eligible expenditures are those costs that are directly related to the project, are required to carry out the eligible activities to which they relate, and that will be eligible for claim as set out in a Contribution Agreement (CA).

Eligible expenditures may include:

- Salary and wages
- Incremental administration and accounting expenses
- Travel (authorized according to Treasury Board Travel Directive)
- Training and professional development
- Expenditures related to purchase of computer equipment and parts, required software, rental of accommodation and equipment
- Goods and services expenditures to support environmental protection, workplace health and safety, security and communications

Administration expenses may not exceed ten percent (10%) of total requested project funding.

In-kind contributions to projects may be considered as eligible expenditures for the purpose of determining applicants' share of eligible costs of the project. To be eligible, the in-kind contributions must be for goods or services that would otherwise be eligible and if not contributed in-kind would be purchased and paid by the applicant. In-kind contributions must be detailed in the funding proposal. However no part of any program contributions will be paid on in-kind costs.

Ineligible expenditures may include:

- Employment benefits
- Accounting and administrative expenses related to existing organizational activities
- Hospitality

Annex B: Application Checklist

Accessible Technology Program

Application Completion Checklist

Please review the checklist below to ensure all requirements have been included in your application package.

Mandatory Components	
Completed Application Form: Including the project work plan and timeframe	<input type="checkbox"/>
Project Budget Template: Including the sources of funding tab	<input type="checkbox"/>
Two (2) most recent years of audited financial statements	<input type="checkbox"/>
Signed Attestation Form	<input type="checkbox"/>
Supplementary Components	
Market research reports	<input type="checkbox"/>
Comparative cost analysis (if not included in the application form)	<input type="checkbox"/>
Letters of support (Maximum 3)	<input type="checkbox"/>
Supplementary information, documentation or graphics (optional) are included as an Annex	<input type="checkbox"/>

Annex C: Definitions

Administrative Expenses	Expenses incurred as part of the normal operations of the organization as a whole. Only incremental administration and accounting expenses incurred as a result of the project may be considered as eligible costs. Administrative expenses may not exceed ten percent (10%) of total project funding.
Advance Payments	Payments specifically provided for in the funding agreement for a contribution, that are made before the performance obligations of the funding agreement that would justify payment of the contribution have been met. Advance payments of contributions are not accountable advances in the context of section 38 of the <i>Financial Administration Act</i> and the Accountable Advance Regulations.
Applicant	Individual or entity that has applied for a transfer payment.
Application Received Date	Date on which the request for funding was received.
Completion Date	Date on which the project will be completed.
Contributor / Co-funder	Provides cash or in-kind contributions to the applicant's/recipient's project. Contributions by these entities form part of funding listed under "Total Project Costs".
Contribution Agreement	Transfer payment subject to performance conditions specified in a funding agreement. A contribution is to be accounted for and is subject to audit.
Cost-Sharing Ratio	The contribution from the Program to an eligible recipient will be the minimum necessary, up to a maximum of eighty percent (80%) of the total eligible project costs. A maximum sharing ratio of fifty percent (50%) will apply where for-profit organizations are the primary recipient.
Eligibility Date	Earliest date on which eligible costs may be incurred. Cannot be prior to the date that the application for funding has been received.
Eligible Costs	Project costs that are incurred by the recipients and which, in the opinion of the Minister, are reasonable and required to carry out the eligible activities to which they relate. Eligible costs are those costs on which the contribution will be paid.
Ineligible Costs	Project costs that are not eligible for funding under the program.
In-kind Contributions	Nonmonetary resources and cash-equivalent goods or services provided to the applicant/recipient in support of the project that would otherwise be eligible under the terms and conditions and if not contributed in-kind would be purchased and paid by the applicant/recipient.
Offer Date	Date on which the Contribution Agreement is signed by both parties and

(Date of Execution)	comes into force.
Partner	An entity that may receive funding from the applicant/recipient in support of direct delivery of the project activities.
Recipient	Individual or entity that either has been authorized to receive a transfer payment or that has received a transfer payment.
Primary Recipient	The lead individual or entity on a multi-applicant proposal that has either been authorized to receive a transfer payment or that has received a transfer payment.
Stacking Limit	Maximum level of total Canadian government funding authorized by the terms and conditions for a transfer payment program for any one activity, initiative or project of a recipient. The stacking limit for the Program may be up to one hundred percent (100%) inclusive of the total Government Assistance.
Start Date	Date on which the requested project funding begins.
Termination	Decision to terminate a funding agreement.
Termination Date	Date on which the Contribution Agreement ends.
Total Government Funding	Total funding available to a recipient from Canadian federal, provincial, territorial and municipal governments for any one activity, initiative or project of the recipient.
Total Eligible Costs	Total amount of project costs that are considered eligible under the program and for which the contribution will be paid. Total eligible costs exclude those costs which are deemed ineligible under the program.
Total Project Costs	The sum of the total amount of requested program funding, total Government funding (federal, provincial/territorial, and municipal), and all other sources of funding including amounts from partners and other contributors to the project, and the total value of all in-kind contributions to the project.
Total Project Funding	Total amount of requested program funding.
Transfer Payment	Monetary payment, or transfer of goods, services or assets made, on the basis of an appropriation, to a third party, including a Crown corporation, that does not result in the acquisition by the Government of Canada of any goods, services or assets. Transfer payments are categorized as grants, contributions or other transfer payments. Transfer payments do not include investments, loans or loan guarantees.