

Appendix A - Guidelines

NWT Manufacturing Innovation and Technology Contribution

NWT MANUFACTURING INNOVATION AND TECHNOLOGY CONTRIBUTION

1. BACKGROUND

The Department of Industry, Tourism, and Investment (ITI) released the “*Northwest Territories Manufacturing Strategy*” in June 2019. This strategy introduced the GNWT’s plan to expand the manufacturing sector, identify potential areas of growth, promote and market products manufactured in the NWT and aid in the professional and technological advancement of the industry.

The strategy is focused on four objectives:

- Establishing a strong manufacturing association and sector;
- Improving manufacturer access to information, services and capital;
- Renewing the Northern Manufactured Products Policy; and
- Grow the manufacturing sector.

As part of the strategy, 17 action areas were identified to help grow the manufacturing sector. Action 13 explicitly states that a financial reward will be granted to a manufacturer to invest in technology and or equipment to improve its operations and resulting in new employment.

2. PURPOSE

The purpose of the contribution is to encourage manufacturers to make investments in their operations that will allow them to be more competitive. The investment must reduce costs and improve productivity while also resulting in an increase of local employment.

3. APPLICATION DEADLINE

The deadline for applications will be **Friday, November 19, 2021 at 11:59pm (extended from Nov 5)**

4. EQUITY REQUIREMENT

The winning proposal is required to have an equity contribution *of at least* 20 percent of the total purchase price of the technology and/or equipment that is proposed.

5. ELIGIBILITY

- The contribution is open to individuals and businesses.
- Individual applicants must be residents of the Northwest Territories.

Appendix A - Guidelines

NWT Manufacturing Innovation and Technology Contribution

- All applicants must have a valid Northwest Territories business license, registered with NWT corporate registries, and have a permanent business office in the Northwest Territories.
- Any applicant (individual, organization or business) can submit more than one entry, however each applicant will be eligible for only one contribution.
- Applicants who are part of an entry (e.g. with another individual or business) may not submit an entry separately. For example, an individual, or business can only submit entries under a single name or group.
- Previous winners are not eligible to qualify.

6. SUBMISSION PROCESS

- Applicants must download and complete all questions on the Application Form.
 - Entries are to be submitted via email to BIP@gov.nt.ca (Subject line -Innovation 2021 – Company Name).
 - The deadline for applications is **November 19, 2021 at 11:59 pm**.
 - The successful applicant will be announced within 30 days after the closing date of applications.*
7. Should the Evaluation Team require additional time to evaluate submissions, two weeks notice prior to the award date shall be given to the applicants via email.

PLEASE NOTE if you are uploading a larger file, please either 'zip' the file or print to PDF in order to reduce its size.

8. REPORTING AND FOLLOWUP

The recipient of the contribution will be responsible for providing documentation as evidence that the proposed purchase outlined in the submitted proposal was purchased. This may be in the form of receipts, pictures and or a site visit from the staff at ITI (or any combination of these at the request of ITI). The award may not be used for purchases that have previously been made – the piece of equipment/technology that the proponent has proposed to purchase in the submitted proposal must be made after the awarding of the contribution. *ITI reserves the right to visit the site of operations to view the equipment/technology in operation.*

9. EVALUATION TEAM

The evaluation team will be comprised of the following members:

Appendix A - Guidelines

NWT Manufacturing Innovation and Technology Contribution

1. Director, Business Support and Trade;
2. Director, Economic Growth and Strategic Initiatives;
3. Manager, BIP & Contract Registry & Reporting System; and
4. (1) Regional Industry, Tourism and Investment Superintendent

10. EVALUATION CRITERIA

The GNWT will evaluate proposals in accordance with the Proposal Rating Schedule provided below.

	Rating Criteria	Assigned Weight (a)	Unit Points Awarded (b)	Total Points (a) x (b) = (c)
1.	Investment in Technology and Innovation	10		
2.	Increased Production/Productivity	30		
3.	Reduction in Production Costs	30		
4.	Increase in New Employment	30		
Total Score		100		_____ / 100

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