



APPLICATION GUIDE

Services Provided

The Advanced Technology Centre (ATC) is part of a framework of services in Greater Edmonton provided by Edmonton Economic Development Corporation to stimulate the development of early stage technology companies. To achieve that goal, the following services are accessible to ATC tenants:

- Office space rental: including maintenance, utilities, security, washrooms and common area lunchroom.
- A Tenant Services Area housing a black & white photocopier/printer, fax and postage machine the usage of which are billable to the tenant on a monthly basis.
- Shared Internet connection for a monthly fee, including wireless access in the main board room
- One Boardroom & Two Small Meeting Rooms – all rooms are self booking
- Surface parking, with power.
- LCD projector, overhead projector, electronic whiteboard available.
- Full lunchroom facility, including tables, chairs, microwave, sink, beverage and snack vending machines.
- Telephone and data wiring.
- Through partnerships with TEC Edmonton:
 - Technology evaluation, protection and licensing services.
 - Prototyping programs.
 - Business Plan competition.
 - Investor networks.
 - Business plan support services.

Entrance and Exit Criteria

To ensure that the client will benefit from the services provided and to make sure they align with the stated vision and objectives of the Incubator, all clients will be evaluated against a consistent set of criteria. The following entrance criteria have been adopted for use at the ATC. These criteria are meant to be guidelines for measuring applicants as opposed to a hard yes/no decision process since some companies may not meet all criteria but still be viable candidates for the ATC. Any incoming company will be evaluated against these criteria and

those who are judged to be the most aligned with the criteria will be accepted. To lease space in the ATC companies must (be):

- Engaged in the ICT, Nanotech or Microsystems, Biotech, Advanced Manufacturing or other knowledge-based industry.
- Involved in an innovative, new project.
- Incorporated or near incorporation.
- Have a written business plan.
- Post "love" financing in place, or key customer/first sale secured.
- Fit well with other tenants in the building.
- Willing to learn: agree to participate in networking and other programs based on mutually agreed to plan. Will attend programs and courses, events, etc. as agreed.
- Able to benefit from the services offered at ATC and other incubators that are part of Regional Alliance.
- Engaged in product development or R&D related to product development – post "alpha" development.
- Committed entrepreneurs -- this should be a full-time venture for the core principals of the company.

In addition, successful candidates will need to sign the ATC Incubator Agreement, which includes the following commitments:

- Agree to provide certain statistics: employment, salaries, revenue growth, etc. for up to 5 years after graduation.
- Understand that finalizing the business plan and meeting key milestones is a requirement of tenancy.
- Agree to the following exit criteria:
 - Firm needs more space than we can accommodate (maximum approximately 3,000 sq. ft.)
 - Firm no longer requires incubation (meets incubation objectives).
 - Pre-agreed milestones are reached.
 - Firm fails to meet objectives – no growth.
 - Pre-agreed time limit up to 3 years with a potential to extend if circumstances indicate this would benefit and assist in the completion of the Companies business plan.
 - Firm secures funding or is ready to enter next stage of growth.

Application Process

The application process is quite simple. The process starts when an inquiry is made by a potential tenant, who then submits an application form and a current executive summary and a business plan. A potential tenant will receive a decision usually within two to three weeks of submitting an application, depending on the nature of the business proposal.

Here's the step, task and time frame to give you an understanding on the process works:

1. Initial contact made via web or telephone enquiry to determine space availability and high level fit of a potential tenant (Within 48 hours)
2. Potential tenant submits application form and current business plan. (See ATC Application Form below.) - 1 week
3. Incubation Development Manager reviews application for completeness, meets with potential tenant to gather more information, and may consult other agencies to determine validity of application. - Within 2 weeks.
4. Incubation Development Manager completes entrance criteria evaluation form and makes recommendation – Coincident with Step 3
5. EEDC Vice-President reviews and approves recommendation - Within 1 week
6. Tenant informed of decision - Coincident with Step 5
7. Tenant signs agreements and moves into ATC.
8. Annual evaluation and review of agreed to development plan with tenant. ERP Management reviews ongoing tenant mix at least annually.

Application Guide

Interested companies apply for tenancy in the ATC by preparing an application package that clearly addresses the following 19 categories.

Applications should be submitted by email to jsalonga@edmonton.com as a "Word" or "pdf" document.

All information collected in this application is confidential and will only be used by EEDC for application purposes.

For further information, contact:

Jenni Salonga, Incubation Development Manager, (780) 409-0454 or email jsalonga@edmonton.com for **Advanced Technology Centre (ATC)**.

Neil Kaarsemaker, Manager, ERP, (780) 409-0459 or email nkaarsemaker@edmonton.com for **Research Centre One and BBDC**.

- 1. Company Name**
- 2. Address**
- 3. Legal Corporate** Name as indicated on Corporate Registry
- 4. Incorporation Date**
- 5. Corporate Registry Number**
- 6. Business Structure** e.g. Sole Proprietorship, Limited Partnership, Corporation, Publicly Traded, and other pertinent information
- 7. Applicant Name** - President or CEO of Company
- 8. Phone Numbers**
- 9. Email Addresses**
- 10. Business Concept** - Brief summary of company's business concept, product or service (1 paragraph or attach 1 page executive summary)
- 11. Innovation** - What is innovative about your project or differentiates it from other companies doing similar work?
- 12. Business Plan** - Do you have a written business plan? Attach a current copy.
- 13. Financing** - How much financing, and of what type, have you secured to date? (Friends & Family, Shareholder Equity, Debt, etc.). Please attach copies of any relevant documents.
- 14. Estimated Burn Rate** - How many months can you survive on current funds?

15. **References** - Anyone who can vouch for your business (Alberta Research Council, U of A, Customer, Investor, etc.) whom we may contact?
16. **Space Needs** - Indicate in sq. m or sq. ft. how much space is required.
17. **Number of Employees** - Expected number of employees working at ATC at end of year one.
18. **Type of Space** - Briefly describe the types of activities you will perform in the space at the ATC – ie, market research, software development, etc. Please be specific as certain uses may not be allowed.
19. **Expectations** - Briefly describe what you hope to gain from your stay at the ATC.