WMCO Advanced Wood Manufacturing Digital Integration Transformation Project

**Digital Project Plan: To be completed by SME**

**SEE BELOW FOR ELIGIBILITY CRITERIA, ELIGIBLE COSTS AND REVIEW PROCESS**

**Company Name:**

**Address:**

**Business #:**

**# of employees:**

**Contact Person:**

**Phone#:**

**Email:**

**Date:**

**Please describe the following:**

Company Ownership (who owns the company): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Names of top management: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will lobbyists be utilized for this project: \_\_\_\_\_\_\_\_

If so, do you attest that, where lobbyists are utilized, they are registered in accordance with the Lobbying Act and that no actual or potential conflict of interest exists nor any contingency fee arrangement: \_\_\_\_\_\_

Are any public servants or public office holders involved in the company: \_\_\_\_\_\_

1. If so, do you attest that any public servant or public office holder that derives benefit from this agreement will be in compliance with the Conflict-of-Interest Act and the Values and Ethics Code for the Public Sector: \_\_\_\_\_\_

Briefly describe your recent financial results:

**Section 1**

WMCO FeDev Project Details/ Description of Project: (**provide a narrative summary of your objectives and activities- 1 – 2 paragraphs; bullet points are fine**)

**Section 2**

**\*NOTE:** *You must include other project expenses that take you beyond the eligible costs; to capture the total industry investment in the project. i.e. expenditures related to the Digital Integration project beyond $100,000.*

**Include these under OTHER NON-ELIGIBLE COSTS below**

**\*\*NOTE: Eligible activities can be included starting April 1 of the current fiscal year dated above.**

**EXPENDITURES MUST TAKE PLACE BEFORE February 28, in order to meet claim submission deadlines.**

**EXPAND TABLE AS NECESSARY**

|  |  |  |  |
| --- | --- | --- | --- |
| **Specific Activities** | **Project cost** | **Spending Schedule**  **Dates** | **Details/Impact** |
|  |  |  |  |
|  |  |
|  |  |
|  |  |
|  | **Project Cost** |  |  |
|  |  |  |  |
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|  |  |
|  |  |
|  |  |
|  | **Project Cost** |  |  |
|  |  |  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| SUBTOTAL | **SUBTOTAL PROJECT COST** |  |  |
| OTHER- NON-ELIGIBLE COSTS | **Project Cost** |  |  |
|  |  |  |  |
|  |  |
|  |  |
|  | **Project Cost** |  |  |
| **TOTAL PROJECT COST** | **TOTAL PROJECT COST** |  |  |

**Please provide all sources of funding for your project (Total Sources of Funding should match Total Project Costs in the table above) :**

|  |  |
| --- | --- |
| **Source of Funding** | **Amount** |
| FedDev Ontario / WMCO |  |
| Other Federal |  |
| Provincial |  |
| Municipal |  |
| Applicant Equity / Financing |  |
|  |  |
|  |  |
| **Total Sources of Funding** |  |

**Eligibility Criteria and Eligible Costs:**

* Applicants must be a Canadian or provincially incorporated business
* Project must be led by a small or medium sized enterprise (SME) with 499 or fewer employees
* **Southern Ontario** includes the following regions: 1 Stormont, Dundas and Glengarry; 2 Prescott and Russell; 6 Ottawa; 7 Leeds and Grenville; 9 Lanark; 10 Frontenac; 11 Lennox and Addington; 12 Hastings; 13 Prince Edward; 14 Northumberland; 15 Peterborough; 16 Kawartha Lakes; 18 Durham; 19 York; 20 Toronto; 21 Peel; 22 Dufferin; 23 Wellington; 24 Halton; 25 Hamilton; 26 Niagara; 28 Haldimand-Norfolk; 29 Brant; 30 Waterloo; 31 Perth; 32 Oxford; 34 Elgin; 36 Chatham-Kent; 37 Essex; 38 Lambton; 39 Middlesex; 40 Huron; 41 Bruce; 42 Grey; 43 Simcoe; 46 Haliburton; and 47 Renfrew.
* Project demonstrates an investment in digital integration. Digital integration is an investment in software technologies that connect the various data-points in the manufacturing process. This will include investments such as: computer-aided design and computer-aided manufacturing integration enhancements; supply chain digitalization; software and hardware facilitating digital connectivity including enterprise resource planning (ERP); the internet of things (IoT) capability and optimization; and the corresponding analysis and training to support DI for SMEs. Projects must demonstrate expenditures toward digital integration investments (see Eligible Costs below).
* Projects must demonstrate expenditures toward digital integration investments. Details of project eligible activities are listed as:
  + Computer hardware (Computers, tablets, networking, cabling, supplies, etc)
  + Software (ERP, MES, integration, CAD/CAM, etc.)
  + Systems optimization: Enhancements to current systems to facilitate Digital Integration.
  + Training: on software, ERP, MES, and other integration investments.
  + Manufacturing equipment upgrades that facilitate digital integration, connectivity and optimization
  + Max 20% of project expenditures on New Capital Equipment (Manufacturing), including robotic or automation equipment and integration
  + Internal Project Labour costs for implementation and training.
  + External consulting for the project.
  + Analysis reports costs

\*\*\*All of the Eligible costs listed must fall within the scope of the Statement of work categories as listed in the project plan and SME contribution agreement and must each contribute to Digital Integration.

**Application Process and Application Review**

* Call for interest will be issued to SMEs both member and non-member companies; using WMCO and partner channels.
* Calls for interest intake will take place post launch, followed by March of the following subsequent years 2024 and 2025 for those project years project starts for SMEs on April 1.
* SMEs will first be considered on a first-come-first served basis, until the budgeted amount of the allocation for the given year is reached. Those responding after the budgeted allocation is reached will be tracked and advised to apply the following yearly intake.
* **SMEs will first respond to the Call for Interest**
* **If space remains in current year, SMEs will be asked to complete the Project Template.**
* **Project template will be assessed and by WMCO for eligibility, and WMCO will assist the SME in developing and amending their project where required.**

**Selection and Approval Process and Disbursement of Funding**

* Projects proposed must meet the eligibility criteria of digital integration
* Interested applicants will be contacted by WMCO staff to review their proposed activities.
* Companies whose activities do not met the criteria for digital integration will not be accepted.
* Companies must agree to the tracking and submission of performance metrics to be used in aggregate totals to measure the impact of the project.
* Companies must agree to the claims submission schedule and process in order to receive funding, and sign a CA declaring such

**Expected Results of the Project**

|  |  |
| --- | --- |
| **Key Project Impacts Measurement** | **At Project End** |
| Total value of sales resulting from new products, services, or processes commercialized | $ |
| Number of people receiving training/mentorship for technology implementation |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Jobs** | Number of Full Time Equivalent Jobs1 | | | | |
|  | Created | | Maintained2 | | Total |
|  | Permanent3 | Temporary4 | Permanent | Temporary |
| Forecasted Jobs by Project Completion |  |  |  |  |  |
| 1Full-time equivalent (FTE) is equivalent to one employee working full time or more than one person part-time, such that the total working time is the equivalent of one person working full-time. Generally, full-time positions will involve between 35 and 40 hours in a regular workweek. A FTE calculation is the total hours worked in a week divided by the regular workweek. FTEs do not include positions created as a result of subcontracts to undertake work on the project (e.g. construction, suppliers, etc.).  2Maintained refers to employment that existed prior to the project, but which would not have continued, or would have been unlikely to continue, if the project had not been funded.  3Permanent job is a position without a fixed end date.  4Temporary job is defined as a temporary or contract position with a fixed end date. | | | | | |

**Metrics**:

Metrics for the project performance will be required to be tracked and reported, and informed in the contribution agreement.

In addition, the following metrics will be tracked whereby the company will sign into a portal to enter them every quarter with their claims:

* + - 1. $ Gross sales
      2. % Sales Export
      3. $ Sales per employee
      4. # jobs sustained- Average FTE/Head count monthly
      5. # jobs created-# Net New Hires Monthly
      6. # of jobs created unfilled – #Open Positions End of Month
      7. Inventory Turns WIP = Monthly COGS / [(WIP beginning of Month + WIP End of Month)/2
      8. Inventory Turns Finished Goods = Monthly COGS / [(Finished Goods beginning of Month – Finished Goods End of Month)/2]
      9. Inventory Turns Raw: Monthly COGS / [(Raw beginning of Month – Raw End of Month)/2]
      10. Productivity:

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