

## MIX-Knowledge Xchange (MIX-KX) Application Form

*This form is to be completed and submitted to the Medical Innovation Xchange (MIX) for consideration for MIX-KX funding.*

***Please submit all completed applications to [info@medicalinnovationxchange.ca](mailto:info@medicalinnovationxchange.ca).***

### **1. Background**

Ontario's Life Sciences Strategy aims to position the province as a leader in life sciences innovations by leveraging technological strengths and closing critical gaps to lay the groundwork for the sector's long-term success. This includes supporting Ontario's small and medium businesses for home-grown success by increasing their capacity to commercialize their made-in-Ontario products and services.

### **2. Objectives**

The MIX-KX aims to enable market-driven solutions and unlock the economic potential of workforce development initiatives to facilitate economic recovery and growth. Priority projects include those aimed to relieve pandemic-induced labour and financial impacts on businesses and priority sectors, support the quickest path to employment and retention opportunities, support efforts to create innovative training ideas and solutions, and improve capacity of the medtech ecosystem to respond to labour market challenges.

The main objectives of the MIX-KX are to:

- a. Ensure a resilient workforce by supporting access into the labour market, and/or retention and capacity-building for employers. This includes attracting investment and job creation through the development and maintenance of a stable labour force, particularly one that keeps pace with changes in technology and the way that work is done. Solutions can also redress pandemic-induced labour and financial impacts on businesses, reduce the administrative burden of human resourcing and worker retention.
- b. Empower workers and job seekers who face higher barriers of entry, and enhance pathways into meaningful and gainful employment, including youth (high school and early post-secondary graduates), women, Indigenous peoples, persons with disabilities or mental health challenges, visible minorities, and members of at-risk communities. Tailored supports workplace accommodations, or specialized training are fundamental components of protecting workers' social and physical wellbeing. This includes specialized training for people with learning disabilities, mental health challenges and other disorders.

- c. Encourage partnerships across the economy to support new innovative training solutions and improve the capacity of communities to respond to shocks to labour market conditions in in-demand, emerging and essential sectors. Partnerships quicken market-led recovery, growth, prosperity to enhance the talent development pipeline.

### 3. Roles and Responsibilities

The agency (MIX) will:

- a. Provide funding to the Recipient in accordance with the Payment Plan set out in Schedule “A” of the Agreement;
- b. Monitor progress of the Recipient in meeting performance commitments outlined in Schedule “B” of the Agreement;
- c. Provide direction, feedback and, review Reports submitted by the Recipient in accordance with Schedule “C”.

The Recipient will:

- a. Ensure that eligible expenditures are incurred only during the Project period March 29, 2022 – March 28, 2023);
- b. Be accountable to the Agency for the proper use of all Funds, and provide progress to the Agency on meeting performance commitments outlined in Schedule “B” of the Agreement;
- c. Maintain progress and financial records to demonstrate that funds are being used for its intended purposes; as well as manage relationships with third-party service providers contracted for the delivery of the Project including training providers and equipment vendors;
- d. Be responsible for performance measurement under the Agreement, including recording data, ensuring data quality, establishing Project outcomes and outcome targets, and aggregating information are provided through Reports in accordance with Schedule “C”. Please note that the mandatory reports are collected and held securely by MIX and are provided to the Ministry for validation and audit purposes. These forms are designed and required by the Ministry and not MIX.

### **A. Recipient (Organization) Information**

Organization Name:

Website URL:

Years Active:

Business Address:

Number of Ontario-Based Full-Time Staff:

Number of Ontario-Based Part-Time Staff:

Briefly describe your company mission:

### **B. Contact Information**

Name:

Title:

Email Address:

Phone Number:

Signing Authority?

**C. Learning & Development Proposal – Training, Skills Development and Knowledge Xchange**

*Eligible Recipients for Training, Skills Development and Knowledge Exchange funds are companies In-Residence, or with active network status with MIX (including partners), Velocity (University of Waterloo), Accelerator Centre, Communitech or Western University*

Please indicate which technology partner you have active status with (MIX, Velocity, The Accelerator Centre, Communitech or Western University)

Please indicate the total value of funding you are applying for. Please note the funding categories below:

- |                                 |                          |
|---------------------------------|--------------------------|
| 1-10 Employees (up to \$15k)    | <input type="checkbox"/> |
| 11-25 Employees (up to \$25k)   | <input type="checkbox"/> |
| 26-50 Employees (up to \$50k)   | <input type="checkbox"/> |
| Over 50 Employees (up to \$75k) | <input type="checkbox"/> |

What learning or development (course, knowledge exchange, learning program etc.) do you propose to deploy to your team(s)? Please provide the course name and provider information.

What specific skills and knowledge do you hope to improve through this learning?

What will the impact to your company and teams be if you complete this program?

What is the total cost of this training/knowledge exchange/course etc.

When will the proposed learning start? Please note, learning may start before an application is approved however there is no guarantee of reimbursement prior to approval.

When will the learning end? Please note, all formal learning must be complete by March 27, 2023.

What roles will benefit from this learning?

#### **D. Approvals**

##### **Submitted by:**

Name:

Title:

Date:

Signature (I have the authority to bind the corporation):

##### **Approved by (MIX):**

MIX Approver Name:

Title:

Date:

Signature:

## Schedule "A"

### *Payment Plan*

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All eligible and approved funds will be reimbursed after the following conditions are met:

- Receipts are provided to MIX for all approved purchases
- Purchases do not exceed approved budget – any costs above and beyond approved budget will be the responsibility of the Recipient
- All applicable reports outlined in Schedule "C" are completed and submitted to MIX
- Program objectives have been met in accordance with Schedule "B"

All reimbursements will be provided to the Recipient within 60 days of these conditions being met via e-transfer or another agreed-upon form of transfer.

## **Schedule “B”**

### ***Performance Commitments***

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#### Performance Commitments

Below are the performance commitments as directed by the Ministry of Labour, Training and Skills Development as a condition of MIX administering this program:

<b>Performance Measurement</b>	<b>Target</b>
Percentage of employees that complete experiential learning opportunities	80%
Percentage of employees that complete skills training	80%
Percentage of employees who expressed increased industry and local labour market employability skills as a result of training	90%
Percentage of Participant incumbent workers who complete upskilling or reskilling opportunities	80%
Percentage of employees that complete any type of training through this program	80%



# Schedule “C” Reports

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\*Please review these reports prior to submitting your application. Your submitted application is considered acknowledgement that you have reviewed and agreed to submitting these reports as a condition of receiving MIX-KX funding

Training, Skills Development & Knowledge Exchange reports:

## **MIX Employer Skills Development Reports**

- 1. Participant Registration Form (each learner/employee who participates must complete this form, or have one completed on their behalf)**  
Due Date: 30 Days post receipt of MIX-KX program approval  
Link to report: <https://www.tcu.gov.on.ca/eng/eopg/publications/sdf-participant-registration-form-en.pdf>
- 2. Employer Registration Form**  
Due Date: 15 Days post receipt of MIX-KX program approval  
Link to report: <https://www.tcu.gov.on.ca/eng/eopg/publications/sdf-form-employer-registration-en.pdf>
- 3. Training Placement Agreement Form (each learner/employee who participates must complete this form, or have one completed on their behalf)**  
Due Date: 15 Days post completion of training or knowledge exchange  
Link to report: <https://www.tcu.gov.on.ca/eng/eopg/publications/sdf-training-placement-agreement-round2-en.pdf>

Equipment & Training Tool reports (if you are not applying for training equipment or tools this report is not necessary):

## **MIX Employer Skills Development Post Equipment Delivery Report**

Due Date: 60 Days post receipt of equipment

Link to report: [https://docs.google.com/forms/d/1961rXAq6CfovCf1-cVv9F9JS8ddZS\\_vaMGnAcVSbuQs/edit](https://docs.google.com/forms/d/1961rXAq6CfovCf1-cVv9F9JS8ddZS_vaMGnAcVSbuQs/edit)