

Ignite Program Smart Simple Platform Instructions

A. Smart Simple – Register New User

1. Visit the link - <https://innovatebc.smartsimple.ca/>
2. Click on the “Register Here” button at the bottom of the page.
3. A new window opens. Fill in the Eligibility Information - “Is your company or organization based in B.C.?”.
 - a. Select Yes or No. Click “Submit”.
 - b. On selecting Yes, a new window opens with the new applicant registration link – “Register Here”.
4. Click on the “Register Here” link.
5. Fill out the Organization Information and Contact Information.
6. Click on the “Submit” button at the bottom of the page. A message will appear - “Registration Complete”.
 - a. In case a dialogue box appears with a message that the organization name you entered already exists in the database, please follow one of the steps below.
 - i. If your organization’s name is listed in the message box, click on the record and create a new contact under the existing organization.
 - ii. Otherwise click “Create New” to create a new organization record in the database. Once the details are submitted, a message appears - “Registration Complete”.
7. Once registration is complete, the applicant receives an email with a link to reset the password and login. If you do not receive this email, check your Junk/Spam folders.
8. In order to be notified about future Smart Simple emails, change the status of Smart Simple Ignite Program Emails to “Not Junk/Spam”.

B. Smart Simple - Application Submission

1. Visit the link - <https://innovatebc.smartsimple.ca/>
2. Login using your Username and Password.
3. Click on the “Open Calls” button link at the top of the page.
4. Choose the open “Ignite – 2022 Call” from the list and click on “Apply” to create a new Ignite LOI application.



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5. Click on “Invitations” on the left menu bar to invite co-applicants to write the application form with you.
 - a. Click on the "+" icon in this section, to invite co-applicants and provide their details. Then click on "Invite" button to send the invitation to all co-applicants. The co-applicants will receive an auto email with detailed instructions and a link.
 - b. Prompt your co-applicants to check their Junk/Spam folders, and to change the status of Smart Simple Ignite Program Emails to “Not Junk/Spam”.
6. Fill out the Application Details.
7. To save the changes to the application at any step, click on the “Save” button at the bottom of the page. It is highly recommended to store backup documents in the event of technical issues with the platform.
8. Complete all the sections in the application.
9. In case the applicant chooses “No” as a response to any of the “Project Eligibility Criteria” questions, the application will show an error upon submission – “Your project does not meet eligibility criteria.”
10. Financials - To fill out the budget details, click on the “View/Edit Financials” button in the “Financials” section of the form. Once the Revenue details are entered, the percentages will be auto calculated in the form.
 - a. For every dollar of Ignite funding, there should be \$2 in matching funding. Expenses listed in your budget must match the revenue outlined. Only up to 10% of the budget can be attributed to indirect, administrative costs like university overhead.
 - b. For further guidance on completing the budget, please refer to the Ignite Guidelines sections 2.2, 2.3 and 6.3.
 - c. Click Save after entering all budget details.
11. To preview the PDF version of the application before submitting, click on the “Preview Application PDF” at the top of the application page.
12. Once the application form is complete, click on the “Submit Application” button at the bottom of the page to submit the completed final LOI application.
13. Once the LOI application is submitted, the applicant receives an email with a copy of the submitted application form and next steps in the process.



C. Smart Simple – Application Budget Sample

REVENUE					
REVENUE	Year 1	Year 2	Year 3	Total	%
Industry/Academic Matching Cash	\$75,000.00	\$75,000.00	\$75,000.00	\$225,000.00	75.00%
Government Matching Cash (do not include Ignite)	\$10,000.00	\$10,000.00	\$10,000.00	\$30,000.00	10.00%
A. TOTAL MATCHING CASH	\$85,000.00	\$85,000.00	\$85,000.00	\$255,000.00	85.00%
Industry/Academic Matching In-Kind	\$10,000.00	\$10,000.00	\$10,000.00	\$30,000.00	10.00%
Government Matching In-Kind	\$5,000.00	\$5,000.00	\$5,000.00	\$15,000.00	5.00%
B. TOTAL MATCHING IN-KIND	\$15,000.00	\$15,000.00	\$15,000.00	\$45,000.00	15.00%
C. IGNITE FUNDING REQUEST (Max \$300,000)	\$50,000.00	\$50,000.00	\$50,000.00	\$150,000.00	
TOTAL REVENUE	\$150,000.00	\$150,000.00	\$150,000.00	\$450,000.00	

Matching Funds (Revenue Sources)					
Industry/Academic Contributor	Funding Status	Total Cash	Total In-Kind (max 50% total)	Total	
Nadine Incorp	Confirmed	\$225,000.00	\$0.00	\$225,000.00	
Diner Incorp	Pending	\$0.00	\$30,000.00	\$30,000.00	
Subtotal All Industry/Academic Matching Funds:		\$225,000.00	\$30,000.00	\$255,000.00	

Government Matching Funds					
Government Contributor (Do not include Ignite Request)	Funding Status	Total Cash	Total In-Kind (max 50% total)	Total	
IRAP	Confirmed	\$30,000.00	\$0.00	\$30,000.00	
BC Cancer	Pending	\$0.00	\$15,000.00	\$15,000.00	
Subtotal All GOV Matching Funds (max 50% of total):		\$30,000.00	\$15,000.00	\$45,000.00	

Total Matching Funds			
Total Cash	Total In-Kind	Total	
\$255,000.00	\$45,000.00	\$300,000.00	

EXPENSES				
CASH COST	Year 1	Year 2	Year 3	Total
Salaries + Benefits	\$50,000.00	\$50,000.00	\$50,000.00	\$150,000.00
Equipment + Facility	\$50,000.00	\$50,000.00	\$50,000.00	\$150,000.00
Materials + Supplies	\$15,000.00	\$15,000.00	\$15,000.00	\$45,000.00
Travel	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL CASH COST	\$115,000.00	\$115,000.00	\$115,000.00	\$345,000.00
(Cash Rev + Ignite) - Indirect	\$130,000.00	\$130,000.00	\$130,000.00	\$390,000.00

IN-KIND COSTS				
	Year 1	Year 2	Year 3	Total
In-kind Salaries + Benefits	\$10,000.00	\$10,000.00	\$10,000.00	\$30,000.00
In-kind Equipment + Facility	\$5,000.00	\$5,000.00	\$5,000.00	\$15,000.00
In-kind Materials + Supplies	\$0.00	\$0.00	\$0.00	\$0.00
In-kind Travel	\$0.00	\$0.00	\$0.00	\$0.00
In-kind Services Misc (specify)	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL IN-KIND COSTS	\$15,000.00	\$15,000.00	\$15,000.00	\$45,000.00
INDIRECT COSTS (must not exceed 10% of Ignite request)	\$5,000.00	\$5,000.00	\$5,000.00	\$15,000.00
TOTAL ALL EXPENSES	\$150,000.00	\$150,000.00	\$150,000.00	\$450,000.00

Budget Sample Legend:

Orange Boxes – Total matching cash in the revenue section must equal total matching cash in the section where you itemize the sources of matching cash.

Red Boxes – Total matching in-kind in the revenue section must equal total matching in-kind in the section where you itemize the sources of matching in-kind.

Dark Blue Boxes – Total cash amounts in the expense section must equal external cash contributions from the revenue section (orange box), plus Ignite funding amount request, minus indirect over-head costs.

Light Blue Boxes – Annual breakdown of matching in-kind each year in the revenue section must be identical to annual breakdown of matching in-kind each year in the expense section.

Purple Boxes – Total annual revenue breakdown each year in the revenue section must be identical to total annual revenue breakdown each year in the expense section.

Green Boxes – Total project budget in the revenue section must equal total project budget in the expense section.