

# Scale Up!

## Food Production Accelerator Program

### PROGRAM GUIDELINES

The London Small Business Centre and LEDC, in conjunction with the Ontario Ministry of Economic Development, Job Creation and Trade, are offering “Scale Up”, a program designed to assist growing food production distribution businesses in London. Scale Up provides training and grants of \$5000 to eligible participants who meet the requirements and successfully complete the program.

#### **Eligible Participants:**

- ✓ 18 years of age or older not in full time education and operating the business full-time
- ✓ Invested minimum \$10,000 and ready and able to scale the business by expanding or hiring
- ✓ Operating for 3 yrs. or less, a food production distribution business, (which is an independent business venture operating at arm’s length from family business ventures in Ontario)
- ✓ Operating a business which is registered as a sole proprietorship or Partnership or Corporation where the applicant will be the majority shareholder

#### **Program Requirements:**

- ✓ Submit an Application
- ✓ Receive an Invitation to attend the Proposal Writing seminar
- ✓ Submit a Proposal following the guidelines set out at the seminar
- ✓ Proposals are reviewed by Grant Review Committee, and participants whose proposals meet the criteria are invited into the program
- ✓ Sign a Participation Agreement committing to the terms of the program which include:
  - Attendance at Round Table Discussion sessions
  - Submission of monthly reports outlining sales growth and key performance indicators as outlined in submitted proposals
  - Submission of a Final Report summarizing overall quantitative and qualitative outcomes from the proposal

#### **Grant Disbursements:**

##### **First Disbursement: Following Agreement Signing – Participant receives \$3,500**

Prior to initial disbursement of funds

- ✓ Participant shows business name registration and applicable licensing documents/permits to program provider for verification; provides S.I.N. number for tax purposes
- ✓ Participant signs Program Agreement which outlines responsibilities of the program and agrees to comply with the program requirements and allocate the funds substantially in accordance with the business proposal’s outline

##### **Second Disbursement: \$1,500 - Upon Completion of Program which requires**

- ✓ Business continues to operate on a full-time basis
- ✓ Participation in Round Table Discussion Sessions
- ✓ Submission of monthly reports outlining sales growth and key performance indicators as outlined in submitted proposals
- ✓ Submission of a Final Report summarizing overall quantitative and qualitative outcomes from the proposal