BTIF STEP 1: Application

Completing the BTIF Phase One application is the first step in the five-part BTIF application process. This is done to ensure that applicants not only receive accurate quotes for their projects, but in addition, applicants gain a better understanding of the direction of their projects and how to initiate and complete projects for their businesses.

You **must** complete this document and submit it to Blue Sky Net **before** you speak to a vendor. BTIF Step 1 applications can be submitted to Blue Sky Net by email, fax, post or submitting a copy at our location.

The BTIF Application Process:

- **Step 1**: Complete and submit the BTIF Step1: Application.
- **Step 2:** A consultation between the applicant and the program coordinator will be scheduled to review, discuss and to advise on your application and project proposal.
- **Step 3:** The applicant will be responsible for obtaining projects quotes which must be submitted to Blue Sky Net for review and feedback.
- **Step 4:** The applicant will be provided the BTIF Step 4: Pre-Agreement document for their review and submission.
- **Step 5:** A final overall evaluation will be conducted by Blue Sky Net for the applicant's file. If approved, the applicant will receive a Letter of Offer document which outlines the financial details of the approved grant in addition to project deadlines.

Before you complete the BTIF Step 1 application, please review and confirm the following:

☐ **- My application is for a for-profit private sector business.**
☐ **- My business has been in operation for a minimum of one year.**
☐ **- My business is located in Northern Ontario, within Blue Sky Net's catchment area (***go to blueskynet.ca/BTIF to view map*).
☐ **- I have not begun project work for my project proposal** *(ie, I have not purchased products or paid for services from a vendor to begin work on my proposed project).*

SECTION 1 : CONTACT INFORMATION				
First Name:		**Last Name:**		
Contact Phone Number:			**Ext:**	
Contact Email Address:				
Business Title:				
Business Address				
Street No.	**Street Name**	**City**	**Postal Code**	**PO BOX**
Mailing Address (If different from business address)				
Street No.	**Street Name**	**City**	**Postal Code**	**PO BOX**

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SECTION 2 : CORPORATE SNAPSHOT			
Legal Business Name:			
Business Operating Name:			
Business/Incorporation Number:			
Years in Operation:			
CRA Number (Ending in - 0001):			
Last Year's Sales Revenue:			
Have you completed your corporate tax return?	☐ **Yes** ☐ **No**	**Please indicate year completed:**	
Do you have a Year-End Financial Statement?	☐ **Yes** ☐ **No**	**Please indicate year completed:**	
Total Number of Employees In Your Company:	☐ 1 – 5 ☐ 6 – 50 ☐ 51-500 ☐ 501 +	**Please indicate # of <u>full-time</u> employees:**	
		Please indicate # of <u>part-time</u> employees:	

Select the Industry which best describes your business (Please choose one):

☐ - Agri-Food
☐ - Bioeconomy
☐ - Consumer Services
☐ - Cultural
☐ - Education
☐ - Forestry
☐ - Health
☐ - Information and Communications Technology (ICT)
☐ - Manufacturing
☐ - Mining/Minerals
☐ - Renewable Energy
☐ - Retail
☐ - Tourism
☐ - Other:

Please indicate which markets you currently reach with your business (check all that apply):

☐ - Northern Ontario
☐ - Ontario (excluding Northern Ontario)
☐ - Canada (excluding Ontario
☐ - United States
☐ - International (Excluding United States)

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Please provide a brief description of your company and the products and services you provide:

SECTION 3 : PROJECT DESCRIPTION

You must complete this section. Please review and provide a description of your project proposal.

Please select which technologies or services will be required to complete your project solution (You may choose more than one):

☐ - Website and/or Social Media Development.
☐ - Software Procurement, Development and Integration.
☐ - Hardware Technology Procurement and Integration.
☐ - Human Capital Development (ICT Skills Training Specific Project).

In the space provided, in detail, describe your project:

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How will this project enhance your business? Describe how this project will assist your business:

SECTION 4 : Website and/or social media development.

If you are completing an online e-business project as part of your project proposal, complete this section.

Do you currently have an existing website?	**YES** ☐ **NO** ☐
	If Yes, please provide your web address: www.
Provide your new website address(es): If it will change	www.
	www.

WEBSITE FEATURES

*To excel in today's digital business landscape, it is critical for websites to be **responsive (mobile-friendly)**, have a **content management system (CMS)**, to be **Search Engine Optimized**, and to have a means of tracking visitor traffic with the use of **website analytics**. These four components should be required features to nearly all modern websites.*

*To learn more about fundamental website features which should be included in your website project, please visit this link: **www.blueskynet.ca/website-fundamentals**.*

Please review the below additional advanced website features and indicate which you will require for your website project proposal:

- ☐ An e-commerce component so that customers can complete online purchases.
- ☐ An inventory management system.
- ☐ My website requires a booking/reservation/scheduling platform.
- ☐ My website must provide visitors the ability to create personal accounts and include a login area.
- ☐ My page requires social media plug-ins.
- ☐ Other:

Please describe in the space below additional website functions which are required to enhance your business:

DEVELOPMENTAL ASSISTANCE

By knowing in advance how much and what kind of help your project requires, you can confirm that the developer you are considering can (and will) provide the level of service you need:

- ☐ I need a full site design along with concepts
- ☐ I have the concept and need pages developed
- ☐ I need both a graphic and site makeover
- ☐ I require a new or re-worked logo
- ☐ I want to manage and update the information
- ☐ I don't want to update information myself and will need maintenance and updates

Share details regarding the level of assistance you will require from your developer:
(For example, with training will you (or staff) be able to do your own updates or will on-going support be required?)

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Describe how you will track the effectiveness of your website solution and its impact on your business:

SOCIAL MEDIA DEVELOPMENT

Please complete this section if you are planning a revamp or integrate social media into your business. You may skip this section is social media development is not a part of your project proposal.

If you are currently using social media for your business operations, describe your current successes and barriers in your use:

How often do you engage with your followers? *(Please choose the option which closest applies to you)*

- ☐ - I keep up with my followers on a daily basis
- ☐ - I occasionally engage with my followers on a weekly basis
- ☐ - I check in with my followers on a monthly basis
- ☐ - I have social media but I don't currently use it
- ☐ - I do not have social media at this time

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What are your social media project requirements?

☐ - I require research assistance identifying social media outlets that would benefit my business.
☐ - I require research assistance in the creation of a social media strategy for my target audience.
☐ - I require the creation of social media accounts and profiles for my business.
☐ - I require training in the use and follow-through of social media and my social media strategy.

Describe how you will track the effectiveness of your website solution and its impact on your business:

SECTION 5: Software Procurement, Development and Integration

Please complete this section if you're completing a project which you're integrating software into your business

Are you purchasing new software which will enhance your business?	**YES** ☐ **NO** ☐
Do you require a custom software solution from a developer for your business?	**YES** ☐ **NO** ☐
Will you require ongoing support for your software solution?	**YES** ☐ **NO** ☐
Will you require software training for you and your staff to effectively integrate your software with your business operations?	**YES** ☐ **NO** ☐

Please describe who will be using your software – will this software be used by your staff, by customers or both?

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Describe what kind of systems your software solution will need to interface with? (*Ex: Is this an app for Windows 10? Apple Phones? Tablet devices? Etc.)*

Describe how you will track the effectiveness of your software solution and its impact on your business:

SECTION 6: E-BUSINESS HARDWARE PROJECT

Please complete this section if you're completing a project which you're integrating hardware into your business

Are you purchasing hardware which will enhance your business?	**YES** ☐ **NO** ☐
Do you require a custom hardware solution from a service provider for your business?	**YES** ☐ **NO** ☐
Will you require ongoing support for your hardware solution?	**YES** ☐ **NO** ☐

Describe what kind of systems your hardware solution will need to interface with? (*Ex: Will the hardware work with Windows machines? Apple products? Inventory software systems?)*

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Describe how you will track the effectiveness of your hardware solution and its impact on your business:

SECTION 7: HUMAN CAPITAL DEVELOPMENT PROJECT

Please complete this section if you're looking to engage in a project where you will be receiving new training and skills development.

In the space below, please describe how receiving skills development will positively impact your business:

Describe how you will track the effectiveness of your skills training and its impact on your business:

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