

## NORCAT – IRAP: Process and Expectations

The IRAP fund the NORCAT Innovation Mill administers allows us to provide funding of up to \$5k for our clients to hire a third party contractor to complete a project for them. There is a 10% administration fee incurred to access the fund (i.e. for a project worth \$5k, the admin fee would be \$500.00), upon approval, the client will be invoiced for the administration fee.

### Eligible projects include:

- Provision of technical expertise
- Technical feasibility analysis
- Productivity enhancement analysis
- Marketing including competitive intelligence / market research and promotion
- Development of sales and distribution systems
- Intellectual property searches / strategy

To be eligible to access this funding ventures must be a NORCAT Innovation Mill client and have undergone the intake process and met with one of our mentors.

### The Funding Process:

To be considered for funding a client must fill out a brief application form. This form will ask generally what the project entails and what the expected outcomes are.

Along with this application, the applicant must also include a quote from the third party service provider they will be hiring to complete the project. The quote must include a description of the work to be done. Applications submitted without a quote will not be processed until a quote is provided.

Once submitted, the application will be reviewed by Innovation Mill staff for clarity and eligibility. If there are any questions or concerns around the application or the quote provided the applicant will be contacted. Upon review of the application and quote, it will then be passed on to the NORCAT CEO and an IRAP representative for final approval. **This process usually takes between 5-10 business days.**

Once approved, the applicant will be contacted and work can begin on the project.

**Please note – we will not fund projects retroactively, or if work is currently in progress.**

When the project is completed by the contractor, they are to invoice NORCAT to pay for the cost of the project. Invoices can take up to a month to be processed, please make your contractors aware of this.

For inquiries or questions related to the above please contact [RICoordinator@norcat.org](mailto:RICoordinator@norcat.org)