Helix Funding

KINGSTON
Economic Development

Helix Funding Application

1 Applicant Information

Company

Company Name

Business Number

Primary Address

Website – *if available*

Brief Description of Company – *max. 500 characters*

Contact Person

Name – *first and last*

Position

Phone

Email

2 Business Eligibility Confirmation

- ☐ **We are a for-profit Canadian incorporated company.**
- ☐ **Our operations are primarily based in Eastern Ontario or we are establishing a location there.**
- ☐ **We have or will be establishing a presence in Eastern Ontario.**
- ☐ **We are in the life sciences sector.**
- ☐ **We can provide a 50% matching contribution (cash and/or in-kind).**

Funded by:
Federal Economic Development Agency for Southern Ontario

Financé par :
Agence fédérale de développement économique pour le Sud de l'Ontario

Canada

3 Project Overview

Project Title

Project Description – *max. 5,000 characters*

Please provide a description of the project, including the key project components, project partners and outcomes, including the number of new hires, etc.

Objective – *max. 3,000 characters*
Please describe the key objectives of the project.

Total Project Budget

Helix Funding Requested – *max. $100,000*

Matching Contribution Total – *50% of total project cost*

Cash Contribution (preferred)

In-Kind Contribution

Timeline

Start Date

End Date

4 Project Details

Technology Readiness Level (TRL) Advancement – *max. 5,000 characters*

Please explain the current TRL of the project and the advancement that will be made as a result of this program.

Commercialization Potential – *max. 5,000 characters*

Please explain the pathway to commercialization including key milestones and timelines.

Economic Benefits – *max. 5,000 characters*

Please explain the economic impact of the project (e.g., job creation, innovation, diversification).

Expected Impact on Eastern Ontario & Ontario's Life Science Ecosystem – *max. 5,000 characters*

Please explain in detail the significance, need for, and impact of this project on both Ontario's and Eastern Ontario's ecosystems.

Roles & Responsibilities of Project Team & Partners – *max. 5,000 characters*

Please describe the roles and responsibilities of all personnel involved in the project, including the expected roles and responsibilities of the project partner(s).

Capacity to Complete the Project and Provide Matching – *max. 5,000 characters*

Please describe the company's current capacity, such as personnel, financial structure, organization structure, assets/equipment, etc., that will support the successful implementation of the project. Applicants must demonstrate the capacity to provide matching contributions to the funding requested, with cash contributions preferred. All matches will need to be supported by verifiable documentation. Acceptable proof includes payroll records from a third-party payroll provider for staff time, scanned copies of cashed cheques, bank statements from a third party, or credit card statements from a third party.

5 Partner Institutions & Collaborators

Partner Institution(s) from the Validation Network

- Applicants must engage one or more approved Validation Network Partners listed on the program website before applying.
- Funding is disbursed directly to Validation Network Partners and cannot be used for the applicant's capital or operating expenses.

Business Services

- ☐ **Kingston Economic Development Corporation**
- ☐ **Dunin-Deshpande Queen's Innovation Centre (DDQIC)**
- ☐ **Launch Lab**
- ☐ **National Pharmaceutical Sciences Group (PSG)**
- ☐ **Queen's University Commercialization and Ventures**

Scientific Supports

- ☐ **Centre for Advanced Computing (CAC)**
- ☐ **Kingston Health Sciences Centre Research Institute (KHSCRI)**
- ☐ **Limestone Clinical Trials Unit**
- ☐ **mb prototyping Ltd.**
- ☐ **Providence Care Hospital (PCH) Wet Lab**
- ☐ **Pure Ingenuity Inc.**
- ☐ **Queen's CardioPulmonary Unit (QCPU)**
- ☐ **Queen's Discovery Labs (QDL)**
- ☐ **Queen's Laboratory for Molecular Pathology (QLMP)**
- ☐ **Queen's University, Animal Care Services**
- ☐ **Queen's University, Chemical Engineering Analytical Facility (ChEAF)**
- ☐ **Queen's University, Department of Biology**
- ☐ **Queen's University, Department of Chemistry**

Types of Collaboration

- ☐ **Clinical Trials and Testing**
- ☐ **Specialized Equipment and Expertise**
- ☐ **Business Support Services**
- ☐ **Prototyping and Manufacturing Design**
- ☐ **Other, please specify:**

Description of Collaboration & Roles – *max. 5,000 characters*

Describe in detail the nature of collaboration with the Validation Network Partner(s) and their contribution to the project, including personnel, services, consultations, and/or equipment and materials.

6 Budget & Financial Plan

Detailed Budget & Financial Breakdown

Category	Amount
Personnel Costs	
Equipment & Materials	
Services/ Consultations	
Other, please specify: _____	
Total Project Cost	

Breakdown of Funds

Fund Source	Amount
Helix Funding Requested *max 50% of project cost up to $100K*	
Matching Funds	
Cash Contributions (preferred)	
In-Kind Contributions	
Total Project Cost	

7 Mandatory Document Checklist

- ☐ **Business Plan or Executive Summary**
- ☐ **Letters of Support from Partner Institutions confirming they can do the work requested as part of the project**
- ☐ **Proof of Matching Contribution** *(e.g., financial statements, commitment letters)*
- ☐ **Quotes from Validation Network partner institution(s)**
- ☐ **Any Other Relevant Supporting Documents**

8 Declaration & Signature

I hereby declare that the information provided in this application is true and accurate to the best of my knowledge. I understand that any misrepresentation may result in disqualification from the funding program.

Name _____

Position _____

Signature _____

Date _____

Please visit the Helix Funding website for instructions on how to submit the application and supporting documents.

investkingston.ca/helix