



STEP
SE Training

Program Guide
Winter 2023



The Circular Opportunity Innovation Launchpad (COIL) program supports business activities that are informed by circular economy knowledge and practices. The COIL program offers mentorship, education, national and international scaling connections, and funding to fuel innovative, circular projects across Southern Ontario. This program is made possible through funding from the Federal Economic Development Agency for Southern Ontario (FedDev), which was awarded to the City of Guelph in early 2021.

COIL STEP SE Training Overview:

COIL STEP – SE Training – is a program geared towards circular social enterprises, and builds upon COIL’s success in cultivating a dynamic regional circular food economy. The program is delivered by [10C Shared Space](#), a social enterprise and changemaking organization based in Guelph with [Harvest Impact](#) support, a social finance fund investing in circular economy initiatives.

The COIL STEP program is designed to launch and scale social enterprises with a circular focus, operating in any business model (for-profit, co-operative, non-profit and sole proprietorships). This includes food, environment, agriculture, and material sectors (fabric, material reuse, packaging etc.). This new program will support **10 social enterprises with \$8,500+ in program value offered through a mix of financial, mentorship and educational supports**. Program intake opens on January 17, 2023 with an application deadline of February 15, 2023. Programs will be underway from **March to May 2023**.

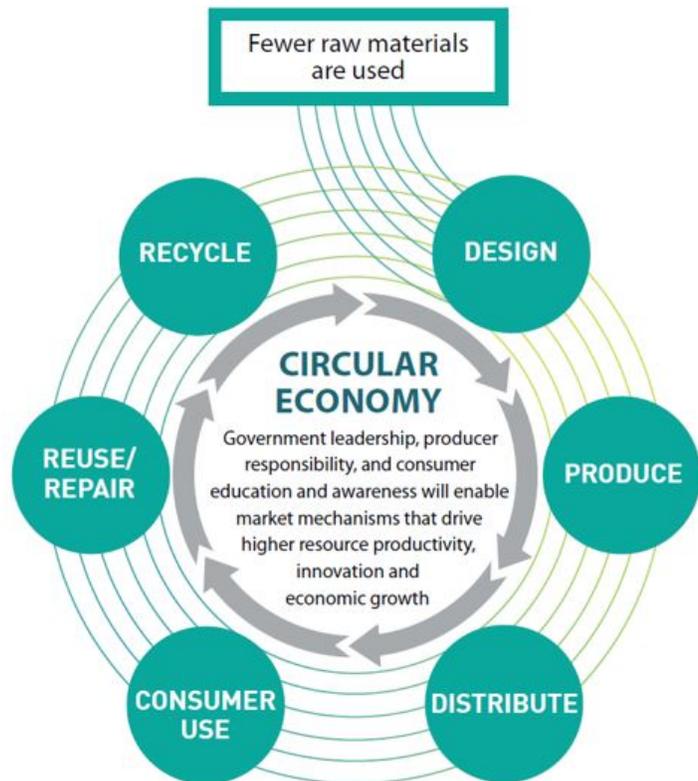


Social Enterprise + Circular Economy

Social enterprises make up a vital element of the circular economy ecosystem. Moving away from charity models, social enterprises generate social, environmental and economic benefits for communities and in a sustainable way. By their very nature social enterprises are created to address issues of diversity and inclusion, economic inequality and environmental impact, using non-extractive systems-changing methods.

New circular economy business models are helping to grow and expand the social enterprise sector, by providing tangible community value while delivering on waste reduction, shifting supply chains and re-designing systems.

We recognize that the circular economy and the wellbeing economy are intrinsically linked, and the challenges of non-profits or social enterprises are different from other business models. Social enterprises often grow out of locally-based organizations who are focused on scaling their impact within a given community. While they may not be embarking on a provincial or national expansion, these models may be extended to other communities. To respond to growing community and environmental imperatives, the number and type of social enterprises needs to scale. Through COIL STEP SE, we're interested in learning how social enterprise business models can multiply and **deliver mission-driven impact, jobs and multiple social benefits in more communities.**





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COIL STEP SE – Program Summary

Within COIL STEP SE, entrepreneurs will use circular economy principles, learn to apply an equity and gendered-lens to their business models, and develop community oriented circular enterprises, in a peer-learning model.

This program offers a range of support that participants can access in real-time – while developing their enterprises – ensuring that at the end of the program, they have access to resources to take their project to the next step.

Application Intake Period

Application window is open from January 17, 2023 to **Wednesday, February 15th, 2023** at 11:59pm EST.

Applications can be submitted online at:
https://harvestimpact.smapply.io/prog/coil_step

Program Information Session # 1 January 20, 2023 – 12:00PM EST

Join us here: <https://us06web.zoom.us/j/89655905303>

**Free workshop for those interested in applying
to the COIL STEP SE program:
Circularity and Sustainability in Food Production**

Thursday, February 2, at 9:30am EST

There are only 20 spots available for this 2.5 hour workshop offered by the **Food Venture Program** (\$250 value). Please email investment@harvestimpact.ca to request a code to register.

Program Information Session # 2 February 6, 2023 – 1:00PM EST

Join us here: <https://us06web.zoom.us/j/83163924451>

Application Review Phase
February 16 – February 24, 2023

Participants Announced and Programming Begins
February 28, 2023



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| <p>Financial supports include:</p> <ul style="list-style-type: none">○ \$3,000 non-repayable grant○ \$2,000 repayable social purpose lending through Harvest Impact offered at 0% interest, with a 12 month repayment timeline.○ \$1000 to reimburse place-based costs as submitted○ Access to training and content opportunities | <p>50% of funds will be awarded upon signing the project agreement. During the project start phase, you will create a budget and project plan that details how your funding allocations will be structured, upon acceptance of which, the remaining 50% of funds will be issued.</p> <p>All funds will be issued by March 31, 2023</p> <p>Place-based costs could include shared commercial kitchen rentals, workshop or maker space rentals, pop-up retail space, Farmers' Market booths for product retailing, co-packing facility fees, or product testing fees. Receipts for these expenses will be documented as part of the project agreement.</p> |
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Eligibility Criteria

To be eligible for this program, projects must meet the following eligibility criteria:

- You and/or your enterprise have capacity and time to participate in the COIL STEP program from **March to May 2023, including real-time training opportunities, mentorship and work with the Circular Entrepreneur in Residence.**
- The COIL STEP program is available to businesses/organizations operating and located in **Southern Ontario.**
 - Applicant entrepreneur/business must be located within 1 of the 37 Statistics Canada census divisions including: Brant; Bruce; Chatham–Kent; Dufferin; Durham; Elgin; Essex; Frontenac; Grey; Haldimand–Norfolk; Haliburton; Halton; Hamilton; Hastings; Huron; Kawartha Lakes; Lambton; Lanark; Leeds and Grenville; Lennox and Addington; Middlesex; Niagara; Northumberland; Ottawa; Oxford; Peel; Perth; Peterborough; Prescott and Russell; Prince Edward

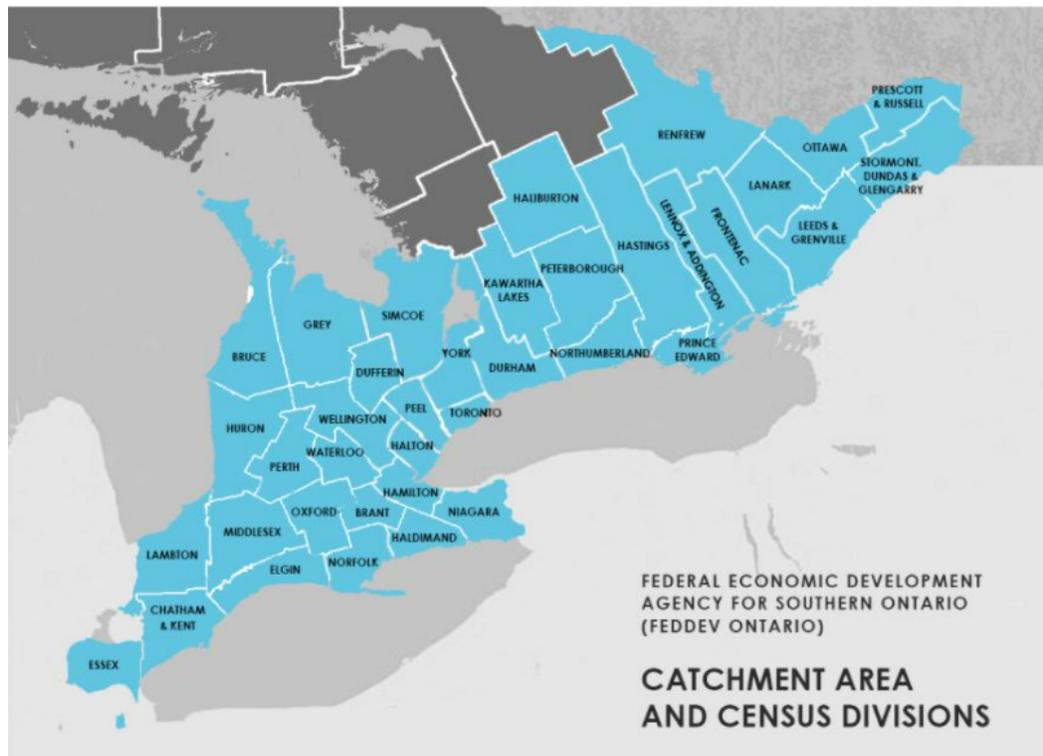


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and Lambton; Renfrew; Simcoe; Stormont, Dundas and Glengarry; Toronto; Waterloo; Wellington; and York.



- Your work relates to at least one (1) circular economy theme area:

| | Category | Description | Example |
|---|----------------------|---|---|
| 1 | Regenerative Farming | Participating in any form of land practices (regenerative agriculture) which contribute to restoring the health of soil and ecosystem for food production | Improving soil health, animal rearing, Increasing biodiversity, Adaptations including climate resilient species |
| 2 | Food Waste Recapture | Diverting edible food and production byproducts, as well as agricultural wastes, as a resource to be used as an | Redistribution, upcycling into meals food gleaning, reduced use of landfill, |



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| | | ingredient/input in new product manufacturing | Increased sorting into compost, Biodigestion for energy |
| 3 | Waste Reduction | Proactively reducing the amount of non-food waste going to landfill through circular methods (especially reuse) | Plastics recycling, food packaging, fabric other non-food waste |
| 4 | Greenhouse Gas Focus | Reducing greenhouse gas emissions and specific focus on actions related to overall GHG reduction | Carbon sequestration, Carbon credits, measuring CO2 equivalent for all GHGs |
| 5 | Water Conservation | Reducing water usage or increasing water reuse through grey water management strategies | Rainwater harvesting, stormwater/ freshwater management, composting toilets |
| 6 | Energy Conservation | Reducing non-renewable energy use and/or increasing renewable energy generation for direct use in operations | Solar production, Wind production, Reduced equipment use, Alternative fuel machinery, Passive thermal/cooling, Off-grid solutions |
| 7 | Food Equity | Contributing to the affordability and/or accessibility of food and land to reduce gaps in access | Sliding scale/alternate currency models, seed sharing, shared agriculture, landback solutions |
| 8 | Short Supply Chains | Contributing to distribution of products and services with short supply chains (local when possible) | Local processing, community supported agriculture (CSA), sharing economy, local cold-storage |
| 9 | Nutritious Products + Services | Development and/or distribution of products/ services with nutrient dense food options. | Offers delivery of nutritious foods, improving access to healthy food choices, recipes, promotion of lifestyle adjustments |
| 10 | Decent Work Practices | Ensures adequate jobs with fair pay, promote skills development and retraining, prioritizing work/life balance | Living wage and/or employee co-ownership, youth employment grants, strong retention |
| 11 | Data and Tech Transformation | Using data and/or technology to understand and track your impact and advance circularity | Smart sensors (IoT), data dashboards, GIS mapping, increased tracking of metrics and use of measurement frameworks |



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Selection Criteria

To be selected for this program:

- The application must be completed in full and provide enough information to explain the core concept of the social enterprise.
- All eligibility criteria have been met, and applicants have acknowledged their agreement with all other terms and conditions of the program, including that funds will not be used for ineligible costs, as identified below.

Ineligible Costs

Costs of land, building or vehicle purchase; Refinancing; Losses of investments, bad debts, and any other debts; Fines or penalties; Costs related to litigation; Fees for administrators, including payments to any member or officer of the recipient's Board of Directors; Food, accommodation and entertainment costs; Lobbyist fees; Sales Tax/HST; Depreciation or amortization expenses.

Please note that Recipient's records may be subject to review to confirm that funds have not been used for ineligible costs.

Application Process

Step 1: Call for Applications

An open call for applications will be posted on the COIL website (coil.eco/step) and shared through social media accounts including 10C Shared Space, Harvest Impact, COIL, Our Food Future and other collaborators.

Step 2: Completing Your Application

The STEP application must be completed through the SM Apply portal. If you already have an existing SM Apply account, [you can login and start the application](#). If you need to register



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a new SM Apply login for yourself, register [here](#). SM Apply allows for collaborators to be added to each application, so multiple users can work on an application together. The same SM Apply login information will be used to submit your application, complete project agreements and report back on your project plan.

This application should take approximately 1 hour to complete, and can be saved as draft to continue on at a later date.

If you need help setting up an SM Apply account, please contact Jude Keefe, Program Intake and Assessment Lead at: jude@10carden.ca or Jess Barrie, Community Investment and Engagement Lead at: jess@10carden.ca.

Step 3: Review by Selection Committee

Once the open call has closed, applications will be evaluated by the 10C Shared Space and Harvest Impact teams. All decisions are final.

Step 4: Program Acceptance

Selected applicants will be informed by February 28, 2023. As part of program onboarding, successful applicants (“recipients”) must:

- Enter into a Program Agreement with 10C Shared Space
- Engage with the 10C Shared Space and Harvest Impact team who will assign a mentor based on the recipient’s need for specific expertise.
 - Note: working with assigned mentors is a requirement of the program.

Once accepted into the program, participants will access:

Financial support:

- **\$3,000 non-repayable grant**
- **\$2,000 repayable social purpose lending** through Harvest Impact offered at 0% interest, with a 12 month repayment timeline.



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- **\$1000 to reimburse place-based costs** as submitted to support costs such as shared commercial kitchen rentals, workshop or maker space rentals, pop-up retail space, Farmers' Market booths for product retailing, co-packing facility fees, or product testing fees. We'd be happy to discuss other expenses with you in your project planning phase.

Mentorship:

- **Matched Mentorship** – 14 hours of one to one support in areas you identify as wishing to develop. We will match you with a mentor who understands where you're at and can champion new connections, practices or tools to help you move to next steps.
- **Circular Entrepreneur in Residence:** Work (up to 15 hours offered virtually) with our Circular Entrepreneur in Residence to co-create a circular business scaling plan which includes a social financing and funding action plan.
- **Community:** Connect with peer program participants, 10C members and the Harvest Impact team who will further support your work throughout the program.

Education and Tools:

We will support you in accessing educational training that will support your current stage of work. These sector based courses include:

- **Food Based Applicants:** A 12 session **Circular Food Enterprise Bootcamp** – \$1000+ in value offered in real-time with weekly sessions beginning March 9, 2023 from 9:30am-12pm EST.
- **Circular Businesses working in non-food sectors** (fabric, material reuse, packaging etc.), This program will cover training and content up to \$500 in value – to support your enrollment in relevant circular economy curriculum.
- In addition, we will provide access to other asynchronous course content, including [Circular Systems Design by Unschool](#) – we will have a code for users for both the course and the handbook.



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Additional Requirements

As a condition of receiving funds and support, recipients agree to:

- Complete 1–3 short surveys during the program period and within one year thereafter to report on the impact of the funds and support received through the program.
- Submit all receipts by the end of the project period to ensure that funding awarded has been spent on eligible project costs.
- Participate in program-related communications including allowing the use of their name, photograph, facilities, and video content (as applicable).
- Acknowledge [COIL](#), [10C Shared Space](#), [Harvest Impact](#) and the [Federal Economic Development Agency for Southern Ontario](#) in any public announcements or other communications about the fund.

Questions:

General questions can be sent to investment@harvestimpact.ca which will reach our collaborative team.

The COIL STEP Team

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