



HIRE PROGRAM

HIRE: Business and Technical Professionals

-OPEN CALL FOR PROPOSALS-

Onboard the business and technical professionals you need to develop or commercialize **new and innovative geospatial technologies**. Through the HIRE program TECTERRA provides quick and easy access to financial assistance, in the form of a grant, to facilitate and de-risk the addition of a crucial new member to your team. Click [HERE](#) to submit an application!

APPLICATION PROCESS

The program application process is as follows:

- Companies submit an online application [HERE](#) at any time
- Applications are reviewed within 2 weeks of submission
- Applicants receive notification of award from TECTERRA
- Sign a Funding Agreement
- Hire the candidate
 - Subject to approval by TECTERRA.

HIRE applications will be reviewed twice per month and approval notification will follow. TECTERRA reserves the sole and absolute right and discretion to select all, some, or none of the submissions for funding.

FUNDING GUIDELINES*

Standard funding: A non-repayable grant, of up to \$50,000, covering 50% of the positions actual salary, for a period of one year.

Additional funding: 50% of eligible moving expenses as defined by the CRA, up to a maximum of \$10,000, where the HQP is relocating from outside Alberta.

Non-Eligible costs: Bonuses, benefits, and/or other expenses or fringe costs.

Due to the significant number of applications received, TECTERRA will not renew any previously approved HIRE positions past the one-year term, nor offer the possibility of extensions to future HIRE positions. This enables TECTERRA to provide support to more Alberta companies, helping them grow their businesses.

*The estimated program budget, number of awards and average award size and duration of acceptable projects is subject to the availability of funds as determined by TECTERRA Management.

CONSIDERATION FOR FUNDING

Funding under TECTERRA's HIRE Program is awarded on an ongoing basis, and applications are continually accepted. Applications for the program can be submitted at any time, and are reviewed twice per month. Funding for the program is awarded based on the extent to which applicants meet the following criteria:

1. Applications must be submitted by an Alberta-based start up or small enterprise.
 - Must be a for-profit company
 - Must be a product development company
 - Incorporated and operating in Alberta
 - Minimum of 1 and no more than 50 full-time employees
 - Annual sales revenues can not exceed \$5M.
2. The role must be associated with the development and/or commercialization of **new and innovative geospatial technologies**
 - The role may be focused on commercialization of existing products, developed **by the company**, into **new markets**
 - Preference will be given to applications that require an HQP to develop or commercialize innovative or disruptive technologies.
3. The hire must fit the definition of a Highly Qualified Professional (HQP), meaning:
 - The hire candidate must possess a Bachelor's degree or a postgraduate degree (Master's, MBA, PhD, etc) from a recognized degree program. The HQP's field of study must be aligned with the position.
4. The HQP must represent a 'net-new hire' for the company, meaning:
 - The position identified must be additional to the current and recent activity of the company, and can not be a replacement for a recently (within three months) departed employee, contractor or consultant
5. HQPs must be hired with the intention of serving a long-term business need(s) within the applicant company (i.e. beyond the period funded by TECTERRA)
6. The HQP can be technical (engineer, developer, etc.) or business focused (sales, marketing, etc.)
 - Non-eligible positions include those previously or currently funded through other TECTERRA's programs, or assisted through other government funding programs (federal or provincial) of any kind (partially or fully, directly or indirectly)
 - Executive, co-founder, or partner level positions are also non-eligible
 - Positions that are focused on commercializing a product that has not been developed by the company **will not be considered**.
7. The HQP salary must align with recognized industry standards
8. Applications may be submitted prior to the hiring of the HQP candidate

- If a qualified HQP candidate has been identified, a copy of the HQP's resume may be included with the application
 - TECTERRA reserves the right to confirm the credentials and the fit of the candidate.
9. The HQP must be a Canadian citizen or permanent resident of Canada at the time of application
 10. Upon start of employment and during the term of TECTERRA's funding, the HQP must be a resident of Alberta
 11. The HQP may not be related to any senior manager, officer, director or principal shareholder of the applicant company
 12. The application form must be submitted by an Officer or a Director of the company
 13. All application forms must be completely filled out.

SELECTION CRITERIA

TECTERRA assesses applications based on the following criteria:

GEOSPATIAL TECHNOLOGY

- Will the new HQP be associated with, and add significant value, to the development of new and innovative geospatial technology?
- Will the new HQP be associated with, and add significant value, to the commercialization of new and innovative geospatial technology developed by the company?
- Will the HQP expand or provide new geospatial capabilities within the applicant organization?
- Will the HQP accelerate the applicant's go-to-market plan?
- Will the HQP increase the likelihood of commercial success for the applicant's product(s)?

PROGRAM READINESS

In order to be eligible for the HIRE program, applicants will have to demonstrate their ability and capacity to support the required HQP by answering the following questions:

- Is the job description understandable with clear short, medium and long term objectives?
- How will the applicant support the position during the period of TECTERRA support?
- How will the applicant support the position after the conclusion of TECTERRA support?

ADDITIONAL CRITERIA

- How will this funding assist the applicant?
- What is the financial impact that this HQP will have on the applicant?
- Preference will be given to applications where the candidate's degree is at the post-graduate level (i.e. Master's, MBA, PhD).
- Operational roles must demonstrate a benefit to the company beyond additional capacity.

Applicant's prior performance in HIRE and other TECTERRA programs is considered in the assessment of applications.

FUNDING PROCESS

HIRE award notification will be made to successful applicants by TECTERRA's CEO. Successful applicants will be required to sign a TECTERRA Funding Agreement upon submission and approval of due diligence items. **The signing of the Funding Agreement must take place within three (3) weeks from approval notification, and the placement (job start date) of approved HQP candidates must take place within 90 days of the signing of the Agreement**, otherwise the application will be considered void and a new application may be required.

TECTERRA will reimburse the company monthly on receipt of proof of salary payment for the HQP along with a brief monthly report, allowing no more than two (2) weeks processing time within TECTERRA. Proof of salary payment would be copies of relevant pay stubs, forwarded in confidence to the TECTERRA CFO by the end of each calendar month.

All expenses incurred by the applicant through the application process, regardless of the outcome, will be the sole responsibility of the applicant.

CONFIDENTIALITY AND DISCLOSURE

TECTERRA will hold all HIRE Program information, including applications and funded HQP information as confidential. TECTERRA, however, reserves the right to use some information about funded companies and successful HQP applicants as may be required for its reporting and marketing purposes.

QUESTIONS

If you have questions about the program, process, or eligibility, **applicants are encouraged to contact Richard C. Gorecki, Director of Portfolio Development** at (403) 532-4279 or rgorecki@tecterra.com.