



**COMMUNITY
ECONOMIC
DEVELOPMENT**

CONNECT WITH US

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Community partner
PO Box 12345
Somewhere, BC
VVV 333

RE: Letter of Agreement (LOA)

This letter is to confirm the terms of the agreement between Community Partner and the Simon Fraser University.

1. Term: Between [September 1, 2018] and [December 31, 2018].
2. Contracted Amounts

SFU will invoice \$10,000 TO CF Community Partner
3. Payment/Transfer of Funds

SFU will invoice upon signing this agreement.
4. Partner Activities and Deliverables:
 - a) Provide classroom & refreshments for 7 – 10 weeks.
 - b) Recruit qualified participants for the LEAP Program.
 - c) Co-select 10 – 12 entrepreneurs for LEAP.
 - d) Provide classroom technology (screen, camera, computer, internet, etc).
 - e) Host a final community event celebrating the entrepreneurs to 'barn-raise' the new businesses. Entrepreneurs will pitch idea to community.
5. SFU Activities and Deliverables
 - a) Provide partner information package (promotional materials, syllabus etc).
 - b) Provide suggested criteria for shortlisting entrepreneurs.
 - c) Co-select entrepreneurs for LEAP.
 - d) Deliver 8 week accelerator training for LEAP.
 - e) Coordinate distant learning system (live video-link).
 - f) Coordinate follow-up advisory assistance.

- g) Conduct entry and exit interviews with each entrepreneur.
- h) Conduct survey evaluation, share evaluation results with partner.

Program Outcomes

- a) Building an entrepreneurial community.
- b) 5-7 new social venture ideas are fully examined and tested.
- c) 1-3 social ventures launched within 1 year.
- d) Entrepreneurs gain skills, knowledge, confidences and community support.
- e) A strengthened and more visible social venture eco-system.

Event	Timeline
Recruit entrepreneurs for accelerator	6 weeks
Deadline for entrepreneur's applications	End of week 6
Vet, Interview & Shortlist candidates	1 week
Notify candidates	1 week
Accelerator training for entrepreneurs	2 months
Barn-raiser (community celebration)	Finale

Name, Executive Director Community
Partner

Wes Regan, Program Director
SFU Certificate for Community Economic Development