



CityLAB Project Agreement, Fall 2021 – Spring 2022

The role of the project agreement is to document the expectations for the project, define objectives, clarify constraints or limitations, and outline responsibilities to ensure clarity for the project. CityLAB can help you and your partner complete this document, feel free to reach out for help! Email us at citylab@hamilton.ca

COVID-19

As you plan for your project, please consider how it can be adapted to adhere to physical distancing regulations if needed. Taking some time to think through contingency plans with your partner will help ensure a successful and meaningful project, no matter the circumstances.

Project Title: BIPOC Entrepreneurship in Hamilton – McMaster University

Is this project continuing from a previous CityLAB project?

- Yes
 No

If yes, what was the project title:

City staff details

City staff name: Michael Marini

Instructor and student details

Instructor name: Shahad Al-Saqqar & Jen Pearson
 Course name: HTHSCI 4D06, 4D09, 4D12
 Number of students: TBD in collaboration with the City staff and their need. Likely 2-4 students
 Student names (if known):

Project Description (what is the problem you are trying to solve and what is the context?)

If applicable, use the original challenge description found on www.citylabhamilton.com/challenges. Please make any changes as needed or simply leave as is.

Hamilton is one of the nation's most diversified economies, the fastest growing mid-sized city for tech talent and carries a fantastic community approach to supporting investment big and small. Opening and operating local small businesses takes a lot of support and strategy and these businesses are vital to our community. Ontario Small Business Grants are available to Ontarians looking to launch their own business. However, based on research and current programming, there is a lack of BIPOC specific entrepreneurship programming offered in the City of Hamilton. In the past few years, local stakeholders and community groups have developed programs and

	<p>networks to encourage and promote BIPOC owned businesses in Hamilton. In order to further support this community, there is a need to carry out research in the hopes of creating a new entrepreneurship program that specifically services Hamilton's BIPOC communities.</p>
<p>Challenge summary (summarize the challenge in plain language)</p> <p>If applicable, use the original challenge summary found on www.citylabhamilton.com/challenges. Please make any changes as needed or simply leave as is.</p>	<p>Original: To identify barriers, research existing programs and needs, and develop best practices on the creation of a BIPOC entrepreneurship program.</p> <p>Modified for this project: To build on the environmental scan and best practice research that the Redeemer Team build by interviewing BIPOC entrepreneurs in Hamilton to understand their experiences</p>
<p>In Scope (from original project description)</p> <p>Clarify the particular elements that you will be taking on in this project.</p>	<p>Students will develop survey and/or an interview guide to engage directly with the BIPOC entrepreneurs in Hamilton to identify their needs and barriers. They will then use this information in combination with the research done by the Redeemer students to provide a holistic report and recommendations.</p>
<p>Out of Scope (optional)</p> <p>Clarify particular elements from original project description that this project won't take on.</p>	<p>Redeemer students will be conducting a literature search to understand the current landscape of BIPOC entrepreneurship in Hamilton and comparator cities. They will also be conducting background research on best practices for municipal BIPOC entrepreneurship programs in Hamilton.</p>
<p>Background Research (what research will be required to pursue the challenge?)</p>	<ul style="list-style-type: none"> - The research done by Redeemer students - Other secondary research on BIPOC entrepreneurship - Researching methods of engaging BIPOC populations in research - Developing a research tool (e.g., survey and/or interview guide) based on best practice
<p>Communication with Staff</p>	<p>Communication: Other (please specify) Faculty members will coordinate contact initially and then pass over regular contact to the</p>

	<p>student group. Faculty members will be CC'd and informed of all contact. They will reach out to staff member during key times in the project to check-in and will be available to be contacted by staff member at all times.</p>	
Roles	<p>Students: conducting secondary background research, developing an ethics proposal, collecting primary data, analysing data, and creating appropriate dissemination material</p>	
	<p>City Staff: provide guidance around project expectations; facilitate connections between students and stakeholders; consultation with students through supervision, guidance and support</p>	
	<p>Instructors: supervise students and research. Facilitate initial communication between students and City staff</p>	
	<p>Stakeholders (if applicable):</p>	
<p>Project Deliverables, Timelines, and Strategic Priorities</p> <p>For the below table, please select all options that apply to your project. The dropdown boxes contain common checkpoints and milestones to help you envision the partnership. Please use the notes column for extra detail as needed and feel free to add in your own relevant items.</p>	<p>Alignment with City of Hamilton Strategic Priorities:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Community Engagement and Participation <input checked="" type="checkbox"/> Economic Prosperity and Growth <input type="checkbox"/> Healthy and Safe Communities <input type="checkbox"/> Clean and Green <input type="checkbox"/> Built Environment and Infrastructure <input checked="" type="checkbox"/> Culture and Diversity <input type="checkbox"/> Our People and Performance 	
Meetings and Draft Work	Notes	Date
Pre-semester meeting between faculty and staff.		August 18
Initial group meeting with staff, faculty and students		September 2021
Group meetings with staff	Multiple meetings with staff and students to develop the action agreement, research question, ethics package, etc.	As needed



First term Check-in (with staff and faculty)	Check-in on the status of the students' work and staff's experience as the first term wraps up	December 2021
Project wrap-up meeting (with staff, faculty, and students)		April 2022
Feedback meeting with staff	An opportunity for the staff to provide feedback on the whole experience and talk about potential next steps and future collaboration	Summer 2022
Final Deliverables to City Staff		
Primary Research (ie. conducting surveys and/or collecting data)		TBD
Report		TBD
Other dissemination material	Depending on the staff's needs	TDB
CityLAB Deliverables		
Infographic and 3-minute Video		November 26, 2021 (Fall) April 1, 2022 (Winter)
Presentation at Project Showcase		December 3, 2021 (Fall) April 8, 2022 (Winter)
<p>Where will the work go and what will it be used for: Students will develop survey and/or an interview guide to engage directly with the BIPOC entrepreneurs in Hamilton, identifying their needs and barriers. They will then use this information in combination with the research done by the Redeemer students to provide a holistic report and recommendations for the City of Hamilton's Economic Development office.</p>		

Please submit your project agreement to CityLAB by emailing to Patrick.Byrne@hamilton.ca before September 7, 2021 for Winter semester projects.

CityLAB Deliverables and Semester Schedule Fall 2021 & Winter 2022	
<i>Fall 2021</i>	
Project Agreements Due	September 7, 2021
Pre-Semester Student Survey link sent to faculty (to be completed by students)	September 13, 2021
CityLAB Welcome session for Students (CityLAB & Students)	September 13-24, 2021 (TBD with Faculty)
Mid-Semester Check-in (CityLAB & faculty)	October 11-15, 2021



Fall Project Showcase Materials Due (infographic and 3 minute video, additional details emailed separately)	November 26, 2021
Fall Project Showcase (Online)	December 3, 2021
<i>Winter 2022</i>	
Winter Mid-Semester Check-in (CityLAB and faculty)	February 21-27, 2021
Winter Project Showcase Materials Due	April 1, 2022
Winter Project Showcase	April 8, 2022
Student Exit Survey link sent to faculty (to be completed by students)	April 11, 2022
Project Data and Reports due (final day of Winter classes)	April 12, 2022
Exit Surveys sent to faculty and City staff (to be completed by staff and faculty)	April 19, 2022
Post-Project Check-in with City staff	April 25 – May 6, 2022