



CityLAB Project Agreement Fall 2021	
<p>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</p>	
<p>*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.</p>	
Project Title:	BIPOC Entrepreneurship in Hamilton
<p>Is this project continuing from a previous CityLAB project?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>If yes, what was the project title:</p>	
City staff details	City staff name: Michael Marini
Instructor and student details	Instructor name: Gloria Kim Course name: Core Capstone Experience Number of students: around 6 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 networks to encourage

	<p>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 describe the current landscape of BIPOC entrepreneurship in Hamilton and report on best practices/successful programs in other jurisdictions across North America.</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>Student team 1: Describe the current landscape of BIPOC entrepreneurship in Hamilton and comparator Canadian cities:</p> <ol style="list-style-type: none"> 1. identify what programs exist in Hamilton 2. obtain or compile a directory of BIPOC business in Hamilton 3. identify the organizations in Hamilton representing the BIPOC community 4. scan several like-sized cities in Canada and identify their existing entrepreneurship programs for the BIPOC community <p>Student team 2: Recommend best practices for municipal creation of BIPOC entrepreneurship in Hamilton</p> <ol style="list-style-type: none"> 1. research best practices of existing programs in selected cities across North America
<p>Out of Scope (optional)</p>	<p>Identifying barriers, researching needs, analyzing demographics, engaging directly with the</p>

<p>Clarify particular elements from original project description that this project won't take on.</p>	<p>community (a team of McMaster students will do this work in Winter 2022)</p>
<p>Background Research (what research will be required to pursue the challenge?)</p>	<p>Municipal research, including online research, document acquisition, contacting organizations, and primary and secondary source reading.</p>
<p>Communication with Staff</p>	<p>Communication: Student representative to communicate with staff.</p>
<p>Roles</p>	<p>Students: Complete work as defined in project scope with persistence and professionalism. Flag any challenges to achieving project outcomes to both instructor and staff and participate in troubleshooting any challenges that may arise.</p>
	<p>City Staff: Provide guidance around project expectations, participate in meetings with students, point students toward resources and research methods for the project, help troubleshoot any challenges that may arise. (Broadly, work with instructor to support students in successfully achieving project outcomes.)</p>
	<p>Instructors: Teach teamwork and project management skills, provide weekly supervision and feedback on progress, help troubleshoot any challenges that may arise, facilitate connections with city staff. (Broadly, work with city staff to support students in successfully achieving project outcomes.)</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</p>	<p>Alignment with City of Hamilton Strategic Priorities:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Community Engagement and Participation <input 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

partnership. Please use the notes column for extra detail as needed and feel free to add in your own relevant items.		<input 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.	Project parameters agreed on.	August 11
Class visit #1	Michael to give 5-minute pitch of project to the Redeemer class.	Sept 13, exact time to be confirmed, somewhere between 2:30 and 3:00.
First student team meeting with Michael.	To be efficient, probably both teams can meet with Michael at once, so that they understand how the two sub-projects intersect and what exactly each team is responsible for.	On the course syllabus, students are instructed to connect with project advisor during the week of Sept 20th, and actually have the first meeting that same week or asap in the week of the 27th.
Students share progress and obtain feedback and assistance if needed.	Separate team meetings with Michael now?	No specified date in syllabus; students are expected to initiate meetings as needed; but a mid-semester check-in is mandatory, somewhere around late October.
Students share draft work and obtain feedback.	Could be in a meeting, but could also be shared work in a document with an email response.	Week of Nov 22 or 29 th (near the end of semester).
Final Deliverables to City Staff		
Both teams: Some primary research (contacting organizations, collecting information); mostly secondary research (finding information from books and online)		Dec 6 for the course. Dec 8 to city staff (per schedule below)
Choose an item.		
CityLAB Deliverables		
Infographic and 3-minute Video		November 26, 2021
Presentation at Project Showcase		December 3, 2021
Where will the work go and what will it be used for:		



This work will go to McMaster University for continuation of the study during Spring 2022. A compilation of the projects will be used by the Economic Development team to establish next steps for developing BIPOC specific entrepreneurship programming

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

CityLAB Deliverables and Semester Schedule	
Project Agreements Due	September 7, 2021
Pre-Semester Student Survey link sent to faculty (to be completed by students)	September 13, 2021
Mid-Semester Check-in (CityLAB and faculty)	October 11-15, 2021
Project Showcase Materials Due (infographic and 3 minute video, additional details emailed separately, examples and tips: https://www.citylabhamilton.com/project-showcase-submission)	November 26, 2021
Project Showcase (Online)	December 3, 2021
Student Exit Survey link sent to faculty (to be completed by students)	December 6, 2021
Project Data and Reports due (final day of Fall classes)	December 8, 2021
Exit Surveys sent to faculty and City staff (to be completed by staff and faculty)	December 13, 2021
Post-Project Check-in with City staff	December 15-17, 2021