

PROPEL – SERVICE AGREEMENT

The role of **Propel** is to support and encourage entrepreneurship on campus at Western University. In order to receive support, entrepreneurs agree to the following terms and conditions.

OUR SERVICES AND RESPONSIBILITIES

- Services are provided at no charge to client companies, we assume no ownership or equity from the companies we work with
- We provide one on one consultation with entrepreneurs to discuss business ideas, provide mentoring, and facilitate connections to other appropriate resources
- We organize **Propel** events and programming related to entrepreneurship, as well as direct students to existing community opportunities to promote social and professional networking and skill building opportunities
- Additional support may be available to qualified clients on a case-by-case basis
- We provide access to co-working space, meeting rooms, web and software access and other resources and opportunities related to startup incubation
- We assist with editing applications for financial support and grant proposals, as well as other related items including business plans, canvas tools and pitch decks
- We provide practical support for obtaining media coverage, press release writing, and gaining public exposure

We provide feedback and support; you make the decisions and execute the work. We assume no responsibility or liability for decisions that are made by you, based on the information, feedback and support provided.

CLIENT CONFIDENTIALITY

Any information that you give us that is not publicly available will be treated as confidential. We will make all reasonable efforts to keep the information confidential within Western University, the Ontario Network of Entrepreneurs (ONE) and the London Regional Alliance. The information will not be used except as reasonably required to provide our services and complete government or institutional reporting. Information will only be shared with partner organizations when their services can enhance or complement our internal resource offering.

CLIENT RESPONSIBILITIES

- Clients must comply with Western University's Code of Student Conduct (<https://www.uwo.ca/univsec/pdf/board/code.pdf>), and all other applicable University policies and rules.
 - Clients agree to receive email notifications of **Propel** activities and upcoming events
 - Clients maintain contact with **Propel**, and updates on project status, including milestones achieved and significant developments on a quarterly basis
 - Government programs fund much of the work we provide at no cost to you. Therefore, in addition to quarterly updates, we may also ask you to provide current statistics or success stories with respect to your company at various times throughout the year
 - Clients, to the best of their ability, agree to support and champion entrepreneurship on campus and in the community, and to attend relevant events and activities when available
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