



July 2026

Scope of Work Outline for Facilitators *CQCC December 2026 Workshop Series*

Project overview & goal:

The CQCC is seeking an experienced facilitator to design and deliver a two-part learning series in December 2026 with a focus on setting up for success with venture capital and other forms of outside investment. The two-part series is open to members of the Supplier Diversity and FAM programs, representing businesses at various stages of growth, from solopreneurs and micro-businesses to medium-sized enterprises.

1. General information:

Proposed dates for workshops:

- Workshop 1: Webinar Wednesday – Wed, December 2, 2026
- Workshop 2: FAM Workshop – Thurs, December 10, 2026

Delivery:

- On Microsoft Teams hosted by the CQCC

Please note: Sessions delivered as part of this workshop series will be recorded and made available on the CQCC Community Hub.

Project Timeline

- Submission deadline: September 9, 2026
- Confirmation with selected facilitator: September 22, 2026
- Workshop series development phase: Up to November 20, 2026
- Submission of final workshop materials: November 24, 2026

Evaluation & Selection Criteria

Proposals will be reviewed by the CQCC programming team based on the following factors:

- Subject Matter Expertise (60%): Demonstrated work experience that will support the delivery of the workshops and their content as outlined herein the Scope of Work outline, such as experience with outside investments and venture capital.



- **Inclusive Instructional Design (20%):** Ability to clearly differentiate content delivery between an intermediate lecture (Webinar Wednesday) and an accessible, highly interactive peer-review session for diverse business models (FAM Workshop).
- **Actionable Takeaways (20%):** Quality and readiness of practical tools, fillable worksheets, or post-session resources designed to help participants immediately refine and enhance their pitches.

Project Honorarium

- Webinar Wednesday workshop development and delivery: \$500 + tax
- FAM Workshop development and delivery: \$500 + tax

2. Scope of work & deliverables

Session 1: Webinar Wednesday

Topic: When to Consider Outside Investments

This session delivers participants with a high-level, strategic overview of how to determine when their business is ready for external capital, and which funding pathways best align with their growth goals. The aim is to provide participants with foundational frameworks to evaluate their business's capital needs, assess financial readiness, and understand the core trade-offs between bootstrapping, debt, and equity investment.

Format: This is a 1-hour educational session that provides a foundational understanding of outside investment strategies. Led by the Facilitator, the session focuses on expert-led instruction with minimal attendee engagement, serving as a strategic stepping stone for the hands-on FAM workshop.

Session 2: FAM Workshop

Topic: Setting Yourself Up for Success with Outside Investments and Venture Capital.

An interactive space focused on the practical execution of preparing your business for outside or venture capital investment. The ideal facilitator will bridge the gap between financial strategy and hands-on application, guiding participants through the real-world components of VC readiness. Participants will leave with concrete tools to navigate early investor conversations with confidence.



Format: This session is a 1-hour interactive workshop designed for active participation and practical application. Building on the concepts introduced in Webinar Wednesday, attendees will engage in peer discussions and connect with fellow CQCC members navigating similar growth stages.

Content Requirements

- The Webinar Wednesdays and FAM Workshops will be planned together, with one facilitator delivering both sessions with a focus on accessing capital and understanding your financial options. This aims to increase the continuity and incentivize the development of the post-session takeaways for both FAM and the Supplier Diversity programs.
- Overview of general finance, investment, and grants expertise, including a focus on applications within the creative industry.
- Content should consider issues present within the 2SLGBTQI+ communities, with attention to intersectional experiences (2SLGBTQ+, BIPOC, disabled, newcomer artists).
- The sessions should integrate accessible and inclusive facilitation practices

Deliverables

- The facilitator will develop **two** 60-minute sessions – one for Webinar Wednesday and one for the FAM workshop.
- Sessions will be delivered virtually on Teams, hosted by the CQCC, and recorded.
- A digital presentation is required as visual support.
- Encourage engagement and discussions, especially in the FAM workshop.

Post-Session Deliverables

- Provide a digital copy of slides to be shared with the CQCC membership
- When possible, the facilitator will share any agreed-upon templates, resources, reference guides, etc. That can support continued learning after the session

**** Please note:** the topics outlined above serve as a preliminary framework. The final topics will be agreed upon in collaboration between the CQCC and the selected facilitator. The series must remain focused on accessing capital and understanding your financial options, with attention to supporting queer professionals, particularly within underrepresented sectors and industries.

If you are interested in submitting a proposal, please provide a brief outline describing how you would implement these preliminary ideas (*one or two pages maximum for both your experience and workshop series proposal*). Proposals should also highlight relevant experience and demonstrated expertise on accessing capital and understanding your financial options.



Please submit your proposal and all supporting materials to vanessa.ntinu@queerchamber.ca by **September 9, 2026**.