



July 2026

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

Project overview & goal:

The CQCC is seeking an experienced facilitator to design and deliver a two-part learning series in November 2026 with a focus on loan financing for start-ups and early-stage businesses. 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 (30-min): Webinar Wednesday – Thurs, November 12, 2026 at 2pm EST
- Workshop 2 (60-min): FAM Workshop – Thurs, November 19, 2026 at 2pm EST

Please note: The Facilitator will deliver a 30-minute presentation/overview during the Webinar Wednesday session. This session will accompany a 30-minute presentation from a CQCC corporate partner to provide best practices from the institutional perspective. The selected facilitator should provide insight into preparing for loan financing from the entrepreneur/business owner perspective.

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 until the October 30, 2026
- Submission of final workshop materials: November 4, 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 expertise in finances, accessing capital, and grant opportunities.
- **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 for 30-minute session: \$250 + tax
- FAM Workshop development and delivery for 60-minute session: \$500 + tax



2. Scope of work & deliverables

Session 1: Webinar Wednesday (30-minute session)

Topic: Accessing capital for start-ups and early-stage businesses

This session aims to deliver a high-level, strategic overview of funding pathways available to early-stage businesses. The goal is to provide participants with an understanding of what funding and loan options are available and best suited for start-up/early-stage businesses.

Format: Webinar Wednesday is a 1-hour educational session that provides foundational knowledge around start-up financing options. The Facilitator will deliver a 30-minute presentation during this session. The session is led by the Facilitator with minimal attendee engagement beyond occasional questions in the chat. This session provides an educational foundation upon which the FAM workshop can expand.

Session 2: FAM Workshop (60-minute session)

Topic: Preparing for funding/loan applications

This interactive session aims to provide participants with an understanding of how to prepare for loan/funding applications, helping them build the tools and materials needed for applications well in advance. The ideal facilitator will balance providing an overview of common mistakes or challenges and offer tangible steps from the perspective of an entrepreneur preparing for funding or a loan for the first time. Attendees should leave the session with a concrete understanding of how to prepare their business for a successful loan or funding application.

Format: This session is a 1-hour interactive workshop where participants can interact both with each other and the learnings from the Webinar Wednesday. This session incorporates opportunities for idea exchange and practical exercise, helping attendees to build their skills and their connections with other members of the CQCC.

Content Requirements

- The Webinar Wednesdays and FAM Workshops will be planned together, with one facilitator delivering both sessions with a focus in 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.



- Content should consider issues present within the 2SLGBTQI+ communities, with attention to intersectional experiences (2SLGBTQI+, BIPOC, disabled, newcomers, etc.).
- The sessions should integrate accessible and inclusive facilitation practices

Deliverables

- The facilitator will develop one 30-minute session for Webinar Wednesday and one 60-minute session 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 in accessing capital and understanding your financial options.

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