



## Business Planning / Development Program Application Guide

Thank you for applying to Community Futures for the **Business Planning Program**. Detailed below are the contents of the supporting documentation package which must be submitted with your request for funding. This should provide sufficient information to permit an assessment and decision on your application. Community Futures may request additional information or clarification of the data provided. All information provided will be kept strictly confidential.

The **Business Planning Program** objectives are to stimulate initiatives that lead to the growth of new and existing businesses.

Please complete and sign the accompanying Community Futures request for funding form and return it with the supporting documentation package to:

Community Futures of North & Central Hastings and South Algonquin  
Attention: Bob Cloes  
P.O. Box 517  
Bancroft, ON K0L 1C0

Applications can be sent via fax at 613-332-5628.

Applications are assessed on the following criteria:

- a. Applicant is a; non-profit organization, including municipalities, municipal organizations, corporations, community development organizations and/or associations; or, an Aboriginal organization; or, a group or alliance of those described above where a lead recipient has been identified; and, is conducting activities in North or Central Hastings or South Algonquin
- b. Estimated impact on the economic health of North & Central Hastings and South Algonquin
- c. Eligible costs are reasonable, incremental and required to carry out the eligible activities specified, which may include but are not limited to: consulting and professional fees; travel and meeting costs, materials and supplies, trade show expenses and other expenses directly related to the approved eligible activities.
- d. Any consultants for the project must be at arms length and should be experienced, professional and recognized as providing high quality work.
- e. Eligible costs for secondary recipients may be up to 90% of total eligible costs, and will not normally exceed \$5,000 per project. Any exceptions require the Minister's prior written approval.
- f. Partnerships and projects with leveraged funds, whether in kind or cash, will be given priority.
- g. Funds must normally be spent by February 28, 2010.
- h. All projects will be required to submit a final report that will include a summary of activities, accomplishments and a financial reconciliation of the project.
- i. Projects that create a dependency are not eligible.

If the application is approved, Community Futures will prepare a letter of understanding with terms, conditions and a funding disbursement schedule. Funds will be released after successful completion of the project subject to a 10% hold back until applicant, after completing the project, has met all project requirements as laid out in the letter of understanding and/or until a final report and budget is received by Community Futures.

Any questions or concerns regarding the application process or the **Business Planning Program** should be directed to Bob Cloes at 613-332-5564, fax 613-332-5628 or [cloesb@community-futures.ca](mailto:cloesb@community-futures.ca)