



## Community Capacity Initiative Application Guide

Thank you for applying to the Community Futures Development Corporation's **Community Capacity Initiative**. 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. CFDC may request additional information or clarification of the data provided. All information will be kept strictly confidential.

The **Community Capacity Initiative** supports strategic community economic development projects that improve the community's overall ability to develop business and job opportunities within CFDC's catchment area. Projects will result in long term benefits including job creation, economic diversification and enhanced business competitiveness. Projects will demonstrate significant direct or indirect impact on the enhancement of local business and/or the community as a whole and will foster collaboration between partners in the private and/or public sectors. Through support of projects targeted to increase or support community economic development efforts, the Community Capacity Initiative will incrementally address local needs and priorities through collaborative partnerships and result in long-term economic benefit to the local area. Partnerships or evidence of partner support is encouraged.

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

Community Futures Development  
P.O. Box 517  
26 Chemaushgon Road  
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 CFDC; or, a group or alliance of those described above where a lead recipient has been identified; and, is conducting activities in Hastings County.
- b. Evidence of partnerships/partner support.
- c. Estimated impact on the economic health of Hastings County.
- d. Eligible activities are project activities that; contribute to achieving EODP objectives by supporting community-based initiatives which stimulate business and community development opportunities, promote socio-economic development leading to a competitive and diversified regional economy, contribute to the successful development of business and job opportunities and sustainable self-reliant communities; demonstrate broad support from the respective community; and, offer sustainable and measurable economic benefits to the local and/or regional economy.
- e. Examples of such projects include, but are not limited to, projects that;
  - o are innovative;
  - o support technological enhancements;
  - o expand export and/or domestic markets;
  - o develop economic infrastructure;
  - o provide training and/or the development of business skills;
  - o develop and/or maintain economic development networks;
  - o tourism marketing and product development; and,
  - o other activities in support of economic development.

- f. Eligible costs are reasonable, incremental and required to carry out the eligible activities specified, including but not limited to; consulting and professional fees; marketing and advertising costs; travel; and, project related costs.
- g. Eligible costs for secondary recipients may be up to 100% of total eligible costs and will not exceed \$150,000 per project. Partnerships and projects with leveraged funds, whether in kind or in cash, will be given priority.
- h. All funds must be normally expensed by February 28, 2010.
- i. 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.
- j. Projects that create a dependency are not eligible.

Subsequent to approval of the application by CFDC, CFDC 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 CFDC.

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