



Community Futures Development Corporation
of North & Central Hastings and South Algonquin

Business Planning Initiatives Program-Application Form

LEGAL NAME OF COMPANY APPLYING	
OPERATING NAME (IF DIFFERENT)	
ADDRESS	
CONTACT PERSON	___ Mr. ___ Mrs. ___ Ms.
TELEPHONE NUMBER	
FACSIMILE NUMBER	
E-MAIL ADDRESS	
Type of Business	
Business Description: Provide a brief description of the organization and primary activities of trade. E.g. key markets serviced, primary activities and results, number of staff. Outline whether your business is new or expanding.	

Project Description: Provide a full description of the plan's purpose. Specify objectives to be achieved and critical issues that the plan will address. Outline whether the plan is business, marketing, export or other strategic initiatives. Identify estimated work plan, time lines and how & who will deliver. Note: projects that involve hiring a consultant must provide Terms of Reference for the recruitment and hiring of the consultant.

Economic Benefits and Expected Impact: Describe how the successful plan might benefit the local or regional economy. Outline *opportunities* that may result from executing a professional plan. E.g. well researched data to make critical business decisions, long term job creation or maintenance, need for increased capital. Outline the project measurements and expected results by identifying clear and measurable targets for the project.

Costs and Financing: Identify and substantiate total funding required for the plan. (Community Futures contribution maximum \$5,000). Provide a monthly cash flow projection for the project. If required, demonstrate the need for a cash advance.

Attachments: List in point form any attachments which may include letters of support, financial information, terms of reference for consultants or associated quotes, relevant background information on the business or preferred consultant

PAYMENT OF COMMUNITY FUTURES CONTRIBUTIONS

Detailed instructions and claim forms will be provided to applicants after their projects are approved by Community Futures. However, applicants may find the following general information useful in their financial planning.

In order to receive payment, applicants must file a claim. The claim must include a listing of all the costs incurred for the project with supporting invoices.

Applicants may claim 90% of the approved Community Futures contribution upon completion of the project. The final 10% of the approved Community Futures contribution will be released upon submission of the required final report. Applicants are required to maintain proper books and records of the costs of the project, including invoices and cancelled cheques, and to provide Community Futures auditors with access to these records when requested.

Community Futures will pay up to 90% of the approved costs of the project up to a maximum Community Futures contribution of \$5,000 during the agreement period and normally prior to February 28, 2011

