



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

Community Capacity Program-Application Form

LEGAL NAME OF APPLICANT	
OPERATING NAME	
ADDRESS	
CONTACT PERSON	___ Mr. ___ Mrs. ___ Ms.
TELEPHONE NUMBER	
FACSIMILE NUMBER	
E-MAIL ADDRESS	
TYPE OF ORGANIZATION (EG NON-PROFIT)	

Any application not signed by proper authority of the organization cannot be processed. The undersigned certifies that all information provided to CFDC in support of this request for funding is true and complete, and undertakes to provide any further information that may be required for CFDC to render a decision, in a timely manner. The undersigned also herewith provides consent for CFDC to make sufficient credit and other enquiries that may be necessary in the evaluation of this request for funding.

Authorized by	
Title	
Date	

Should you require more space for your submission than that provided within this application form, you may submit your own document accompanied by our completed signature page from this application form. To ensure that your application is complete, please include all the required information from the original application form (including headings and sequence).

1. PROJECT DESCRIPTION:

i) Provide a full description of the project. Specify the following:

- Objectives to be achieved and critical issues that the project will resolve or critical opportunities that the project will build upon
- Clear and measurable performance targets
- Outline partner information and mutual benefits
- Note: projects that involve hiring a consultant must provide Terms of Reference for the recruitment and hiring of the consultant. Consultants should be at arm's length (third party) and should be experienced, professional and recognized as providing high quality work.

3. PROJECT ECONOMIC BENEFITS AND EXPECTED IMPACT

i) In regards to your project, describe:

- How the project will benefit the local or regional economy
- The project measurements and expected results by identifying clear and measurable targets for the project

4. PROJECT BENEFITS – STRATEGIC ALLIANCES

i) Describe how your project:

- Will create long term jobs, growth and economic diversification and enhanced business competitiveness.

5. PROJECT COSTS AND FINANCING:

i) Identify and substantiate detailed project costs (use Program Costs and Financing table below)

Program Costs & Financing:

Costs		Financing	
<i>Eligible Supported Costs:</i> <i>(add lines as required for items of project costs)</i>	Cost	<i>Source of Leveraged Funding</i>	<i>Contribution Amount</i>
	\$	CFDC Contribution	\$
		Total Contributions from Other Sources:	\$
TOTAL COSTS	\$	TOTAL FINANCING	\$

(Add lines as required to this table to include your project costs)

The totals provided for Total Project Costs and Total Project Financing should be equal. Please ensure that all other federal, provincial or municipal assistance to the project has been listed in the above chart. CFDC reserves the right to contact other government agencies funding the project as may be required.

5. PROJECT COSTS AND FINANCING:

ii) Provide a monthly cash flow projection for your project using the table below (if required, demonstrate the need for a cash advance).

Project Item							Total Project Cost
Project Cost by Month							

6. HISTORY OF THE CORPORATION

i) Please identify the key contact person(s) of the association/organization.

Full Name	Position	Telephone

Please respond in point form to all items in the following items ii) through v)

ii) History of Corporation:

iii) What is the mandate / mission of the corporation?

iv) Corporate Profile: Please provide a brief description of the corporation (number of employees, office locations(s)), community activities and other characteristics.

v) Please highlight what areas you have achieved the most significant degree of success in to date.

7. ATTACHMENTS:

i) List in point form any attachments which may include letters of support, financial information, terms of reference for consultants.

8. ENVIRONMENTAL ASSESSMENT & IMPACT

i) Does the project impact the environment? If so, please detail the environmental impact assessment measures which will be used to ensure that the project complies with all environmental requirements of all regulatory bodies having jurisdiction over your organization or over the project. CFDC reserves the right to not disperse any part of any contribution should your organization fail to adhere to any applicable environmental regulations.

9. OFFICIAL LANGUAGES

- i) Is your project impacted by the Federal Official Languages Act? The Federal Official Languages Act requires that communications and services to the public be provided in both official languages where;
- the proposed activity, project or program is national in scope, and,
 - for proposed activities, projects or programs which are regional or local in scope, where demand justifies the use of both official languages.
- (i.e., should your project have a tourism implication) If applicable, please provide us with information as to how you will address the Official Languages Act requirements.

PAYMENT OF CFDC CONTRIBUTIONS

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. Claim forms will be provided by CFDC to all approved projects.

Applicants may claim 90% of the approved CFDC contribution upon completion of the project. The final 10% of the approved CFDC 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 CFDC auditors with access to these records when requested.

CFDC will pay up to 100% of the approved costs during the agreement period and normally prior to February 28, 2011.

If applicants arrange for bridge financing of their CFDC contribution with a bank or other financial institution, CFDC will accept a direction to pay the proceeds of a CFDC contribution jointly to an applicant and the financial institution providing the bridge financing.

If advance payments are required, please provide justification through your financial statements and any interim statements.