



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

## **Innovation & Information Communication Technology Program Assessment / Application Form**

Thank you for applying to the Community Futures Development Corporation of North & Central Hastings and South Algonquin's **information & ICT Program**. Detailed below are the contents of the supporting documentation package that must be submitted with your request for funding. This should provide sufficient information to permit an assessment and decision on your application. The CFDC may request additional information or clarification of the data provided. All information provided will be kept strictly confidential.

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

Community Futures Development Corporation  
Attention: Bob Cloes  
P.O. Box 517  
Bancroft, ON  
K0L 1C0

Applications can be sent via fax at: (613) 332-5628  
Attention: Bob Cloes

Applications are assessed on the following criteria:

- a. A for-profit organization or non-profit agency located and conducting activities in North or Central Hastings or South Algonquin.
- b. Investment in either innovation & technology research & development, technological enhancement initiatives, ICT infrastructure projects, workshops & conferences, or other activities designed to stimulate business opportunities in the knowledge based economy
- c. Eligible costs include, consultant / professional fees, equipment and software, infrastructure costs and other costs directly related to the eligible activities.
- d. CFDC may contribute 50% of the ICT costs to a maximum of **\$2,000** per Private Sector Recipient and a maximum of 100% contribution to a maximum of **\$2,000** Not For Profit Recipient.
- e. **For Website Development Applications, eligible costs for up to 50% for profit recipient and 100% for Not for Profit recipient, to a maximum CFDC contribution of \$1,000**
- f. Ability to successfully spend funds preferably by February 28, 2011.
- g. Sound project budget and work plan.

Please include any supplementary information available with your application.

**Approval of Application must precede delivery of project, projects already delivered are not eligible.**

**If the application is approved**, Community Futures Development Corporation will prepare a letter of understanding with terms, conditions and a funding disbursement schedule. Funds will be released to the recipient only after reporting needs have been met. Community Futures reserves the right to request site visits to monitor training progress (with advance notice). Community Futures contributions will be subject to a 10% hold back until applicant has completed the project, met all project requirements as laid out in the letter of understanding and/or until a final report and budget is received by the Community Futures.

Any questions or concerns regarding the application process or the **ICT Program** should be directed to BOB CLOES at tel: 332-5564, fax 332-5628 or email @ cfdc@community-futures.ca



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

***Innovation and Information Communication Technology Program  
Application***

Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Purpose: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

\_\_\_\_\_  
Authorizing Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name



## 1. Business Profile

Company Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Length of time in business: \_\_\_\_\_

Classification of Business:

- Retail       Food       Tourism  
 Service       Construction       Wholesales  
 Manufacturing       Other – (specify) \_\_\_\_\_

Current Number of Employees: \_\_\_\_\_ Full-time      \_\_\_\_\_ Part-time

Number of employees requiring training in this application      #      \_\_\_\_\_

Please provide a brief background on the nature of your business, core product or service, and strategic plan for the short to medium term:

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## 2. Project Description

Describe in detail the nature of the ICT investment required.

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What is the objective to be achieved by the organization through this initiative?

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How will investment in this initiative benefit the organization and what is the economic impact for the community (if applicable)?

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What measures have been taken to ensure that legislative requirements have been met? (ie environmental assessments)

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Please list project partners and include letters of support.

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### 3. Project Costs

Major expenditures related to your application	Costs
Items	
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
<b>Total Cost</b>	\$ _____

What is the source of your 50% contribution? \_\_\_\_\_ \$ \_\_\_\_\_

Partner Funding (list sources) \_\_\_\_\_ \$ \_\_\_\_\_

**Total Funds** \_\_\_\_\_ \$ \_\_\_\_\_

Provide the following measurements for the training:

- Start Date \_\_\_\_\_ Completion Date: \_\_\_\_\_
- Major training milestones (if any) to be measured in between: \_\_\_\_\_
- Measurement of completion \_\_\_\_\_

**Attachments:**

- Copy of quotes
- Consultant CV or qualifications
- Business registration, Letters of Incorporation or Not for Profit Status

Please return completed Application Form to:



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

P.O. Box 517 26 Chemaushgon Road Bancroft, ON K0L 1C0  
 Fax Number 1-613-332-5628