



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

Local Initiatives Program-Application Form

LEGAL NAME OF APPLICANT	
OPERATING NAME	
ADDRESS	
CONTACT PERSON	___ Mr. ___ Mrs. ___ Ms.
TELEPHONE NUMBER	
FACSIMILE NUMBER	
E-MAIL ADDRESS	
MUNICIPALITY/ NOT-FOR-PROFIT / ABORIGINAL ORGANIZATION / OTHER	

Any application not signed by proper authority of the organization cannot be processed.

The undersigned certifies that all information provided to Community Futures in support of this request for funding is true and complete, and undertakes to provide any further information that may be required for Community Futures to render a decision, in a timely manner.

The undersigned also herewith provides consent for Community Futures to make sufficient credit and other enquiries that may be necessary in the evaluation of this request for funding.

Authorized by	
Title	
Date	

Project Description: Provide a full description of the project. Specify objectives to be achieved and critical issues that the project will resolve. Identify project activities, work plan and time lines. 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.

Economic Benefits and Expected Impact: Describe how the project will benefit the local or regional economy. Outline the project measurements and expected results by identifying clear and measurable targets for the project.

Costs and Financing: Identify and substantiate detailed project costs. Provide details regarding cash or in-kind contributions. 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.

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 100% of the approved costs of the project up to a maximum Community Futures contribution of \$10,000 during the agreement period and normally prior to February 28, 2011.