



Community Futures Development Corporation

of North & Central Hastings and South Algonquin

Eastern Ontario Development Program

Business Development Fund

Purpose:

The Business Development Fund supports projects that lead to the growth of new and existing businesses within rural eastern Ontario communities. This include initiatives in key areas, such as skills development, youth attraction, innovation and information communication technology adoption to stimulate business development opportunities within the North & Central Hastings and South Algonquin CFDC catchment area.

Eligible Secondary Recipients:

Eligible Secondary Recipients are:

- Non-profit organizations including municipalities, municipal organizations, corporations, community economic development organizations, and associations
- Legal commercial enterprises including individuals, corporations, partnerships, cooperatives or trusts
- Aboriginal organizations
- If you are a current or past client with a CFDC you or your organization must be in good standing

Eligible Activities:

Eligible Activities may include but are not limited to:

- Business planning and business development initiatives such as business development plans, expansion plans, marketing strategies, export plans, feasibility studies and strategic plans
- research and development initiatives and research analysis
- internship/job placement initiatives such as youth internships and non-youth internships
- trade show attendance in support of market expansion in alternating years
- skills development and training such as: incremental on-the-job training, in-house or outsourced classroom training, business management skills development, workshops and seminars
- business trade opportunity development
- economic, tourism and/or business development activities
- innovation initiatives including: commercialization of new technologies, innovation and technology research and development projects, technology/ICT and knowledge based economy studies and plans
- technological enhancement initiatives such as: advanced innovative web enhancements, e-commerce, e-learning platforms, intranet/extranet portals, geographic information systems applications, customized software development and installation which will improve efficiencies and productivity
- ICT infrastructure projects, including: telecommunications improvements, broadband and internet access
- applications in ICT, which may include: developments of networks, ICT education and awareness, facilitating or hosting conferences and workshops
- other incremental activities designed to stimulate business opportunities in the knowledge based economy



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Eligible Costs:

Eligible Costs are expenses that will be incurred by the Eligible Project Recipient, which are reasonable, incremental and required to carry out the Eligible Activities as noted above.

Eligible Costs may include:

- salaries, wages and employees benefits
- material and supplies
- communications, publicity and promotions
- consultant and other professional service (consultant must be at an arms length & in good standing with CFDC)
- environmental assessments
- training
- equipment purchases or leases
- information technology
- telecommunications network services
- transportation and administrative expenses

Ineligible Costs:

Costs that are deemed unreasonable, not incremental and /or not directly related to the eligible project activities will be ineligible. Costs incurred prior to the eligibility date will not be supported. EODP project support is not intended to fund ongoing core operations costs.

Funding Contribution Limits

Business Planning and Development projects(Including marketing, trade show and tourism projects):

Funding contributions to Not-for-Profit Eligible Project Recipients will be non-repayable contributions toward direct eligible project costs, and may be up to 100% of total Eligible Costs normally to a maximum of \$5,000 per Eligible Project Recipient.

Funding contributions to Private Sector For-Profit Eligible Project Recipients will be non-repayable contributions, normally up to 50% of total Eligible Costs normally to a maximum of \$5,000 per Eligible Project Recipient.

ICT & Innovation Projects

Funding contributions to Not-for-Profit Eligible Project Recipients will be non-repayable contributions toward direct eligible project costs, and may be up to 100% of total Eligible Costs normally to a maximum of \$2,000 per Eligible Project Recipient.

Funding contributions to Private Sector For-Profit Eligible Project Recipients will be non-repayable contributions, normally up to 50% of total Eligible Costs normally to a maximum of \$2,000 per Eligible Project Recipient.



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Youth Internship & Internship Job Placement Projects

Funding contributions to Not-for-Profit Eligible Project Recipients will be non-repayable contributions toward direct eligible project costs, and may be up to 100% of total Eligible Costs normally to a maximum of \$2,500 per month for a maximum 12 month term per Eligible Project Recipient.

Funding contributions to Private Sector For-Profit Eligible Project Recipients will be non-repayable contributions, up to 50% of total Eligible Costs normally to a maximum of \$1,250 per month for a maximum 12 month term per Eligible Project Recipient.

Special Notes: Internship/job placement initiatives:

Youth interns employed through agreements with Eligible Project Recipients will normally be graduates with a degree, diploma or Ontario Ministry Certificate from a post secondary institution and be under 30 years of age. Each intern and intern project/position will not exceed 12 months in duration.

Non-Youth Interns employed through agreements with Eligible Project Recipients will normally be graduates from a post secondary institution and be over 30 years of age. Each intern and intern project/position will not exceed 12 months in duration.

Ineligible Activities

- Hiring of interns for administrative and/or operational activities considered part of regular operations
- Hiring of interns that displace existing employees
- Repayable financial assistance
- Internships that do not comply with labour union agreements

Skills Development Projects

Funding contributions to Not-for-Profit Eligible Project Recipients will be non-repayable contributions toward direct eligible project costs, and may be up to 100% of total Eligible Costs normally to a limit of \$5,000 per employee up to a maximum normally of \$25,000 per Eligible Project Recipient.

Funding contributions to Private Sector For-Profit Eligible Project Recipients will be non-repayable contributions, up to 50% of total Eligible Costs normally to a limit of \$5,000 per employee up to a maximum normally of \$25,000 per Eligible Project Recipient.

Special Notes : Skills Development Initiatives:

Skills Development activities relate to incremental training for new hires, existing employees, entrepreneurs, and small and medium enterprises. Training for summer students, temporary jobs or part time jobs less than 20 hours per week are not normally eligible

General

Consultants must operate at arm's length of the Secondary Recipient and should be experienced, professional and recognized as providing high quality work. Terms of reference for hiring a consultant must accompany the application. All funds must be spent by March 31, 2014.



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Application Process:

- Complete and sign the Business Development Fund application package and send to:

Community Futures

P.O. Box 517

Bancroft ON K0L 1C0

Fax: 613-332-5628 Email: mel@community-futures.ca

- Applications will be accepted ongoing until such time as all available funds are committed.
- Applicants may be subject to a credit check
- Submit the following **mandatory** documents with the application:
 - 2-3 quotations if the project involves purchasing items or services
 - Terms of Reference detailing the recruitment and hiring process if the project involves hiring a consultant
 - Incorporation documents/ Letters Patent noting not-for-profit status or Business Registration
 - For not-for-profit organizations, a list of the volunteer Board of Directors
 - Photographs, letters of support, etc (optional)

Primary consideration will be given to projects that address the following priority areas:

- Employment, Business Development & Job Creation
 - Coordination of effort(encouraging partnerships to maximize impact)
 - Leveraged Funds
 - Innovation & Creative Economy supporting small business in productivity and creating efficiencies
 - Youth retention
-
- Applicants will be notified of the funding decision following the monthly CFDC Board Meeting
 - If the application is approved, CFDC will prepare a Letter of Offer outlining the terms and conditions of funding
 - CFDC contributions will be subject to a **10% hold back** until the applicant has completed the project and met all reporting requirements as laid out in the Letter of Offer
 - All projects will be required to submit a Final Report which will include a summary of activities, accomplishments and a financial reconciliation of the project

WHEN COMPLETING THE APPLICATION, PLEASE USE ADDITIONAL SPACE AS NEEDED.



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Eastern Ontario Development Program- Business Development Fund

| | |
|-----------------------------------|--|
| Legal Name of Applicant: | |
| Operating Name: | |
| Business/ Mailing Address: | |
| Telephone Number: | |
| Fax Number: | |
| Business # | |
| Contact Person: | |
| Telephone Number: | |
| Email Address: | |

Type of Activity: *Place an (X) in the appropriate classification*

| Business Planning | | Marketing | | Other (specify below) |
|------------------------|--|---------------------------------------|--|-----------------------|
| Skills Development | | Trade Show Attendance | | |
| Research & Development | | Innovation & Communication Technology | | |
| Internship | | Tourism | | |



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Project Summary:

Provide a brief description of the project. Identify eligible costs for which reimbursement is being requested, by year if applicable.

| |
|--|
| |
|--|

| | |
|--------------------------|----|
| Amount Requested: | \$ |
|--------------------------|----|

| | |
|-----------------------|--|
| Authorized by: | |
| Title: | |
| Date: | |
| Signature: | |



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COST DETAILS

Detail entire project budget by year, if applicable. Identify all sources of funding. For multi-year projects, please fill out corresponding financing tables as well.

Timeline: Project date ending on March 31, 2012

| Costs and Financing: | | | |
|----------------------|--------|-------------------------|--------|
| Project Costs | Amount | Sources of Funding | Amount |
| | \$ | CFDC | \$ |
| | \$ | | \$ |
| | \$ | | \$ |
| | \$ | | \$ |
| | \$ | | \$ |
| Total Costs: | \$ | Total Financing: | \$ |

Itemize each detailed expense above excluding tax.

Year: April 1, 2012 – March 31, 2013

| Costs and Financing: | | | |
|----------------------|--------|-------------------------|--------|
| Project Costs | Amount | Sources of Funding | Amount |
| | \$ | CFDC | \$ |
| | \$ | | \$ |
| | \$ | | \$ |
| | \$ | | \$ |
| | \$ | | \$ |
| Total Costs: | \$ | Total Financing: | \$ |

Itemize each detailed expense above excluding tax.

Year: April 1, 2013 – March 31, 2014

| Costs and Financing: | | | |
|----------------------|--------|-------------------------|--------|
| Project Costs | Amount | Sources of Funding | Amount |
| | \$ | CFDC | \$ |
| | \$ | | \$ |
| | \$ | | \$ |
| | \$ | | \$ |
| | \$ | | \$ |
| Total Costs: | \$ | Total Financing: | \$ |

Itemize each detailed expense above excluding tax.



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BUSINESS/ ORGANIZATION PROFILE

A. Type of Business/ Organization: *Place an (X) beside the appropriate classification*

| | | | | |
|----------------------------|--|----------------------|--|-----------------------|
| Business - Sole Proprietor | | Municipal Government | | Other (specify below) |
| Business - Partnership | | Not-For-Profit | | |
| Business - Incorporated | | First Nations | | |

B. Classification of Business/ Organization: *Place an (X) beside the appropriate classification*

| | | | | | | | |
|---------|--|--------------|--|-----------|--|---------------|--|
| Retail | | Food | | Tourism | | Manufacturing | |
| Service | | Construction | | Wholesale | | Technology | |
| Other: | | | | | | | |

C. Length of Time in Operation:

| | | | |
|----------|--|---------|--|
| Year(s): | | Months: | |
|----------|--|---------|--|

D. Business/ Organization's Mandate:

Describe the business/ organization's main activities, what product or service is provided?



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E. Employment:

| Actual | |
|--|--|
| Current Number of full time employees: | |
| Current Number of part time employees: | |
| Total number of existing employees: | |

Projected number of employees. *Complete below if business/corporation is a start-up or the organization is projecting growth in the number of people it employs.*

| Projected | |
|---|--|
| Number of full time employees in 3 years: | |
| Number of part time employees in 3 years: | |
| Total number of expected employees: | |

F. Funding History *Please circle applicable answer.*

| | | |
|--|------------|-----------|
| Have you received funding from a CFDC office or program before? | YES | NO |
| If yes, is your organization in good standing with the CFDC? | YES | NO |
| If yes, is the proposed project incremental ? <i>(For the purpose of this application “incremental” is defined as a project that is new or an initiative that is being added to a project that was previously funded under EODP)</i> | YES | NO |
| Please indicate the cumulative amount to date your business/corporation has received through the CFDC program | \$ | |

PROJECT TIMELINE

| |
|-------------|
| Start Date: |
| End Date: |



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A. Program Objectives

Detail how project contributes to the objective of the program

Detail how a new business will be created or an existing business will be maintained, by year if applicable.



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Detail how many jobs will be created or maintained, by year if applicable. Please include a sustainability plan for youth / non-youth internship job placements

Detail how many employees will receive work related training through project, if applicable.

B. Economic Benefits and Expected Impact

Detail the expected benefit to your business/ organization and the local economy associated with this planning including any anticipation of new markets/opportunities and the anticipated reach/impact of the activities.



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Project Deliverables

Upon completion of the project the following deliverables will be presented to CFDC: *Deliverables may include copies of reports, before/ after photographs, testimonials, data tables, funded material, etc.*

| | |
|---|--|
| 1 | |
| 2 | |
| 3 | |
| 4 | |
| 5 | |
| 6 | |
| 7 | |
| 8 | |

ATTACHMENTS

- *Projects that involve hiring a consultant must provide Terms of Reference for the recruitment and hiring of the consultant.
- *2-3 quotations for items purchased or services provided must be included for each expense.
- *Incorporation documents, Business Registration or Letters Patent noting business or not-for-profit status
- *For not-for-profit organizations, a list of the volunteer Board of Directors
- Other (photographs, letters of support, etc)

*Please note, the above mentioned attachments are **mandatory**. Applications that do not include these attachments will be deemed incomplete and will **not** be considered.

COLLECTION, USE, AND DISCLOSURE OF PERSONAL AND BUSINESS INFORMATION

(a) The Applicant acknowledges that, as the operation of Community Futures is financially supported by the Government of Canada, representatives of the Federal Economic Development Agency for Southern Ontario are permitted access to the files of the Corporation for monitoring and evaluation purposes and that the Applicant may be contacted by representatives of Federal Economic Development Agency for Southern Ontario and that, such information as is acquired by the Ministry will be treated as confidential.

(b) The Applicant acknowledges receipt of the Corporation's *Privacy Statement* and hereby consents to his or her personal and business information being collected, used, retained, and disclosed by the Corporation for the limited purposes as set out above. The Applicant further understands that under Federal privacy law, he or she has access to the information held by the Corporation and knows to refer to the Corporation's *Privacy Policy* or contact the Chief Privacy Officer if a question or concern arises about the handling of the Applicant's personal information.

(c) The Applicant further understands and consents to the Corporation publicizing the Applicant's business venture if the Applicant is successful in obtaining financing from the Corporation, which may or may not include personal information such as the name of the Applicant.