



Community Futures Development Corporation

of North & Central Hastings and South Algonquin

Eastern Ontario Development Program

Collaborative Projects Fund

Purpose:

The objective of The Collaborative Projects Fund is to support initiatives which will stimulate business development and community innovation opportunities by promoting economic development leading to a competitive and diversified regional economy within eastern Ontario. These projects will involve investments from two (2) or more CFDC's.

Eligible Secondary Recipients:

Eligible Secondary Recipients are:

- Non-profit organizations including municipalities, municipal organizations, corporations, community economic development organizations, and associations
- Commercial Enterprises including individuals, corporations, partnerships, cooperatives or trusts
- Aboriginal organizations
- Current clients or past clients that are in good standing with the CFDC

Eligible Activities:

Collaborative Projects should promote broad-based collaborative economic development leading to a competitive and diversified economy, while contributing to the successful development of business/job opportunities and prosperous communities. Initiatives should demonstrate broad support from the region and/or various partners; and offer sustainable, measurable, economic benefits to the regional economy. Collaborative projects will have EODP investment to support and contributions from two (2) or more CFDC's.

Special consideration will be given to projects that focus on initiatives which stimulate business development and job creation, support community innovation, attract and retain youth, increase opportunities for skills development, and enhance innovation and ICT particularly at the regional level.

Eligible Activities are project activities that:

- contribute to achieving EODP objectives by supporting community-based initiatives which stimulate business and community development opportunities, promote economic development leading to a competitive and diversified regional economy, contribute to the successful development of business and job opportunities and sustainable self-reliant communities
- demonstrate broad support from the respective community
- offer sustainable and measurable economic benefits to the local and/or regional economy.

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Eligible Activities may include but are not limited to:

- community based economic development projects
- research projects
- marketing and promotional activities
- tourism events
- export and trade initiatives
- facilitation or hosting seminars/workshops
- small scaled construction or projects/physical work
- other activities in support of economic development
- Business planning and business development initiative 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
- marketing projects
- 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

Examples of such Collaborative Projects include, but are not limited to projects that:

- are innovative
- expand export and/or domestic markets
- develop economic infrastructure
- develop and/or maintain economic development networks
- support tourism marketing and product development

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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 specified above.

Eligible costs may include:

- salaries, wages and employee benefits
- materials and supplies
- communications
- publicity and promotion
- consultant and other professional services
- environmental assessments
- training
- equipment purchase or leases
- information technology
- telecommunications network services
- transportation and administrative expenses
- cost of equipment and building but will not include the cost of land

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 times jobs less than 20 hours per week are not normally eligible.

Funding contributions to Not-for-Profits Eligible Project Recipients will be non-repayable contributions toward direct eligible project costs, and may be up to 100% of total Eligible Costs and may be up to a maximum of \$100,000.00 per Eligible Project Recipient, per CFDC.

Funding contributions to Private Sector For-Profit Eligible Project Recipients will be non-repayable contributions toward direct eligible project costs, not normally to exceed 50% of total Eligible Costs to a total maximum EODP contribution of \$100,000.00.

Partnerships and projects with leveraged funds, whether in-kind or cash, will be given priority.

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 in not intended to fund ongoing core operations costs.

All funds must be spent by March 31, 2014.

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Application Process:

- Complete and sign the Community Innovation Fund application package and send to:

Community Futures
P.O. Box 517
26 Chemaushgon Road, Bancroft, ON K0L 1C0
Fax: 613-332-5628 email: mel@community-futures.ca

- Applications will be accepted on going until such time that as all available funds are committed
- Applicants may be subject to a credit check
- Submit the following **mandatory** documents with the application:
 - Minimum of 2 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
 - Business Registration, Incorporation documents or Letters Patent noting not-for-profit status
 - 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 & Job Creation
 - Youth Retention
 - Coordination of effort(encouraging partnerships to maximize impact)
 - Innovation
 - Economic Impact
- Normally applicants will be notified of the funding decision following the monthly lead 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

Please contact the office at 613-332-5564 or Toll Free at 1-800-465-4119 for questions regarding the Application Process and Eligibility Requirements.

WHEN COMPLETING THE APPLICATION, YOU ARE NOT LIMITED TO THE SPACE PROVIDED. PLEASE USE ADDITIONAL SPACE AS NEEDED.

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Eastern Ontario Development Program – Collaborative Project Fund

REQUEST FOR FUNDING

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

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

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Amount Requested: \$

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.

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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.

Please complete below:

Authorized by:	
Title:	
Date:	
Signature:	

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ORGANIZATION PROFILE

A. Classification of Organization: Check (X) appropriate classification

Not-for-profit	
For-Profit	
Municipal Government	
First Nations	
Other (specify)	

B. Organization's Mandate:

C. Organizational Structure:

Number of full time employees:	
Number of part time employees:	

Circle appropriate response

Have you received funding from this CFDC or any CFDC through an EODP initiative before? (Circle appropriate response)	YES	NO
If yes, is the project(s) described in this application incremental? (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 the Eastern Ontario Development Program)	YES	NO
Please indicate the amount received in total from the CFDC program	\$	

A. Partnerships: Identify contributing partners and contact information

Partner	Contribution*	Contact Name	Contact Number

* Contributions may be either cash or in-kind, a product donation, etc.

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PROJECT TIMELINE

Start Date:
End Date:

A. Project Delivery

Detail the project including timeline for delivery

B. Work Plan

Project Activity	Time Frame	Outcome <i>(identify measurable result and critical issues resolved)</i>

PROJECT OBJECTIVES

In assessing applications for support we will prioritize projects that contribute toward one or more of the following objectives: Employment & job creation; Youth retention; Broadband/Connectivity; Coordination of effort (encouraging partnerships to maximize impact); Grow economic capacity; Innovation; Creative economy, Create sustainable economy growth. Please use the spaces below to explain how your project will contribute towards any or all of these priorities and detail what that expected contribution.

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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.

Detail how many jobs will be created or maintained, by year if applicable.

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Detail what the sustainable economic growth is anticipated as a result of this project.

Detail what partnerships will be formed or enhanced as a result of the project.

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