



# Community Futures Development Corporation

of North & Central Hastings and South Algonquin

## Eastern Ontario Development Program

### *Community Innovation Fund*

#### **Purpose:**

The Community Innovation fund enables community-led economic development that enhances and diversifies local economies. Working in partnership with community stakeholders, Community Innovation builds economic and innovative capacity of rural eastern communities and develops opportunities for sustainable economic growth & employment specifically in 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 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 are Community Innovation projects that:**

- Contribute to achieving EODP objectives by supporting community-based initiatives which stimulate business and community development opportunities, promote 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 measureable economic benefits to the local and / or regional economy

**Eligible Activities may include but are not limited to:**

- Community-based economic development projects
- research and development initiatives
- marketing and promotional initiatives
- tourism events
- export and trade initiatives
- facilitation or hosting seminars / workshops
- soft costs for small scale construction or physical works
- other activities in support of economic development

**Examples of CI projects include but are not limited to, projects that are innovative and:**

- expand export and / or trade domestic markets
- develop economic infrastructure
- develop and 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 as noted above.

Eligible Costs may include:

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

#### **Local Initiative Projects (Including marketing, events 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 \$10,000 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 \$10,000 per Eligible Project Recipient.

#### **Community Innovation / Capacity Building 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 \$50,000 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 \$50,000 per Eligible Project Recipient.

#### **Consultants**

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.

#### **Timeframe**

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**

**Bancroft ON K0L 1C0**

**Fax: 613-332-5628 Email: [mel@community-futures.ca](mailto: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:
  - Minimum 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
  - Incorporation documents/ 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, 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
  - Businesses assisted / Jobs created or maintained
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- 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- Community Innovation Fund

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

**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.*

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<b>Amount Requested:</b>	\$
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<b>Authorized by:</b>	
<b>Title:</b>	
<b>Date:</b>	
<b>Signature:</b>	



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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
	\$	<i>CFDC</i>	\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
<b>Total Costs:</b>	<b>\$</b>	<b>Total Financing:</b>	<b>\$</b>

*Itemize each detailed expense above excluding tax.*

**Year: April 1, 2012 – March 31, 2013**

Costs and Financing:			
Project Costs	Amount	Sources of Funding	Amount
	\$	<i>CFDC</i>	\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
<b>Total Costs:</b>	<b>\$</b>	<b>Total Financing:</b>	<b>\$</b>

*Itemize each detailed expense above excluding tax.*

**Year: April 1, 2013 – March 31, 2014**

Costs and Financing:			
Project Costs	Amount	Sources of Funding	Amount
	\$	<i>CFDC</i>	\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
<b>Total Costs:</b>	<b>\$</b>	<b>Total Financing:</b>	<b>\$</b>

*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:	
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**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?	<b>YES</b>	<b>NO</b>
If yes, is your organization in good standing with the CFDC?	<b>YES</b>	<b>NO</b>
If yes, is the proposed project <b>incremental</b> ? <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>	<b>YES</b>	<b>NO</b>
Please indicate the cumulative amount to date your business/corporation has received from 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.

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

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

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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	



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## ATTACHMENTS

- \*Projects that involve hiring a consultant must provide Terms of Reference for the recruitment and hiring of the consultant.
- \*Minimum of 2 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 the CFDC is financially supported by the Government of Canada, representatives of Industry Canada are permitted access to the files of the Corporation for monitoring and evaluation purposes and that the Applicant may be contacted by representatives of Industry Canada 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.