



## Community Economic Development Guidelines

The **Kawartha Lakes Community Futures Development Corporation (KLCFDC)** Community Economic Development (CED) activity is to support community based organizations and businesses that improve social and economic conditions within the City of Kawartha Lakes.

CED funds will provide assistance in order to raise awareness of projects, events, attractions and services that will impact our community.

### ***Purpose and Mission:***

#### **Our Community Economic Development Objective is to:**

- Support the economic value of the project and its ability to strengthen the local economy,
- Bring visitors to our community, in particular by way of events, who may otherwise not visit, and
- Promote and generate awareness of local business opportunities.

### **Eligibility:**

Applicants are strongly advised to check with KLCFDC staff to ensure potential eligibility of their project before submitting an application for CED support.

### **Review and Recognition Process:**

- All applications will be assessed and reviewed by KLCFDC staff to ensure completeness. The staff then recommends, the project, to the Board of Directors (to be approved or declined).
- Following the decision of the Board of Directors, the applicant will be notified by staff. Staff will discuss the successful applicant's proposed activity and review the grant amount, any KLCFDC expectations, and the next steps.
- Approval may be based on the availability of annual budget allocation for the fund.

### **Recognition Requirements:**

Public recognition, of the grant and the activities, is an important way to promote the event, your community and the KLCFDC's CED Fund.

The KLCFDC reserves the right to make a public announcement about any approved grant.

Grant recipients are expected to appropriately acknowledge our support in public announcements and media releases, at special events and on websites. KLCFDC staff will support your promotional activities whenever possible and provide access to correct branding use of KLCFDC logos, etc.

### **Reporting Requirements:**

All recipients of our support are required to report on the project for which they received funding. A brief written report must be submitted no later than 30 days following the completion date of the project. The report should include published material, as it relates to the Recognition Requirements, a distribution of funds summary, photos and other pertinent information. Failure to submit a written report may have an impact on the final payment of 25%, which is held back pending the submission of this report.

For more information, please contact:

***Kawartha Lakes Community Futures Development Corporation***