



Eastern Ontario Development Program – Collaborative Projects Initiative
2011 Application Form

Thank you for your interest in the Eastern Ontario Development Program (EODP) Collaborative Projects (CP) Initiative. EODP promotes economic development in rural Eastern Ontario leading to a diversified and competitive rural Eastern Ontario economy; economic stability, growth, with a focus on sustainable job creation; and contributing to the successful development of businesses and prosperous communities.

The CP Initiative is expected to result in a greater number of strategic economic development initiatives and improved partnerships to benefit Eastern Ontario communities, including the strengthening of linkages between urban and rural areas. Initiatives, through collaborative partnerships, should demonstrate broad support from the community and/or region, and offer sustainable, measureable and economic benefits to the local and/or regional economy. Projects will involve investments by two or more Community Futures Development Corporations (CFDCs), impacting two or more communities.

We encourage all potential Applicants to read the CP Initiative Application Guidelines before completing this Application. Visit the Kawartha Lakes Community Futures Development Corporation (KLCFDC) website at www.klcfdc.com or contact Melissa Judson, Programs Officer at (705) 328-0261 ext. 27 or mjudson@klcfdc.com.

Completed Application Form and Attachments can be submitted in person or by mail to:

Eastern Ontario Development Program Committee
Kawartha Lakes Community Futures Development Corporation
189 Kent Street West, Suite 211
Lindsay, Ontario K9V 5G6

Application Process:

- Application Deadlines for the CP Initiative are as follows:
 - January 13, 2012
 - April 13, 2012
 - Additional Application Deadlines will be released later in the Program.
- Applications will be accepted until funds are fully committed, with Application Review and Funding Disbursement Schedules completed according to the listed Application Deadlines.

All EODP projects are contingent upon receipt of funding from the Government of Canada/FedDev Ontario

When completing this Application Form, you are NOT limited to the space provided. Additional documentation may be attached and submitted along with the completed Application Form. To ensure that your Application is complete, please include all the required information (i.e., headings) from the original Application Form.

All information provided will be kept confidential. For more details on the privacy policy please refer to KLCFDCs *Privacy Statement* at www.klcfdc.com/PrivacyStatement.pdf or www.privcom.gc.ca.

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PART 1. BUSINESS/ORGANIZATION PROFILE		
LEGAL NAME OF APPLICANT		
OPERATING NAME (IF DIFFERENT)		
ADDRESS (MAILING & STREET IF DIFFERENT)		
ONTARIO BUSINESS REGISTRATION NUMBER		
CHARITABLE/NON-PROFIT ORGANIZATION REGISTRATION NUMBER		
FORM OF BUSINESS/ORGANIZATION Check (✓) appropriate classification or complete "Other"	Sole Proprietor	Incorporation
	Municipal Government	Not-For-Profit
	Partnership	Other (Specify):
	Aboriginal Organization	
CLASSIFICATION OF BUSINESS/ORGANIZATION Check (✓) appropriate classification or complete "Other"	Agriculture/Food	Retail
	Construction	Technology
	Manufacturing	Tourism/Hospitality
	Service	Other (Specify):
LENGTH OF TIME IN OPERATION	Years: ___ Months: ___	
CURRENT NUMBER OF EMPLOYEES	Full-Time: ___ Part-Time: ___ Seasonal: ___	
OFFICIAL LANGUAGES In what official language(s) will your project's services be offered? Check (✓) appropriate selection or complete "Other"	English: ___ French: ___ Other: _____	
WEBSITE ADDRESS (if available)		
PRIMARY PROJECT CONTACT(S) (Must be responsible for the contents of the Application)	___ Mr. ___ Mrs. ___ Ms.	
	Contact Name:	Title:
	___ Mr. ___ Mrs. ___ Ms.	
	Contact Name:	Title:
TELEPHONE NUMBER		
E-MAIL ADDRESS		
FACSIMILE NUMBER		
FIRST TIME KLCFDC/EODP APPLICANT	___ Yes ___ No	
PAST EODP RECIPIENTS INDICATE TOTAL AMOUNT RECEIVED AND INITIATIVE(S) SUPPORTED (i.e., Business Planning Initiatives; Community Capacity)	\$	
	Initiative(s) Supported:	

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BUSINESS/ORGANIZATION DESCRIPTION

Please provide a brief description of the business/organization including:

- Mission statement; Primary activities; Core services and products; Organizational history (i.e., Changes in ownership; strategic direction); Strategic plan for the short and medium term; Corporate profile (i.e., Office locations).

PART 2. PROJECT INFORMATION

PROJECT TITLE			
PROJECT LOCATION(S)			
PROJECT START & END DATE (YYYY/MM/DD)	Start Date: _____ End Date: _____ Length: ____ (months)		
TYPE OF ACTIVITY Check (√) appropriate classification or complete "Other" Note: One Activity is permitted per Application	Business Development	Infrastructure Projects	Research & Development
	Business Planning	Innovation & ICT	Skills Development and/or Training
	Economic Development	Internship	Strategic Planning
	Export & Trade Initiatives	Marketing & Tourism	Other (Specify):
Please Note: Funding Contributions for Private Sector For-Profit Applicants and Not-For-Profit Applicants are: <ul style="list-style-type: none"> • Non-repayable; • For-Profit Applicants: Up to a maximum of 50% of total eligible project costs; • Not-For Profit Applicants: Not normally to exceed 50% of total eligible project costs; • Business Development: <ul style="list-style-type: none"> • Up to a maximum contribution of \$100,000 per Eligible Project Recipient, per CFDC; • Community Innovation: <ul style="list-style-type: none"> • Up to a maximum contribution of \$100,000 per Eligible Project Recipient, per CFDC. • Will normally involve a sharing of costs and leveraged funding including investments from two or more CFDCs. 			
EODP AMOUNT REQUESTED	\$		

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PROJECT DESCRIPTION

Please provide a summary description of your project including:

- Project purpose and outcomes;
- Outline Community and broad-based support (i.e., Partnerships and shared responsibilities; Communities impacted), and;
- Explain how Innovation plays a role in this Project (i.e., Technological Enhancement; New Business Initiative).

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.

PROJECT GOALS AND OBJECTIVES

Identify project goals and objectives that will be achieved within the timelines of the project and the expected measurable results. 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.

ECONOMIC BENEFITS AND EXPECTED IMPACT

Describe how the project might benefit the local and/or regional economy including but not limited to:

- Anticipated local and/or regional impact of the activities;
- Sustainable job creation (i.e., number of jobs created and/or maintained because of project including part-time, full-time and seasonal positions);
- Enhanced business competitiveness (i.e., Businesses created and/or expanded);
- Opportunities that may result from executing a professional study and/or plan.

COLLABORATIVE PROJECTS PROJECTIONS	2011/12	2012/13	2013/14	TOTAL
# of Businesses Created				
# of Businesses Maintained				
# of Jobs Created				
# of Jobs Maintained				
# of Training Sessions to be held				
# of People to be trained				
# of Communities Impacted (Project Outreach Impact)				

PROJECT WORK PLAN

Provide details of the activities to be undertaken, activities outreach impact, techniques involved, and the goals and timeframe for each activity.

Receipt of funding in full is contingent upon project deliverables being met successfully according to the time frame provided.

PROJECT ACTIVITY	LOCATION(S) OF ACTIVITY	TIME FRAME YY/MM/DD to YY/MM/DD	OUTCOME Identify measureable results and methods by which results measured

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PART 4. FUNDING SUMMARY

Total contribution requested from the CP Initiative	\$
Total cash contribution from other sources	+ \$
Total in-kind contribution from other sources	+ \$
TOTAL PROJECT VALUE	= \$

PART 5. CHECKLIST OF ATTACHMENTS

Please Note: The items listed, when applicable, are mandatory – Applications that do not include these attachments when applicable may be deemed incomplete and may not be considered.

Check (√)	Requirements
	A complete and signed Application Form including all budgets and funding source information.
	Financial Statements (for the most recent fiscal year-end).
	Business Registration or Letters Patent noting Not-For-Profit status.
	Request for Consultant Proposals including statement of work.
	2-3 Quotes for items to be purchased or services provided.
	Training quotation including training program and calendar. Course outline, course information and specific Certification to be achieved (if applicable).
	Trade show information – Registration Form or trade show details.
	Job Description and Ad for Intern Candidate.
	Resume for each person to be responsible for supervising/mentoring of an Intern.
	Other supporting information such as: Photographs; Letters of Support; Site maps; Testimonials; and Data tables.
	Other

ENVIRONMENTAL ASSESSMENT & IMPACT

For projects that will impact the environment: Detail the environmental impact assessment measures which will be used to ensure that the project complies with all environmental guidelines as set out in the *Canadian Environmental Assessment Act (CEAA)*. For details of CEAA requirements please visit www.ceaa-acee.gc.ca. KLCFDC reserves the right to not disperse any part of any contribution should a business/organization fail to adhere to any applicable environmental regulations. Please note that the project may be subject to a full Environmental Assessment, as well as a requirement to meet other government regulatory conditions, prior to your project receiving final approval to proceed.

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PAYMENT OF KAWARTHA LAKES CFDC CONTRIBUTIONS

Detailed instructions and claim forms will be provided to Applicants after their projects are approved by Kawartha Lakes CFDC. 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 eligible costs incurred for the project with supporting invoices. Copies of all invoices must accompany the claim. Original invoicing may be requested. A list of Eligible and Ineligible Costs can be found in the CP Initiative Application Guidelines.

Applicants may claim 90% of the approved EODP contribution upon completion of the project. The final 10% of the approved EODP 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, for seven years, including invoices and cancelled cheques, and to provide Kawartha Lakes CFDC auditors with access to these records when requested.

If Applicants arrange for bridge financing of their EODP contribution with a bank or other financial institution, Kawartha Lakes CFDC may accept a direction to pay the proceeds of an EODP contribution jointly to an Applicant and the financial institution providing the bridge financing.

If advance payments are required, please provide justification through your financial statements and any interim statements.

DISCLOSURE OF INFORMATION

- (a) KLCFDC may collect all of the Applicants information considered being necessary for the financial services required within the framework of this project or any future project. This also applies to the update of information to allow the KLCFDC to reanalyze engagements of the corporation including the framework of renewals, amendments or changes in the business.
- (b) KLCFDC may provide Applicant’s business information with any financial institution, financial partners, information establishment, business partners, business association, possible guarantor, appraiser or any other person with whom KLCFDC maintains business connections within the framework of the provision of financial services of this project.
- (c) There are specific requirements with respect to the acknowledgement of the Government of Canada’s participation and visibility requirements of same. The Government of Canada, directly or through its delivering agents, has the access and use of all information relating to the project. Project information may be used in press releases, announcements or other activities as deemed appropriate and that the Applicant(s) may be required to participate in these activities. Full details on the *Federal Visibility Guidelines* can be found at www.feddevontario.gc.ca/eic/site/723.nsf/eng/h_00217.html.

CERTIFICATION			
The undersigned is authorized to sign on behalf of the corporation and certifies that all information provided to KLCFDC in support of this request for funding is true and complete, and agrees to provide any additional information that may be required for KLCFDC to render a decision, in a timely manner. The undersigned also herewith provides consent for KLCFDC to make sufficient credit and other inquiries that may be necessary in the evaluation of this request for funding.			
Binding Signatory: Name: Title: Signature: Date:	Witness (co-worker, supervisor, etc.) Name: Title: Signature: Date:		
OFFICE USE ONLY	Date Received:	Project No.	Received By:

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