



STORMONT, DUNDAS & GLENGARRY

Community Futures Development Corporation
Société d'aide au développement des collectivités

With the support of the
Federal Economic Development Agency for Southern Ontario



Funding for the Eastern Ontario Development Program is provided by the Federal Economic Development Agency for Southern Ontario ([FedDev Ontario](#)) and is delivered by the 15 local Community Futures Development Corporations in Eastern Ontario

Any questions or concerns regarding the application process and eligibility requirements may be directed to Charlene MacLennan, Senior Advisor Grants and Projects, 613-932-4333 ext. 27 toll free 1-800-618-8856, fax 613-932-0596 or email cmaclennan@sdgcfdc.on.ca

Submit application and attachments to: cmaclennan@sdgcfdc.on.ca

Business Development Application(BD) Eastern Ontario Development Program

BUSINESS INFORMATION

Legal name of Applicant Entity:

Trade/operating name:
(if different than above)

Form of Entity:	Sole Proprietor	Partnership	Incorporation	Other (specify):
	Municipal Government	Aboriginal Organizations	Not-For-Profit	

Ontario Business Registration # (attach copy of certificate):

Federal Business Number (9 digit # for payroll, HST, etc.):

Date of Incorporation/Partnership: yyyy /mm/dd

Contact Information:	Name:	Title:
Telephone #:	Fax #:	Email:

Address: (mailing & street address if different)

Website URL:

Current Number of Employees:	Full-time:	Part-time:	Seasonal:
Style of Entity:	Year round:	Seasonal:	Other(specify):

Principals: where Entity is a partnership or incorporation, identify individual principals by name and position	Name:	Title:
	Name:	Title:

List confirmed collaboration partners, contact name and number:

Partner	Contribution*	Contact Name	Contact Number

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

PROJECT WORKPLAN		
Project Activity	Timeline	Outcome (identify measurable result and critical issues resolved)

*Upon completion of this project the deliverables will be provided to Stormont, Dundas & Glengarry CFDC: Deliverables may include copies of reports, before/after photographs, data tables, funded materials, course certificate, final report, etc.

PROJECT BUDGET

Detail entire project budget by year, if applicable. Total expenses **excluding** HST. Any unused funds from Fiscal 2011-12 will not be carried forward from one fiscal year to another.

Eligible Costs	Description of Cost	Fiscal Year 2012/13 (Apr –Mar)	Fiscal Year 2013/14 (Apr –Mar)	Total Amount of all Fiscal Years
Wages & benefits (incremental)(owners salaries not eligible)				
Materials & supplies				
Communication, publicity & promotion				
Consultant (attach RFP)				
Professional fees				
Training				
Equipment				
Information technology				
Transportation (cost of public transportation, car rental or \$0.55/km)				
Meals (excludes alcohol)				
Accommodation, travel at destination & meals(max \$200/day)				
Exhibit space rental fees				
Building (excludes land)				
Other (specify)				
Other (specify)				
Other (specify)				
TOTAL PROJECT EXPENSES		\$	\$	\$
LEAD RECIPIENT CONTRIBUTION		\$	\$	\$
OTHER SOURCES OF FUNDING		\$	\$	\$
Contribution Request for EODP Funding		\$	\$	\$

JOB CREATION BECAUSE OF THIS PROJECT:			
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Jobs created:	Full time	Part-time	Seasonal
Jobs Maintained:	Full time	Part-time	Seasonal

CHECKLIST OF ATTACHMENTS	
Please note: these items are mandatory – Applications that do not include these attachments will be deemed incomplete and will NOT be considered	

	A completed and signed form
	Financial statements (for the most recent fiscal year-end)
	Business Registration or Letters Patent noting not-for-profit status
	Resolution of Council or Board Motion, if applicable
	Request for Proposal – Projects that involve hiring a consultant must provide an RFP for the recruitment and hiring of the consultant, if applicable
	2 – 3 Quotes for items to be purchased or services provided, if applicable
	Course outline or course information, if applicable
	Trade show information – registration form or show details, if applicable
	Job Description and Ad for Intern candidate, if applicable

Applicants will be notified of the funding decision following the Board Meeting. If the Application is approved, the SD&G CFDC will prepare and Letter of Offer outlining terms and conditions of funding.

AUTHORIZATION AND CERTIFICATION

As the lead contact and as an authorized signing officer of the Applicant, I certify to the SD&G CFDC that:

- i) The principals of the Applicant have been notified and consented to SD&G CFDC collecting, using, retaining and disclosing the information contained in this application for the limited purpose of determining eligibility for funding as is required by law and by SD&G CFDC. I understand that SD&G CFDC will handle personal information in strict confidence in accordance with Federal privacy law. This information may be reviewed by FedDev Ontario for the purposes of assessing project eligibility.
- ii) The information contained in this application is true and complete in all respects. If the SD&G CFDC discovers that this application contains a material misrepresentation, this application shall be deemed to be withdrawn immediately by the Applicant.
- iii) The Applicant agrees to provide any additional information that the SD&G CFDC may reasonably require for purposes of assessing this application.
- iv) As part of its project assessment process, SD&G CFDC requires that all projects conform with the environmental guidelines set out in the *Canadian Environmental Assessment Act*. For details of CEEA requirements please visit www.ceaa-acee.gc.ca
- v) The Applicant acknowledges that any approved Project will be the subject of public announcements.

I have read and understood the Business Development Guidelines and will submit the required information with this proposal (Failure to do so may result in delay or rejection).

Name of authorized signatory (please print)	Title
Signature	Date