



**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



Canada

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](mailto:cmaclennan@sdgcfdc.on.ca)

Submit application and attachments to: [cmaclennan@sdgcfdc.on.ca](mailto:cmaclennan@sdgcfdc.on.ca)

## **BUSINESS DEVELOPMENT GUIDELINES (BD)**

### **Eastern Ontario Development Program**

#### **OBJECTIVES of the EODP Business Development Program**

The objective of the EODP Business Development Program is to support projects that will lead to the growth of new and existing businesses within rural Eastern Ontario communities. This includes initiatives in key areas such as skills development, youth attraction, innovation and adaption of information and communications technologies.

The objectives of the Stormont, Dundas & Glengarry CFDC EODP funding is to:

- Create and retain jobs within SD&G and Cornwall area
- Stimulate private sector investment in business enterprises within SD&G and Cornwall area
- Encourage the introduction of new, innovative approaches, including use of new technologies in private sector business
- Assist private sector firms in improving their competitive position or pursue growth
- Contribute to the diversification of the economy within the SD&G and Cornwall area

#### **Eligible Recipients:**

- Non-profit organizations including municipalities and municipal organizations, corporations, community economic development agencies
- Commercial enterprises including individuals, corporations, partnerships, cooperatives, or trusts; or
- Aboriginal organizations

#### **Eligible activities:**

Eligible Activities may include but are not limited to:

- Business planning and business development initiatives such as business development plans, expansion plans, marketing strategies, export plans, feasibility studies and strategic plans
- Research and development initiatives and research analysis
- Youth internships and non-youth internships

- Trade show exhibits 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 /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/workshops
- Other incremental activities designed to stimulate business opportunities in the knowledge-based economy

#### Internship initiatives:

Youth interns employed through agreements with Eligible Project Recipients will normally be graduates with a degree, diploma or Ontario Ministry Certificate from a secondary/post-secondary institution and be under 30 years of age. Internships will not normally exceed 12 months in duration. Non-Youth interns employed through agreements with eligible project recipients will normally be graduates from a secondary/post-secondary institution and be over 30 years of age. Internships will not normally exceed 12 months in duration.

#### Ineligible Activities:

- Hiring of interns for administrative and/or operational activities considered part of regular operations
- Hiring of interns that displace existing employees
- Repayable financial assistance
- Internships that do not comply with labour union agreements

#### **Eligible Costs:**

- salaries, wages and employee benefits
- materials and supplies
- communications, publicity and promotion
- consultant or other professional services
- environmental assessments
- training
- equipment purchases or leases
- information technology
- telecommunications network services
- transportation and administrative expenses
- costs of equipment and building but will not include cost of land
- Projects may be multi-year (November 1, 2011 – March 30, 2014)
- Year 1 projects must have final claims and reports in by March 30, 2012

Consultants must operate at arm's length of the Recipient and should be experienced, professional and recognized as providing high quality work. An RFP is required with the application if using professional services; 3 quotes are required.

Funding contributions to Not-For-Profit eligible Recipients will be non-repayable contributions toward direct project costs, and may be up to 100% of total eligible costs to a maximum of \$100,000 per eligible project.

Funding contributions to Private Sector For-Profit eligible project Recipients will be non-repayable contributions, up to 50% of total eligible costs to a maximum of \$100,000 per eligible project.

Skills Development activities relate to incremental training of new hires, existing employees, entrepreneurs, small and medium enterprises. Training for summer students, temporary jobs or part-time jobs less than 20 hrs/week are not normally eligible.

Multi-year projects:

Final Claims and Reports are due February 29, 2012

Any unused funds will not be carried forward from one fiscal year to the next fiscal year. Claim periods are:

- November 2011 – March 30, 2012
- April 2012 – March 29, 2013
- April 1, 2013 – March 28, 2014

## **APPLICATION PROCESS**

Complete the Business Development application and email to: [cmaclean@sdgcfdc.on.ca](mailto:cmaclean@sdgcfdc.on.ca)

### **Deadlines**

**Phase One:**

Friday December 30, 2011 at 4:30pm.

**Phase Two:**

Wednesday February 1 to Wednesday February 29, 2012 at 4:30pm

If the application is approved for funding, Stormont, Dundas & Glengarry CFDC will prepare a Letter of Offer outlining the terms and conditions of funding.

## **PAYMENT OF SD&G CFDC CONTRIBUTIONS**

In order to receive payment, Applicants must file a claim. The claim must include a listing of all the costs incurred for the project. Copies of all invoices must accompany the claim. The approved SD&G CFDC contribution will be released following completion of the project, upon submission of the required claim documentation and/or final report.

NOTE: Any excess funds in Year 1 will not be carried forward to next fiscal year.

Contributions will be subject to a 10% holdback until the applicant has completed the project and met all reporting requirements as laid out in the Letter of Offer.

Applicants are required to maintain proper books and records of the costs of the project, including invoices and cancelled cheques and to provide SD&G CFDC auditors with access to these records when requested.