



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

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

## COMMUNITY INNOVATION APPLICATION (CI) Eastern Ontario Development Program

### ORGANIZATION INFORMATION

Legal name of Organization/Municipality:

Ontario Business Registration # (attach copy of certificate) :

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

Date of incorporation (yyyy /mm/dd) :

Contact Information:

Name:

Title:

Telephone #:

Fax #:

Email:

Address: (mailing address and street address if different)

Website URL:

**WHEN COMPLETING THE APPLICATION, YOU ARE NOT LIMITED TO THE SPACE PROVIDED. PLEASE USE ADDITIONAL SPACE AS NEEDED.**

**You can use this Application for multiple year projects, if applicable.**

### PROJECT DESCRIPTION

Project Title:

Funding Request: \$

Total Project Costs: \$

**Please choose the appropriate box(es):**

<input type="checkbox"/>	Community-based economic development	<input type="checkbox"/>	Research project	<input type="checkbox"/>	Tourism event
<input type="checkbox"/>	Marketing & promotional activities	<input type="checkbox"/>	Export and trade initiative		
<input type="checkbox"/>	Facilitation or hosting seminars/workshops	<input type="checkbox"/>	Small scale construction or physical works project		
<input type="checkbox"/>	Other (please specify)				

Project Description

Project purpose and outcomes (max 100 words)

Other economic/impacts on area/region beyond the lead Applicant's Organization

**Organization Structure:**

Number of full time employees:

Number of part time employees:

**PROJECT COMMUNITY INNOVATION**

Brief organization history (max 100 words)

Has your Organization received funding through either an EODP Initiative or any other grant program?	YES	NO
If YES, please indicate the name of other grant source(s) and amount received in total	\$	

Explain how innovation plays a role in this project

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Role of collaboration - If other Applicant Organizations - please describe the collaboration aspect involved within this project

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List confirmed partners and contact name and number:

<b>Partner</b>	<b>Contribution*</b>	<b>Contact Name</b>	<b>Contact Number</b>

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

<b>PROJECT WORKPLAN</b>		
<b>Project Activity</b>	<b>Timeline</b>	<b>Outcome (identify measurable result and critical issues resolved)</b>

Upon completion of this project the following deliverables will be provided to the SD&G CFDC: Deliverables may include copies of reports, before/after photographs, data tables, funded materials, course certificates, 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.

<b>Eligible Costs</b>	<b>Requested \$ From EODP</b>	<b>Total Expense Fiscal 2012/13 (Apr –Mar)</b>	<b>Requested \$ From EODP</b>	<b>Total Expense Fiscal 2013/14 (Apr – Mar)</b>
Salaries & wages, benefits				
Materials & supplies				
Communications, publicity & promotion				
Consultant and other professional fees				
Environmental assessments				
Training				
Equipment purchases or leases				
Information technology				
Transportation (cost of public transportation, car rental or \$0.55/km)				
Accommodation, travel at destination & meals (max \$200/day)				
Building (excludes land)				
Other – please specify				
Other – please specify				
<b>Contribution Request for EODP Funding</b>	\$		\$	
APPLICANT CONTRIBUTION		\$		\$
Funding from Other Sources		\$		\$
<b>TOTAL PROJECT EXPENSES</b>		\$		\$

**JOB CREATION BECAUSE OF THIS PROJECT:**

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 signed application form;
	Financial statements (for the most recent fiscal year-end)
	Business Registration or Letters Patent noting not-for-profit status
	Letters of support
	Motion of Board or Resolution of Council, if applicable
	Request for Proposals – Projects that involve hiring a consultant must provide RFPs for the recruitment and hiring of the consultant, if applicable
	Attach 3 quotes for items to be purchased or services provided, if applicable
	Other (please specify)

Applicants will be notified of the funding decision following the Board Meeting. If the Application is approved, the SD&G CFDC will prepare a 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 Stormont, Dundas & Glengarry 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 provided to 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 materials 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 to the environmental guidelines set out in the *Canadian Environmental Assessment Act*. For details of CEEA requirements please visit [www.ceaa-acee.gc.ca](http://www.ceaa-acee.gc.ca)
- v) The Applicant acknowledges that any approved Project will be the subject of public announcements.

I have read and understand the applicable Initiative 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