



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@sdcgfdc.on.ca

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

COMMUNITY INNOVATION GUIDELINES (CI) Eastern Ontario Development Program

OBJECTIVES of the EODP Community Innovation Program

The objective of the EODP Community Innovation Program is to enable community-led economic development that enhances and diversifies local economies. Working in partnership with community stakeholders. Community Innovation builds economic and innovative capacity of rural eastern Ontario communities, and develops opportunities for sustainable economic growth and employment within CFDC's catchment area of Stormont, Dundas, Glengarry and Cornwall.

Eligible Recipients:

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

Eligible Activities:

Eligible Activities are project activities that:

- Contribute to achieving EODP objectives by supporting community-based initiatives which stimulate business and community development opportunities, promote economic development leading to a competitive and diversified regional economy, contribute to the successful development of business and job opportunities and sustainable self-reliant communities
- Demonstrate broad support from the respective community
- Offer sustainable and measurable economic benefits to the local and/or regional economy

- Please refer to the SD&G CFDC's Strategic Plan at <http://www.sdgcfdc.on.ca/en/about-us/strategic-plan/>

Eligible Activities may include but are not limited to:

- Community based economic development projects
 - Research projects
 - Marketing and promotional activities
 - Tourism events
 - Export and trade initiatives
 - Facilitation or hosting seminars/workshops
 - Small scale construction or projects/physical work
 - Other activities in support of economic development
- Examples of Community Innovation projects include, but are not limited to, projects that:
- Are innovative
 - Expand export and/or domestic markets
 - Develop economic infrastructure
 - Develop and/or maintain economic development networks
 - Support tourism marketing and product development

Eligible Costs:

Eligible Costs are expenses that will be incurred by the Recipient which are reasonable, incremental and required to carry out the eligible activities. Eligible costs may include:

- Salaries, wages and benefits
- Materials and supplies
- Communications
- Publicity and promotion
- Consultant and other professional services
- Environmental assessments
- Training
- Equipment purchase or leases
- Information technology
- Telecommunications network services
- Transportation and administrative expenses
- Cost of equipment and building but **NOT** cost of land
- Projects may be multi-year (November 1, 2011 – March 28, 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-Profits Eligible Project Recipients will be non-repayable contributions toward direct eligible 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 toward direct eligible project costs, and may be up to 50% of total eligible costs to a maximum of \$100,000 per eligible Project. Priority

will be given to partnerships and projects with leveraged funds, whether in-kind or cash.

Multi-year projects:

Final Claims and Reports are due March 30, 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

Ineligible costs:

Costs that are deemed unreasonable, not incremental and/or not directly related to the eligible project activities will be ineligible. Costs incurred prior to the eligibility date will not be supported. EODP project support is not intended to fund ongoing core operation costs.

APPLICATION PROCESS

Complete the Community Innovation Fund application and email to:
cmacclennan@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 SDG 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 SDG CFDC auditors with access to these records when requested.