



## **Business Development Program**

Thank you for applying to the Peterborough Community Futures Development Corporation's **Business Development Program**. Detailed below are the contents of the supporting documentation package that must be submitted with your request for funding. This should provide sufficient information to permit an assessment and decision on your application. Peterborough CFDC may request additional information or clarification of the data provided. All information provided will be kept strictly confidential.

The **Business Development Program** provides assistance to private sector for-profit businesses that require assistance in the research, development and finalization of their business, export and/or marketing plan, who can demonstrate that they have both the ability and resources to implement their proposal. Please complete and sign the accompanying Peterborough CFDC request for funding form and return it with the supporting documentation package to:

**Eastern Ontario Development Program Committee  
Peterborough Community Futures Development Corporation  
351 Charlotte Street  
Peterborough, ON K9J 2W1**

**Applications can be sent via fax at 705.745.2369**

Applications are assessed on the following criteria:

- a. A local for-profit or business start-up conducting activities in Peterborough County
- b. Eligible costs include up to 90% of consultant's costs up to a maximum of \$5,000.
- c. Consultants must be at arms length and should be experienced, professional and recognized as providing high quality work.
- d. Applicants must demonstrate they will be highly involved in the planning process and agree to provide monthly status updates.
- e. All projects will be required to submit a monthly report, as well as a final report that will include a summary of activities, accomplishments and a financial reconciliation of the project.

**All Funds must be expended by December 31, 2009**

**If the application is approved**, Peterborough Community Futures Development Corporation will prepare a letter of understanding with terms, conditions and monthly reporting requirements. Funds will be released after successful completion of the project subject to a 10% hold back until applicant, after completing the project, has met all project requirements as laid out in the letter of understanding and/or until a final report and budget is received by Peterborough Community Futures Development Corporation.

Any questions or concerns regarding the application process or the **Business Development Program** should be directed to:

Judy Heffernan, General Manager  
Phone: 705.745.5434  
Fax: 705.745.2369  
Email: comdev@cdc.on.ca



351 Charlotte Street  
Peterborough, ON K9J 2W1

**Business Development Program Application**

Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Purpose: \_\_\_\_\_  
\_\_\_\_\_

Amount Requested: \_\_\_\_\_

\_\_\_\_\_  
Authorizing Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

**1. Business Profile**

Contact Person: \_\_\_\_\_

Position: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Organization name: \_\_\_\_\_

Organization address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

**Description of business:** (Please include mission, business mandate, history, key markets, products/services, catchment area.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How many employees do you have? \_\_\_\_\_ Full-time \_\_\_\_\_ Part-time \_\_\_\_\_

**2. Project information:**

Name/title: \_\_\_\_\_

Start date: \_\_\_\_\_ Completion date: \_\_\_\_\_

Location of project: \_\_\_\_\_

Provide a brief description of the planned venture/marketing plan, including purpose, goals, and community involvement:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Officers/key employees**

Names:

\_\_\_\_\_  
\_\_\_\_\_

Key references:

\_\_\_\_\_  
\_\_\_\_\_

