



Community Capacity Building Program

Thank you for applying to the Peterborough Community Futures Development Corporation's **Community Capacity Building 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 **Community Capacity Building Program** supports strategic community economic development projects that improve the community's overall ability to develop and diversify business and job opportunities within Peterborough County. Projects will result in long term benefits including job creation, economic diversification and enhanced business competitiveness. Projects will demonstrate significant direct or indirect impact on the enhancement of local business and/or community as a whole and will foster collaboration between partners in the private and/or public sectors.

Through support of projects targeted to increase or support community economic development efforts, the **Community Capacity Building Program** will incrementally address local needs and priorities through collaborative partnerships and result in long-term economic benefit to the local area. Partnerships or evidence of partner support is encouraged.

Please completed 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. Applicant is a not for profit organization; including municipalities, municipal organizations, corporations, community development organizations and/or associations; or an Aboriginal organization; or a group or alliance of those described above where a lead recipient has been identified; and is conducting activities in Peterborough County.
- b. Evidence of partnership/partner support.
- c. Estimated impact on the economic health of Peterborough County
- d. Eligible activities are project activities that contribute to achieving EODP objectives by supporting community based initiatives which stimulate business and community development opportunities, promote socio-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 economic benefits to the local and/or regional economy.

- e. Examples of such 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;
 - Tourism marketing and product development
 - Other activities in support of economic development
- f. Eligible costs are reasonable, incremental and required to carry out the eligible activities specified, including but not limited to: consulting and professional fees, marketing and advertising costs, travel, and other project related costs.
- g. Eligible costs for secondary recipients may be up to 100% of total eligible costs and will not exceed \$150,000 per project. Partnerships and projects with leveraged funds, whether in kind or in cash, will be given priority.
- h. All projects will be required to submit a final report that will include a summary of activities, accomplishments and a financial reconciliation of the project.
- i. Projects that create a dependency are not eligible.
- j. All projects will be required to submit monthly reporting and a final report that will include a summary of activities, accomplishments and a financial reconciliation of the project.

All funds must be committed and spent 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 **Community Capacity Building Program** should be directed to:

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



351 Charlotte Street
Peterborough, ON K9J 2W1

Community Capacity Building Application

Organization: _____

Contact Name: _____

Address: _____

Telephone: _____

Email: _____

Purpose: _____

Amount Requested: _____

Authorizing Signature

Date

Name

Eastern Ontario Development Program **Community Capacity Building**

Guidelines to Proposal Development

This guide for Eastern Ontario Development Program - Community Capacity Building projects provides the minimum proposal requirements. For clarification and further assistance, contact Peterborough CFDC at 705.745.5434.

1.0 APPLICANT INFORMATION

Legal Name of Applicant
Operating Name
Address
Contact person
Telephone Number
Fax Number
Email Address

1.1 History of the Organization

Brief history and status including when the organization was established; years of operation; financial information; assets of fund; status of the Board of Directors.

1.2 Mandate of the CFDC/Prime Proponent Organization

As outlined in the legal documents which establish the organization. Enclose copies of documents of incorporation as a not for profit corporation.

1.3 Organization/Association Profile

Brief description of the organization (number of staff and/or membership, office location (s)), its activities, key markets, products/services, catchment area, and other characteristics.

1.4 Officers/Key Employees

Identify officers and key employees describing their direct or indirect role in the management/operation of the project.

1.5 Partner Information

Identify all contributing partners to this project, identifying their financial participation and the status of their commitment (See Section 3.2)

1.6 Key References

Provide name, address and telephone number of key references for the organization and/or key partners or developers of the project, if not the CFDC.

2.0 THE PROJECT

2.1 Detailed Project Description

Provide a full description of the project clearly indicating what the project intends to accomplish, the community where the project will be delivered, and how the project will include the partnering organizations in the implementation, including start and completion dates.

2.2 Project Objectives

Describe the critical issues that the project will address, and specify the objectives to be achieved.

2.3 Performance Targets

Identify performance targets and how these will be measured. What indicators will be used to decide if the project has achieved its expected outcomes?

2.4 Methodology/Timing

Identify key work plan activities and anticipated project time lines, including project duration and start and end dates.

2.5 Consultant Services

If consulting services will be used, attach Terms of Reference, and the RFP if utilized.

3.0 COSTS and FINANCING

3.1 Describe and explain the need for Industry Canada's financial assistance.

3.2 Identify and substantiate detailed project costs, clearly indicating the allocation of Industry Canada's contribution. Normally, a complete budget is required which provides financial details on a monthly basis for the duration of the project.

3.3 Outline proposed financing arrangements; provide documentation (letters, minutes, and motions) to confirm commitments from funding partner(s) or to indicate the status of such funding requests.

3.4 Describe and justify any in-kind contributions, identify the organization and the funding dollar amount.

3.5 Provide a monthly cash flow projection for the project, clearly indicating monthly cash requirements from Industry Canada.

3.6 Describe the need for cash advances if required.

4.0 ECONOMIC BENEFITS OF THE PROJECT

- 4.1 Identify full-time equivalent jobs created (direct and spin-off) and anticipated economic benefits (e.g. investment levered) both during and following the term of the project.
- 4.2 Describe how the project promotes economic growth, diversification and/or job creation through this project.

5.0 STRATEGIC SIGNIFICANCE OF THE PROJECT

- 5.1 Identify significance from the perspective of the organization, community, industry locally and elsewhere.
- 5.2 Indicate how the project fits with KBE&I strategic objectives of improving access to capital, information and markets, and fostering community partnerships and networking.

6.0 IMPACT ON RELATED INITIATIVES

- 6.1 Outline any sensitive issues or risks that may be associated with the project.
- 6.2 Indicate whether and how the project is complementary to other related initiatives.
- 6.3 Identify any long-term impacts the project will have for the community with regard to encouraging and fostering innovation and knowledge based growth and development.

7.0 CONSULTATION

- 7.1 Identify individuals/organizations that have been consulted on this project (e.g. Community Futures Development Corporations, Federal and Provincial Departments, Economic Development Officers), and indicate their position. Please attach letters of support from key partners and stakeholders.

8.0 ENVIRONMENTAL ASSESSMENT

When it is determined that a proposed project falls under the provisions of the Canadian Environmental Assessment Act, an environmental assessment will need to be completed consistent with the Act, before a final decision can be made regarding the provision of a Federal contribution toward the project.