



Innovation & Information Communication Technology (ICT) Program

Thank you for applying to the Peterborough Community Futures Development Corporation's **Innovation & Information Communication Technology 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 **Innovation & Information Communication Technology Program** objectives are to support innovation and technology projects throughout Peterborough County. Projects that may be supported include research and development initiatives, technology, ICT and knowledge based economy (KBE) studies and business plans, technological enhancement initiatives, ICT infrastructure projects, applications in ICT, and other incremental activities designed to stimulate business opportunities in the knowledge based economy. Submissions that demonstrate active partnerships are encouraged. The purpose is to build strength within the community by encouraging growth of innovative and technology driven initiatives. The funds will be used to assist and encourage initiatives of "for profit" businesses. 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 for-profit organization located and conducting activities in Peterborough County
- b. Eligible costs include consultant and/or professional fees, materials and supplies, equipment and software, installation expenses, and infrastructure costs.
- c. Peterborough CFDC may contribute 50% of the training costs to a maximum of \$10,000 per project.
- d. Sound project budget and work plan
- e. 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 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 to the company only after successful completion of the training. Peterborough CFDC reserves the right to request site visits to monitor training progress (with advance notice). Peterborough CFDC contributions will be subject to a 10% hold back until applicant has completed the project, 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 **Innovation & Information Communication Technology 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

Innovation & Information Communication Technology Program Application

Organization: _____

Contact Name: _____

Address: _____

Telephone: _____

Email: _____

Purpose: _____

Amount Requested: _____

Authorizing Signature

Date

Name

1. Business profile

Contact Person: _____

Position: _____

Fax: _____ Email: _____

Business name: _____

Business address: _____

City: _____ Postal Code: _____

Type of Business: _____

Length of time in business: _____

Classification of Business:

- Retail Food Tourism Manufacturing Service
- Construction Wholesales Other – (specify) _____

Describe your business in detail. What products or services do you provide?

How many employees do you have? _____

Number of current employees _____ Part time _____ Full-time

Number of Employees to be trained _____

2. Project Description

Name/title: _____

Start date: _____ Completion date: _____

Location of project: _____

Describe in detail the nature of the innovation and technology investment. Please use a separate form if the application covers multiple components.

What is the objective to be achieved by the innovative & technological initiative?

