



Local Initiatives Program

Thank you for applying to the Peterborough Community Futures Development Corporation's **Local Initiatives 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 **Local Initiatives Program** objectives are to support community based initiatives throughout Peterborough County which enhance the community capacity for community economic development and diversification. Projects that may be supported include community based economic development projects, research projects, marketing and promotional activities, tourism events, export and trade initiatives, seminars/workshops along with small scale technology or capital projects. Submissions that demonstrate active partnerships are encouraged.

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 municipal government, not-for-profit or First Nation located and conducting activities in Peterborough County.
- b. Estimated impact on the economic health of Peterborough County.
- c. Eligible costs include any direct or non-capital costs of the project. Only costs that are reasonable, incremental and which relate directly to the project activities are allowed.
- d. Peterborough CFDC may contribute up to 100% of eligible projects costs, however, partnerships and projects with leveraged funds, whether in kind or cash, will be given priority.
- e. Individual projects contributions will not exceed \$ 10,000 without the written authorization of Industry Canada/FedNor.
- f. 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.
- g. Projects that create a dependency are not eligible.

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 **Local Initiatives 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

Local Initiatives Program Application

Organization: _____

Contact Name: _____

Address: _____

Telephone: _____

Email: _____

Purpose: _____

Amount Requested: _____

Authorizing Signature

Date

Name

1. Organization Profile

Contact Person: _____

Position: _____

Fax: _____ Email: _____

Organization name: _____

Organization address: _____

City: _____ Postal Code: _____

Description of organization or group: (Please include mission, activities, membership, and purpose. Please attach a list of board members or principles and a copy of charter or articles of incorporation.)

Classification of organization:

Not for profit Municipal government First Nations Other _____

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 project, including purpose, goals, and community involvement:

Describe what aspects of your project the local initiatives funding will be used for:

