



Eastern Ontario Development Program  
**BUSINESS DEVELOPMENT FUND**  
**Business Planning Program**

**Purpose:**

To support community-based initiatives which stimulate business development opportunities within the South Lake CFDC catchment area.

**Eligible Secondary Recipients:**

Eligible Secondary Recipients are:

- Non-profit organizations (including municipalities, municipal organizations, corporations, community development organizations, and associations);
- Legal commercial entities including individuals, corporations, partnerships, cooperatives or trusts;
- Aboriginal organizations; and,
- Groups or alliances of those described above where a lead recipient has been identified.

**Eligible Activities:**

Eligible Activities may include but are not limited to:

- research;
- business plan and marketing plan development;
- development of export plans and activities;
- feasibility studies;
- research and development initiatives;
- strategic plans;
- trade show attendance in alternating years; and,
- other activities designed to stimulate business opportunities.

**Eligible Costs:**

Eligible Costs are reasonable, incremental and required to carry out the Eligible Activities specified, including but not limited to:

- consulting and professional fees;
- travel and meeting costs;
- materials and supplies as detailed and approved in advance; and,
- other related costs, as detailed and approved in advance.

Consultants must operate at arm's length of the Secondary Recipient and should be experienced, professional and recognized as providing high quality work.

South Lake CFDC may contribute up to **90%** of the total Eligible Costs and will not exceed \$5,000 per project.

**All funds must be committed by March 31, 2011.**



# South Lake

Community Futures Development Corporation



## Application Process:

- Complete and sign the Business Planning Program application package and send to:

**South Lake Community Futures Development Corporation  
Community Economic Development Committee  
183 The Queensway South  
Keswick, Ontario  
L4P 2A3  
Fax: 905-476-9978  
Toll Free Fax: 1-866-606-1244**

- Applications will be accepted monthly until such time as all available funds are committed.
- **Applications must be submitted by the end of business two Fridays prior to the last Wednesday of the month.**
- The Community Economic Development (CED) Committee reviews the applications on the Monday preceding the last Wednesday of the month and the Board then makes its decisions at its monthly meeting on the final Wednesday of the month.
- **Please submit the following with the application:**
  - Business License/ Incorporation documents or Letters Patent noting not-for-profit status
  - For incorporated businesses, a list of individuals with greater than 10% voting control of the corporation
  - For not-for-profit organizations, a list of the volunteer Board of Directors
- Applicants will be notified of the funding decision following the monthly Board Meeting
- If the application is approved, South Lake CFDC will prepare a Letter of Offer outlining the terms and conditions of funding. CFDC contributions will be subject to a **10% hold back** until the applicant has completed the project and met all reporting requirements as laid out in the Letter of Offer
- All projects will be required to submit a Final Report which will include a summary of activities, accomplishments and a financial reconciliation of the project

Please contact the office at 905-476-1244 or Toll Free at 1-866-605-1244 for questions regarding the Application Process and Eligibility Requirements.

**WHEN COMPLETING THE APPLICATION, YOU ARE NOT LIMITED TO THE SPACE PROVIDED.  
PLEASE USE ADDITIONAL SPACE AS NEEDED.**



183 The Queensway South, Keswick, Ontario, L4P 2A3  
Tel: 905 476-1244 Fax: 905 476-9978 E-mail: pbudreo@ils.net  
[www.southlakecfdc.org](http://www.southlakecfdc.org)





**South Lake**  
Community Futures Development Corporation



Eastern Ontario Development Program  
**BUSINESS DEVELOPMENT FUND**  
Business Planning Program

**1. REQUEST FOR FUNDING**

<b>Legal Name of Applicant:</b>	
<b>Operating Name:</b>	
<b>Business/ Mailing Address:</b>	
<b>Telephone Number:</b>	
<b>Fax Number:</b>	
<b>Contact Person:</b>	
<b>Telephone Number:</b>	
<b>Email Address:</b>	

<b>Project Summary:</b> <i>Check appropriate type of plan and provide a brief description of the plan to be developed</i>			
Business Plan	Export Plan	Marketing Plan	Strategic Plan
<b>Amount Requested:</b>		\$	

<b>Costs and Financing:</b> <i>Itemize each detailed expense on a separate line</i>			
Costs	Amount	Sources of Funding	Amount
	\$	South Lake CFDC (up to 90%)	\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
<b>Total Costs:</b>	\$	<b>Total Financing:</b>	\$

<b>Authorized by:</b>	
<b>Title:</b>	
<b>Date:</b>	
<b>Signature:</b>	



**2. BUSINESS/ ORGANIZATION PROFILE**

**A. Type of Business/ Organization:** Check (✓) appropriate classification

Business - Sole Proprietor	<input type="checkbox"/>	Municipal Government	<input type="checkbox"/>	Other (specify below)
Business - Partnership	<input type="checkbox"/>	Not-For-Profit	<input type="checkbox"/>	
Business - Incorporated	<input type="checkbox"/>	First Nations	<input type="checkbox"/>	

**B. Classification of Business/ Organization:** Circle appropriate response(s)

Retail	Food	Tourism	Manufacturing
Service	Construction	Wholesale	Other (specify)

**C. Length of Time in Operation:**

Years:	<input type="text"/>	Months:	<input type="text"/>
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**D. Business/ Organization’s Mandate:**

*Describe the business/ organization’s main activities, what product or service is provided?*

**E. Organizational Structure:** *if start-up, projected number of employees at start-up*

Actual		Projected	
Current # of full time employees:	<input type="text"/>	# of full time employees in 3 years:	<input type="text"/>
Current # of part time employees:	<input type="text"/>	# of part time employees in 3 years:	<input type="text"/>
Total number of existing employees:	<input type="text"/>	Total number of expected employees:	<input type="text"/>

**F. Funding History**

Have you received funding from South Lake CFDC through the Business Planning Program before? <i>(Circle appropriate response)</i>	<b>YES</b>	<b>NO</b>
Have you received funding from South Lake CFDC through another EODP initiative before?	<b>YES</b>	<b>NO</b>
If yes, is the proposed project <b>incremental</b> ? <i>(For the purpose of this application “incremental” is defined as a project that is new or an initiative that is being added to a project that was previously funded under EODP)</i>	<b>YES</b>	<b>NO</b>
Please indicate the amount received in total from South Lake CFDC	\$ <input type="text"/>	



**3. PLANNING PROFILE**

**A. Planning Description**

Describe in detail what the business plan, export plan, marketing plan and/or strategic plan will involve

**B. Consultant:** *If a consultant has been selected, provide the contact name(s) and business*

Contact Name	Business	Contact Number

**C. Economic Benefits and Expected Impact**

Detail the expected benefit to your business/ organization and the local economy associated with this planning including any anticipation of new markets/opportunities and the anticipated reach/impact of the activities.

**4. ATTACHMENTS**

- Business License/ Incorporation documents or Letters Patent noting not-for-profit status
- For incorporated businesses, a list of individuals with greater than 10% voting control of the corporation
- For not-for-profit organizations, a list of the volunteer Board of Directors