



South Lake
Community Futures Development Corporation



Eastern Ontario Development Program
COMMUNITY CAPACITY FUND
Local Initiatives Program

Purpose:

To support local community-based initiatives which stimulate business and economic 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);
- 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:

- community-based economic development projects;
- research projects;
- marketing and promotional activities;
- tourism events;
- seminars/workshops;
- technology/innovation projects; and,
- small scale capital projects.

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;
- marketing and advertising costs;
- travel; and,
- equipment.

Eligible Costs for Secondary Recipients may be up to **90%** of total Eligible Costs and will not exceed \$10,000 per project.

Partnerships and projects with leveraged funds, whether in-kind or cash, will be given priority.

All funds must be committed by March 31, 2010.



South Lake

Community Futures Development Corporation



Application Process:

- Complete and sign the Local Initiatives 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:**
 - 2-3 quotations if the project involves purchasing items or services
 - Terms of Reference detailing the recruitment and hiring process if the project involves hiring a consultant
 - Incorporation documents/ Letters Patent noting not-for-profit status
 - For not-for-profit organizations, a list of the volunteer Board of Directors
 - Photographs, letters of support, etc (optional)
- 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.southlakecfcdc.org





Eastern Ontario Development Program
COMMUNITY CAPACITY FUND
Local Initiatives Program

1. REQUEST FOR FUNDING

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

Project Summary: <i>Provide a brief description of the project</i>	
Amount Requested:	\$

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

Authorized by:	
Title:	
Date:	
Signature:	



2. ORGANIZATION PROFILE

A. Classification of Organization: Check (✓) appropriate classification

Not-for-profit	
Municipal Government	
First Nations	
Other (specify)	

B. Organization's Mandate:

C. Organizational Structure:

Number of full time employees:	
Number of part time employees:	

Have you received funding from South Lake CFDC through the Local Initiatives Program before? <i>(Circle appropriate response)</i>	YES	NO
Have you received funding from South Lake CFDC through another EODP initiative before? <i>(Circle appropriate response)</i>	YES	NO
If yes, is the project(s) described in this application incremental? <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>	YES	NO
Please indicate the amount received in total from South Lake CFDC	\$	



3. PROJECT PROFILE

A. Partnerships: *Identify contributing partners and contact information*

Partner	Contribution*	Contact Name	Contact Number

* Contributions may be either cash or in-kind, a product donation, etc.

B. Project Description

Provide a detailed description of the project.



Deliverables may include copies of reports, before and after photographs, testimonials, data tables, funded material, etc.

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5. ATTACHMENTS

- Projects that involve hiring a consultant must provide Terms of Reference for the recruitment and hiring of the consultant.
- 2-3 quotations for items purchased or services provided must be included for each expense
- Incorporation documents/ Letters Patent noting not-for-profit status
- For not-for-profit organizations, a list of the volunteer Board of Directors
- Other (photographs, letters of support, etc)