



South Lake

Community Futures Development Corporation



Eastern Ontario Development Program
ACCESS TO CAPITAL FUND
Community Retrofit Program

Purpose:

To support investment in local small and medium-sized businesses within the South Lake CFDC catchment area which stimulate business growth and assist in the long-term economic development.

Eligible Secondary Recipients:

Eligible Secondary Recipients are:

- Local small and medium-sized businesses and entrepreneurs; and,
- Non-profit organizations (including municipalities, municipal organizations, corporations, community development organizations, and associations).

Eligible Activities:

Eligible Activities may include:

- retrofitting of vacant or underutilized commercial, industrial or retail properties;
- feasibility studies to determine demand for space renewal;
- design plans;
- engineering and environmental studies;
- capital costs relating to property development;
- retrofitting to improve energy efficiency and environmental accountability; and,
- exterior retrofitting that improves the street-scape of an area.

Eligible Costs:

South Lake CFDC may provide repayable, non-interest bearing loans up to a maximum of \$150,000 per project. Amortization of loans cannot exceed 10 years.

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

All funds must be committed by March 31, 2011.



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Application Process:

- Complete and sign the Access to Capital Fund 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 and the Economic Development Fund (EDF) Committee review 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:**
 - South Lake CFDC Loan Application Package (available at www.southlakecfdc.org or at our office)
 - Quotation(s) for work to be completed
 - Business License/ Incorporation documents/ 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
 - 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 and an Offer to Finance outlining the terms and conditions of the loan
- 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





Eastern Ontario Development Program
ACCESS TO CAPITAL FUND
Community Retrofit 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 proposed project</i>
Amount Requested: \$

Costs and Financing: <i>Itemize each detailed expense on a separate line</i>			
Costs	Amount	Sources of Funding	Amount
	\$	<i>South Lake CFDC</i>	\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
Total Costs:	\$	Total Financing:	\$

Authorized by:	
Title:	
Date:	
Signature:	



2. BUSINESS/ ORGANIZATION PROFILE

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

Business - Sole Proprietor	<input type="checkbox"/>	Social Economy Enterprise	<input type="checkbox"/>
Business - Partnership	<input type="checkbox"/>	Other (specify below)	<input type="checkbox"/>
Business - Incorporated	<input type="checkbox"/>		

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

Retail	Food	Tourism	Manufacturing
Service	Construction	Wholesale	Other (specify)

C. Length of Time in Business:

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. Loan History

Have you received an interest-deferred loan from South Lake CFDC through the Community Retrofit Program before? (<i>Circle appropriate response</i>)	YES	NO
If yes, how much was the interest-deferred loan for?	\$ <input type="text"/>	

Have you received a standard loan from South Lake CFDC before? (<i>Circle appropriate response</i>)	YES	NO
If yes, how much was the loan for?	\$ <input type="text"/>	



3. PROJECT PROFILE

A. Project Description

Provide a full description of the project.



B. Contractor/ Labourer:

If a contractor/ labourer has been selected, provide the contact name and business.

Contact Name	Business	Contact Number

C. Economic Benefits and Expected Impact

Describe how the project will benefit the local and/ or regional business community.

