



Eastern Ontario Development Program
BUSINESS DEVELOPMENT FUND
Innovation and Information Communications Technology Program

Purpose:

To support innovation and technology initiatives within the CFDC's service area which enhance business development opportunities in the knowledge based economy.

Eligible Secondary Project 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:

- innovation and technology research & development initiatives;
- technology, ICT and KBE studies and business plans;
- technological enhancement initiatives, such as: advanced innovative web enhancements, e-commerce, GIS applications, customized software development and installations which will improve efficiencies and productivity;
- ICT infrastructure projects, including broadband and internet access;
- applications in ICT, which may include: development of networks, ICT education and awareness, conferences and workshops;
- other incremental activities designed to stimulate business opportunities in the knowledge based economy.

Eligible Costs:

Eligible Costs are expenses that will be incurred by the Project Recipient, which in the opinion of the Minister are reasonable, incremental and required to carry out the Eligible Activities specified in this Schedule, including but not limited to:

- consultant and/or professional fees;
- materials and supplies;
- equipment and software;
- installation expenses;
- infrastructure costs;
- other related costs.

Eligible Costs for Not-for-Profit Project Recipients may be up to 100% of total Eligible Costs and will not normally exceed \$10,000 per project.

Eligible Costs for Private Sector Project Recipients may be up to 50% of total Eligible Costs and will not normally exceed \$10,000 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





Eastern Ontario Development Program
BUSINESS DEVELOPMENT FUND
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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 innovation or ICT project being developed</i>	
Amount Requested:	\$

Costs and Financing: <i>Itemize each detailed cost or source of funding on a separate line</i>			
Costs	Amount	Sources of Funding	Amount
	\$	South Lake CFDC	\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
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"/>	Municipal Government	<input type="checkbox"/>
Business - Partnership	<input type="checkbox"/>	Not-For-Profit	<input type="checkbox"/>
Business - Incorporated	<input type="checkbox"/>	First Nations	<input type="checkbox"/>
	<input type="checkbox"/>	Other (specify)	<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>	YES	NO
Have you received funding from South Lake CFDC through another EODP initiative before?	YES	NO
If yes, is the proposed project 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	\$ <input type="text"/>	



3. PROJECT PROFILE

A. Project Description

Describe in detail what the innovation or ICT project will involve. For innovation projects provide some detail as to how this represents an innovation.



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.

D. 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.

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
- 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
- Other (photographs, letters of support, etc)