



EASTERN ONTARIO DEVELOPMENT FUND ACCESS TO CAPITAL INVESTMENT APPLICATION 2009 - 2010

Thank you for applying to the Stormont, Dundas and Glengarry Community Futures Development Corporation's (SD&G CFDC) **Access to Capital Investment Program**. The following application must be completed in its entirety and be accompanied by the specified documentation. Once submitted, these documents should provide sufficient information to permit an assessment and decision on your application. Additional information, or clarification of the data provided, may be requested. All information provided will be kept strictly confidential.

The **Access to Capital Investment Program** will support incremental projects that encourage long-term economic development of the SD&G Region. Loans and investments are available to qualifying businesses and organizations within the United Counties of Stormont, Dundas and Glengarry and the city of Cornwall to offset some of the costs associated with retrofitting or developing of vacant or under-utilized commercial, industrial or retail lands and properties to make them more appealing to businesses and customers.

Eligible Costs:

Repayable loans, loan guarantees, or equity investments will be available to eligible recipients to offset some of the costs associated with retrofitting / development of vacant or under-utilized commercial, industrial or retail lands and properties to make them more appealing to businesses and customers.

Please complete and sign the accompanying SD&G CFDC request for funding form and return it with the supporting documentation package to:

Stormont, Dundas and Glengarry Community Futures Development Corporation
Attention: Angela Besner, Loans Officer
26 Pitt Street, Suite 207
Cornwall, Ontario K6J 3P2

Applications can be sent via mail or fax at: (613) 932-0596

Applications will be assessed based on the following criteria:

- Impact on community economic development in the United Counties of SD&G and City of Cornwall.
- Eligibility of Applicant
 - Building must be located in the United Counties of Stormont, Dundas & Glengarry or the City of Cornwall
 - Applicant can be:
 - The *owner* of the building,
 - The *tenant* of the building with written permission from the building owner.
- Commercial/downtown revitalization and industrial retrofit & development projects will be targeted.



- Eligibility of project costs (Costs that are reasonable, incremental and which relate directly to the project activities are allowed. Where consultants are used they must be at arms length and their terms of reference attached)
- Projects must be incremental and demonstrate an increase in the marketability of the building or region and where possible, demonstrate the potential for increased employment.
- Applicant's ability to repay the loan.
- Applicant's credit history.
- Availability of adequate security.
- Level of applicant's investment (projects demonstrating investment by the applicant will be given priority).
- Impact of the project on the competitiveness of the applicant.

Note: 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.

If the application is approved, the SD&G Community Futures Development Corporation and /or its affiliate Community Ventures Capital Fund, will prepare a Letter of Offer stating terms, conditions, disbursement schedule and repayment schedule. Funds will be released after the project has met all project requirements as outlined in the letter of offer which will include the requirement for a final report, budget and other deliverables agreed to.

Any questions or concerns regarding the application process or the **Access to Capital Investment Program** should be directed to **Angela Besner (613) 932-4333 ext 22**, fax (613) 932-0596 or email: angela.besner@sdgcfdc.on.ca.



Economic Benefits and Expected Impact:

Describe how the completed project will benefit your business and the local/regional economy.

This project is expected to influence the following: NEW JOBS _____ JOBS MAINTAINED _____

Costs & Financing

Identify and substantiate detailed the projects costs (attach contractor estimates) including financing.

<u>ESTIMATED PROJECT COSTS:</u>		<u>EXPECTED FINANCING:</u>	
Materials/Supplies	\$ _____	CFDC Loan Request	\$ _____
Labour	\$ _____	Investment by Owners	\$ _____
Other	\$ _____	Other Financing	\$ _____
		Grants	\$ _____
TOTAL	\$ _____	TOTAL	\$ _____

Business Information

The Applicant is a:

Corporation Partnership Proprietorship Other: _____

Officers and shareholders of the Applicant's business are:

Full Name	Address	Position/Office	% Interest	Years With Firm
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

The partnership agreement was executed and is attached: _____ Date executed* or No



Does your business owe any back taxes? (Example: Income Tax, GST/PST, Property, Business Taxes, etc.)

YES _____ NO _____

If YES, amount owing: \$ _____ Type: _____

Attached Supporting Documentation:

- Cost Estimates for work to be undertaken
- Statement of Personal Assets & Liabilities (**attached**)
- Disclosure & Release Statement
- Trade Name Business Registration or Articles of Incorporation
- Landlord waiver, if you are the Building tenant
- Terms of Reference for Consultant (if applicable)
- Terms of Reference for Consultant (if applicable)
- Copy of Birth Certificate

** Building Permit Required **

PAYMENT OF SD&G CFDC CONTRIBUTIONS

Detailed instructions and claim forms will be provided to applicants after the SD&G CFDC approves their projects. However, applicants may find the following general information useful in their financial planning.

- In order for the loan to be disbursed, applicants must file a claim. The claim must include a listing of all the costs incurred or to be incurred for the project with supporting invoices.
- The client must submit a final report along with project photographs.
- The final claim and final report will be due on the deadline agreed to in the client's Letter of Offer. Please note that advances or extensions will not be allowed and loans could be automatically forfeited to assist other clients if submissions are late.
- Applicants are required to maintain proper books and records of the costs of the project, including invoices and cancelled cheques, and to provide SD&G CFDC auditors with access to these records when requested.
- The SD&G CFDC will pay up to 100% of the approved costs of the project up to a maximum SD&G CFDC contribution of as specified in the Letter of Offer during the agreement up to the completion date agreed to.
- Loan or investment funds must be drawn-down according to the Letter of Offer, or if not, the available financing may be forfeited to another qualified applicant.
- If applicants arrange for bridge financing of their SD&G CFDC contribution with a bank or other financial institution, SD&G CFDC will accept a direction to pay the proceeds of a SD&G CFDC contribution jointly to an applicant and the financial institution providing the bridge financing.
- Any application not signed by proper authority of the organization cannot be processed.
- A Personal Guarantee may be required to secure this advance.

The undersigned certifies that all information provided to the SD&G CFDC and/or its affiliate Community Ventures Capital Fund, in support of this request for funding is true and complete, and undertakes to provide any further information that may be required for SD&G CFDC to render a decision, in a timely manner. The undersigned also herewith provides consent for the SD&G CFDC to make sufficient credit and other enquiries that may be necessary in the evaluation of this request for funding.



The Applicant acknowledges that, as the operation of the Corporation is financially supported by the Government of Canada, representatives of Canada are permitted access to the files of the Corporation for monitoring, audit and evaluation purposes, and that the Applicant may be contacted from time to time by representatives of Canada as part of the evaluation of the performance of the Corporation. The Government of Canada will treat all such information in a confidential manner and will not remove such information from the Corporation's premises without prior written authorization by both the Corporation and the clients

Signature: _____ Name (print) _____

Organization: _____

Position: _____ Date: _____

Do you have signing authority? YES NO

**Please return completed Application Form to:
26 Pitt Street, Suite 207
Cornwall, ON
K6J 3P2
or fax (613) 932-0596**



STATEMENT OF PERSONAL ASSETS AND LIABILITIES

FULL NAME _____ Date of Birth _____ SIN (Optional) _____

RELATIONSHIP TO APPLICANT (Spouse/Shareholder/Guarantor) _____

ADDRESS _____ OWN ____ RENT ____ SINCE _____

TELEPHONE RES. _____ BUS. _____ E-MAIL _____

PREVIOUS ADDRESS (if less than 3 yrs. at above address) _____

MARRIED ____ SINGLE ____ SEPARATED ____ DIVORCED ____ # DEPENDENTS ____

EMPLOYER _____ POSITION _____ SALARY _____ #YRS _____

EMPLOYER'S ADDRESS _____ PHONE _____

OTHER INCOME _____ SOURCE(S) _____

REAL ESTATE

Address and Legal Description	Year Purchased	Price Paid	Mortgages Outstanding	Estimated Current Value

STATEMENT OF NET WORTH

ASSETS	VALUE	LIABILITIES		
Real Estate 1.			Amount	Monthly Payment
2.		Mortgages		
Business Vehicle		Loan #1		
Bank Account		Loan #2		
Investments		Credit Card #1		
RRSP's		Credit Card #2		
Personal Automotive Equipment: year/make		Line of Credit		
Recreation Equipment		Overdraft		
Equity in Business		Other Liabilities		
Other Assets		NET WORTH		\$
TOTALS	\$		\$	\$



BANK(S) OR CREDIT UNION(S) DEALT WITH

DISCLOSURE AND RELEASE STATEMENT

To: The S.D. & G. Community Futures Development Corporation (SD&G CFDC) (the "Corporation")

1. I, hereby certify that the information in this Statement of Personal Assets and Liabilities is a complete and true declaration. The property values shown above are the fair market values of the properties and the amount of debts is the total potential indebtedness (inclusive of any other loans, credit cards, or other debts for which I have signed as a guarantor).
2. I confirm that if any statement I have made herein or in accompanying materials proves to be incorrect in any way, I shall notify the Corporation immediately.
3. I authorize the Corporation to obtain personal credit information about me from any source. By executing this statement, I acknowledge as notice in writing, the Corporation's intent to obtain this information and I authorize each source to provide this information to the Corporation.
4. I understand and agree that in order to perform a credit investigation; I need not provide my Social Insurance Number ("SIN") if I can provide alternative identification that is acceptable to the credit reporting agencies. If I do provide my SIN, I consent to the Corporation using this information for the limited purpose of performing a credit investigation.
5. I authorize the Corporation to retain this Statement of Personal Assets and Liabilities and any financial records, credit and reference reports for the Corporation's records and reporting to Industry Canada who oversees the Community Futures Program.
6. I confirm receipt of the Corporation's *Privacy Statement* and understand and consent to the Corporation collecting, using, retaining and disclosing the information contained in this Statement of Assets and Liabilities for the limited purpose of determining my eligibility for financing as is required by law, and by Industry Canada. I understand that the Corporation will handle my personal information in strict confidence in accordance with Federal privacy law as set out in the Corporation's *Privacy Policy*. If I have any questions or concerns about the management of my information, I may refer to the *Privacy Policy*, available at www.sdgcdc.on.ca or contact the Chief Privacy Officer.

The Applicant acknowledges that, as the operation of the Corporation is financially supported by the Government of Canada, representatives of Canada are permitted access to the files of the Corporation for monitoring, audit and evaluation purposes, and that the Applicant may be contacted from time to time by representatives of Canada as part of the evaluation of the performance of the Corporation. The Government of Canada will treat all such information in a confidential manner and will not remove such information from the Corporation's premises without prior written authorization by both the Corporation and the clients.

Yes or No

- I am currently the subject of litigation before a court, tribunal, government board or agency, or there is a threat of such litigation. There are unexecuted judgment(s) registered against me, such as: _____
- I have made an assignment or have been petitioned into bankruptcy; there are writs registered against my name. If yes, provide details: _____
- I certify that I am a Canadian Citizen or Landed Immigrant.

DATED AT _____ THIS _____ DAY OF _____, 20__.

Witness

Signature