



## ACCESS TO CAPITAL INVESTMENT GUIDELINES 2009 - 2011

### **Purpose:**

#### **Community Futures Development Corporation Objectives for the Funding Period**

The EODP Investment Fund may be used to invest in local small and medium-sized businesses to assist and encourage incremental activities related to the development of vacant or underutilised industrial, commercial or retail properties which would then provide organizations with development and job creation/retention potential. Investments provided for this purpose will be repayable, non-interest bearing loans.

Any loans, loan guarantees or equity investments made from the EODP Investment Fund for purposes other than that described above must comply with the Community Futures Program Investment Fund Activities as described in Schedule 3 of the CFDC Operational Costs Agreement. The total combined maximum amount of financial assistance that may be provided by a CFDC, from the EODP Investment Fund and the Community Futures Investment Fund, in respect of any business at any time shall not normally exceed \$150,000.

### **Eligible Applicants:**

- Local small-and medium-sized businesses; and entrepreneurs.

### **Eligible Activities:**

- Loans to eligible recipients to offset some of the costs associated with retrofitting vacant or under-utilized commercial, industrial or retail lands and properties to make them more appealing to businesses and customers.

### **Eligible Costs:**

Eligible supported investments may include CFDC investments that provide repayable loans, loan guarantees or equity investments.

### **Applicant Deliverables**

- All recipients will be required to submit a final report that will include a summary of activities, accomplishments and financial reconciliation of the project. This information will be due on the deadline agreed to in the recipient's signed letter of offer.
- Other deliverables will be outlined in the recipients Letter of Offer. Failure to comply with terms and conditions outlined in the Letter of Offer may result in forfeiting of the loan or investment.
- There is an expectation that EODP recipients will publicize SD&G CFDC's support of their project, therefore, all applicants must include a plan with their application outlining how they will publicize their partnership with SD&G CFDC, including a timeline. This could include but is not limited to news releases, cheque presentations, announcements, a feature story in your company's newsletter, website, etc.



- Projects must be completed in full and all funding expended on or before a **Completion Date prior to February 26, 2010 or February 25, 2011**, as specified in the Letter of Offer, should the project be approved for funding.

#### **SD&G CFDC Administration:**

The Community Futures Development Corporation will administer Access to Capital projects in accordance with the application, administration and approval policies and procedures outlined in their application for funding, and agreed to by the Minister. Where a further distribution of funding occurs, applications from Eligible Recipients will be assessed based on local and regional needs, priorities and opportunities. The SD&G CFDC is responsible for due-diligence assessments of all such applications including:

- a detailed review of project budgets and Eligible Costs;
- a review to ensure all applicable legislative requirements have been met;
- a review of expected long-term sustainable economic benefits resulting from the project;
- an assessment of risks associated with the project; and,
- an assessment of the expected project results and outcomes and the proponent's strategy for measuring and reporting project results and outcomes.

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.