



## COMMUNITY CAPACITY PROJECTS GUIDELINES 2009 - 2011

### Purpose:

This component is designed to support strategic community economic development projects that improve our region's overall ability to develop business and job opportunities. The objective for this program will be to support a portion of economic development projects in the region.

### Eligible Applicants:

- Community Futures Development Corporations
- 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:

- contribute to achieving EODP objectives by supporting community-based initiatives which stimulate business and community development opportunities, promote socio-economic development leading to a competitive and diversified regional economy, contribute to the successful development of business and job opportunities and sustainable self-reliant communities;
- demonstrate broad support from the respective community; and,
- offer sustainable and measurable economic benefits to the local and/or regional economy.

### Examples of such projects include but are not limited to projects that:

- are innovative;
- expand export and/or domestic markets;
- develop economic infrastructure;
- develop and/or maintain economic development networks;
- tourism marketing and product development; and,
- other activities in support of economic development.

### Eligible Costs:

Eligible costs are expenses that will be incurred, which are **reasonable, incremental and required** to carry out the Eligible Activities specified in this Schedule, including but not limited to:

- consulting and professional fees;
- marketing and advertising costs;
- travel;
- equipment; and,
- other costs directly related to the approved Eligible Activities.



Eligible Costs for Recipients may be up to 90% of total Eligible Costs and will not **normally** exceed \$20,000 - \$50,000 per project. Any exception will require the Industry Canada / FedNor's prior written approval.

### **Applicant Requirements:**

- All recipients of contributions 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 recipients signed letter of offer. Please note that no advances or extensions will be allowed and contributions could be forfeited to assist other recipients if submissions are late.
- There is an expectation that recipients of contributions 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 Community Development projects in accordance with the application, administration and approval policies and procedures outlined in their application for funding, and agreed to by Industry Canada / FedNor. 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.