



## INNOVATION AND INFORMATION COMMUNICATION TECHNOLOGY (ICT) PROJECT GUIDELINES 2009 - 2011

### Purpose:

To support projects within the SD&G CFDC's service area which will enhance community capacity to develop and implement strategies to ensure that residents and businesses can access and better utilize information and communication technologies which will lead to increased participation in the knowledge based economy.

### Eligible Applicants:

- Community Futures Development Corporations
- 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:

- innovation and technology research & development initiatives;
- technology, ICT and KBE studies and business plans;
- technological enhancement initiatives, such as: advanced innovative web enhancements, ecommerce, e-learning platforms, intranet/extranet portals, GIS applications, customized software development and installations which will improve efficiencies and productivity;
- ICT infrastructure projects, including telecommunications improvements, broadband and internet access;
- applications in ICT, which may include: development of networks, ICT education and awareness, facilitating or hosting 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, which 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; and,
- other costs directly related to the approved Eligible Activities.

Eligible Costs for Not-for-Project Recipients for Innovation and ICT Projects will **normally** be up to a maximum of **\$10,000** per applicant and will **not normally exceed 90%** of the total Eligible Costs.



Business entities are eligible up to **50% of total project costs** to a maximum of **\$10,000** per project

### 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.
- All applications to the program and any subsequent claims for reimbursement, should the application be approved, must be completed in full and be legible or they will be returned to the applicant for resubmission.
- All necessary receipts and proof of payment must accompany claims.
- A copy of the completed plan or proof that the funded activity was undertaken must be included.
- 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 Innovation and ICT 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.