



LOCAL INITIATIVES PROJECT GUIDELINES 2009 - 2011

Purpose:

Investments made under this component will support local community-based initiatives that will stimulate business and economic development opportunities within the SD&G CFDC's service area. Ideally, investments will support strategic economic development activities that create significant long-term impact in the region of SD&G.

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:

- community-based economic development projects;
- marketing and promotional activities;
- tourism events;
- export and trade initiatives;
- facilitate or host seminars/workshops
- small scale capital projects; and,
- other costs directly related to the approved Eligible Activities.

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.

Eligible Costs for Recipients will **normally** be up to **75% of total Eligible Costs** and will not **normally exceed \$10,000** per project. Any exception will require 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 grants 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 Local Initiative 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.