



## Youth Attraction and Retention Program Application Guide

Thank you for applying to the Stormont, Dundas and Glengarry Community Futures Development Corporation's (SD&G CFDC) **Youth Attraction and Retention Program**.

You will be required to submit:

1. **Request for Funding Cover Sheet with signatures (last page of this application guide)**
2. **A Request for Funding document—including all headings in sequence with content, and**
3. **Supporting documentation package.**
  - Listed below are details for the **application and supporting documentation package**. This should provide sufficient information to permit an assessment and decision on your application.
  - The SD&G CFDC may request additional information or clarification of the data provided. All information provided will be kept strictly confidential.

The objectives of the **Youth Attraction and Retention Program** are to support incremental economic development projects throughout the United Counties of SD&G and the city of Cornwall through the provision of valuable work experience and support the employment of Youth Interns within the SD&G CFDC's service area.

Please complete and sign the last sheet of this document to accompany your **request for funding** document and return it along with the **supporting documentation package** to:

**SD&G Community Futures Development Corporation**  
**Attention: Terry Besner**  
**26 Pitt Street, Suite 207**  
**Cornwall, ON**  
**K6J 3P2**

**In addition please submit the application via electronic mail to: [tbesner@sdgcfdc.on.ca](mailto:tbesner@sdgcfdc.on.ca)**  
For an application to be processed, a signed original application is required to be on file.

### **Applications are assessed on the following criteria:**

1. Estimated impact on the economic health of United Counties of SD&G and the City of Cornwall.
2. Applicants can be non-profit organizations in the United Counties of SD&G and the city of Cornwall, including municipalities, municipal organizations, corporations, community development organizations and associations.
3. Applicants can be legal commercial entities including individuals, corporations, partnerships, cooperatives or trusts.
4. Applicants can be groups or alliances of those described above where a lead recipient has been identified.



5. Interns employed through agreements with applicants will normally be graduates with a degree, diploma or Ontario Ministry Certificate from a secondary/post secondary institution and be under the age of 30 years.
6. A competitive hiring process must be demonstrated.
7. Eligible activities are those directly related to the employment of Youth Interns, normally in one or more of the following business and/or community development activities: economic, tourism and or business development; business and trade opportunity development; strategic planning, feasibility and marketing studies; marketing projects and communications; research and analysis; training programs; and, technological innovation including commercialization of new technologies.
8. Potential for long-term job creation.
9. Eligible costs include any direct or non-capital costs of the project. Only costs that are reasonable, incremental and which relate directly to the project activities are allowed.
10. Eligible Costs for **Not-for-Profit** Recipients may normally be up to **100% of total Eligible Costs** and will not normally exceed a maximum monthly contribution of \$2,500, for up to 12 months, towards wages, benefits and related incremental project costs.
11. Eligible Costs for **Private Sector** Recipients may normally be up to **50% of total Eligible Costs** and will not normally exceed a maximum monthly contribution of \$2,500, for up to 12 months, towards wages, benefits and related incremental project costs. Any exception will require Industry Canada / FedNor's prior written approval.
12. Funds must be expended by the deadline outlined in the Letter of Offer.
13. All projects will be required to submit a final report that will include a summary of activities, accomplishments, copies of plans if appropriate, and a financial reconciliation of the project.
14. Activities not supported include: administrative and/or operational activities considered part of regular operations; those that displace existing employees; and, those that do not comply with labour union agreements.
15. Projects that create a dependency are not eligible.
16. The inclusion of a plan outlining how the support provided by SD&G CFDC will be publicized.
17. Thorough, logical and legible application.

**If the application is approved**, the SD&G Community Futures Development Corporation will prepare a letter of offer with terms, conditions and a funding disbursement schedule. Claims for reimbursement of payroll expenses and other expenditures must be submitted by the 15th of each month. The final claim to the SD&G CFDC must include a final report and financial reconciliation as well as fulfillment of other terms and conditions (as laid out in the Letter of Offer) in order for final payment to the recipient to be made. Please note that advances or extensions will not be permitted



and contributions may be forfeited if projects do not start or complete on time. There is an expectation that the Youth Intern will be **hired within 60 days** of signing the Letter of Offer.

Any questions or concerns regarding the application process or the **Youth Attraction and Retention Program** should be directed to **Terry Besner at (613) 932-4333 x24, tbesner@sdgcfdc.on.ca or fax (613) 932-0596.**

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.

Below is a Submission Checklist for your convenience:

<b>YOUTH ATTRACTION AND RETENTION REQUEST FOR FUNDING CHECKLIST:</b>	✓
1. Request for Funding Cover Sheet with original signature (print next page, fill and submit)	
2. Request for Funding Document	
3. Supporting Documentation:	
a. Proof of legal name, business registration, or if incorporated a copy of the articles of incorporation.	
b. Financial Statements (for the most recent fiscal year-end).	
c. Monthly Cash Flow	
4. One original hard copy of the application. An e-mail copy sent to tbesner@sdgcfdc.on.ca	
5. Other (Specify):	



## Youth Attraction and Retention Program-Application Cover Sheet

<b>LEGAL NAME OF APPLICANT (proof required)</b>	
<b>OPERATING NAME</b>	
<b>MAILING ADDRESS</b>	
<b>CONTACT PERSON</b>	
<b>TELEPHONE NUMBER</b>	
<b>FACSIMILE NUMBER</b>	
<b>E-MAIL ADDRESS</b>	
<b>MUNICIPALITY OR NOT-FOR-PROFIT</b>	
<b>INCORPORATION NUMBER</b>	
<b>PROJECT TITLE</b>	
<b>TOTAL PROJECT COST (Excluding PST &amp; GST)</b>	
<b>TOTAL EODP CONTRIBUTION REQUESTED (Excluding PST &amp; GST)</b>	
<b>TOTAL EODP FUNDING RECEIVED BY ORGANIZATION IN THE PAST 5 YEARS</b>	

Any application not signed by proper authority of the organization cannot be processed. The undersigned certifies that all information provided to SD&G CFDC 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 SD&G CFDC to make sufficient credit and other enquiries that may be necessary in the evaluation of this request for funding.

### PUBLICITY

It is understood that the first opportunity for any announcement relative to this program and the activities involved remains with the Government of Canada and any announcements, releases, etc. must be approved by Industry Canada FedNor and/or SD&G CFDC. Industry Canada FedNor and/or SD&G CFDC reserve the right to approach any individual / organization regarding the potential use of relative materials, details, or other aspects of their involvement for promotional purposes.

### DISCLOSURE AND RELEASE STATEMENT

I understand and consent to SD&G CFDC collecting, using, retaining and disclosing the information contained in this application for the limited purpose of determining my eligibility for funding as is required by law and by SD&G CFDC. I understand that SD&G CFDC will handle my personal information in strict confidence in accordance with Federal privacy law as set out in SD&G CFDC's *Privacy Policy*. If I have any questions or concerns about the management of my information, I may refer to SD&G CFDC's *Privacy Policy* available at SD&G CFDC office.

<b>Authorized by</b>	
<b>Title</b>	
<b>Date</b>	

