



Eastern Ontario Development Program (EODP)
Collaborative Economic Development Projects Initiative
2014-2019 Application Guidelines

Please be aware that there are two levels of eligibility for EODP Collaborative Projects. We recommend that you contact the KLCFDC office by phone 705-328-0565 ext. 27 or email at eodp@klcfdc.com to discuss your project before completing a statement of work.

Thank you for your interest in the Eastern Ontario Development Program and the Collaborative Economic Development Projects (CEDP) Initiative. EODP promotes economic development in rural Eastern Ontario leading to a diversified and competitive rural Eastern Ontario economy, economic stability, and growth, with a focus on sustainable job creation; and contributing to the successful development of businesses and prosperous communities.

CEDP Initiatives are expected to result in a greater number of strategic economic development projects and improved partnerships to benefit Eastern Ontario communities, including the strengthening of linkages between urban and rural areas. Support may be provided to initiatives stimulating business development and community innovation opportunities by promoting economic development leading to a competitive and diversified regional economy within Eastern Ontario. Projects will involve investments by two or more Community Futures Development Corporations, and impacting two or more communities.

There are two levels of CEDP initiatives; the first are projects where the anticipated project value is less than \$200,000 and therefore the contribution via EODP will be less than \$100,000 per project. As described above, these initiatives will involve local support and partnerships—including the matched funding—to be coordinated by the funding recipient. A lead CFDC will be designated as the contact point of the project. If your project falls into this scope of activity then please complete the attached Statement of Intent and forward it to:

Eastern Ontario Development Program Committee
Kawartha Lakes Community Futures Development Corporation
189 Kent Street West, Suite 211
Lindsay, Ontario K9V 5G6

The Kawartha Lakes Community Futures Development Corporation (KLCFDC) may request additional information or clarification of the data provided. All information exclusive to the applicant will be kept confidential. Project details, including applications, are accessible by request—if the project receives financial support from EODP.

If your CEDP initiative represents an expense of over \$200,000 then you should be speaking with the Eastern Ontario CFDC Network office, who will be the point of contact for all aspects of your project. They can be reached at 705-741-1980 or at info@eocfdcnetwork.com. You can also go on-line to review the materials for a “regional” CEDP initiative at www.eocfdc.com. We have included the regional statement of interest, however we again strongly suggest that you contact our office, at 705-741-1980 before completing.

In all cases the KLCFDC will be happy to provide guidance and direction relative to your CEDP application. We encourage you to speak with us, if you have any questions.

Supported by the Government of Canada through the
Federal Economic Development Agency for Southern Ontario

All EODP projects are contingent upon receipt of funding from the Government of Canada/FedDev Ontario.

Application Process:

- Application Deadlines for the local CEDP Initiative are as follows:
 - **February 14, 2017 at NOON**
 - Additional Application Deadlines may be released later in the Program.
- No date has been set for CEDP Projects that may qualify as a “regional collaborative”.
- Applications will be accepted until funds are fully committed, with Application Review and Funding Disbursement Schedules completed according to the listed Application Deadlines.

Applications are assessed on the following criteria:

The Lead Applicant is:

- a) A Commercial enterprise including an individual, corporation, partnership, cooperative, or trust, or;
- b) A non-profit organization including municipalities, municipal organizations, corporations, community economic development organizations, or;
- c) An Aboriginal organization, and;
- d) Conducting activities in the City of Kawartha Lakes.

Eligible activities may include but are not limited to:

- 1) Business Development (BD) activities including but not limited to:
 - Planning and development initiatives, and marketing projects;
 - Information and Communication Technology (ICT) Adoption;
 - Innovation initiatives (i.e., commercialization of new technologies);
 - Research and development initiatives, and research analysis;
 - Internships, skills development, training, and job creation.
- 2) Community Innovation (CI) activities including but not limited to:
 - Community-based economic development projects (i.e., economic infrastructure);
 - Research projects;
 - Marketing and promotional activities (i.e., support tourism marketing and product development), facilitation or hosting of seminars/workshops, and tourism events;
 - Export and trade initiatives (i.e., expand export and/or domestic markets);
 - Small scale construction or projects/physical work.

Local Collaborative Economic Development Projects should look to:

- Promote broad-based collaborative economic development;
 - Contribute to the development of business/job opportunities and prosperous communities;
 - Enhance innovation and ICT;
 - Demonstrate broad support from the region and various partners;
 - Offer sustainable and measureable economic benefits to the regional economy.
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Eligible costs may include but are not limited to:

- Salaries, wages and possibly benefits for those employees working specifically on the project;
- Communications, publicity and promotions;
- Materials and supplies;
- Consultant and other professional service, and environmental assessments;
- Training;
- Information technology;
- Telecommunications network services;
- Transportation and administrative expenses.
- Equipment and building purchases or leases, but will not include the cost of land. Note: Capital costs and/or other associated with equipment and/or building(s) will not normally be eligible, however, if they represent a vital component to a project's success, the Applicant should contact the KLCFDC to discuss.

Eligible costs are expenses that will be incurred by the Applicant, and are deemed reasonable, incremental and required to carry out the eligible activities specified in the Application. Costs incurred prior to the eligibility date as defined in the FedDev Ontario Contribution Agreement will not be supported.

Project Period:

- Single Year Projects ending no later than March 31, 2018
- **Two Year Projects ending no later than December 31, 2018**

NOTE: CEDP projects should define deliverables within each and all years of execution where possible.

Funding Contributions for Not-For-Profit Applicants and Private Sector For-Profit Applicants are:

- Non-repayable;
 - For-Profit Applicants: Up to a maximum of 50% of total eligible project costs, to a maximum contribution of \$100,000 per Eligible Project Recipient, per CEDP initiative
 - Not-For-Profit Applicants: Up to a maximum of 50% of total eligible project costs, to a maximum contribution of \$100,000 per Eligible Project Recipient, per CEDP initiative
 - Will normally involve a sharing of costs and leveraged funding including investments from two or more CFDCs.
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Completing the CEDP Application and Receiving a Letter of Agreement:

Subsequent to approval of the Statement of Intent and applicable information/ documentation, a local CEDP Application issued by the KLCFDC--assuming it is the lead CFDC—will be completed by the Applicant. If successful and with matching support confirmed, the KLCFDC will prepare a Letter of Agreement with terms, conditions and a funding disbursement schedule. **Funds will be released based on the successful completion of a defined deliverable where costs as claimed have been assessed and matching funds disbursed. Under special circumstances an advance against expenses may be possible—if the matched funding is secure.** The project is subject to a 10% hold back until the Applicant, after completing the project, has met all project requirements as laid out in the Letter of Agreement and until a final report with a complete budget review is received by KLCFDC.

Funding Conditions:

While full details will be within the Letter of Agreement, to be signed by the Project Recipient prior to the disbursement of funds and moving forward with the Project, the KLCFDC retains its right to stop its financial support of a project and to even seek measures by which funds previously provided are returned. This may occur for example, if the project is not meeting its targets, fails to achieve milestones as stipulated in the Statement of Work provided, or if budgets are not being properly managed or utilized. In addition, other conditions may also apply where this action can be taken if the situation cannot be remedied or is deemed to no longer be a feasible project by KLCFDC. The recipient is required to and hereby warrants it has disclosed all transactions with related parties including (but not restricted to) owners, associates, Directors, or their family members, etc. The special relationship inherent between the involved parties creates a conflict of interest which may result in actions which benefit the people involved. In such cases, KLCFDC support will be withdrawn and/or action to recover any funds provided taken. Funding may also be stopped and/or possibly be requested to be returned if Government support is discontinued.

Visibility:

Please know that there are specific requirements with respect to the acknowledgement of the Government of Canada's participation and visibility requirements of same. These will be provided within the Letter of Agreement, as will any communications requirements.

Release of Information:

The Government of Canada, directly or through its delivering agents, has the access and use of all information relating to the project. There is also an understanding that this information may be used in press releases, announcements or other activities as deemed appropriate and that the Applicant(s) may be required to participate in these activities.

Full details and information will be included within the application as well as the Funding Agreement.

Contact Us:

We encourage all potential Applicants who have any questions or concerns regarding the Collaborative Economic Development Projects Initiative to contact our Programs Officer at (705) 328-0261 ext. 27 or eodp@klcfdc.com.