



PRINCE EDWARD/LENNOX & ADDINGTON COMMUNITY FUTURES DEVELOPMENT CORPORATION

Eastern Ontario Development Program

innovation and information

communication technology

Thank you for applying to the PELA CFDC Innovation and Information Communication Technology (ICT) Fund. The Fund supports projects within Prince Edward/Lennox and Addington Counties 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. Eligible recipients include legal commercial entities, non-profit organizations, aboriginal organizations, and alliances of the aforementioned where a lead recipient has been identified. Complete details can be found at www.pelacfdc.ca.

Detailed below are the contents of the supporting documentation package that must be submitted with your request for funding. This should provide sufficient information to permit an assessment and reach a decision on your application. PELA CFDC may request additional information or clarification regarding this submission. All information provided will be kept strictly confidential. **In fairness to all ICT Fund Applicants, any information submitted outside of this form will not be considered (aside from a resolution from council in the case of municipal projects). Also note that incomplete or late applications will not be accepted. Priority will be given to projects that result in job creation.**

Please complete the accompanying application and submit it via email to tl@pelacfdc.ca with "ICT Fund Submission" in the subject line or return it to one of the following:

Theresa Legate
c/o PELA CFDC
280 Main Street, Suite 103
Picton, ON K0K 2T0

Theresa Legate
c/o PELA CFDC
47 Dundas Street East
Napanea, ON K7R 1H7

Eligible Activities

- Innovation and technology research, development initiatives, and commercialization activities
- Technology, ICT and Knowledge Based Economy studies and business plans
- Technology enhancement initiatives (e.g. website enhancements, e-commerce, e-learning, advanced software development and installations which will improve efficiencies and productivity)
- ICT infrastructure projects, including telecommunications improvements and broadband internet access
- Applications in ICT, which may include: development of networks, ICT education and awareness

Eligible Costs

- Consultant and/or professional fees (Consultants should be at arm's length and should be experienced, professional, and recognized as providing high-quality work)
- Materials and supplies, equipment and software, installation expenses, and/or infrastructure costs
- Minimum 25% applicant cash contribution toward project
- All funds must be expended by March 15, 2013.

Payment of PELA CFDC Contributions

If the application is approved, PELA CFDC will prepare a Letter of Offer outlining the terms, conditions and a funding disbursement schedule. Funds will be released after successful completion of the project 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 understanding and/or until a final report and budget is received by PELA CFDC.

In order to receive payment, applicants must file a claim. The claim must include a listing of all the costs incurred during the time frame. Copies of all invoices must accompany the claim on a monthly basis, and/or upon submission of the required status/final report and claim documentation. PELA CFDC will pay the approved eligible costs of the project up to a **maximum contribution of \$10,000** during the agreement period. Applicants are required to maintain proper books and records of the costs of the project, including invoices and cancelled cheques, and to provide PELA CFDC auditors with access to these records when requested.

Any questions or concerns regarding the application process or the ICT Fund should be directed to Theresa Legate, EODP Coordinator (T: 613.476.7901 ext. 205; F: 613.476.7235; E: tl@pelacfdc.ca).

4. Business Description

Provide a description of the business and principal trade activity. Detail markets served, number of staff, whether the business is new or expanding, and any other relevant information.

5. Project Objectives

Please provide specific details of the purpose, type of plan, and related issues that the project will address.

6. Economic Benefits

Describe the benefits to the business and/or the local community with attention to possible job creation, capital investment, and increased **access/utilization of information and communication technologies.**

7. Project Work Plan

PROJECT TASK	MEASUREABLE RESULTS	TIME FRAME

8. Project Costs and Financing

Identify project costs and financing. If completing this application electronically, enter project costs FIRST.

DESCRIPTION OF ELIGIBLE COST	COST	FUNDING SOURCE	CONTRIBUTED AMOUNT
		Anticipated PELA CFDC Contribution	
		Applicant Contribution	
		PARTNER CONTRIBUTION (if applicable)	CONTRIBUTED AMOUNT
		TOTAL Partner Funding	
TOTAL Costs		TOTAL Funding	

Note: If approved, PELA CFDC's contribution will be no more than 75% of eligible costs up to a maximum of \$10,000. Project costs must equal project funding.

9. Declaration

I confirm that the information contained herein is true, accurate, and complete. I acknowledge that if this application is approved, I will be required to enter into a formal, legally binding agreement with PELA CFDC that will outline the terms and conditions of the funding associated with the Eastern Ontario Development Program. I further confirm that any activities undertaken as a result of this funding will be in compliance with all environmental laws and regulations. *(If submitting this application electronically, click the box to the left of the signature space to accept the agreement)*

Signature: _____ Date (D/M/Y):

Are you a previous client of PELA CFDC?

Loan SEB EODP