



PRINCE EDWARD/LENNOX & ADDINGTON COMMUNITY FUTURES DEVELOPMENT CORPORATION

Eastern Ontario Development Program

business planning

Thank you for applying to the PELA CFDC Business Planning Fund. The purpose of The Fund is to support initiatives which lead to the growth of new and existing businesses within Prince Edward/Lennox and Addington Counties. Eligible recipients include legal commercial entities, non-profit organizations, aboriginal organizations, and groups or alliances of the aforementioned where a lead organization 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 Business Planning 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). Please 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 "Business Planning 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
Napanee, ON K7R 1H7

Eligible Activities

- Research; business plan and marketing plan development; development of export plans and activities; feasibility studies; research and development initiatives; strategic plans; trade show attendance; technological enhancement initiatives; and other activities designed to stimulate business opportunities
- Note: Applicants must demonstrate that they will be highly involved in the planning process

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); travel and meeting costs; materials and supplies; trade show expenses
- A minimum 25% applicant cash contribution is required
- 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 \$5,000** 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 Business Planning Fund should be directed to Theresa Legate, EODP Coordinator (T: 613.476.7901 ext. 205; F: 613.476.7235; E: tl@pelacfdc.ca).



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Business Planning Fund Application

1. Applicant Information

FULL Business Name:

Applicant Name: Telephone:

Address (for letters and cheques):

City: Province: Postal Code:

Email: Fax:

Legal Description of Applicant:

Business Number:

Private Sector

Non-Profit

Municipal

2. Partner Information

Partner #1 (if applicable)

FULL Business Name:

Partner Name: Telephone:

Partner Address:

City: Province: Postal Code:

Email: Fax:

Partner #2 (if applicable)

FULL Business Name:

Partner Name: Telephone:

Partner Address:

City: Province: Postal Code:

Email: Fax:

3. Project Information

As it relates to this application, please quantify the **impact on the** following:

Jobs Created

Jobs Maintained

What type of plan will the funding be used for?

Business

Marketing

Strategic

Feasibility

Export

Trade Show

Other (Specify):

Will this plan identify new markets and/or new opportunities (geographic and/or demographic)?

Yes

No

Will this plan establish better business decision making skills?

Yes

No

Will this plan improve access to technology infrastructure and innovation?

Yes

No

Specify which, if any, of the following groups will be impacted by this application. Include self and partner(s).

Women

Youth

Francophone

Aboriginal

Social Enterprise

4. Business Description

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

5. Project Objectives

Provide specific details of the purpose and type of plan. Specify objectives to be achieved and critical issues that the plan will address.

6. Economic Benefits

Describe the economic benefits of the project to the **organization and/or the local community with attention to job creation and capital investment.**

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 \$5,000. 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