



PRINCE EDWARD/LENNOX & ADDINGTON COMMUNITY FUTURES DEVELOPMENT CORPORATION

Eastern Ontario Development Program

community innovation

Thank you for applying to the PELA CFDC Community Innovation Fund. The purpose of the Fund is to support strategic projects that enhance the capacity of communities within Prince Edward/Lennox and Addington Counties for community economic development and diversification. Eligible recipients include Non-profit organizations (including municipalities, municipal organizations, corporations, private sector business community development organizations, and associations), 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 Community Innovation 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). 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 "Community Innovation 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

- Support initiatives which stimulate business development opportunities that lead to a competitive and diversified regional economy, and/or contribute to the successful development of business and job opportunities and sustainable self-reliant communities
- Demonstrate broad support from the respective community
- Offer sustainable and measureable economic benefits to the local and/or regional economy
- Examples include projects that are innovative, expand export and/or domestic markets, develop economic infrastructure, develop or maintain economic development networks, and/or product development

Eligible Costs

- Include consulting and professional fees, marketing and advertising costs, travel, and equipment
- 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 \$100,000** 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 Community Capacity 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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Eligible Costs

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- All funds must be expended by March 16, 2012

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4. Project Description and Objectives

Provide a brief description of the project including objectives to be achieved and critical issues/opportunities to be addressed.

5. Economic Benefits

Describe the benefits of the project to the local and/or regional economy with attention to increased competitiveness, socioeconomic development, and economic diversification.

6. Project Work Plan

PROJECT TASK	MEASUREABLE RESULTS	TIME FRAME

7. 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 \$100,000. Project costs must equal project funding.

8. 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