



BRUCE

Community Futures Development Corporation

COMMUNITY FUTURES RURAL DEVELOPMENT FUND Business Development Program

The Bruce Community Futures Development Corporation offers a program that will support entrepreneurs as well as potential entrepreneurs in the development of a business, export or marketing plan in order to validate the hypotheses (i.e.: markets available, feasibility, etc.), to identify the potential risks and the solutions associated in day to day operations of the business. Also, potential lenders or partners of the firm might require this plan.

Eligible beneficiary: (eligible only in the Southwestern Ontario region)

- ✓ Non-profit organizations (including municipalities, municipal organizations, societies, community development corporations and associations);
- ✓ Legal commercial entities including private sector, and SME;
- ✓ Aboriginal organizations;
- ✓ Groups, alliances or organizations mentioned above in which a main beneficiary has been designated.

Eligible activities:

Eligible activities may include, without limitation:

- ✓ Research;
- ✓ Marketing plan;
- ✓ Business plan;
- ✓ Export plan and related activities;
- ✓ Feasibility studies;
- ✓ Research and development initiatives;
- ✓ Strategic plan;
- ✓ Trade fairs;
- ✓ Technological improvement;
- ✓ Any other activity designed to promote business opportunities.

Eligible costs

Eligible costs may include, without limitations:

- ✓ Consultant and other professionals fees;
- ✓ Travel expenses;
- ✓ Equipment and supplies;
- ✓ Expenses related to trade fairs;
- ✓ Any other related costs.

Eligible expenses:

The contribution related to business development should not exceed a maximum amount of \$ 5,000 or 90% of total eligible costs **(excluding taxes)**. When choosing a consultant, the applicant must use their good judgment. Please include the name and information concerning the consultant that was chosen with a copy of the quotation.

***** Projects that create a dependency are not eligible.**

Applications are currently being accepted and should be directed to:

Bruce Community Futures Development Corporation
P.O. Box 208, 281 Durham Street
Kincardine, ON N2Z 2Y7

PROJECTS MUST BE COMPLETED BEFORE MARCH 31ST 2010.

Any questions or concerns regarding the application process for the **Business Development Program** may be directed to Amanda Farrell, 519-396-8141, toll free 888-832-2232, fax 519-396-8346 or email brucecfdc@bruce.on.ca.





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COMMUNITY FUTURES RURAL DEVELOPMENT FUND Business Development Program Application Form

INSTRUCTIONS: Point form responses are preferred.

LEGAL NAME OF APPLICANT	
PROJECT NAME	
ADDRESS	
CONTACT PERSON	
TELEPHONE NUMBER	
FACSIMILE NUMBER	
E-MAIL ADDRESS	
TYPE OF BUSINESS AND LEGAL FORM	
TOTAL PROJECT COST (Excluding GST)	
TOTAL CFRDF CONTRIBUTION REQUESTED (Excluding GST)	
Business Description: Provide a brief description of your business/organization identifying your mission statement, core products and services, key markets, office locations, number of employees, how long you have been in business and a brief outline of your strategic plan for the short and medium term.	



Work Plan: Identify project activities, work plan, time lines, anticipated results, how results will be measured and who will be responsible for delivering on the results.

PROJECT TASK/MILESTONES	TIME FRAME	MEASURABLE RESULTS (and how they will be measured)	TASK MANAGER

Project Description: Provide a full description of the purpose of the project. Specify objectives to be achieved, critical issues that the project will address and business opportunities to be created. Outline which priority under CFRDF your project is addressing.



Expected Impact: Describe how the project activity will impact the competitiveness of your business/organization. Describe how the project activity will impact the creation of business opportunities in the local or regional economy. Outline opportunities that will result from executing the plan/study i.e. data required to make critical business decisions, long term job creation or maintenance, need for increased capital. Demonstrate your ability to execute the plan or study recommendations.

Project Costs: Identify and substantiate the sources and uses of funds required for the project. Clearly identify the dollar value of your investment (even if zero) in the project and indicate your investment. CASH ONLY. (Partnerships and projects with leveraged funds – CASH ONLY - will be given priority). Note: All approved CFRDF contributions exclude GST. Total project costs are to be reported excluding any GST.

DESCRIPTION OF ACTIVITY	FUNDING SOURCE (i.e. applicant, CFRDF, partner). Provide specific names.	TYPE OF FUNDING (CASH ONLY)	AMOUNT Specify confirmed or requested. (Please include letter of support).
	BCFDC	CASH	\$
		TOTAL PROJECT COSTS:	



Supporting Documentation: Applicants that are hiring a consultant must enclose Terms of Reference for the recruitment and hiring of the consultant with this application.	
REQUIREMENTS	✓
1. Proof of legal name, business registration, or if incorporated a copy of the articles of incorporation.	
2. Terms of Reference for Consultants (if applicable).	
3. Consultant/Supplier Quotes (A minimum of two must be provided).	
4. Please join 6 hard copies of the application. Also send a copy via e-mail to our representative at brucefdc@bruce.on.ca	
5. Other (Specify):	

PAYMENT OF BCFDC CONTRIBUTIONS

Detailed instructions and claim forms will be provided to applicants if their projects are approved by BCFDC. However, applicants may find the following general information useful in their financial planning.

All approved contributions exclude GST.

In order to receive payment, applicants will be required to file claims upon completion of each milestone (no more than monthly). Each claim must include a listing of all costs incurred for the project, copies of all paid invoices and proof of payment. BCFDC may request further information as required.

Applicants may claim up to 90% of the approved BCFDC contribution during the funding period. The final 10% of the approved BCFDC contribution will be released following completion of the project, submission of the final claim and submission of the required final reports.

If applicants arrange for bridge financing of their BCFDC contribution with a bank or other financial institution, BCFDC will accept a direction to pay the proceeds of a BCFDC contribution jointly to an applicant and the financial institution providing the bridge financing.

COMMERCIAL CONFIDENTIALITY

No commercially confidential information which you submit to BCFDC will be disclosed unless otherwise specified by you; required to be released by law; or required by the Minister of Industry to be released to an international or internal trade panel for the purposes of the conduct of a dispute in which Canada is a party or a third party intervener. Any information that you wish to be considered as confidential should be annotated accordingly.

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 FedDev and/or BCFDC. Industry Canada FedDev and/or BCFDC 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 BCFDC 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 BCFDC. I understand that BCFDC will handle my personal information in strict confidence in accordance with Federal privacy law as set out in BCFDC's *Privacy Policy*. If I have any questions or concerns about the management of my information, I may refer to BCFDC's *Privacy Policy* available at BCFDC office.

This application form must be signed by the proper authority of the organization to be eligible for processing. The undersigned certifies that all information provided to BCFDC in support of this application is true and complete and undertakes to provide any further information that may be required for BCFDC to render a decision. The undersigned also herewith provides consent for BCFDC to make sufficient credit and other enquiries that may be necessary in the evaluation of this application.

Application submitted by:

Name of Authorized Official of Applicant

Title

Signature

Date

Name of Authorized Official of Applicant

Title

Signature

Date

