



BRUCE

Community Futures Development Corporation

COMMUNITY FUTURES RURAL DEVELOPMENT FUND Community Capacity Building Program

The Bruce Community Futures Development Corporation offers a program that supports major community capacity building projects. These projects must have long-term impact that will create jobs, boost local economy and increase the local business competitiveness. Eligible projects must demonstrate significant sustainable and measurable impact on local businesses or the community. Projects must also have the support of various partners in the private sector, community, municipal and/or of the provincial government.

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

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

Eligible activities:

Eligible activities may include, without limitation:

- ✓ Innovative;
- ✓ integration of technology;
- ✓ which serve to broaden and expand export and national market;
- ✓ that strengthen the economic infrastructure;
- ✓ provide training and promote business skills development;
- ✓ which aim to establish or maintain economic development networks;
- ✓ aim at the development of tourism products and marketing; and
- ✓ projects that include any other activities supporting economic development.

Eligible costs

Eligible costs may include, without limitations:

- ✓ Consultant and other professionals fees;
- ✓ Related marketing and advertising fees;
- ✓ Travel expenses;
- ✓ Other costs related to project.

Eligible expenses:

The eligible expenses can include, but are not limited to expenses in capital of the project. Only the reasonable expenses, which are directly connected to the eligible activities, will be reimbursed (**excluding taxes**). The priority will be given to the demands demonstrating financial partnerships. The contribution can be 100% of eligible expenses to a maximum of \$35,000.

***** 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 **Community Capacity Building 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 Capacity Building 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	
TOTAL PROJECT COST (Excluding GST)	
TOTAL CFRDF CONTRIBUTION REQUESTED (Excluding GST)	
Project Description: Provide a description of the project. Specify objectives to be achieved and critical issues that the project will resolve. Outline partner information and mutual benefits. (Please join sheets for additional information.)	



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. Financial Statements (for the most recent fiscal year-end).	
3. Interim Financial Statements (Required if the fiscal year-end statements are dated more than four months ago).	
4. Terms of Reference for Consultants, RFP's. if applicable	
5. Consultant / Supplier Quotations (If approved, must be provided prior to disbursement of any funds).	
6. Evidence of Community Support (i.e. Letters of support, Municipal Council motions, etc.)	
7. Please join 6 hard copies of the application. Also send a copy via e-mail to our representative @ brucefdc@bruce.on.ca	
8. 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

