



SPECIAL PROJECT FUNDING

Projects in Support of Community Economic Development

GUIDELINES FOR APPLICANTS

OVERVIEW AND ELIGIBILITY REQUIREMENTS

- **CFDCCK** works closely with community partners to provide partial funding for joint projects that encourage economic opportunity in Chatham-Kent.
- Each year the Board of Directors has funding available in its operating budget to support projects in the community which promote community economic development activities.
- This funding will be the lesser of - **33%** of the project's costs or **\$2,500**. Applicants must obtain the support of one other funding source and demonstrate how the balance of the project's costs will be secured.
- Priority is given to those projects which can secure financial support from as many other partners as possible.
- Projects must encourage community economic development opportunities and activities within Chatham-Kent
- Eligible applicants must be a registered charity, non-profit organization or community organization.
- **Only non-revenue generating initiatives will be eligible for funding under this program.**
- Eligibility criteria and guidelines are subject to change without notice and contingent on the availability of funds from the Government of Canada.
- There is an expectation that you will publicize CFDCCK's support of your project.
- **NO DEADLINE** – applications are accepted year round but projects must be completed by **March 31st** of any given year.

GRANTING PRIORITIES

Priority will be given to projects which foster Community Economic Development and create or maintain jobs in our community.

In addition, applications must support the Goals and Objectives of the Corporation's Strategic Plan outlined below:

Goal 1. To be a partner in small business growth and development

- 1.1. Support the development of infrastructure and downtown development to all outlying communities
- 1.2. Provide board governance, mentoring and professional networking

Goal 2. To promote our community and quality of life

- 2.1. Promoting the region as a whole
- 2.2. Develop and encourage pride in communities

Goal 3. To facilitate and develop partnerships in our diverse community

- 3.1. Partner and promote cooperation and promotion of area
- 3.2. Foster strategic and community planning to find the common goals to encourage working together

Goal 4. To address the needs and opportunities of our community

- 4.1. Identify strategies to encourage youth to live and work in Chatham-Kent
- 4.2. Support the efforts of the educational institutions and the trend of long distance or online learning hub

Applicants are advised to carefully review:
the **Granting Priorities**
and
the **Grant Terms and Conditions**
before completing the application

GUIDELINES FOR APPLICANTS (CONT.)

GRANT TERMS AND CONDITIONS

If the applicant is successful in receiving a grant, the following terms and conditions apply:

1. Applicants may be entitled up to **33%** of a project's costs to a maximum of **\$2,500**. Once a grant is approved, the amount of the grant will not increase, even if the project's costs rise.
2. No more than 25% of the overall project's costs may be considered "in-kind" (this includes the value given to volunteer labour.)
3. Applications will be evaluated based on the **Eligibility requirements** and **Granting Priorities**.
4. Applications are considered only if they are approved before the project begins and before any eligible costs associated with the project are incurred. Costs will not be funded retroactively.
5. Grant recipients will be required to acknowledge the support of **CFDCCK** in all publicity, signage, plaques, etc. related to the project, and subject to CFDCCK's prior approval.
6. Grant recipients agree to indemnify and hold harmless the Community Futures Development Corporation of Chatham-Kent from any and all claims arising out of the provision or withdrawal of funds including construction, or any other use of grant funds.
7. If information in the application proves to be inaccurate or if the project is not being completed in accordance with the application information, or if the applicant does not follow the Grant Terms and Conditions, **CFDCCK** reserves the right, at its sole discretion, to withhold grant payment and/or not issue any further funds.
8. **CFDCCK** shall have the right to review the applicant's books and records prior to granting funding approval. After funding has been approved, **CFDCCK** has the right to confirm the accuracy of financial information contained in the project's final report.

RESTRICTIONS

Grants are not ordinarily made towards:

1. Administrative costs,
2. Activities of religious organizations that serve primarily their membership and/or their direct religious purposes,
3. Core operating costs or capital building campaigns,
4. Operating or capital deficits.

APPROVAL PROCESS

1. To apply for Special Project funding, submit the completed application form to Community Futures Development Corporation of Chatham Kent.
2. The application will be reviewed. If a presentation to the **CFDCCK** Board is required, you will be contacted. The Board of Directors will make a recommendation or a decision regarding the application.
3. Successful applicants will be required to sign a Letter of Agreement outlining the terms under which the funding will be forwarded. Payments may be tied to achievement of certain goals.
4. **CFDCCK** may request that a Director from the Board of Directors or staff member be permitted to sit on a committee/board as project liaison for the duration of the project. This member will provide progress reports to **CFDCCK** regularly, in addition to the written reports that may be requested in the Letter of Agreement.
5. The Letter of Agreement will contain publicity requirements.

APPLICATION PROCESS

STEP 1 - APPLICATION

- Ensure that your application is complete
- Use the Application Checklist at the right side of this page.
- Incomplete applications will be returned to the applicant.

STEP 2 – EVALUATION & APPROVAL

- Projects are reviewed by **CFDCCK** staff which makes recommendations to the Board of Directors.
- Once approved, applicants may request an advance of up to 50% of the funding approved by the Board.
- Invoices paid and proof of the completion of the work may be required before total grant funding is released.

STEP 3 – COMPLETION

- The grant recipient must provide a Final Report in a form agreeable to **CFDCCK** confirming that the project is complete.
- The form of the Final Report will be described in the Letter of Agreement.
- The Final Report will include a Financial Statement and supporting documents, invoices, etc. to receive final funding.
- Photos (if applicable) may be required as part of the Final Report.

APPLICATION CHECKLIST

To ensure that your application is complete, please make sure you have filled in and enclosed all the necessary information. **(Incomplete applications will not be processed.)**

- Complete every section of the application form
- Provide Financial Statements for the organization's most recent fiscal year.
- Provide explanations and/or quotes to support the estimated expenses and revenues.
- Include documentation demonstrating support from other partners.
- Include additional supporting materials (e.g. photos, descriptions, etc.) **(Optional)**
- Have the form signed by the appropriate individuals.
- Submit application to:

**Community Futures Development
Corporation of Chatham-Kent
124 Thames Street
Chatham, Ontario N7L 2Y8**

**Questions?
Call: 226-996-1234**



Community Futures Development Corporation of Chatham-Kent

SPECIAL PROJECT FUNDING APPLICATION *Projects in Support of Community Economic Development*

PLEASE READ “GUIDELINES FOR APPLICANTS” PRIOR TO THE COMPLETION OF THIS FORM
The following requirements must be met in order for your application to be considered for funding:

- Applicant must demonstrate that the project fits within the Granting Priorities
- Application must comply with the Grant Terms and Conditions.

APPLICANT INFORMATION			
1	Community, Group or Organization		
2	Mailing Address:		
3	Contact Information	Phone No 1: (____) _____ Phone No 2: (____) _____	Fax: (____) _____
		E-mail:	Website:
4	Contact Person	Name:	
		Position/Title:	
4	Please name the “Signing Authority” if it is not the person listed above	Name:	
		Position/Title:	
5	Mandate of the organization	If available, include Mission Statement, purpose or any other pertinent information.	
	Number of Volunteers		How many people are involved in the operation of your organization
6	Is the organization an incorporated non-profit or registered charitable organization?	Yes <input type="checkbox"/>	If YES, please print the Incorporation/Charitable Registration Number:
		No <input type="checkbox"/>	If NO, please provide background information on the organization and how it would handle the financial requirements of the project on separate page
7	Organization's Financial Statements	Yes <input type="checkbox"/>	Check here if the Financial Statements of the Organization have been included in this application.
		No <input type="checkbox"/>	Applications will not be processed without this information.

PROJECT INFORMATION

8	Project Name	
9	Project Timing	Anticipated Start Date (See Item 4 in Grant Terms and Conditions)
		Completion Date: (Must be before March 31 st)
10	Project Location	If project will affect all of Chatha-Kent or take place in more than one location in Chatham-Kent, check here <input type="checkbox"/>
11	Description: Please describe your event	Complete the information below. If more space is required up to two more pages may be added.
	How will your project complement the goals of the CFDCCK's Strategic Plan? (see Guidelines for Applicants)	<p>Goal 1. To be a partner in small business growth and development</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Goal 2. To promote our community and quality of life</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

		<p>Goal 3.To facilitate and develop partnerships in our diverse community</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Goal 4.To address the needs and opportunities of our community</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>		
	<p>State the job creation goals of the project (See Grant Priorities)</p>	<p>Number of Jobs Created</p>	<p>Full Time</p>	
			<p>Part Time</p>	
		<p>Salary Ranges</p>	<p>Full Time</p>	
			<p>Part Time</p>	
	<p>Duration of Jobs</p>	<p>Full Time</p>		
		<p>Part Time</p>		
	<p>Is this a duplication of any other existing activity in Chatham-Kent??</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<p>If YES, please provide rationale why this project is necessary.</p>	
	<p>Will CFDCCK's financial support for this project result in a need for on-going funding?</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<p><i>(Note: projects that create an on-going financial dependency on CFDCCK for funding are not eligible.)</i></p>	
	<p>Partners/Organizations involved (see Overview and Eligibility requirements)</p>	<p>Partner Name</p>		<p>Amount of Contribution</p>
12	<p>Publicity – how will you publicize CFDCCK's support of your project</p>	<p>Type of Activity</p>		
		<p>Timeframe</p>		

PROJECT BUDGET - DETAILED (confidential when completed)

13	Projected Costs	(These are suggested categories to help you determine your budget)			
	Staff		Hours	Rate	Total
		Full Time			
		Part Time			
		Volunteer			
	Supplies	Description			Amount
	Advertising/Promotion				
	Equipment (note if rental)				
	Rental - Facilities				
	Other Costs:				
14	Total Project Costs				

PROJECT REVENUE				
<ul style="list-style-type: none"> Indicate the amount requested from CFDCCK and how your organization will provide the remaining funds. Indicate the source of funding and whether the funding is Confirmed or Pending a decision In-Kind: means contributions other than monetary which defray some of the costs of the project including the provision of labour or services, or equipment required in the planning, conducting or managing a project. 				
	Source	Amount	Date Funding Required	
15	CFDCCK (33% of Item 14 above; \$5,000 max.)			
	Public Sources of Funding	Amount	Status of Funding	
			Confirmed (?) Date (YYY/MM/DD)	Pending (?) (Expected Date (YYY/MM/DD))
	Federal Government			
	Provincial Government			
	Municipal Government			
16	Total - Government Funding			
	Other Sources of Funding	Total	Cash	In-Kind
	Labour			
	Supplies			
	Fundraising			
	Financing (Debentures, Loans, Mortgages, etc.)			
	Other (Please specify – cash, corporate sponsorships, other partners, etc.)			
	Applicant Contribution			
17	Total Project Resources			

	Statement of Commitment	Have other partners, volunteers, etc. been contacted and are they committed to following through with their contributions of time, in-kind and financial donations? (Proof of commitment may be required)	Yes <input type="checkbox"/>
			No <input type="checkbox"/>

PROJECT SUMMARY			
18	Total Cost of Project (14 above)		
19	Resources/Revenue	Cash (a)	In-kind (b)
20	Government Funding (all levels)		
21	Other Sources of Funding (non-governmental)		
22	Applicant's Contribution		
23	Sub-total of 20+21+22		
24	Amount requested from CFDCCK (not to exceed 33% of the amount shown in line 18)		
25	Total cash value of funding 23+24		
26	Total Value of Project (Includes Cash & In-Kind- 25+23(b))		

Authorized Signature(s) – two needed if not incorporated:

Signature

Signature

Name (Please Print)

Name (Please Print)

Date

- The applicant(s) hereby acknowledge that they have read and agree with the **Grant Terms and Conditions** of this application.

Office Use Only	Date Received
Application Complete? Yes / No	Recommend for Approval? Yes / No
Date of Board Approval	Board Conditions