



SAND PLAINS *Community Development Fund*

Sand Plains Community Development Fund (SPCDF)

Brant • Elgin • Middlesex • Norfolk • Oxford
2009-2011

Not-For-Profit Applicant Guidelines

The purpose of this guide is to assist you in completing a Full Project Application for funding from the Sand Plains Community Development Fund (SPCDF). There are two categories to the Fund “**Community Development Support**” and “**Access to Capital**” with separate application forms for each category located at www.sandplains.ca

Objective

The Sand Plains Community Development Fund (SPCDF) is a \$15 million application-based program created to assist rural communities in the Sand Plains region to build a stronger, more diversified economy.

The Fund is intended for community initiatives which support regional development; stimulate business, investment and job creation; strengthen local populations and attract visitors. Rural projects in the counties of Brant, Elgin, Middlesex, Norfolk and Oxford may apply for assistance under two separate categories: “**Community Development Support**” and “**Access to Capital**”.

Priority Areas

- Agribusiness/Agri-food
- Tourism
- Green products
- Renewable energy
- Food processing
- Manufacturing

The following activities will not be funded:

- Projects which involve religious, political or illegal activities
- Activities which could be deemed as discriminatory as defined by the Canadian Human Rights Code
- Tobacco-related initiatives
- Debt or deficit reduction and
- Costs incurred or completed prior to project approval

The following recipients are ineligible under both categories of the fund:

- All federal departments, agencies and crown corporations
- Any applicant who cannot demonstrate they have the capacity to deliver the project and
- Any entity whose objectives and/or projects are not compatible with the SPCDF objectives

Not-for-profit organizations may apply under Section One: Community Development Support category or Section Two: Access to Capital category.

Section One: Community Development Support Category

This category of the Sand Plains Community Development Fund provides non-repayable contributions to not-for-profit projects that explore and expand innovative opportunities in sustainable community and regional development. The aim is a prosperous economy built on diverse business activities that benefit rural areas of the Sand Plains Region.

Eligible Applicants:

- Community organizations
- Not-for-profit organizations
- Co-operatives
- Social service institutions
- Municipalities

Eligible recipients must be incorporated and be able to enter into legally binding agreements.

Preference will be given to projects that:

- Are located (entirely or mainly) in the Sand Plains region
- Incorporate economic viability, environmental values and social implications
- Leverage other federal, provincial, municipal and/or private sector investments
- Are implemented and supported by the local community
- Demonstrate partnership with other communities in the region
- Complement (and do not duplicate) funding from other programs

Eligible Costs:

Incremental costs to ongoing business and related to the project are eligible:

- Costs for labour, salaried employees and related employment benefits, which are incremental to ongoing business of the organization, for each person to be employed on the project. Recipients must indicate the function/relationship each such employee will have to the project.
- Costs for consultants who provide expertise which is not available within the recipient's organization or from project partnering organizations. Recipients must identify the services the consultant will provide and the costs associated with such services.
- Direct materials and supply costs related to the project.
- Costs associated with printing, information technology and communication services. It should be noted that eligible capital costs associated with the purchase of electronic equipment such as computers, monitors, scanners, will not normally exceed 10% of the total approved funding.
- Incremental costs for rental or lease of facilities, equipment or machinery necessary to carry out the project.
- Domestic travel costs.

Ineligible Costs:

- Costs for the purchase of capital items, with the exception of items listed above under Eligible Costs.
- Capital costs related to the construction/renovation of structures and/or buildings, including the purchase of furniture and furnishings.
- Costs related to the acquisition and/or development and preparation of land for any purpose (e.g. park and/or trail development, including purchase of tractors and other similar equipment, fertilizers, shrubbery, etc.)
- Costs related to regular ongoing operational and managerial activities of the institution or organization. Any costs which cannot be directly tied to the project and which are not incremental to ongoing operations.
- Any goods and services tax, value-added taxes, or other items for which a refund or rebate is received.
- Legal fees associated with the incorporation of an organization.
- Costs being reimbursed under an existing federal or provincial program.
- Costs of international travel.
- Hospitality or travel costs beyond approved amounts or gifts associated with the hosting of events.

Funding:

The maximum level of total government funding (federal, provincial, and municipal funding) for projects under the Sand Plains Community Development Fund must not exceed 85% of total project costs.

The minimum 15% non-government contribution to your project can be cash, in-kind support from your organization or from other sources of funding, or a combination of both.

In-kind support means contributions other than monetary which defray a portion of the project's eligible costs.

Applications will be accepted on an on-going basis beginning September 4, 2009, but no later than September 1, 2011. All project activities must be completed by March 31, 2012. Applicants are encouraged to apply as soon as possible. Full Project Proposals must be submitted at least 60 days prior to the commencement of project activities.

Proposal Application Process:

Step 1: Read the SPCDF guidelines first to determine if your organization is eligible to apply and the proposal is a good fit with the Priority Areas and Preferences.

Step 2: Contact the SPCDF office.

Step 3: Prepare and submit a Pre-Proposal to the SPCDF staff. The pre-proposal format should not exceed 4 pages in length, and includes:

- a) an overview of the project including: project title, location, application information, and partners;
- b) description of the nature and intent of the project; start date, and estimated completion date;
- c) relevance to the funding preferences and priorities and the anticipated benefits to the community;

d) a project budget summary.

Step 4: Meet with the SPCDF staff to discuss your pre-proposal.

A copy of all pre-proposals will be provided to the Project Selection Committee (PSC) members for information.

Step 5: A full application will be required for all projects which a SPCDF Program Officer identifies as meeting the fund objectives. The Full Project Application must include all required information as set out in the SPCDF guidelines. The Full Project Application and Pre-Proposal must be completed to the satisfaction of the SPCDF staff prior to submission to the PSC.

Approval Process:

The Project Selection Committee (PSC) has the responsibility for the approval of proposals. No verbal presentations will be made to the PSC. Applicants wishing to appeal the decision should contact the SPCDF coordinator at 519-688-7263 or 877-607-7263 (1-877-607-SAND).

Notification:

All applicants will be notified in writing of the outcome of the application process.

If your project is approved, the next step is to proceed to negotiate a funding agreement which outlines the terms and conditions of the funding.

It could take several weeks to finalize a funding agreement depending on the complexity of your project.

If costs are incurred prior to the completion of a funding agreement, the applicant assumes the risk of not being reimbursed if the specific costs are deemed ineligible under the resulting agreement or in the event an agreement is never executed.

Contact Us:

Any questions or comments may be directed to the SPCDF office:

Sand Plains Community Development Fund
Town Centre Mall
Suite 203A, 200 Broadway
Tillsonburg, Ontario N4G 5A7
Tel: 519-688-7263
Toll-free: 877-607-7263 (1-877-607-SAND)
Fax: 519-842-9431
Email: info@sandplains.ca
Website: www.sandplains.ca

Agreements:

- Each approved proposal for funding by the PSC will be implemented by a formal agreement specifying the responsibilities of each party, the items for which expenditures are anticipated, the conditions under which payments will be made and mutually agreed upon measures designed to assess the success of the activities in attaining the overall project objective. The applicant will be expected to report at pre-determined intervals

on the achievement of results in relation to the fund's funding priorities, principles and criteria.

Disbursement of Funds/Basis of Payment:

- Advance payments may be made to enable the project to commence. As appropriate, progress payments will be issued relative to achievement of negotiated milestones. The Ontario Association of Community Futures Development Corporations Inc (OACFDC), which administers the SPCDF project agreement, may withhold up to 10% of the value of the project until the final account of the project has been received.

Disposal of Capital Assets:

- In the event of a premature end of a project, the disposal of capital assets will be determined by the OACFDC on a project-by-project basis.

Intellectual Property:

- The OACFDC will negotiate shared-use of any intellectual property developed by the applicant or through a third party.

Audit:

Each agreement will specify that the SPCDF administrators retain the right to audit the records of the applicants. SPCDF staff may monitor projects, including financial records, project milestones and achievement of expected outcomes.

The OACFDC reserves the right to modify the Fund Guidelines as required.

Section Two: Access to Capital Category

This category of the Sand Plans Community Development Fund is intended to foster entrepreneurship in the region by increasing the availability of 'patient capital' for small business start-ups and expansions in priority sectors.

Eligible Applicants:

- Private enterprise
- Community organizations
- Not-for-profit organizations
- Co-operatives
- Social service institutions
- Business organizations and
- Municipalities

Preference will be given to projects that:

- Relate to agriculture/agri-food
- Are located (entirely or mainly) in the Sand Plains region
- Incorporate economic viability, environmental values and social implications
- Leverage other federal, provincial, municipal and/or private sector investments

Loan Terms:

Funding will enable applicants, including social enterprises and co-operatives, to apply for repayable financing up to \$250,000 on commercial terms through loans from Community

Futures Development Corporations (CFDCs). Interest rates will be negotiated based on the requirements of each applicant. Terms of loans will be developed on a case-by-case basis and may include such conditions as: no repayment for a defined period; interest payments only for a defined period; and interest and capital repayments for the following period of the loan. Loans may be used as subordinated debt to encourage leveraging from other lending sources.

Where to apply:

Meet with the CFDC staff to discuss your pre-proposal.

Applicants whose projects are deemed eligible for the SPCDF Access to Capital category will work with the staff at one of the following CFDCs based on geographic proximity:

- *Enterprise Brant o/b Brant Community Futures Development Corporation* **519-752-4636**
- *Elgin Business Resource Centre* **519-633-7597**
- *The Business Help Centre of Middlesex County* **519-641-6100**
- *Norfolk District Business Development Corporation* **519-428-2323**
- *Oxford Small Business Support Centre* **519-425-0401**

Proposal Application Process:

Step 1: Read the SPCDF guidelines first to determine if your organization is eligible to apply and the proposal is a good fit with the Priority Areas and Preferences.

Step 2: Contact the local CFDC office.

Step 3: Prepare and submit the Pre-Proposal application to the CFDC staff. The pre-proposal format should not exceed 4 pages in length, and includes:

- a) an overview of the project including: title, location, start date, and estimated completion date;
- b) description of the nature and intent of the project;
- c) a project budget summary.

Step 4: Meet with the CFDC staff to discuss your pre-proposal.

Step 5: All pre-proposals will be provided to the Sand Plains Community Development Fund as information. Applicants with projects which are deemed eligible for the SPCDF Access to Capital category will be asked by the CFDC to complete a Business Loan Application.

Contact us:

Any questions or comments may be directed to the SPCDF office:

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Suite 203A, 200 Broadway

Tillsonburg, Ontario N4G 5A7

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