



Business Planning Initiatives Program

Thank you for applying to the 1000 Islands Community Development Corporation's ***Business Planning Initiatives Program***. 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 decision on your application. 1000 Islands CDC may request additional information or clarification of the data provided. All of the information provided will be kept strictly confidential.

The ***Business Planning Initiatives Program*** objectives are to support existing and potential entrepreneurs with financial assistance toward the development of sound business plans, and/or opportunistic export and marketing plans with the intention of advancing business initiatives forward. Private sector for-profit businesses including new start-ups that require assistance, can demonstrate ability and have supporting resources to implement their proposal are eligible.

Please complete the accompanying request for funding form and return it with supporting documentation package to:

1000 Islands Community Development Corporation
3 Market Street West, Suite #3
Brockville, Ontario
K6V 7L2
Tel: (613) 345-6216 / 800-431-6015

Applications may also be sent via fax to (613) 345-2391 or via e-mail to ticdc@ticdc.ca

Applications are assessed on the following criteria:

- a. A local for-profit or business start-up conducting activities in 1000 Islands CDC service territory.
- b. Eligible costs include up to 50% of consultant's costs up to a maximum of \$5000.
- c. Consultants must be at arms length and should be experienced, professional and recognized as providing high quality work.
- d. Applicants must demonstrate they will be highly involved in the planning process and agree to provide monthly status updates.
- e. All projects will be required to submit a final report that will include a summary of activities, accomplishments and a financial reconciliation of the project.

If the application is approved, 1000 Islands Community Development Corporation will prepare a letter of understanding with terms, conditions and a funding disbursement schedule. Funds will be released after successful completion of the project subject to a 10% hold back until 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 1000 Islands Community Development Corporation.



Business Planning Initiatives Program Application Form

LEGAL NAME OF COMPANY APPLYING	
OPERATING NAME (IF DIFFERENT)	
ADDRESS	
CONTACT PERSON	<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.
TELEPHONE NUMBER	
FACSIMILE NUMBER	
E-MAIL ADDRESS	
Type of Business	
Business Description: Provide a brief description of the organization and primary activities of trade. E.g. key markets serviced, primary activities and results, number of staff. Outline whether your business is new or expanding.	

Project Description: Provide a full description of the plan's purpose. Specify objectives to be achieved and critical issues that the plan will address. Outline whether the plan is business, marketing, export or other strategic initiatives. Identify estimated work plan, time lines and how & who will deliver. Note: projects that involve hiring a consultant must provide Terms of Reference for the recruitment and hiring of the consultant.

Economic Benefits and Expected Impact: Describe how the successful plan might benefit the local or regional economy. Outline *opportunities* that may result from executing a professional plan (e.g., well research data to make critical business decisions, long term job creation or maintenance, need for increased capital, etc.) Outline the project measurements and expected results by identifying clear and measurable targets for the project.

Costs and Financing: Identify and substantiate total funding required for the plan (note CFDC contribution is up to 50% to a maximum to \$5000). Provide a monthly cash flow projection for the project.

Attachments: List in point form any attachments which may include letters of support, financial information, terms of reference for consultants or associated quotes, relevant background information on the business or preferred consultant.

PAYMENT OF 1000 ISLANDS CDC CONTRIBUTIONS

Detailed instructions and claim forms will be provided to applicants after project approval.

In order to receive payment, applicants must file a claim. The claim must include a listing of all costs incurred for the project with supporting invoices.

Applicants may claim 100% of the approved contribution upon completion of the project, however, 10% of the approved contribution may be withheld and only released upon submission of the required final report. Applicants are required to maintain proper books and records of the costs of the project, including invoices and cancelled cheques, and to provide 1000 Islands CDC auditors with access to these records when requested.