



**1000 Islands**  
COMMUNITY DEVELOPMENT CORPORATION

### **Local Initiatives Program**

Thank you for applying to the 1000 Islands Community Development Corporation's **Local 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. We may request additional information or clarification of the data provided. All information provided will be kept strictly confidential.

The **Local Initiatives Program** objectives are to support incremental economic development projects throughout our service territory. Projects that may be supported include community strategic planning on a local level, research and feasibility studies, tourism initiatives and events, seminars/workshops along with small scale technology or capital projects. Submissions that demonstrate active partnerships are encouraged.

Please complete the accompanying 1000 Islands CDC request for funding form and return it with the 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](mailto:ticdc@ticdc.ca)

Applications are assessed on the following criteria:

- a. A local municipal government, not-for-profit or First Nation located and conducting activities in 1000 Islands CDC service territory.
- b. Estimated impact on the economic health of the region.
- c. Eligible costs include any direct or non-capital costs of the project. Only costs that are reasonable, incremental and which relate directly to the project activities are allowed.
- d. 1000 Islands CDC may contribute up to 100% of eligible projects costs, however, partnerships and projects with leveraged funds, whether in-kind or cash, will be given increased consideration.
- e. Individual project contributions will not exceed \$10,000 without the written authorization of Industry Canada/FedDev.
- f. 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.
- g. Projects that create a dependency are not eligible.

**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 and approved by Community Development Corporation.



## Local Initiatives Program Application Form

<b>LEGAL NAME OF APPLICANT</b>	
<b>OPERATING NAME</b>	
<b>ADDRESS</b>	
<b>CONTACT PERSON</b>	__ Mr. __ Mrs. __ Ms.
<b>TELEPHONE NUMBER</b>	
<b>FACSIMILE NUMBER</b>	
<b>E-MAIL ADDRESS</b>	
<b>Municipality or Not-For-Profit</b>	

<p><b>Project Description:</b> Provide a full description of the project. Specify objectives to be achieved and critical issues that the project will resolve. Identify project activities, work plan and time lines. Outline partner information and mutual benefits.</p>

**Economic Benefits and Expected Impact:** Describe how the project will benefit the local or regional economy. Outline the project measurements and expected results by identifying clear and measurable targets for the project.

**Costs and Financing:** Identify and substantiate detailed project costs. Provide details regarding cash or in-kind contributions. 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 any other document relevant to this application.

### **PAYMENT OF 1000 ISLANDS CDC CONTRIBUTIONS**

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

In order to receive payment, applicants must file a claim. The claim must include a listing of all the 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.