



**With the support of the Federal Economic Development Agency for Southern Ontario**



Federal Economic Development  
Agency for Southern Ontario

Agence fédérale de développement  
économique pour le Sud de l'Ontario

**Canada**

Funding for the Eastern Ontario Development Program (EODP) is provided by the Federal Economic Development Agency for Southern Ontario ([FedDev Ontario](#)) and is delivered by the 15 local Community Futures Development Corporations in Eastern Ontario.

# EASTERN ONTARIO DEVELOPMENT PROGRAM (EODP)

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**APPLICATION FORM**

## PROGRAM GUIDELINES

### BUSINESS DEVELOPMENT STREAM

The Business Development Stream is to support projects that will lead to the growth of new and existing businesses within the Prescott-Russell region. This includes initiatives in key areas such as skills development, youth attraction, innovation, market expansion, healthy living and information & communications technologies.

### COMMUNITY INNOVATION STREAM

The Community Innovation Stream builds the economic and innovative capacity within Prescott-Russell and develops opportunities for sustainable economic growth and employment. This Stream is ideal for applicants who work in partnership with community stakeholders and whose mandate is to directly support businesses or entrepreneurs.

Community Innovation projects must have a minimum of two contributing partners whose mandate is to directly support business and entrepreneurs.

Priority will be given to projects that are leaning towards the new economy from the converging sectors focusing on agriculture, transportation, warehousing & logistics and manufacturing, as identified in the [2014-2019 Prescott-Russell Economic Development Plan](#).

### RECIPIENTS

#### Eligible Project Recipients:

- a) Legal commercial enterprises including individuals, corporations, partnerships and cooperatives;
- b) Not for profit organizations including municipalities, municipal organizations, corporations, and community economic development organizations;
- c) Aboriginal organizations;
- d) Post-Secondary Institutions.

#### Non-Eligible Project Recipients:

- a) Crown corporations; Federal or Provincial government commissions; Agencies; and Ministries
- b) Social clubs;
- c) Sponsoring of a non-profit organization or a private business.

### ELIGIBLE ACTIVITIES

Eligible Activities may include but are not limited to:

- **Expansion of Economic Assets** (capacity building)
  - Industry cluster development and expansion
  - Labour market development (skills gap analysis, skills development, worker transition)
  - Strategic planning and research studies
- **Business Development and Growth**
  - New business development
    - Training & mentoring
    - Business start-ups
  - Existing businesses
    - Productivity enhancements (information and communications technologies, energy, new technologies, productivity assessments)

- Market diversification
- Innovation/product development (research and development)
- Succession planning
- Business Infrastructure
  - Business incubators
  - Supply chain analysis and development

### ELIGIBLE COSTS

- Labour
  - Salary of new employees (see Appendix 1)
  - Salary of employee during training
  - Mandatory Employee Related Cost
- Expertise
  - Consultant fees
- Non-capital
  - Furnishing
  - Communication & promotion
  - Training (project specific)
- Capital
  - Equipment
  - Renovations
  - Information technology

### INELIGIBLE COSTS

- Costs that are deemed not incremental and/or not directly related to the project;
- Costs incurred prior to the date on the contract agreement;
- Costs associated with the development of basic websites;
- Cost of land, building or vehicle purchase;
- Cost of intangible assets such as goodwill, whether capitalized or expensed;
- Cost related to the development of a strategic plan or feasibility study
- Cost of salaries of existing employees;
- Cost of inventory
- Core operational costs;
- Municipal infrastructure.

### FUNDING

Funding contributions to **Not-for-Profit** Eligible Project Recipients will be non-repayable contributions toward direct eligible project costs, and may be up to 50% of total non-capital cost and 20% of total capital cost up to a maximum of **\$50,000** per Eligible Project Recipient per year (2014-2019).

Funding contributions to **Private Sector** For-Profit Eligible Project Recipients will be non-repayable contributions toward direct eligible project costs, and may be up 50% of total non-capital cost and 20% of total capital cost up to a maximum of **\$100,000** per Eligible Project Recipient over the next five years (2014-2019).

Multi-year projects must be supported by a detailed budget for each year. Funding allocated in one fiscal year cannot be transferred into another.

## APPLICATION PROCESS

Applications will only be considered once the completed application and budget, together with all supporting documents are received. **An electronic version and a paper copy of all documents must be submitted.**

Applications will be received on a continuous process, first-come first considered basis and will remain open until all funds have been allocated.

## APPROVAL PROCESS

After the submission of the completed application with all supporting documents, applications are assessed internally against the program criteria.

Projects that are leaning towards the objectives of the 2014-2019 Prescott-Russell Economic Development Plan will be given higher priority. Total contribution of grant is evaluated by a cost per job ratio: 1:\$ 10,000. Therefore, funding will be based on the total job creation vs the total EODP contribution requested.

All EODP projects are presented and approved by our Board of Directors on a monthly basis. A decision will be made within 4-8 weeks. Applicants will be notified as to whether their request is approved, declined, or missing information.

## PROJECT PROCESS

Approved applicants will receive a Contract Agreement outlining terms, conditions, reporting requirements and funding disbursement schedule. Activity reports and claim forms will be distributed and explained with the Contract Agreement. **All cost prior to the project approval date will not be eligible.**

Payments are processed on a reimbursement basis once the claim documents have been submitted along with invoices and proof of payment. A claim may be submitted no more than once a month and no less than four times a year. Project may be subject to 10% hold back of total contribution amount pending the project completion and final report submission.

## CONTACT INFORMATION

Any questions or concerns regarding the application process and eligibility requirements may be directed to:

**Melissa Ferguson, Project Officer**

Prescott-Russell Community Development Corporation

519 Main Street East

Hawkesbury, ON K6A 1B3

T: 613-632-0918 x226

C: 613-676-3553

[maferguson@sdcp-prcdc.ca](mailto:maferguson@sdcp-prcdc.ca)

## APPLICATION FORM

<b>BUSINESS /ORGANIZATION INFORMATION:</b>			
Legal Name of Applicant Entity:			
Trade/Operating Name (if different than above):			
<b>Form of Entity:</b>	<input type="checkbox"/> Commercial Enterprise	<input type="checkbox"/> Not-For-Profit Organization	<input type="checkbox"/> Post-Secondary Institution
	<input type="checkbox"/> Aboriginal Organization	<input type="checkbox"/> Municipal Government	<input type="checkbox"/> Other: (specify)
Ontario Business Registration # (attach copy of certificate):			
Federal Business # (9 digit # for payroll):			
Date of Incorporation/Partnership:			
<b>CONTACT INFORMATION:</b>			
<b>President:</b>	<b>General Manager:</b>	<b>Contact:</b>	
Telephone:	Telephone:	Telephone:	
E-mail :	E-mail :	E-mail :	
Address:			
Business Address if different from above:			
Website URL:			
Current Number of Employees:	Full-time:	Part-time:	Seasonal:
<b>GENERAL DESCRIPTION AND HISTORY OF YOUR BUSINESS OR ORGANIZATION:</b>			
Please include the following: history; mission and mandate; main activities; products or services provided.			

<b>ANNUAL SALES REVENUE (According to the latest financial statements)</b>		
<b>For profit ONLY</b>	<b>CURRENT SALES</b>	<b>PROJECTED % INCREASE AS A RESULT OF EODP FUNDING</b>
Canadian Sales		
USA Sales		
International Sales		
<b>Total Annual Sales</b>		
<b>PREVIOUS EODP FUNDING:</b>		
Have you received funding through an EODP Initiative before?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If YES, please indicate the date and the amount received in total.	Year:	\$
If YES, Provide Information on past EODP projects, including projects results:		
<b>PROJECT INFORMATION:</b>		
Project Title:		
Funding Request: \$	Total Project Costs: \$	Leverage: \$
<b>PLEASE CHOOSE FROM ONE OF THE FOLLOWING FUNDING STREAMS:</b>		
<input type="checkbox"/>	<b>BUSINESS DEVELOPMENT STREAM</b> - support projects that will lead to the growth of new and existing businesses within the Prescott-Russell region.	
<input type="checkbox"/>	<b>COMMUNITY INNOVATION STREAM</b> - builds the economic and innovative capacity within Prescott-Russell, and develops opportunities for sustainable economic growth and employment.	
<b>PLEASE CHOOSE FROM ONE OF THE FOLLOWING ACTIVITES WHICH APPLIES TO YOUR PROJECT:</b>		
<input type="checkbox"/>	Busienss start-ups	
<input type="checkbox"/>	Business incubators	
<input type="checkbox"/>	Industry cluster development and expansion	
<input type="checkbox"/>	Innovation / product development (research and development)	
<input type="checkbox"/>	Labour market development (skills gap analysis, skills developments, worker transition, etc.)	
<input type="checkbox"/>	Market diversification (export)	
<input type="checkbox"/>	Productivity enhancements (information and communications technologies, green energy, disruptive technologies, productivity assessments)	
<input type="checkbox"/>	Succession planning	
<input type="checkbox"/>	Supply chain analysis and development	
<input type="checkbox"/>	Training and mentoring	

PLEASE CHOOSE THE APPROPRIATE TARGETED SECTORS RELATED TO YOUR PROJECTS:	
	Advance Manufacturing
	Aerospace
	Agri-Business and Food Processing
	Community Economic Development
	Environmental Science
	ICT (Information Communication Technology) & Digital Media
	Logistics & Distribution
	Other (please specify)

PLEASE CHOOSE THE APPROPRIATE <a href="#">NAICS</a> SUBSECTOR (3 DIGIT CODE)	
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**PLEASE INDICATE THE NUMBER OF FULL-TIME EQUIVALENT (FTE) EMPLOYMENT YOUR PROJECT WILL CREATE:**

Job Occupation Categories		Number of Full-Time Equivalents*				Total
		Created		Maintained		
		Permanent	Temporary	Permanent	Temporary	
1	Management Occupations and Business and Finance Occupations					
2	Professional Occupations in the Natural and Applied Sciences					
3	Technical Occupations Related to the Natural and Applied Sciences					
4	Occupations in manufacturing and utilities					
5	Other Occupations (includes primary industry, trades, services)					
Total Number of Full-Time Equivalents						

\*Full-time equivalent (FTE) refers to the employment of one person full-time, or more than one person part-time, such that the total working time is the equivalent of one person working full-time. Full-time equivalents (FTEs) are measured in person years. Generally, full-time positions will involve between 35 and 40 hours in a regular work week. FTEs do not include contracted services.

**PROJECT DESCRIPTION:** (describe your project)

**PROJECT PURPOSE AND OUTCOMES:** Describe how the project will benefit your organization or business, and the local or regional economy (i.e. the impact on job creation, economic diversification, business competitiveness).

**ECONOMIC IMPACT** :describe how your project meets the objectives of the [2014-2019 Prescott-Russell Economic Development Plan](#)



<b>FUNDING PARAMETERS:</b>				
<ul style="list-style-type: none"> <li>EODP Funding will not exceed \$100,000 per project for the Private Sector.</li> <li>EODP Funding will not exceed \$50,000 per project for the Public Sector.</li> <li>EODP Funding will not exceed 50% reimbursement of approved eligible expenses.</li> <li>Capital expenditures will not exceed 20% reimbursement of approved eligible expenses .</li> <li>Projects may be multi-year, with an end date no later than January 31<sup>st</sup> 2019.</li> <li>For multiyear projects, a yearly budget must be submitted. Any unused funds from Fiscal year end (March 31<sup>st</sup>) will not be carried forward from one fiscal year to another.</li> <li>Applicants will provide matching cash funds (1 to 1) that adhere to Government stacking regulations.</li> </ul>				
<b>PROJECT BUDGET (See Appendix 1 for eligible cost restrictions)</b>				
<b>ELIGIBLE COSTS</b>	<b>TOTAL COST (excluding HST)</b>	<b>APPLICANT CASH CONTRIBUTION</b>	<b>OTHER CASH CONTRIBUTIONS (*partner section)</b>	<b>EODP CONTRIBUTION</b>
<b>LABOUR</b> (50% of total cost)				
Salaries (new hires)				
Benefits				
<b>TRAINING</b> (50% of total cost)				
Salaries of employees during training				
Cost of training course				
<b>EXPERTISE</b> (50% of total cost)				
Consultant attach RFP (Request for proposal)				
Professional fees				
<b>NON CAPITAL EXPENDITURES</b> (50% of total cost)				
Materials & supplies				
Communication & promotion				
Travel, accommodation and meals				
Rental fees				
Other (specify)				
<b>CAPITAL EXPENDITURES</b> (20% of total cost)				
Equipment				
Information technology				
Renovations				
Other (specify)				
<b>Total:</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

IF APPLICABLE, LIST ALL CONFIRMED COLLABORATION PARTNERS						
(please attached a letter of support from each partner stating their involvement and contribution)						
<b>LEGAL NAME OF PARTNERING ENTITY #1:</b>						
<b>Form of Entity:</b>	<input type="checkbox"/>	Commercial Enterprise	<input type="checkbox"/>	Not-For-Profit Organization	<input type="checkbox"/>	Post-Secondary Institution
	<input type="checkbox"/>	Aboriginal Organization	<input type="checkbox"/>	Municipal Government	<input type="checkbox"/>	Other: (specify)
Contact person:				Telephone:	Email:	
Address:						
Nature of the contribution (is cash contribution, please specify amount)				Status of the contribution:		
<b>LEGAL NAME OF PARTNERING ENTITY #2:</b>						
<b>Form of Entity:</b>	<input type="checkbox"/>	Commercial Enterprise	<input type="checkbox"/>	Not-For-Profit Organization	<input type="checkbox"/>	Post-Secondary Institution
	<input type="checkbox"/>	Aboriginal Organization	<input type="checkbox"/>	Municipal Government	<input type="checkbox"/>	Other: (specify)
Contact person:				Telephone:	Email:	
Address:						
Nature of the contribution (is cash contribution, please specify amount)				Status of the contribution:		
<b>LEGAL NAME OF PARTNERING ENTITY #3:</b>						
<b>Form of Entity:</b>	<input type="checkbox"/>	Commercial Enterprise	<input type="checkbox"/>	Not-For-Profit Organization	<input type="checkbox"/>	Post-Secondary Institution
	<input type="checkbox"/>	Aboriginal Organization	<input type="checkbox"/>	Municipal Government	<input type="checkbox"/>	Other: (specify)
Contact person:				Telephone:	Email:	
Address:						
Nature of the contribution (is cash contribution, please specify amount)				Status of the contribution:		
<b>LEGAL NAME OF PARTNERING ENTITY #4:</b>						
<b>Form of Entity:</b>	<input type="checkbox"/>	Commercial Enterprise	<input type="checkbox"/>	Not-For-Profit Organization	<input type="checkbox"/>	Post-Secondary Institution
	<input type="checkbox"/>	Aboriginal Organization	<input type="checkbox"/>	Municipal Government	<input type="checkbox"/>	Other: (specify)
Contact person:				Telephone:	Email:	
Address:						
Nature of the contribution (is cash contribution, please specify amount)				Status of the contribution:		

### CHECKLIST OF ATTACHMENTS

**\*Please note:** these items are mandatory; applications that do not include these attachments will be deemed incomplete and will NOT be considered. A paper copy and an electronic version of all documents must be sent to the Project Officer (contact information below)

	*Completed and signed Application Form
	*Financial statements (for the most recent two fiscal year-end – if applicable) & Year to date in-house financial statements
	*Business Registration, Articles of Incorporation or Letters Patent
	Income Tax Notice of Assessment most recent year (if applicable)
	CRA most recent Notice of Assessment (if applicable)
	HST most recent Notice of Assessment (if applicable)
	Municipal Taxes most recent Notice of Assessment (if applicable)
	For Not-for-profit - Resolution of Council or Board Motion and list of Board Members
	Detailed budget
	Request For Proposal (RFP) – Projects that involve hiring a consultant must provide an RFP for the recruitment and hiring of the consultant (if applicable)
	2 Quotes for items to be purchased or services provided (if applicable) (NOTE: consultants and purchases must be from an at arms-length supplier to be eligible)
	Training course outline or course information (if applicable)
	Canadian Trade show information (if applicable)
	Job Description for new hire (if applicable)
	Letters of Support of partners (if applicable)

**Any questions or concerns regarding the application process and eligibility requirements may be directed to:**

Melissa Ferguson, Project Officer  
 Prescott-Russell Community Development Corporation  
 519 Main Street East  
 Hawkesbury, ON K6A 1B3  
 T: 613-632-0918 x226  
 C: 613-676-3553  
[maferguson@sdcp-prcdc.ca](mailto:maferguson@sdcp-prcdc.ca)

**AUTHORIZATION AND CERTIFICATION**

As the lead contact and as an authorized signing officer of the Applicant, I certify to the PRCDC that:

i	The principals of the Applicant have been notified and consented to PRCDC collecting, using, retaining and disclosing the information contained in this application for the limited purpose of determining eligibility for funding as is required by law and by PRCDC. I understand that PRCDC will handle personal information in strict confidence in accordance with Federal privacy law. This information may be reviewed by, FedDev Ontario for the purposes of assessing project eligibility.
ii	The information contained in this application is true and complete in all respects. If the PRCDC discovers that this application contains a material misrepresentation, this application shall be deemed to be have been withdrawn by the Applicant.
iii	The Applicant agrees to provide any additional information that the PRCDC may reasonably require for purposes of assessing this application.
iv	The Applicant acknowledges that he/she is not aware of any violation with respect to conflict of interest with this application. The applicant further confirms that he/she has not engaged the services of a lobbyist for the advancement of this application.
v	The applicant warrants that they are in good standing with Revenue Canada, Municipalities, or other Government Ministries/Agencies.
vi	As part of its project assessment process, PRCDC requires that all projects conform to the environmental guidelines set out in the <i>Canadian Environmental Assessment Act</i> . For details of CEAA requirements please visit <a href="http://www.ceaa-acee.gc.ca">www.ceaa-acee.gc.ca</a>
vii	The Applicant acknowledges that any approved Project will be the subject of public announcements.

I have read and understood the EODP Guidelines and will submit the required information with this application. (Failure to do so may result in delay or rejection).

Name of authorized signatory (please print)	Title
Signature	Date

**Applicants will be notified of the funding decision following the Board Meeting. If the Application is approved, PRCDC will prepare an Agreement Contract outlining the terms, conditions and reporting requirements as set by the funding contribution agreement.**

<b>OFFICE USE ONLY</b>	<b>Date received</b>	<b>File no.</b>	<b>Received by :</b>
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**APPENDIX 1**

**DEFINITION OF NEW HIRE:**

A new hire refers to an employee hired following the project approval date and that has not been previously employed by the business/organization. Furthermore, it must be a new position within the business/organization. A description of the position, recruitment process and job posting must be provided with the application. An employee contract agreement must be signed and submitted once the project is approved and the employee is hired.

**GUIDELINES FOR SALARIES:**

Funding salaries must be for new staff or training hours for existing staff. The calculation of salaries by formula below:

<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>J</b>
Proposed start date	# of weeks	# of hours/ week	Rate of pay per hour	Total salary (=BxCxD)	Vacation pay, (4% of E)	Employers share of CPP/EI (7% of E+F)	WSIB	Total (E+F+H+J)

**GUIDELINES FOR TRADE SHOWS:**

Eligible trade show must be within Canada and take place within the time frame of the Contract Agreement. Out-of-country trade shows are not eligible. Eligible costs include exhibit rental fees, showcase design and production, as well as travel cost. Salaries of employees during trade shows are NOT eligible.

**GUIDELINE FOR TRAVEL, ACCOMMODATIONS & MEALS:**

Eligible rate for travel by car is \$0.40/km. Eligible EODP contribution is 50% (\$0.20/km).

Eligible cost for accommodations may not exceed \$120 per night per person. Eligible EODP contribution is 50% (\$60).

Eligible cost for meals may not exceed \$50 per person per day. Eligible EODP contribution is 50% (\$25).

Alcoholic beverages are not eligible.

Businesses that collect and are reimbursed for HST must subtract the HST from the claim amount.