



Community Futures Development Corporation

Renfrew County

Renfrew County Community Development Fund

Application Form

Applicant Information

Legal Name of Applicant: _____

Mailing Address: _____

Phone Number: _____ Website: _____

Business Number: _____
(Federal number used for HST, payroll, etc. If your organization does not have one, enter N/A)

Organization Profile

Contact Person: _____ Title: _____

Phone Number: _____ Email: _____

Type of Organization: Municipality BIA Not for Profit

Organization Start Date: _____

Has this organization received Renfrew County CFDC Grant Funding in the last two years? Yes No

If yes, please provide information on past projects.

Provide a brief description of your organization. Identify your mission statement, core products and services, recent achievements, and your strategic priorities. Discuss how your organization impacts Renfrew County and/or its communities.

Project Information

Project Title: _____ Project Location: _____

Start Date: _____ End Date: _____ Number of Community Partners: _____

Total Project Cost: _____ Total Requested from RCCFDC: _____

Describe your project. Specify activities to be completed, objectives to be accomplished, and local needs that the project will address. Where possible, refer to relevant economic development strategic plans, or provide evidence of emerging priorities.

Explain how this initiative is incremental (a new initiative, or an expansion of existing activities).

Explain how your organization has the resources (human, financial, partnership, etc.) to take on this initiative.

Project Impact

List and describe anticipated outcomes of this project for businesses and the local economy. How will you measure the success of the project?

Will the impacts and/or activities of your project be sustained beyond the project period? If so, how?

Describe the partnerships that are in place to help deliver the project. Please identify each partner and describe the nature of their support for the project.

How critical is this funding to the successful completion of your project? Please describe the impact that receiving this grant would have on your organization's ability to deliver the project.

Project Work Plan

Identify project tasks, timeline, person responsible, and measurable results. Funding is available for activities that begin after April 1, 2024 and all funds provided must be spent by the following March 31, 2025 with all claims submitted by April 15, 2025.

Task/Milestone	Date Range	Responsible	Measurable Result(s)

Project Budget

Identify the funds required for the project. The Renfrew County Community Development Fund may contribute up to 50% of eligible cash project costs, to a maximum of \$5,000.

Description of Eligible Cost	\$ Cost (Excl. HST)
Total Project Cost:	

Project Resources

Please list all other contributions to this project, including those of your own organization. Where applicable, please provide information on when unconfirmed contributions will be finalized, as well as evidence for confirmed resources from other agencies. While in-kind contributions to the project are not included in the calculation of the 50% cost share, they are important to demonstrate additional community partnerships. Please exclude HST.

Contribution Source	Confirmed (Y/N)	\$ Cash	\$ In-kind
Total:			

Application Checklist

- Completed Application Form
- Copy of Articles of Incorporation (not required for municipalities)
- Financial Statements for most recent fiscal year-end (not required for municipalities)
- Terms of Reference for Consultants (where applicable)
- Two quotations from consultants/suppliers (where applicable)
- Board or council motion demonstrating project endorsement of applicant organization
- Evidence of community support (e.g., letters of support, council motions, etc.).

Authorization

I understand and consent to RCCFDC collecting, using, retaining and disclosing the information contained in this application for the limited purpose of determining my eligibility for funding as is required by law and by RCCFDC. I understand that RCCFDC will handle my personal information in strict confidence in accordance with Federal privacy law as set out in RCCFDC's *Privacy Policy*. If I have any questions or concerns about the management of my information, I may refer to RCCFDC's *Privacy Policy* available at www.rccfdc.org or contact the Chief Privacy Officer.

This application form must be digitally or manually signed by the proper authority of the applicant to be eligible for processing. The undersigned certifies that all information provided to RCCFDC in support of this application is true and complete and undertakes to provide any further information that may be required for RCCFDC to render a decision. The undersigned also herewith provides consent for RCCFDC to make sufficient credit and other enquiries that may be necessary in the evaluation of this application.

Authorized by:

Signature

Name and Title (please print)

Signature

Name and Title (please print)

Date

PAYMENT OF RCCFDC CONTRIBUTIONS

Detailed instructions and claim forms will be provided to applicants if their projects are approved by RCCFDC. However, applicants may find the following general information useful in their financial planning.

All approved contributions exclude HST.

To receive payment, applicants will be required to file a claim upon completion of the project. Copies of all paid invoices and proof of payment must accompany the claim. RCCFDC may request further information as required.

The approved RCCFDC contribution will be released following successful completion of the project, submission of the final claim and final report. If these requirements are met when submitting the claim, the approved funds will be disbursed out at 100%.

Applicants are required to maintain proper books and records of the costs of the project, including invoices and cancelled cheques and to provide RCCFDC auditors with access to these records when requested.

If applicants arrange for bridge financing of their RCCFDC contribution with a bank or other financial institution, RCCFDC will accept a direction to pay the proceeds of a RCCFDC contribution jointly to an applicant and the financial institution providing the bridge financing.