

Eligible **EASTERN ONTARIO DEVELOPMENT PROGRAM** projects will fall under two streams:

- The **Business Development Program** objective is to promote the growth of **new and existing businesses** in rural eastern Ontario communities.
- The **Community Innovation Program** objective is to advance **community-led** economic development to enhance and diversify local economies.

Please read the eligibility requirements prior to completing the application documents. Applications submitted without the appropriate information/supporting documentation may not be processed.

## Eligibility and Assessment Criteria

- **Eligibility of applicant:** Eligible applicants for EODP support from Grenville CFDC include the following, located in and/or conducting business in the Municipalities of Augusta, Edwardsburgh/Cardinal, North Grenville, and/or the Town of Prescott:
  - ✓ Not-for-profit organizations including municipalities and municipal organizations, corporations, community economic development organizations;
  - ✓ Commercial enterprises including individuals, corporations, partnerships, cooperatives, or trusts
  - ✓ Aboriginal organizations
  - ✓ Post-secondary institutions.

**Note:** All applicants **MUST** have a Business Number (HST/Payroll Number).

- **Eligibility of project activity:** Applications for EODP support can be considered for the following eligible activities:
  - ✓ 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 and 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
      - Training and Mentoring
  - ✓ Business Infrastructure
    - Business incubators
    - Supply chain analysis and development.

*Priority will be given to projects impacting tourism, agriculture, advanced manufacturing, and transportation/logistics, and project activities with employment impacts in manufacturing, utilities, finance, science, and trades/services occupations.*

- **Eligibility of costs:** Eligible costs are those identified as reasonable and directly related to the execution of the project, net of HST. Suppliers must be at arm's length and unrelated to the applicant. Land, building, and vehicle purchases and costs associated with ongoing operations or core expenses (including website development) are not eligible.
- **Level of applicant's commitment:** Applicants are required to contribute a minimum of 50% of eligible costs. Grenville CFDC may contribute up to 50% of eligible costs for both not-for-profit and private sector recipients. **Private Sector recipients can receive a maximum of \$100,000 in EODP contributions during the current EODP contract period (2014-2018).** This maximum can be met through one project or through multiple projects over the five year period. All costs are net of HST.
- **Impact of the project activity:** Projects with the greatest impact on the competitiveness, the employment profile, and the profitability of the applicant and/or the greatest impact on the community and the local economy, including partnerships, businesses impacted, and funds leveraged from other sources will be given priority.
- **Soundness of the plan:** Applications with a sound business/strategic plan, project work plan and budget/financial forecast will be given priority.
- **Sustainability of the project activity:** Projects that demonstrate financial sustainability will be given priority.
- **Ability to complete the project:** Projects that will be completed by November 30, 2018 will be given priority.

## Application Process

- ✓ Ensure the proposed project meets the above funding parameters
- ✓ Complete and sign EODP Application – Part A: Project Information
  - Application must be digitally or manually signed by an individual with the legal authority to bind the applicant.
- ✓ Complete EODP Application – Part B: Detailed Budget
- ✓ Collect the appropriate supporting documentation:
  - Proof of Legal Name (Business Registration, Articles of Incorporation, or other as appropriate)
  - Financial Statements (Most recent year-end)
  - Interim Financial Statements if more than five months since most recent year-end
  - Minimum of 2 Quotations from reputable, arm's length suppliers who are unrelated to the applicant, for each requested cost
  - Requests for Proposals or Scopes of Work extended to qualified consultants, where appropriate
  - Letters of Support, Board Motions, or Council Motions, where appropriate.

**Note:** Applications deemed to be impacted by the Canadian Environmental Assessment Act or the Federal Official Languages Act will be required to complete additional steps prior to project approval.

## Approval Process

- After the submission of the completed application with all appropriate supporting documents, applications are assessed internally against the above criteria.
- Completed applications will be processed within 4-6 weeks.
- Applicants are notified as to whether the application has been approved, priority ranked, or declined.
- **Your project activity cannot start until after the date of approval of your application.**
- All approved projects are subject to Grenville CFDC's Proactive Disclosure Policy and limited information concerning the project (Recipient name, location, approved amount, and approval date) will be added to the Grenville CFDC website following approval.

## Project Process

- Approved applicants will receive a Contribution Agreement outlining terms, conditions and a funding disbursement schedule.
- Recipients are required to cash flow the project costs.
- Progress payments will be released based upon detailed Progress Claims submitted by the recipient. Funds will not be released unless a claim is accompanied by all Invoices, Proofs of Payment, and Proofs of Deliverables associated with the claimed costs. Grenville CFDC retains the right to request additional information, as appropriate.
- Final payments will not be released until all requirements of the Contribution Agreement have been met and an associated Final Claim, including proof of all deliverables, has been submitted.

Completed, digitally signed application forms and supporting documents are to be forwarded to [eodp@grenvillecfdc.com](mailto:eodp@grenvillecfdc.com). If an application cannot be submitted electronically, it can be submitted in hard copy to the following address:

EODP Administrator  
**Grenville Community Futures Development Corporation**  
197 Water Street, Suite 405, Box 309, Prescott ON, K0E 1T0  
Tel: 613.925.4275 Toll Free: 877.925.4275 Fax: 613.925.3758  
[eodp@grenvillecfdc.com](mailto:eodp@grenvillecfdc.com)

With the support of the Government of Canada  
through the Federal Economic Development  
Agency for Southern Ontario.



Canada