



**Essex**

Community Futures Development Corporation  
Société d'aide au développement des collectivités

# **Application for Special Project Funding**

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**Essex Community Futures Development Corporation/Société d'aide au  
développement des collectivités (Essex CFDC/SADC)  
Special Project Funding Application Process**

## **Introduction**

The Essex CFDC/SADC has funding available each fiscal year in its operating budget to support projects in the county, which promote economic development activities in conjunction with funding from as many other sources as possible. *Only not-for-profit initiatives will be considered for funding.* The following guide will assist in understanding the funding criteria and process needed to obtain funding from the Essex CFDC/SADC. *Preference* will be given to projects that support the following key areas of Essex CFDC/SADC's Strategic Plan:

1. Business Retention & Expansion (BR & E)
2. "Working Together" – collaborative projects; communication projects
3. Tourism – regional, collaborative
4. Agri-business – value-added Agriculture; promotion of local foods
5. Higher Education, training and skills development

## **Funding Criteria**

Eligible proposals must:

1. show that the funding will be used to enhance economic development,
2. guarantee that funding will not create a dependency,
3. demonstrate that the funding received from Essex CFDC/SADC will not exceed 50% of the total cost of the project,
4. list other sources of funding and the extent to which they are utilized, and
5. support the goals as set out in the Essex CFDC/SADC Strategic Plan as above.

## **Funding Process**

In order to apply for Special Project funding, please complete the attached application form in addition to preparing a proposal describing the details of the project.

Submit the proposal and the completed application form to the Essex CFDC/SADC.

The Essex CFDC/SADC will review applications. You will be contacted if you are to appear at the meeting to make a presentation. The Essex CFDC/SADC Board of Directors will make a recommendation or a decision about the funding requested.

## **Qualifications**

If the proposal for funding is approved, the Essex CFDC/SADC will prepare a *letter of agreement* to outline the terms under which the funding will be forwarded. Payments may be tied to achievement of certain goals. The letter of agreement will be reviewed and signed by both the organization applying for funding and the Essex CFDC/SADC.

Involvement of the Essex CFDC/SADC is important to maintain communication between the Essex CFDC/SADC Board of Directors and the organization. A member of the Essex CFDC/SADC Board of Directors or staff may be assigned to sit on a committee/board as project liaison person for the duration of the project. This Essex CFDC/SADC member will provide progress reports to the Essex CFDC/SADC at its regular meetings, in addition to the written reports that may be requested in the letter of agreement.

The letter of agreement may also contain a request by the Essex CFDC/SADC Board of Directors to share in the publicity of the project, both initially (in the form of press releases and/or conferences, etc.) and on-going (signage indicating the involvement of the Essex CFDC/SADC as a contributor to the project).

An evaluation of the project will be done when the project is completed. The letter of understanding will outline the process to be used to determine the success of the project.

*Please contact the Essex CFDC/SADC office if you require any further information.*

# Essex

Community Futures Development Corporation  
Société d'aide au développement des collectivités

## *Application for Special Project Funding*

### 1. Community, Organization or Group Requesting Funding:

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Postal Code \_\_\_\_\_

Contact Person: \_\_\_\_\_ Position/Title \_\_\_\_\_

Telephone: Work \_\_\_\_\_ Home: \_\_\_\_\_

Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Description of Organization or Group: \_\_\_\_\_

*(Please attach profile of principals and board members, copy of charter or articles of incorporation, information regarding purpose of organization (mission statement) and any other pertinent information).*

### 2. Project Information

Project Title/Name: \_\_\_\_\_

Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Location of Project: \_\_\_\_\_

### 3. Project Summary

*Please describe the project details by including the following in a project proposal.*

1. Explain the project background, purpose, goals, and how Essex CFDC/SADC funding will assist in the implementation of the project (letters of support may also be helpful).
2. State the job creation goals of the project in terms of number of jobs created, type of jobs (full-time vs. part-time, expected salary ranges) and duration of jobs.
3. How will the proposal improve the community's economic situation?
4. Are there any community partners involved in this project and what is their commitment (i.e. financial, time, administrative/organizational assistance, etc.)?
5. Is this a duplication of any other activity? If yes, why is this project necessary?
6. Will this support result in a need for on-going funding? If yes, is this request supported by the organization that will provide the on-going funding?

Signature \_\_\_\_\_ Application Date \_\_\_\_\_

