



Thunder Bay  
**Ventures**

Community Futures Development Corporation

## LOCAL INITIATIVES CONTRIBUTIONS

### Program Guidelines 2009-2012

Applications must be submitted through the

Thunder Bay Ventures website:

[www.thunderbayventures.com](http://www.thunderbayventures.com)

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### **Important Information**

- The program guidelines outline the funding criteria for Thunder Bay Ventures Local Initiatives Contribution program and provide other important program information to help you apply for funding.
- There are no set deadlines for the receipt of applications to the program. Applications can be submitted anytime prior to September 30, 2012 to Thunder Bay Ventures using the online application process.

## **INTRODUCTION**

Thunder Bay Ventures (TBV), through FedNor/Industry Canada, supports local Community Economic Development (CED) projects that are identified as critical to the implementation of economic development within the Thunder Bay CMA.

Projects that are able to demonstrate the elements of CED will be considered.

Projects that show cost-sharing and partnerships within the community are encouraged. Eligible costs include project costs that support community development objectives. Maximum support for initiatives is \$5,000.

### **What is Community Economic Development (CED)?**

CED is action by people within a specific geographic community or group of communities to create local economic opportunities and improve quality of life. CED recognizes that local challenges and opportunities are as varied as the individual communities themselves. By using knowledge and resources resident in the community, CED identifies and capitalizes on local opportunities to stimulate economic growth and employment. This can include developing entirely new businesses or industries, adding value to existing sectors, strengthening capacity, and improving local infrastructure to help communities achieve their full economic potential.

**(NOTE: Economic Development = business expansion and growth + job growth + increase in the tax base)**

## **ELIGIBLE APPLICANTS**

In order to receive funding, an organization must:

- Be incorporated as a not-for-profit and operating for at least two years
- Be an unincorporated organization working in partnership with an incorporated not-for-profit organization acting as the lead applicant
- Be located inside Thunder Bay Ventures service area
- Be compliant with the Ontario Human Rights Code
- Have commercial general liability insurance of not less than \$2,000,000 for property damage, bodily and personal injury
- Have an elected Board of Directors

**OR**

- Be a municipality
- Be a First Nation organization

Applications will **NOT** be accepted from:

- Individuals
- For-profit corporations

## **ELIGIBLE PROJECTS**

CED activities that support Thunder Bay Ventures' "Strategic Community Planning" objectives will be eligible. These may include:

- Pre-feasibility studies
- Research projects
- Community Information and Communications Technology (ICT) strategies and projects
- Projects to promote innovation and new technology
- E-commerce promotion
- Development of on-line business services
- Environmental assessment reports
- Small-scale capital projects
- Seminars/workshops
- Marketing/promotional activities
- Community tourism events
- Other community-based economic development projects

*Hosting Policy: Provided the project does not create an ongoing dependence, TBV will consider support for receptive type activities that provide benefit to other Thunder Bay businesses and organizations. For example, TBV will consider supporting marketing costs for an organization hosting a conference or event in Thunder Bay. A formula involving the number of participants and days/nights in the city will be used to calculate the amount of eligible funding.*

*Outside Expert Policy: In the case that a significant portion of a project involves paying for the services of an outside consultant, speaker, or expert to be brought into the community, applicants should normally demonstrate that:*

- *comparable expertise or ability is not available locally*
- *local stakeholders have been canvassed for comparable expertise or ability*
- *services or guidance provided by the outside expert would very likely stimulate concrete and proportionate economic benefit to Thunder Bay*
- *that there is significant demand among local stakeholders for these services or guidance*

## **INELIGIBLE PROJECTS**

Thunder Bay Ventures will **NOT** fund:

- Ongoing operating costs of applicant and/or partner organizations
- Components of a project already funded by FedNor/Industry Canada
- Religious and/or political activities
- Activities that could be deemed discriminatory, as defined by the Ontario Human Rights Code
- Activities completed or costs incurred before the approval of the request
- Projects, activities outside the service area of Thunder Bay Ventures
- Projects that create on-going dependencies with external partners
- Projects which are not suitable for public funding
- Sponsorship of participation in activities that take place out of Thunder Bay CMA
- Projects that are primarily:
  - Health
  - Education
  - Social
  - Cultural or Artisticin nature.

Thunder Bay Ventures cannot guarantee financial support to all applicants, nor can it ensure that the total amount requested will be granted where applications are approved.

## **ASSESSMENT CRITERIA**

### **Organizational Assessment Criteria**

Organizations seeking funding are assessed using the following criteria:

- Not-for-Profit incorporation status
- Relevant mandate and proven track record
- Elected Board of Directors
- Organizational capacity needed to implement the proposed project
- Appropriate financial policies and practices to ensure accountability for public funds
- Other sources of ongoing, operational financial support

NOTE: A copy of a Board of Directors resolution “in support” of the application must be submitted (mail/fax/email).

## **Application Assessment Criteria**

Applications are assessed using the following criteria:

- Clear, measurable benefits to the community
- Sound project work plan to achieve desired results
- Economic activity
- Time limit or project end
- If ongoing, project must show potential for self-sustainability
- Community support in the form of volunteer time, contributions from other organizations, and cash or in-kind support from sponsors and donors
- Need for funding (Applications will only be considered if there are no other monies available)

## **HOW TO APPLY**

Thunder Bay Ventures accepts only online applications from the website:

[www.thunderbayventures.com](http://www.thunderbayventures.com)

Choose “Local Initiatives Contributions” and select “click here” (last paragraph) to complete the online application.

We recommend preparing your submission for the three “project” sections in a word processing program and then using “cut and paste” to enter them on the application. This will help you avoid loss of information should there be an interruption of internet service during your completion of the form.

The Project budget can be briefly described in the online submission. A lengthy, detailed budget (preferably using MS Excel) should be submitted as an attachment to a separate email directed to:

[info@thunderbayventures.com](mailto:info@thunderbayventures.com)

A copy of a Board of Directors resolution “in support” of the application must be submitted (mail/fax/email).

There are no set deadlines for the submission of applications to Thunder Bay Ventures' Local Initiatives Contributions program.

## NEXT STEPS FOR SUCCESSFUL APPLICANTS

### Letter of Approval and Contribution

- Successful applicants will receive a **Letter of Approval** that outlines the amount of funding approved, the purpose of the contribution, and the terms and conditions of funding.
- A cheque in the full amount of the contribution approved will accompany the letter.
- The application, letter, and cheque represent a legally binding contract between Thunder Bay Ventures and the organization.

### Reporting Requirements

- All L.I.C. recipients must submit a **Final Report** at the end of the project, summarizing activities undertaken, results achieved, monies spent vs. monies allocated, and the resulting economic impact of the project.
- Additional reports and/or further information may be requested by Thunder Bay Ventures.
- Failure to submit a **Final Report** will affect the ability of an organization to receive future Local Initiatives Contributions for other projects.