
LOCAL INITIATIVES FUND (LIF) APPLICATION GUIDE



Community Development Corporation
OF SAULT STE. MARIE & AREA
A Community Futures Development Corporation



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What is the Community Development Corporation of Sault Ste. Marie & Area (CDC)?

The Community Development Corporation of Sault Ste. Marie & Area:

- is an independent, non-profit corporation with a volunteer Board of Directors – funded, in part, through the Community Futures Development Corporations Program – part of Industry Canada's FedNor;
- is a Corporation resulting from a 1995 amalgamation of Sault Communities Opportunities Inc. and the Sault Ste. Marie Business Development Centre Inc.; and,
- has jurisdiction extending to include Montreal River in the North, Laird Township in the East, Prince Township in the West and the City of Sault Ste. Marie.

OUR PRIMARY FOCUS:

- Small Business and Community Economic Development

OUR MISSION STATEMENT:

"The CDC works with individuals, businesses and community partners to facilitate the creation and maintenance of jobs and to build healthy sustainable communities."

OUR MANDATE:

Be a leading, action-oriented organization which:

- 1) Provides small business information, counselling and advisory services;*
- 2) Provides financial support to small business; and,*
- 3) Initiates and/or undertakes community economic development activities and projects.*

OUR OPERATING STYLE:

- Business-like;
- Purpose driven;
- One where we are leaders in our niche that promotes communication and collaboration with our partners; and,
- One which builds on our capacity to plan for the long term and to generate funds to carry out our work.

PROGRAMS & SERVICES:

<u>Small Business Development</u>	<u>Community Economic Development</u>
<ul style="list-style-type: none"> • Financial Counselling & Management 	<ul style="list-style-type: none"> • Facilitation, Coordination & Liaison for Projects / Issues
<ul style="list-style-type: none"> • Business Plan & Loan Package Preparation 	<ul style="list-style-type: none"> • Project and Program Management and Administration
<ul style="list-style-type: none"> • Investment and Loans to Business 	<ul style="list-style-type: none"> • Financial Management
<ul style="list-style-type: none"> • Self Employment Benefit (SEB) Program 	<ul style="list-style-type: none"> • Policy Analysis and Development
<ul style="list-style-type: none"> • Canada Ontario Business Service Centre 	<ul style="list-style-type: none"> • Preliminary Research
<ul style="list-style-type: none"> • Comprehensive Small Business Resource Centre with free client internet access 	<ul style="list-style-type: none"> • LIF Funds
<ul style="list-style-type: none"> • Ontario Business Connects – the delivery of the Ontario Business Registration and access to government application & reporting requirements system 	<ul style="list-style-type: none"> • Community Strategic Planning Facilitation and Report on progress

What is Community Economic Development?

Community economic development “is a process that aims to influence and transform socio-economic activities to improve the quality of life and well-being both of the community and its residents. It is therefore a global process covering economic, social, cultural and environmental dimensions. Economic development occupies a central role in this process, however, because it affects how people earn their living, which is a significant part of the quality of life for most.” (C. Bryant & APEC, 1993)

The CDC supports community economic development and believes the decision-making and control of projects should involve all sectors of the community. The term 'community' is left up to the applicants themselves to define. There are a number of entities that could be called communities. Some of these are as follows:

- **Community of common interest:** people who voluntarily associate with one another because they have identified common concerns, e.g. heritage preservation, a healthy environment, the need for local employment or eco-tourism development (Lions Club, Canadian Legion).
- **Community of common bond:** people who share values which are inherent, e.g. racial minorities, women, a francophone group, an ethnic group or persons with disabilities.
- **Geographic community:** people that share the same place, e.g. municipality, hamlet, region, neighbourhood or housing complex.

What is the Local Initiative Fund (LIF)?

- The Local Initiative Fund is a non-repayable fund which supports incremental local economic development projects/initiatives that conform to the CDC's mandate. The amounts available range up to \$5,000 per project/initiative.
- The Local Initiative Fund is financially supported by FedNor/Industry Canada.

Who is eligible to apply?

- First Nations, municipalities or other non-profit community organizations operating within the boundaries of the CDC of Sault Ste. Marie & Area which stretches from Montreal River in the North, Laird Township in the East, Prince Township in the West, and includes the City of Sault Ste. Marie.

What types of activities may be considered eligible?

Eligible activities may include the following:

- Community activities that support Strategic Community Planning objectives including working with communities to:
 - assess local problems;
 - establish objectives; and,
 - plan and implement strategies to develop human, institutional and physical infrastructures, entrepreneurship, employment and the economy

What types of projects may be considered eligible?

Eligible projects may include the following:

- Pre-feasibility Studies;
- Research Projects;
- Community ICT Strategies/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;and,
- Other Community-based Economic Development Projects

What types of activities may be considered ineligible?

Ineligible projects may include the following:

- Ongoing operational activities of the Applicant;
- Private for-profit activities;
- Activities that create financial dependencies on FedNor/Industry Canada or on other government funding sources not eligible under this initiative; and,
- Activities supported through the Local Initiative Fund may be ineligible for additional FedNor/Industry Canada funding. See CDC / FedNor staff for clarification.

What Criteria does the CDC use in evaluating projects?

Projects must:

1. Be consistent with CDC mandate/strategic plan;
2. Involve partnerships: local-regional-external;
3. Have a positive regional impact;
4. Be financially sound – feasible – no long-term dependency;
5. Have obvious potential economic benefit (job creation, stimulates activity, economic growth);
6. Create or sustain community infrastructure;
7. Have broad-based support in community and/or region (i.e. municipalities, townships, community organizations);
8. Attempt at diversification;

9. Leverage funds (other than FedNor);
10. Have a capability for community capacity building;
11. Be innovative;
12. Not be done adequately by another organization;
13. Have an implementation horizon of up to one year;
14. Not be used to fund a private sector business;
15. Demonstrate need for funds;
16. Ensure that the applicant's planning involves the CDC prior to the event/activity occurring; and,
17. Fall within our financial range of \$0 to \$5,000.

What kind of involvement could the Community Development Committee of the CDC have with a project?

Possibilities:

1. As a funder;
2. As a participant or partner (preferred);
3. As a facilitator;
4. As a co-ordinator;
5. As a leader;
6. As a monitor and an evaluator throughout the project duration;
7. As a catalyst; or,
8. As in a situation where one or more Board/Staff person(s) may serve in some position within the implementation organization.

What Communications may be required?

The recipient will provide an opportunity for the Community Development Corporation of Sault Ste. Marie & Area to receive public profile and acknowledgment for the support it extends to eligible projects. This could include the inclusion of logos on printed materials, press releases or press conferences. Opportunities for communications can be discussed with CDC staff.

What is our application process?

If you feel your community group or organization could take advantage of this program and meet some identified community need, contact the Community Development Corporation of Sault Ste. Marie & Area to obtain a current application form and an application guide at the address given below.

Complete the application as fully as possible and attach any additional information that you feel is necessary to both describe your project and how you will carry it out. **Community Development staff at the CDC are available to assist with this process. Applicants are encouraged to consult CDC staff for any clarification or feedback.** Retain the application guide and a copy of your completed application for your records.

Applications will be evaluated by the Community Development Committee based on the eligibility criteria previously listed. Any questions will be addressed to the contact person for your project. The decision of the Committee is final and may contain conditions about, but not limited to, how the funding will be handled. In some instances payments may be made against invoices presented or through a designated, incorporated organization willing to receive, administer and report on the funding.

Community Development Committee meetings are normally held on the third Tuesday of each month. Applications should be received by Community Development staff in Sault Ste. Marie by at least the first of the month to be considered for that month's Committee meeting.

You should retain a copy of your completed application for your records and submit a copy (by e-mail, postal mail or hand delivery) to the office listed below. Information and application forms are also available from the location given below.

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ESSENTIAL ELEMENTS OF ANY PROPOSAL

1. A clear statement of the objective of the project in qualitative and quantitative terms: an **exact** and **specific** description.
2. A clear description of the process by which this objective is to be achieved, one that **defines each identifiable critical step** in which the consumption of resources would be measured.
3. A time-line showing the work plan, milestones and completion dates, including, where practical, a critical path line.
4. A detailed project budget indicating exactly how the resources are to be distributed as well as defining what those resources are - money, materials, etc.
5. A declaration of the estimated value of the end product together with evidence to support such estimate, and identification of the actual beneficiary(ies) of the output.
6. If the purpose of the project is to initiate an ongoing activity, an explanation, with supporting evidence as to the sustainability of the activity.

TRY TO AVOID:

- ★ Anything that is not specific to the proposal, as indicated above.
- ★ A claim for benefits that cannot be substantiated.
- ★ A claim, even an implied claim, to an obligation on the part of the funder.
- ★ Repetition of an argumentative statement, even in a varied form.