Eastern Ontario Development Program

2014-2019

Over the next 5 years Community Futures Development Corporation of North & Central Hastings and South Algonquin will have access to $2.5 million funded through Federal Economic Development Agency for Southern Ontario (FedDev) to:

- Promote the growth of local businesses
- Advance community-led economic development to enhance and diversify our local economy
- Create, new sustainable jobs in North & Central Hastings and South Algonquin

Through the Eastern Ontario Development Program (EODP) Community Futures will support:

- Existing businesses & social enterprises to expand markets and increase # of sustainable jobs
- Businesses, organizations and post-secondary institutions undertaking research & development that will result in the development of new products and services
- Industry sector projects leading to growth

Funding Streams (see page 2)

- Business Development - open to individual registered businesses or not for profit organizations representing the interest of business
- Community Innovation – open to registered not for profits, municipalities, community economic development organizations, aboriginal organizations and post-secondary institutions

Eligibility

- Applicant must provide 50% cash contribution to project
- Must be a registered business or organization within the CFDC catchment area (see page 2)
- Must complete an application providing detailed project description, clear measurable impact targets within funding timeline and a copy of most recent fiscal year financial statement
- Single year requests must have projects completed normally by January 1st / Multi-year must provide detailed budget for each year (April-March) and be completed by December 31, 2018
- Community Innovation projects must have a minimum of 2 contributing partners
- Must consent to acknowledgment of federal funding, if approved

Ineligible

- Core operating costs, Websites, Municipal infrastructure, Buildings, Entertainment Costs & Events

Limits

- Maximum of $100,000 per recipient (approval amounts will be determined by EODP committee)
EODP- BUSINESS DEVELOPMENT

Components:

- **Planning** – eligible costs relating to hiring outside expertise to develop plans based on increased productivity, market expansion, and or succession planning
- **Research and Development** - eligible costs associated with innovation / product development
- **Implementation** – eligible costs relating to the implementation of productivity plans & market expansion plans, workforce training plans (relating to new projects)

EODP – COMMUNITY INNOVATION

Components:

- **Strategic Planning and research** – eligible costs related to local economic development plans and research
- **New Development** – eligible costs relating to the development of new business sectors, industry cluster development and expansion and business incubation / mentorship / succession planning
- **Community Economic Development Projects** – eligible costs relating to CED projects benefiting multiple communities that reflect community support & contributing partnerships (min of 2) meet Fed Dev EODP project priorities and have direct measurable impact within the funding timeframe

Service Area
PRIVACY STATEMENT

INTRODUCTION

Community Futures is a federally supported not-for-profit community organization with a volunteer Board of Directors and professional staff whose purpose is to support community economic development and small business growth through business loans or loan guarantees.

This brochure summarizes Community Futures’ privacy policies and procedures that have been developed to comply with Canada's Personal Information Protection and Electronic Documents Act ("PIPEDA"). PIPEDA sets out rules for the collection, use and disclosure of a client's or customer's personal information, as well as safeguarding that information in the course of commercial activity as defined in the legislation.

WHAT IS "PERSONAL INFORMATION"

Under PIPEDA, "Personal Information" means any information that is identifiable to an individual, including name, address, telephone number, Social Insurance Number, and date of birth. It also includes, but is not limited to, other information relating to identity, such as, nationality, gender, marital status, financial information and credit history.

PURPOSES FOR PERSONAL INFORMATION

Community Futures collects only that personal information required to assess a prospective applicant's eligibility for financial assistance, as well as to report to Federal Economic Agency for Southern Ontario, the Federal department that administers the Ontario Community Futures’ Program.

CONSENT

At the time of completing a loan or grant application, the express, written consent of the individual applicant will be sought for the collection, use, retention and disclosure of their personal information for the purposes set out in Community Futures' privacy policy.

An applicant may choose not to provide some or all of the personal information requested, but if Community Futures is unable to collect sufficient information to validate a financing request, the application for financing may be turned down.

ACCURACY

Community Futures endeavours to ensure that all personal information in active files are accurate, current and complete. When a client notifies Community Futures that his or her personal information requires correction or updating, the necessary changes will be made. Information contained in closed files is not updated.

LIMITING USE, RETENTION & DISCLOSURE

Community Futures uses and retains personal information for only those purposes to which the individual has consented.

Personal information will be disclosed to only those Community Futures employees, volunteer members of committees and/or Board of Directors that need to know the information for the purposes set out in the Community Futures Privacy Policy.

SAFEGUARDS

Community Futures utilizes a number of physical, organizational and technological measures to safeguard personal information from unauthorized access or inadvertent disclosure in accordance with its Information Security, Retention and Destruction Policy, including but not limited to:

Physical

Active files are stored in locked filing cabinets located in work areas restricted to Community Futures employees and authorized volunteers. Closed files are stored in locked cabinets for a period of seven years, after which, the information is shredded prior to disposal.
Organizational

Community Futures employees, volunteers, and third party service providers sign confidentiality agreements binding them to safeguarding the confidentiality of personal information to which they have access.

Technological

Personal information contained on Community Futures computers and the electronic data base are password protected. As well, the Internet server or router has firewall protection to protect against virus attacks and hacking into the data base.

Electronic Transmission of Information

Notwithstanding the technological safeguards implemented by Community Futures, all Internet transmissions are susceptible to possible loss, misrouting, interception and misuse. For this reason, as part of the application that individual's sign consenting to their personal information being collected, used, retained, and disclosed, Community Futures will assume that it has the individual's consent to communicate via the Internet unless notified to the contrary.

INDIVIDUAL ACCESS

An individual who wishes to review or verify what personal information is held by Community Futures may do so by making a request, in writing to the Community Futures' Chief Privacy Officer. Upon verification of the individual's identity, the Chief Privacy Office will provide a written report within 60 days.

INVESTIGATING COMPLAINTS

Any concern or issue about Community Futures' personal information handling practises may be made, in writing, to the Chief Privacy Officer. Upon verification of the individual's identity, the Chief Privacy Officer will act promptly to investigate the complaint and provide a written report to the individual.

If the individual is dissatisfied with the report provided by the Chief Privacy Officer, or feels that the corrective action taken by Community Futures is insufficient, the individual may direct a complaint to the Federal Privacy Commissioner in writing. The address of the Federal Privacy Commissioner is provided in this Privacy Statement for your convenience.

AMENDMENTS TO OUR PRIVACY POLICY

This Privacy Statement is a summary of Community Futures' Privacy Policy. For full particulars of Community Futures' privacy policies and procedures, please request a copy of the Privacy Policy from Community Futures or a copy may be obtained from the Internet website at: www.community-futures.ca

The Community Futures Privacy Policy and this Privacy Statement are in effect [date approved by Board of Directors] and is retroactive to January 1, 2004. Community Futures' Privacy Policy and this Privacy Statement may be updated from time to time to reflect amendments in applicable Federal and Provincial laws. Any changes to this Privacy Policy will be posted on Community Futures website and will apply to personal information collected from the date of the posting of the revised Privacy Policy.

CONTACT INFORMATION

If you have any questions regarding Community Futures’ Privacy Policy, Information Security, Retention and Destruction Policy, and/or this Privacy Statement, or you wish to make an access to personal information request, please contact:

Chief Privacy Officer
Community Futures
26 Chemaushgon Rd.
Box 517
Bancroft, ON
K0L 1C0

CPO@community-futures.ca
Phone: (613) 332-5564
1-800-465-4119
Facsimile: (613) 332-5628
OTHER HELPFUL PRIVACY LINKS

For a copy of PIPEDA, or for answers to other questions regarding privacy legislation, below are some helpful privacy links.

Federal Privacy Commissioner
www.privcom.gc.ca
112 Kent Street
Ottawa, ON K1A 1H3

Provincial Privacy Commissioner
www.privcom.on.ca

Community Futures Privacy Policy Web Site: www.community-futures.ca

Siskind, Cromarty, Ivey & Dowler LLP
Privacy Law Group:
www.siskindsprivacylaw.com

DISCLOSURE AND RELEASE STATEMENT

To: The CFDC of North & Central Hastings and South Algonquin (the "Corporation")

1. I, hereby certify that the information in this EODP funding application is a complete and true declaration.
2. I confirm that if any statement I have made herein or in accompanying materials proves to be incorrect in any way, I shall notify the Corporation immediately.
3. I authorize the Corporation to verify the information provided about me / my business or organization from any source. By executing this statement, I acknowledge as notice in writing, the Corporation's intent to obtain this information and I authorize each source to provide this information to the Corporation.
4. I authorize the Corporation to retain this Statement of Personal Assets and Liabilities and any financial records, credit and reference reports for the Corporation's records and reporting to the Federal Economic Development Agency for Southern Ontario who oversees the Community Futures Program.
5. I confirm receipt of the Corporation’s Privacy Statement and understand and consent to the Corporation collecting, using, retaining and disclosing the information contained in this Statement of Assets and Liabilities for the limited purpose of determining my eligibility for financing as is required by law, and by the Federal Economic Development Agency for Southern Ontario. I understand that the Corporation will handle my personal information in strict confidence in accordance with Federal privacy law as set out in the Corporation’s Privacy Policy. If I have any questions or concerns about the management of my information, I may refer to the Privacy Policy, available at www.community-futures.ca or contact the Chief Privacy Officer.

Yes or No
☐ ☐ I am currently the subject of litigation before a court, tribunal, government board or agency, or there is a threat of such litigation. There are unexecuted judgment(s) registered against me, such as:

_______________________________________________________________________________________

☐ ☐ I have made an assignment or have been petitioned into bankruptcy; there are writs registered against my name. If yes, provide details:

_______________________________________________________________________________________

☐ ☐ I certify that I am a Canadian Citizen or Landed Immigrant.

DATED AT_________________________________ THIS________ DAY OF_________________________, 201____

_________________________________  _____________________________
Witness  Signature
### Eastern Ontario Development Program

<table>
<thead>
<tr>
<th>Legal Name of Applicant &amp; CRA Business Number:</th>
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<tbody>
<tr>
<td>Operating Name:</td>
<td></td>
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<tr>
<td>Business/ Mailing Address:</td>
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<tr>
<td>Telephone Number:</td>
<td></td>
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<tr>
<td>Fax Number:</td>
<td></td>
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<tr>
<td>Contact Person:</td>
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<tr>
<td>Telephone Number:</td>
<td></td>
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<tr>
<td>Email Address:</td>
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#### Select Applicable Components:

<table>
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<tr>
<th>Business Planning</th>
<th>Marketing Planning</th>
<th>Other (specify below)</th>
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<tbody>
<tr>
<td>Workforce Development</td>
<td>Trade Show Attendance</td>
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<tr>
<td>Research &amp; Development</td>
<td>Innovation &amp; Communication Technology</td>
<td></td>
</tr>
<tr>
<td>Market Expansion</td>
<td>Community Economic Development</td>
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</table>

#### Select One:

<table>
<thead>
<tr>
<th>Business Development Project</th>
<th>Community Innovation Project</th>
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</table>
**Project Summary:**
*Provide a brief description of the project. Identify eligible costs for which reimbursement is being requested, by year if applicable.*

<table>
<thead>
<tr>
<th>Amount Requested:</th>
<th>$</th>
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<table>
<thead>
<tr>
<th>Authorized by:</th>
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<tbody>
<tr>
<td>Title:</td>
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<tr>
<td>Date:</td>
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| Signature:        |   |
# BUSINESS/ ORGANIZATION PROFILE

## A. Type of Business/ Organization:
Place an (X) beside the appropriate classification

<table>
<thead>
<tr>
<th>Business</th>
<th>Municipal Government</th>
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<tbody>
<tr>
<td>Post-Secondary Institution</td>
<td>First Nations</td>
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<tr>
<td>Not-For-Profit</td>
<td>Other</td>
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</table>

## B. Classification of Business/ Organization:
Place an (X) beside the appropriate classification

<table>
<thead>
<tr>
<th>Retail</th>
<th>Food</th>
<th>Tourism</th>
<th>Manufacturing</th>
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<tbody>
<tr>
<td>Service</td>
<td>Construction</td>
<td>Wholesale</td>
<td>Technology</td>
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<tr>
<td>Other:</td>
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## C. Length of Time in Operation:

Year(s): ___________  Months: ___________

## D. Business/ Organization’s Mandate:
Describe the business/ organization’s main activities, what product or service is provided?

## E. Employment:

### Actual

<table>
<thead>
<tr>
<th>Current Number of full time employees:</th>
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<tr>
<td>Current Number of part time employees:</td>
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<tr>
<td>Total number of existing employees:</td>
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*Community Futures Development Corporation of North & Central Hastings and South Algonquin*

*Canada*

With the support of the Government of Canada’s Economic Action Plan through the Federal Economic Development Agency for Southern Ontario
**PROJECT TIMELINE**

<table>
<thead>
<tr>
<th>Start Date:</th>
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<tr>
<th>End Date:</th>
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**A. Project Delivery**

<table>
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<tr>
<th>Detail the project including timeline for delivery</th>
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**B. Work Plan**

<table>
<thead>
<tr>
<th>Project Activity</th>
<th>Time Frame</th>
<th>Outcome (identify measurable result and critical issues resolved)</th>
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PROJECT OBJECTIVES

In assessing applications for support we will prioritize projects that contribute towards one or more of the following objectives: Employment & Job Creation, Coordination of effort (encouraging partnerships to maximize impact), Leveraged Funds, Innovation & Creative Economy supporting small business in productivity and creating efficiencies and Business Development.

Please use the spaces below to explain how your project will contribute towards any or all of these priorities and detail what that expected contribution.

A. Program Objectives

<table>
<thead>
<tr>
<th>Detail how project contributes to the objective of the program</th>
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<tr>
<th>Detail how a new business will be created or an existing business expanded, by year if applicable.</th>
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<tr>
<th>Detail how many employees will receive work related training through project, if applicable.</th>
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</table>
B. Economic Benefits and Expected Impact

Detail the expected measurable impact to your business/organization and the local economy associated with this planning including any anticipation of new markets/opportunities and the anticipated reach/impact of the activities.

e.g. New Product Sales - $5,000 year one

C. Project Deliverables

Upon completion of the project the following deliverables will be presented to CFDC: Deliverables may include copies of reports, before/after photographs, testimonials, data tables, funded material, etc.

1
2
3
4
5

ATTACHMENTS

☐ Detailed Budget
☐ Terms of Reference for the recruitment and hiring of the consultant.
☐ CRA Business # and/or Letters Patent noting business or not-for-profit status
☐ For not-for-profit organizations, a list of the volunteer Board of Directors
☐ Copy of most recent audited financial statement or business income tax return

COLLECTION, USE, AND DISCLOSURE OF PERSONAL AND BUSINESS INFORMATION

(a) The Applicant acknowledges that, as the operation of Community Futures is financially supported by the Government of Canada, representatives of the Federal Economic Development Agency for Southern Ontario are permitted access to the files of the Corporation for monitoring and evaluation purposes and that the Applicant may be contacted by representatives of Federal Economic Development Agency for Southern Ontario and that, such information as is acquired by the Ministry will be treated as confidential.

(b) The Applicant acknowledges receipt of the Corporation’s Privacy Statement and hereby consents to his or her personal and business information being collected, used, retained, and disclosed by the Corporation the limited purposes as set out above. The Applicant further understands that under Federal privacy law, he or she has access to the information held by the Corporation and knows to refer to the Corporation’s Privacy Policy or contact the Chief Privacy Officer if a question or concern arises about the handling of the Applicant’s personal information.

(c) The Applicant further understands and consents to the Corporation publicizing the Applicant’s business venture if the Applicant is successful in obtaining financing from the Corporation, which may or may not include personal information such as the name of the Applicant.