



Community Economic Development (CED) Funding Program Application Form

Application instructions

Applications must be received by Friday, February 7, 2025 at 4:00 p.m. Only one application per organization will be accepted each year.

Submission is to include:

- Completed and signed application. Electronic copies required, signature page may be scanned. Application form (including an attached program proposal) should be no longer than 10 pages (not including supporting documents - financial statements, Board of Directors list, Board meeting minutes, collaboration agreements, etc.).
- List of organization's Board of Directors, with name, position, and term(s) of office
- Signed copy of minutes from most recent Board of Directors meeting.
- Chairperson's name and title
- Organization's financial statements for the last two completed financial years.

Required documents:

- Project plan and budget.
- All proposals require a detailed plan outlining project specific costs, details of activities, scheduled timing of activities as well as how the proposal will help targeted beneficiaries to overcome identified economic obstacles to business creation and job creation
- How need for this project was determined, including consultation with affected population.
- Means of securing participants in proposed project
- Support letter(s), if applicable
- Other: _____

Completed applications and supporting documents are to be submitted by e-mail to ian.scott@ottawa.ca.

Should you have questions regarding your application, please contact the CED Program Coordinator, by e-mail ian.scott@ottawa.ca or by telephone at 613-580-2424 extension 29607.

1. Applicant information

Full name of contact person

Job title

Organization name

Website / Social media platforms

Not-for-profit Incorporation number

Organization's date of incorporation (yyyy/mm/dd)

Organization's target beneficiaries and their particular, unique challenge(s) to economic success. (maximum 500 characters)

Address

City

Province

Postal code (A9A 9A9)

Email

Telephone (xxx-xxx-xxxx)

2. Project description and funding request

Project name

How will this project address the particular, unique challenges to economic success of the intended participants of this project? (maximum 500 characters)

Is this project novel to the organization or a scale-up of previous activity? (maximum 500 characters)

Are the anticipated outcomes of this project near-term or long-term? Please explain. (maximum 500 characters)

Project start and end dates (Spending must be completed by November 28, 2025) (yyyy/mm/dd)

Total project cost

Amount of CED funding requested

3. Project concept

What is the problem that will be addressed by this project? Explain why this problem is not adequately addressed by mainstream programming: (maximum 500 characters)

What is the magnitude of the impact of this project on job creation and/or business creation? Please elaborate. (maximum 500 characters)

How will this project address the problem differently from mainstream programming and what job creation outcomes are anticipated? (maximum 500 characters)

4. Project plan

List all the activities that comprise the project (including who will undertake them, when will they be initiated and when will they be completed - maximum 500 characters) - Attach project proposal to this form.

5. Project implementation

a) Demonstrate the capacity of your organization to deliver the project (including experience, capacity and resources adequate for the proposed project), if the proposal receives City funding support? (maximum 500 characters)

b) How will intended participants be recruited to this project (e.g., communications plan)? (maximum 500 characters)

6. Project sustainability

a) How will the project be perpetuated once the requested funds have been spent (anticipated new sources of funding, etc.)? (maximum 500 characters)

7. Project budget

a) Please provide all costs associated with the project as a supporting document.

b) List all other sources of funding for the project and the CED funding request amount. Favorable consideration will be given to projects with other sources of funding and in-kind contributions. Note: If the project is already receiving City of Ottawa funding, it will not be eligible for CED funding.

Funding resources	Amount	Confirmed (Yes or No)?
Contribution from applicant		
Contribution from other City of Ottawa sources		
Contribution from project partners		
Contribution from other levels of government		
Other sources of revenue		
In-kind contributions		
Total secured funding		
CED funding request (Total project costs - Total secure funding)		

c) If you have previously received City of Ottawa project funding, please identify below.

Project name	City of Ottawa funding program	Year received	Amount

8. Supporting material

In bullet form, please list all supporting material and documents submitted with this application. A completed application must include an attached project proposal with costing details and rationale that explains who the beneficiaries of the project are, what hurdle they face because of their specific circumstances and how the project will help them overcome this hurdle. The proposal must provide the activities to be undertaken, their timing and the associated specific cost. (maximum 500 characters)

9. Application certification

Name and signature of two signing authorities on behalf of the organization:

We certify that all the information contained in this application is true and complete. We acknowledge that if this application is approved, we will be required to enter into a format, legally binding agreement with the City of Ottawa that will outline the terms and conditions of the funding.

First signing authority

Full name	Job title
Date (yyyy/mm/dd)	Signature

Second signing authority

Full name	Job title
Date (yyyy/mm/dd)	Signature

Municipal Freedom of Information and Projection of Privacy Act. Personal information on this application form is collected under the authority of section 107 of the Municipal Act, 2001 S.O. 2001, C. 25 in accordance with the City of Ottawa Grants and Contributions Policy. The City of Ottawa will use this information to determine eligibility for the City of Ottawa's Community Economic Development Funding Program.