



Community Economic Development (CED) Funding Program Application Form

Application Instructions

Applications must be received by Friday, February 9, 2024 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 should be no longer than 10 pages (not including supplemental information).
- 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.

Example of supporting documents, where applicable:

- Project plan and budget.
- **If funding request is greater than \$25,000, a detailed plan is required, justifying costs and detailed activities and projected outcomes.**
- Project plan and budget must provide more detailed information than what is submitted on the application form. To include: objectives, major tasks, activities, outcomes, and resources and link to project budget with milestones and timelines. Budget to list all project costs detailed by line item (e.g. salaries, materials) and other committed or secured sources of funding.
- Supporting business case study (e.g. project rationale report)
- Technical or feasibility report
- Communications or marketing plan
- Support letter(s)
- 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

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

Address

City

Province

Postal Code

Email

Telephone

2. Project Description and Funding Request

Project Name

How will this project address the particular, unique challenges to economic success of the intended participant of this project?

Is this project novel to the organization or a scale-up of previous activity?

Are the anticipated outcomes of this project near-term or long-term? Please explain.

Project Start and End Dates (Spending must be completed by November 29, 2024) (DD/MM/YYYY)

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:

What is the magnitude of the impact of this project on job creation and/or business creation? Please elaborate.

How will this project address the problem differently and what job creation outcomes are anticipated?

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)

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?

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

6. Project Sustainability

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

7. Project Budget

a) Please provide all costs associated with the project. If the funding request is greater than \$25,000, a detailed project plan and budget is required to be submitted as a supporting document.

Detailed Project Costs (for example materials, services)	Amount
Total Project Costs	

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 City of Ottawa		
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. Examples are provided on the application form cover page. (500 character limit)

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 (DD/MM/YYYY)

Signature

Second signing authority

Full Name

Job Title

Date (DD/MM/YYYY)

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.