



Community Economic Development (CED) Funding Program Application Form

Application Instructions

Applications must be received by Friday, March 20, 2020 at 4:00 p.m. Only one application per organization will be accepted each year.

Submission is to include:

- Completed and signed application. Electronic/PDF copies encouraged, signature page may be scanned. Application form should be no longer than 10 pages (does not include 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.
- Organization's financial statements for the last two completed financial years.

Example of supporting documents, where applicable:

- Project plan and budget. **Required for all proposals (but in even greater detail if funding request is greater than \$25,000).**
- Document is to 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 economicdevelopment@ottawa.ca, mail, or in person to:

City of Ottawa
Community Economic Development Funding Program
Attn: Ian Scott, Economic Development Services
4th Floor (01-96), 110 Laurier Avenue West, Ottawa, ON K1P 1J1
economicdevelopment@ottawa.ca

Should you have questions regarding your application, please contact the CED Program Coordinator, by e-mail economicdevelopment@ottawa.ca at 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

Brief Overview of Organization's mission and mandate

Address

City

Province

Postal Code

Email

Telephone

2. Project Description and Funding Request

Project Name

Brief Project Description

Project Start and End Dates (Spending must be completed by November 30, 2020) (DD/MM/YYYY)

Total Project Cost

Amount of CED Funding Requested

3. Project Concept

a) Describe the project and its objective(s). Explain how it would contribute to the City of Ottawa's economic development strategy of supporting growth of the local economy. (1000 character limit)

b) Explain how the need for the project was determined. What proof do you have of local support for the project, including how the support was evaluated (e.g., needs assessment, community consultation, etc.)? Describe how the project will alleviate the identified problem, even following the end of this project's funding. (500 character limit)

4. Project Plan

a) Describe how the project will be managed and implemented (e.g. management structure, method of project delivery). (500 character limit)

b) List the project's main activities and major tasks, including milestones and time frames. (500 character limit)

c) What are the intended outcomes on the community (e.g. economic, social, and/or cultural)? Explain how these outcomes will be measured and describe by main activity, task, or outcome. Note: Supported projects will be required to report on the project's activities and outcomes. (1000 character limit)

5. Project Implementation

a) What experience does your organization have in managing similar in size projects? Please provide examples. (500 character limit)

b) What risks could affect this project? How will these risks be mitigated? Please provide example(s) of a past project risk, challenge, or issue and how it was resolved. (500 character limit)

c) How will the community be informed of this project? Is there a communications or marketing plan? (If so, please supply). Note: Please be aware that funding recipients are required to acknowledge the support of the City of Ottawa in print materials and verbal announcements. (500 character limit)

6. Project Sustainability

a) Describe if the project is part of the organization's overall strategic/business plan. Does the project build upon existing work? (500 character limit)

b) How will the project be repeated or expanded over the next several years? Will the project outcomes and results be used for other initiatives? If future sources of funding have been identified, please include. (500 character limit)

c) Are there other partners or organizations involved on this project? If yes, please list and describe their role. (500 character limit)

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 Protection 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.