



# Local Initiatives Contribution (LIC) Application Guide

*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)

Canada 

FedNor 

## Local Initiatives Contribution

*The Local Initiative Fund is a non-repayable fund which supports incremental local economic development projects/initiatives that conform to GEDC's mandate. The amounts available range up to \$5,000 per project/initiative. The Local Initiative Fund is financially supported by FedNor/Industry Canada. Funding approval will be subject to a FedNor contribution being available and meeting the criteria.*

### Eligibility Criteria

#### Who is eligible to apply?

First Nations, municipalities or other not-for-profit community organizations located in the Greenstone Economic Development Corporation service area.

#### What types of activities may be considered eligible?

Community Economic Development (CED) activities taking place within the Greenstone Economic Development Corporation catchment area. Such activities may include: working with communities to assess local problems, establish objectives, plan and implement strategies to develop human, institutional and physical infrastructures, entrepreneurship, employment and economy. Projects with regional significance will receive priority.

#### What types of projects/initiatives 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 FedNor staff for clarification.



**Critical Elements:**

GEDC encourages private and public sector partnerships, and whenever possible, the project/initiative will be cost-shared. Projects with existing committed funds from the applicant and/or other partners will be given priority.

**Projects must:**

1. Be consistent with GEDC's mandate;
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. municipality, 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 used to fund a private sector business;
13. Demonstrate need for funds;
14. Fall within the financial range of \$0 to \$5,000.

**Eligible Costs:**

Incremental project costs that support CED objectives. Funding support for initiatives will be up to a maximum of \$5,000. In general, projects/initiatives approved by the GEDC Board of Directors will be paid upon receipt of final report and financial statement including copies of invoices and cancelled cheques. An advance payment may be approved in "special circumstances" where the success of the project depends upon it but would require approval by the GEDC Board of Directors; therefore, such requests MUST be included when the proposal is submitted.

**Procedures:**

The applicant will ensure that the project and its disbursements take place within the time frame stated in the contract and that all documentation for the application and the administration is received as required.

There is no guarantee of funding nor that the project will receive the amount it applied for. Funding will range from \$100 to \$5,000.00.



## **Communications:**

The recipient will provide an opportunity for Greenstone Economic Development Corporation to receive public profile and acknowledgment for the support it extends to eligible projects/initiatives. This could include the inclusion of logos on printed materials, press releases or press conferences. Opportunities for communications can be discussed with the GEDC staff. GEDC staff will provide the graphics and the official acknowledgement wording. Local MPs will be notified of successful applications.

## **What is the application Process?**

- The Application Guidelines and Application form will be available on our website at [www.gedc.ca](http://www.gedc.ca).
- The onus is on the applicant to verify before the deadline if the application was received and is complete.
- The deadline for receipt of complete applications is March 31, 4 pm.
- Complete applications are reviewed and scored by members of Greenstone Economic Development Corporation Development Board of Directors based upon Eligibility Criteria.
- **Funding approval will be subject to a FedNor contribution being available.**
- Selected applications will be notified in writing and required to sign the Funding Disbursement Agreement.
- The project (events or activities) and its related disbursements must take place within the Funding Disbursement Agreement date and October 31<sup>st</sup> inclusively.
- If the project cannot be completed by October 31<sup>st</sup> or if the report and supporting documentation cannot be produced by October 31<sup>st</sup>, the Funding Disbursement Agreement will be rescinded. Funding already received by the applicant will need to be returned to GEDC.

Please 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.

**Greenstone Economic Development Corporation**  
**1409 Main Street**  
**P.O. Box 1018**  
**Geraldton, ON P0T 1M0**  
**Tel: 807-854-2273 ext. 24**  
**Fax: 807-854-2474**  
**Email: jamie@gedc.ca**



# Application Checklist

Your application must include:

- A signed cover page which briefly introduces your organization, your project, the amount requested and gives the contact information (name, mailing address, street address, email, phone and fax numbers) of the person submitting the application on behalf of your organization
- The completed application form. It must be signed by the signing authority of your organization.
- A copy of a motion/resolution from your Board/Council approving this application and, if successful, undertaking to complete the proposed project/activity as described in your application, respecting the terms and conditions set out in the Eligibility Criteria and Contract ?
- Letters of Support from other organization or a municipal/local service board resolution showing community support for your project.
- Letter(s) confirming other contributions and in-kind contributions
- Consulting or Capital Purchases Quotes
- A copy of the Project's Budget

**Greenstone Economic Development Corporation reserves the right to request further documentation to establish your organization's or your project's eligibility under the LIC's criteria.**

**You are welcome to call GEDC to ensure your application was received and is complete.**

**In fairness to all other applications, GEDC will not consider applications which are incomplete as of the application deadline.**

