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# Local Initiative Contribution (LIC) Fund Application Guidelines

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**NECO**

Community Futures Development Corporation  
Société d'aide au développement des collectivités

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Canada 

FedNor 

## Important Information

- The program guidelines outline the funding criteria for NECO's LIC program and provide other important program information to help you apply for funding.
- There are no set deadlines for the receipt of applications to the program. Applications can be submitted any time prior to March 31, 2014.

## What is NECO Community Futures Development Corporation (CFDC)?

### NECO Community Futures Development Corporation:

- ◆ NECO is an independent, not-for-profit corporation supported by the Government of Canada, governed by volunteers in partnership with FedNor / Industry Canada, which encourages the development and diversification of the local economy.
- ◆ NECO CFDC's jurisdiction extends to Novar in the South, Tilden Lake in the North, Mattawa in the East and Nipissing, Machar, Ryerson, McMurrich/Monteith in the West.

### Primary Focus:

- ◆ Small Business and Community Economic Development

### Financial Information:

- ◆ Equity in Investment Fund: 16.5 million
- ◆ Jobs created: 13,525 full and part time
- ◆ Jobs maintained: 1,270 full and part time
- ◆ LIC Fund: \$75,000 annually

### MISSION STATEMENT:

"NECO is a regional economic development organization, which invests in, and nurtures small business, and develops partnerships with private and public sectors to create and maintain jobs in our communities."

***NECO.... Develop your future with us.***

### PROGRAMS & SERVICES:

#### ***Business Development Services***

- ◆ Technical advice, business counselling, information and referral services for small and medium-sized businesses.
- ◆ Site for the Canadian-Ontario Business Service Centre (COBSC).

#### ***Investment in Business***

- ◆ Term loans, loan guarantees, and equity investments to new and existing businesses for business start-up or business expansion.

#### ***Community Development***

- ◆ Partner with organizations to design and coordinate community based development strategies.

## ***What is Community Economic Development?***

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)

NECO Community Futures Development Corporation supports community economic development and believes decision-making and control of projects should involve all components of the community. The term ‘community’ is left up to the applicants themselves to define.

There are a number of entities that could be called communities. Some of these are as follows:

- ◆ Community of common interest: people who voluntarily associate with one another because they have identified common concerns, e.g. heritage preservation, a healthy environment, the need for local employment or eco-tourism development (Lions Club, Canadian Legion).
- ◆ Community of common bond: people who share something, which are inherent, e.g. racial minorities, women, a francophone group, an ethnic group or persons with disabilities.
- ◆ Geographic community: people that share the same place, e.g. municipality, hamlet, region, neighbourhood or housing complex.

## ***Who is eligible to apply?***

- ◆ First Nations, municipalities, economic development or other non-profit community organizations operating within the boundaries of NECO CFDC’s jurisdiction; stretching from Novar in the South, Tilden Lake in the North, Mattawa in the East and Nipissing, Machar, Ryerson, and McMurrich/Monteith in the West.

## ***Who is ineligible?***

- ◆ Small and medium-sized enterprises and other for-profit organizations; Community Futures Development Corporations.

## *What types of projects may be considered eligible?*

Activities must support the priority components of the Northern Ontario Development Program (NODP) including Community Economic Development, Business Growth and Competitiveness and/or Innovation.

Eligible activities must demonstrate community economic development objectives and create short-to-medium-term, measurable results for the communities and businesses of the region. Specific 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 the economy.

Specific eligible projects, under each NODP priority component, may include:

### Community Economic Development:

- ◆ Environmental assessment reports;
- ◆ Strategic and business planning;
- ◆ Sector and industry analysis;
- ◆ Feasibility, marketing and engineering studies;
- ◆ Economic recovery plans;
- ◆ Workforce attraction and retention strategies;
- ◆ Community investment readiness plans;
- ◆ Inventories of community assets and community profiles; and,
- ◆ Implementation of priority initiatives identified in community or regional economic development plans that demonstrate economic results.

### Business Growth and Competitiveness:

- ◆ Business management capacity projects, including planning, training, research and access to business management expertise and export readiness;
- ◆ Activities that lead to increased trade expansion, including export development and investment attraction;
- ◆ Seminars/workshops;
- ◆ Marketing/promotional activities; and,
- ◆ Community tourism events.

### Innovation:

- ◆ Activities that promote innovation and new technology.

## *What types of projects may be considered ineligible?*

- ◆ Ongoing activities carried out directly by the Recipient and/or Applicant; activities that lead to profit generation; projects that require further FedNor/Industry Canada contributions; activities that support social goals, including education and health care services and delivery; and, activities primarily of a social/recreational nature such as museums, libraries, cultural centres, recreation centres, tourist information/welcome centres, arenas and waste management disposal.

## *What Criteria does NECO CFDC use in evaluating projects?*

- ◆ The funding does not create an on-going dependency on external partners, Industry Canada/FedNor or other government sources;
- ◆ The applicant will encourage private and public sector partnerships, and whenever possible, projects will be cost-shared;
- ◆ For applicants to which official languages obligations apply, supported projects should reflect these obligations.
- ◆ Falls within our financial range of \$0 to \$3,000.
- ◆ Elected Board of Directors
- ◆ Organizational capacity needed to implement the proposed project
- ◆ Other funding sources are fully utilized;
- ◆ The funding has a job creation impact on their community;
- ◆ There is a demonstrated need for funds;
- ◆ Broad-based support in community and/or region (i.e. Municipalities, townships, community organizations); and
- ◆ Attempt at diversification.

## *Communications*

The recipient will provide opportunity for NECO Community Futures Development Corporation and FedNor/Industry Canada to receive public profile and acknowledgement for the support it extends to eligible projects. This could include the inclusion of logos on printed materials, press releases or press conferences.

Opportunities for communication can be discussed with NECO staff.

Local MPs will be notified of successful applications.

## *Application Process*

If you feel your community group or organization could take advantage of this program and meet an identified community need, contact NECO Community Futures Development Corporation to obtain an application at the address listed at the end of this guide.

Complete the application as fully as possible and attach any additional information that you feel is necessary to describe your project and how you will carry it out.

Applications will be evaluated by NECO CFDC based on the eligibility criteria previously listed. Any questions will be addressed to the contact person for your project. The decision of the Committee is final and may contain conditions about, but not limited to, how the funding will be handled. In some instances payments may be made against invoices

presented or through a designated, incorporated organization willing to receive, administer and report on the funding.

**Community Economic Development Committee meetings are normally held once a month (excluding July, August and December).**

You should retain the application guide and a copy of your completed application for your records and submit a copy (by e-mail or post) to the office at the address below.

### *Next steps for successful applicants*

#### Letter of Approval & Contribution

- ◆ Successful applicants will receive a **Letter of Approval** outlining the amount of funding the project was approved for, the purpose of the contribution, and the terms and conditions of funding.
- ◆ The application and letter represent a legally binding contract between NECO CFDC and the applicant organization.

#### Reporting Requirements

- ◆ All LIC recipients must submit a **Final Report** at the end of the project, summarizing activities undertaken, results achieved, monies spent vs. monies allocated, and the resulting economic impact of the project.
- ◆ A cheque in the full amount of the contribution approved will be sent to the recipient upon NECO CFDC's receipt and review of the **Final Report**.
- ◆ Additional reports and/or further information may be requested by NECO.
- ◆ Failure to submit a **Final Report** will affect the ability of an organization to receive approved funds and benefit from the LIC program with future projects.

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