

APPLICATION GUIDE

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INTRODUCTION

The Community Economic Development Fund (CEDF) supports community-based projects that spark innovation and collaboration and build stronger, more competitive sectors and regions.

Eligible applicants include not-for-profits, sector organizations, social enterprises, industry associations, municipalities, and academic institutions. Businesses are not eligible to apply for funding.

The role of the Department of Economic Development

The authority to approve or deny a project for funding lies with the Department of Economic Development (“The Department”).

The Department evaluates projects based on potential impact on Nova Scotia’s economy. It considers seven key evaluation criteria when determining the potential impact of the project on the province. It looks for alignment of your proposed project outcomes with these criteria. The strength of this alignment is the main factor that determines whether the project is accepted or denied. Budget constraints along with current economic development priorities may also guide the Department’s decisions.

About this guide

This guide explains the application process and the information you need to prepare your application for CEDF funding. Your application must be completed in full before it will be considered by the Department.

Privacy

Information you provide as part of this application process is treated in accordance with Nova Scotia’s Freedom of Information and Protection of Privacy Act (FOIPOP). [see query on form]

ELIGIBILITY

For-profit businesses are not eligible for funding through the CEDF. However, a for-profit business can be a partner or collaborator on a project. The goal of the Fund is to advance public interests, not the interests of private stakeholders.

The maximum amount that can be approved (without Treasury Board approval) on a single project is \$3 million. Projects can include initiatives for sector development, economic diversification, workforce competitiveness, applied research, and development of pilot projects, among others.

ELIGIBLE COSTS

Costs eligible under the CEDF include all reasonable direct and incidental costs deemed essential for the implementation of the project. A cost is reasonable if, in nature and amount, it does not exceed that which would be incurred by an ordinary prudent person in the conduct of a competitive business.

Examples of costs that would NOT be eligible:

- Costs in excess of fair market value for land, goodwill, and assets
- Cost allocation for the use of space owned by the proponent Motor vehicles and vessels not used exclusively for the project
- Fixed/period charges: recurring charges such as property taxes and reasonable provision for depreciation
- Insurance, dues, and other membership fees
- Interest costs, bond discount, and other financing costs Non-incremental expenditures

ABOUT THE APPLICATION PROCESS

Deadlines

Applications are accepted at specified intake periods throughout the year. Check the website for the next submission deadline: <https://beta.novascotia.ca/apply-project-funding-community-economic-development-fund>

Submit by email

Completed applications can be submitted by email: CEDFund@novascotia.ca

Receive confirmation: Expect to receive confirmation of receipt within two business days.
If you do not receive confirmation, contact us:

Phone: 902-424-0377

Email: CEDFund@novascotia.ca

Application submission checklist

- Application Form
- Project Proposal
- Financial Report

Approval process

The application approval process has two phases:

PHASE 1: The submitted application is reviewed by Department staff to determine basic eligibility and completeness. Staff will advise the applicant if the application is incomplete or if the application is not eligible. If the application is approved at this phase, it advances to Phase 2.

PHASE 2: The Phase 2 assessment will include, at a minimum the following assessments:

1. Alignment of the application with the objects and purposes of the Fund.
2. Assessment of the capacity of the applicant to manage the project. Consideration should be given to the financial and management strength of the applicant and history of managing similar projects.
3. The degree to which the application is leveraging other non-provincial sources of funding.
4. Alignment with overall provincial policy objectives. This may require consultation with other provincial departments.
5. Assessment of the sustainability of the benefits of the project.
6. Alignment of the project with any priority funding areas identified in the Department.

Following completion of the Phase 2 assessment, staff will make a recommendation to the Minister. The Minister has final authority on the authorization of funding under the CEDF.

COMPLETING THE APPLICATION FORM:

Section by section

The key to the application form is to convey the requested information clearly and concisely. Text boxes accommodate about 250 words. Greater detail can be shared in the Project Proposal and Financial Report that you will submit with your application.

Applications must be completed in full to be considered.

SECTION 1: About the Organization

Give the Department a quick overview of your organization. More detailed information should be provided in the Project Proposal document.

Fill in the following sections:

▶ Organization Legal Name

- Note that if the application is successful, you will enter into a contribution agreement for which the full legal name provided will be used to make payments.

▶ Organization Operating Name

- If same as legal name, enter "NA"

▶ Type of Legal Entity

- If you choose "Other", explain in the blank space.

▶ Mailing Address

▶ Contact Person

The contact person provided will be the primary contact throughout the application process and, if successful, throughout the duration of the project unless indicated otherwise.

▶ Contact Details

Provide contact person's email and phone number

▶ Sector and/or region the organization represents

▶ Describe your organization and its history in about 250 words.

SECTION 2: About the Project

The Department considers applications for specific projects that will develop over a fixed period but will leave a lasting impact. Give an overview of the proposed project. More detail can be provided in the project proposal, but this section serves as a summary of activities, desired outcomes, and the plan to reach these outcomes. It ensures that the project is well thought out and is addressing a real problem.

Fill in the following sections:

▶ Describe the project and how it will be delivered

▶ Explain the long-term project objectives

- Provide insight into what a successful project will look like several years down the road.

▶ Explain how the project aligns with the vision and mission of the organization

► Describe the need/problem and how this project addresses it

- Provide an overview of any research or data that shows there is a need/problem and why the project at hand is the best way to address it

► Describe any other projects in Nova Scotia that address this problem, and explain how this project differs

- Disclose any knowledge of other solutions (or other projects underway/in development) that address the need/problem
- Explain how this project complements or differs from these
- If there are no other solutions to address the need/problem identified, explain the research done to confirm this

► List the key stakeholders in this project

- A stakeholder is defined as a person with an interest or concern in something

► Estimate total project costs

► State the amount requested from CEDF

► Disclose whether your organization has made any financial or legal commitments for the project

► Estimate project start and end date

► Summarize the project costs, sources, and uses of funds for the duration of the project

- The time frame for this table should match the start and end date of the project
- Current entries in the table are for examples purposes only and may be deleted.

► Explain the contingency plan for cost over-runs or delays.

SECTION 3: CEDF Evaluation Criteria

The following criteria are used to evaluate the strength and alignment of the proposed project with the purpose of the CEDF. Probing questions for each criterion are listed below. Additional information outside of the questions can be included if it adds value to your case.

► Productivity and Competitiveness

- How does the project consider new and innovative ways of doing things?
- How does the project help boost Nova Scotia's competitiveness and increase productivity?

► Collaborative Partnerships

- Does the project include more than one organization/business/ community group?
- Are there other funders involved?
- Have (or will) other government departments be involved?

► Sector-wide Impact

- Will the outcomes and results of this project provide widespread benefits to a sector or region?

► Measurement Plan

- What are the metrics for success and what is the method to monitor progress?
- Are the metrics realistic?
- How is project success defined?

► Sustainability of Opportunity

- Does your project have long lasting impacts for a specific sector or industry within Nova Scotia?
- What is the current financial state of the organization? What are the current capital assets and liabilities?
- What is the revenue model for sustainability?
- Is there future growth potential for the project/sector/region?

► Leadership and Stewardship

- Does the organization/project have proven leadership, financial capital, and human capital?

SECTION 4: Governance and Management

List the key personnel that will be involved in the project and their titles. More information on these key personnel is required in the Project Proposal.

SECTION 5: Required Documents

Provide copies of:

- Project Proposal Financial Report
- Attach the required documents to the application form when submitting.

SECTION 6: Disclosures

Answer “yes” or “no” to the questions about:

- The potential environmental impact of your project
- How you will engage with Indigenous groups or communities near the project area
- Any current or pending legal actions or litigation you are involved in
- Whether you are in default for contracts or other financing arrangements
- Your current tax and payroll deduction status
- Whether you have applied for or received any other government (municipal, provincial, or federal) funding for this project

SECTION 7: Consent and Certification

- Review the consent and certification statements.
- Print your name and title and sign the application. By signing, you are confirming that all information contained in the application form is accurate and complete.

PROJECT PROPOSAL AND FINANCIAL REPORT REQUIREMENTS

Project Proposal – 12-page limit

A project proposal must be attached to the application form. The entire document, including the title page, should be no more than 12 pages.

The following information must be provided in the project proposal:

PROJECT TITLE: Provide a short, concise title that conveys what your proposed product/process/service will be once the project is complete.

PROJECT SUMMARY: Provide a non-technical description of

- your proposed product/process/service
- the issues it will address
- its significance for Nova Scotia’s economy

PROJECT TEAM: Identify key members of the project team and their roles and responsibilities throughout the duration of the project. Explain the experience and expertise of each member and how these tie into the execution of the project.

SUMMARY OF EQUIPMENT AND/OR FACILITIES: Describe the main equipment and/or facilities required during the project. Identify any risks associated with access to these resources during the timeframe of the project.

KEY COLLABORATORS: Identify your key collaborators, alliances, or other linkages relevant to the project. Describe their roles and responsibilities and include a rationale as to why they are important to the project.

SUMMARY OF WORK COMPLETED TO DATE:

Summarize the work already completed leading up to this proposal, including any technical evidence (e.g., proof of concept, supportive data, references, literature review) that supports the feasibility of the proposed project. Describe the current stage of development of the proposed project.

PROJECT SCHEDULE AND MILESTONES: Set out the project schedule for the primary project activities using a format like the table below.

Activity Description	Start Date	End Date

Identify and describe the project’s major milestones, indicators of success, and target completion dates using a format like the table below. Project milestones act as markers of significant achievements over the course of your project. They measure your progress along your critical path and may span several of the project’s activities. Milestones can be related to any aspect of the project (e.g., technical, financial, management)

Major Milestone Description	Indicator of Milestone Success	Completion Date

FINANCIAL REPORT: The board reviews this information to assess the financial capacity of the organization to complete the project. Provide the following information and supporting documents:

- External financial statements for your previous three most recently completed fiscal year-ends
- Interim financial statements if you are more than three months into your current fiscal year
- Any liability limits and insurance coverage necessary to handle environmental and other risks associated with the project
- Project cost estimates presented in a format like Table 1 below. Disclose all project-related expenditures, not just those eligible for funding through the CEDF.
- Sources of project funding. You can use a format like Table 2 (below) to present this information. Indicate the status of funding requests made to external partners.

TABLE 1: Project budget

PROJECT EXPENSES (list all costs associated with the project)	Cost (\$)

TABLE 2: Project funding sources

Source of Funding	Amount of Funding	Status of Funding

TOTAL PROJECT FUNDING: \$

Funding for the Community Economic Development Fund is provided by the Government of Nova Scotia through the Department of Economic Development.

For more information about the Community Economic Development Fund:
<https://beta.novascotia.ca/apply-project-funding-community-economic-development-fund>

Phone: 902-424-0377
Fax: 902-424-0500

