

Community Economic Development Fund

Review the Community Economic Development Fund (CEDF) Application Guide before beginning the application form. Complete all sections as accurately as possible. The Department of Economic Development will only consider applications that are completed in full.

SECTION 1: ABOUT THE ORGANIZATION

Organization Legal Name: _____

Organization Operating Name (if different from legal name): _____

Type of Legal Entity: _____

Not-for-profit Sector Organization Social Enterprise Other: _____

Industry Association Municipality Academic Institution

Mailing Address: _____

Contact Person: _____

Contact Details: _____

Sector and/or region the organization represents: _____

Describe the organization and its history: _____

SECTION 2: ABOUT THE PROJECT

Briefly describe the project and how it will be delivered: _____

Briefly explain the long-term project objectives: _____

Explain how the project aligns with the vision and mission of the organization: _____

Describe the need/problem and how this project addresses it: _____

Describe any other projects that address this problem, and explain how this project differs: _____

List the key stakeholders in this project:

_____	_____
_____	_____
_____	_____
_____	_____

Estimated total project costs: _____

Amount requested from the CEDF: _____

Has your organization made any financial or legal commitments for the project? Yes No

If yes, explain: _____

Estimated project start date: DD/MM/YYYY Estimated project end date: DD/MM/YYYY

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

Project Costs	Dollar Amount	Percent of total costs	Financing	Status	Dollar Amount	Percent of total costs
Ex: Salaries			Ex: CEDF	Pending		
Ex: Capital Expenditures			Ex: Private Sector Funding	Committed		
Total			Total			

Explain the contingency plan for cost over-runs or delays: _____

SECTION 3: COMMUNITY ECONOMIC DEVELOPMENT FUND EVALUATION CRITERIA

Explain how the proposed project aligns with the following evaluation criteria. The Department of Economic Development will use this information to determine the strength of each of the seven criteria and alignment with the purpose of the CEDF. See Application Guide for more details on each criterion.

Productivity and Competitiveness: _____

Collaborative Partnerships: _____

Sector and Community-Wide Impact: _____

Measurement Plan: _____

Sustainability of Opportunity: _____

Leadership and Stewardship: _____

SECTION 4: GOVERNANCE AND MANAGEMENT

List key personnel involved in this project (staff, key management, board members, etc.)

Full Name: _____	Title/Position: _____
Full Name: _____	Title/Position: _____
Full Name: _____	Title/Position: _____
Full Name: _____	Title/Position: _____
Full Name: _____	Title/Position: _____
Full Name: _____	Title/Position: _____

SECTION 5: REQUIRED DOCUMENTS

Attach the following documents when you submit your application form. Instructions on what must be included in these documents can be found in the Application Guide.

- Project Proposal
- Financial Report

SECTION 6: DISCLOSURES

Environment	YES	NO
Do the applicant's current operations conform with federal and provincial environmental legislation?	<input type="checkbox"/>	<input type="checkbox"/>
Will the proposed project conform to environmental legislation?	<input type="checkbox"/>	<input type="checkbox"/>
Crown duty to consult		
Are there indigenous groups or communities in or near the project area?	<input type="checkbox"/>	<input type="checkbox"/>
Could the project potentially impact indigenous groups or communities?	<input type="checkbox"/>	<input type="checkbox"/>
Litigation		
Is the applicant involved in any relevant litigation, legal action, suit, or claim pending or underway, or any other proceedings before any court, tribunal, or government board or agency?	<input type="checkbox"/>	<input type="checkbox"/>
Are there any judgements outstanding against the applicant?	<input type="checkbox"/>	<input type="checkbox"/>
Material contracts		
Is the applicant in default under any contract or any financing arrangement?	<input type="checkbox"/>	<input type="checkbox"/>
Taxes		
Is the applicant in arrears in the payment of any income, business or property taxes, sales taxes, or any other form or taxes?	<input type="checkbox"/>	<input type="checkbox"/>
Other Government Funding		
Has the applicant received or sought any government funding for this project?	<input type="checkbox"/>	<input type="checkbox"/>

SECTION 7: CONSENT AND CERTIFICATION

1. I understand that the information I have entered here and on all attached documents, as well as any other information collected by The Department of Economic Development to process this application for grants and contributions, is collected in accordance with the Community Economic Development Fund Act and Regulations.
2. I acknowledge that the *Freedom of Information and Protection of Privacy Act* applies to the information collected through this application.
3. I acknowledge that the information collected through this application may be disclosed to departments or agencies of the provincial and federal governments for the purpose of administering the CEDF. I understand that personal information regarding representatives of organizations is not used for administrative purposes at any time during the processing of CEDF applications; it is used solely to support my organization's application. Information collected may also be used for policy analysis, research and/or evaluation, promotion, and communication purposes. I further understand that failure to provide all requested information may result in the application not being considered.
4. I acknowledge that the project submitted for funding will be assessed to ensure it complies with applicable provincial and federal laws and regulations.
5. I certify that the information provided is, to the best of my knowledge and ability, complete, true, and correct; and that this will apply to all information I provide in the future in connection with the assessment of this project. Furthermore, I will promptly notify The Department of Economic Development if any of the information changes.
6. I acknowledge that The Department of Economic Development may contact any person listed in this application to inquire about me/my organization and/ or this application. I authorize the Department of Economic Development to make any inquiries required, including obtaining corporate and business information, to assess this application. I authorize The Department of Economic Development to inquire with any persons, firms, corporations, federal and provincial government departments, agencies, authorities, institutions, and non-profit economic development organizations, and consent to the collection of information.
7. I consent to The Department of Economic Development using the information supplied here for determining funding approval, policy analysis, research and/or evaluation, as well as promotion and communication of the CEDF.
8. I acknowledge that I will be required to execute a contribution agreement as a condition of receiving funds from The Department of Economic Development.

I have read and understand the above. I have the authority to bind the applicant, and on its behalf, I voluntarily consent to the collection, use, and disclosure of information as described.

Signature of authorized official: _____

Print name and title of authorized official: _____

Date: DD/MM/YYYY

SUBMISSION INSTRUCTIONS:

Inquiries and completed application may be directed to The Department of Economic Development at You will receive confirmation of receipt within 2 business days of submission.

