



**CHURCHILL REGION ECONOMIC DEVELOPMENT FUND (CRED)
FULL APPLICATION**

Note: Full Application only required for projects longer than 6 months

Please thoroughly review this application, including the Declaration and the corresponding Application Guide.

If you require assistance completing the application, contact us.

Website: www.cfmanitoba.ca/CRED

Email: cred@cfmanitoba.ca

Telephone: (204) 943-2905

For your local CF office: Toll-free 1-888-303-2232

Mailing Address:

Churchill Region Economic Development Fund

c/o Community Futures Manitoba

559-167 Lombard Avenue

Winnipeg, Manitoba

R3B 0V3

NOTE: The information you provide on this document is collected by CF Manitoba for the purpose of assessing your project proposal under the Churchill Region Economic Development Fund. Where possible, applicants should provide business contact information only. Personal information which is provided will be protected under the provisions of the *Privacy Act*.

PART 1 – APPLICANT INFORMATION

1	Applicant Information				
Eligible Organization Type <input type="radio"/> Community Organization <input type="radio"/> Non-Profit Organization <input type="radio"/> For-Profit Entity <input type="radio"/> Educational Institution <input type="radio"/> Business Organization <input type="radio"/> Municipality					
Legal Organization Name				"Operating as" Name	
2	Project Contact Information				
Legal Family Name		Legal Given Name		Primary Telephone No.	Ext.
Email		Fax No.		Secondary Telephone No.	Ext.
Language of Correspondence <input type="radio"/> English <input type="radio"/> French					
3	Mailing Address				
Unit /Suite/ Apt.	Street Number	Number Suffix	Street Name		Street Type
Street Direction	PO Box or Route Number		Municipality (City, Town, etc.)	Province	Postal Code
4	GST or Canada Revenue Agency Number		5	Website Address	
6	Name of Signing Official		Name		Title
				Email	
7	Provide a brief profile and history of your organization.		Describe your organization's history. For example: <ul style="list-style-type: none"> Mission/mandate/goals Date organization formed 		

PART 2 - PROJECT INFORMATION

CRED's objective		<p><i>The Churchill Region Economic Development Fund (CRED) is a \$4.6M application-based program created to assist northern communities in the Churchill/Bayline region to build a stronger, more diversified economy.</i></p> <p><i>The Fund is intended for community initiatives which support sustainable local economic growth; create employment and business opportunities; and build on existing assets to support economic diversification beyond the existing tourism and port assets. Projects in the regions served by Community Futures North Central Development, Community Futures Cedar Lake Region, Community Futures Greenstone, Community Futures Kitayan and Community Futures Northwest (see http://cfmanitoba.ca/regions/) may apply for assistance. The fund will also support projects that promote business activity in the Kivalliq region if they strengthen economic activity across northern Manitoba.</i></p>			
8	Project title	The name which will appear on the contribution agreement.			
9	Anticipated start date	YYYY/MM/DD	10	Anticipated completion date	YYYY/MM/DD
11	Describe how the project meets the CRED priorities and preferences.	<p>Describe the rationale for this project. How does your project support any or all of the following in the Churchill/Bayline region?</p> <ul style="list-style-type: none"> - A more diversified economy - Less reliance on single commodities such as grain - More local involvement in community economic planning - Expansion of existing and creation of new businesses to support jobs - Increased training opportunities linked to the region's strengths such as transportation, health care, tourism; - Growing Arctic research and service industry 			
12	Describe the project.	<p>Describe the project in summary:</p> <ul style="list-style-type: none"> • What is (are) the objective(s)? • Who is (are) the beneficiary (ies)? • Which priorities or industries does your project support? 			
13	Describe the project's activities.	Provide a brief overview on how you are going to accomplish this project, including a listing of key project milestones.			
14	Describe the intended benefits of the project. How will it help the region remain competitive?	<p>What are you hoping to accomplish? What benefits do you expect to achieve for the Churchill/Bayline region by completing this project? (i.e. maintaining current employment, new job creation or enhancement, creating incremental income, businesses, or government revenues in the Churchill/Bayline region) How will the Churchill/Bayline region be enhanced as a result of this project? How will you measure the successes and benefits of the project?</p>			
15	Are post-proposal activities required? If so, how are you going to financially support these activities?				

16	Identify and demonstrate your efforts/results in obtaining funding from other sources. How are your partners going to be involved in supporting this project?	Provide the information as requested. Attach copies of endorsement letters from partners describing the nature of support being provided and the rationale for their support.
17	Identify and demonstrate your efforts/results in obtaining multi-community support?	Provide the information as requested. Attach copies of endorsement letters from community stakeholders describing the nature of support being provided and the rationale for their support.
18	Describe your project team, and its capacity and ability to undertake this project.	<p>Describe how your project team will administer the project. How will it report on the progress and deliverables internally and to CF Manitoba?</p> <p>Demonstrate how your project team has the capacity to deliver the project and achieve the expected outcomes, for example:</p> <ul style="list-style-type: none"> • Financial management experience • Participation of a consulting firm • Previous experience in similar activities • Contacts • Project management experience • Resources (financial, technical, human, etc.) • Participation of experts • Any other information which could help demonstrates your project team's ability to deliver the project successfully.
19	Describe any challenges or risks which may influence the successful completion of the proposed project. Describe how you plan to mitigate these risks or challenges.	How will these risks be managed to minimize any impacts?
20	Communications	How will project results be communicated to your target audience?
21	Describe any potential environmental impact of the proposed project.	

PART 3 - PROJECT WORKPLAN

Activities	Start Date	End Date	Outputs
List each activity/sub-activity in chronological order.	YYYY/MM/DD	YYYY/MM/DD	For each activity listed, indicate what will be produced, where applicable.
Activity 1:			
Activity 2:			
Activity 3:			
Activity 4:			
Activity 5:			
Activity 6:			
Activity 7:			
Activity 8:			
Activity 9:			

PART 4 - TOTAL SOURCES OF FUNDING

Resources				Status of Funding	
Sources of Funding (Indicate all sources of funding requested, in cash or in-kind, and whether the funding is confirmed or pending)		Cash	In-kind *	Date Confirmed	Pending (Expected Date)
Applicant's Contribution		\$	\$		
CRED Funding Requested		\$			
Other Sources	Name of Funding Source				
Partners**		\$			
		\$			
		\$			
Provincial or Municipal Government Funding <i>(provide Initiative name)</i>		\$			
		\$			
Other Federal Gov't Funding (excluding CRED) <i>(provide Initiative name)</i>		\$			
		\$			
Total Project Funding		\$	\$		
Percentage		%	%		

* In-kind means contributions other than monetary which defray a portion of the project's eligible costs.

** Provide details and the amounts of any federal, provincial, or municipal government funding being received by project partners.

NOTES:

- The CRED administration may request additional details and documentation related to the sources of funding.
- The maximum level of federal government funding for projects under CRED submitted by a for-profit organization is 50% for capital costs and 75% of non-capital costs.

PART 5 - BUDGET

Source of Funding						
For each activity, list eligible expenses by cost category. Applicants are encouraged to add lines as needed.	Activity Costs	Funds from CRED	Recipient Contribution		Other Government Contribution	Other Contribution (e.g. Partners)
			Cash	In-kind	Cash	Cash
Staffing Costs – Wages, Benefits, MERCS, etc.						
Sub-Total:	\$ -		\$ -	\$ -	\$ -	\$ -
Travel, Meals, Accommodations						
Sub-Total:	\$ -		\$ -	\$ -	\$ -	\$ -
Communications – Phone, Internet, etc.						
Sub-Total:	\$ -		\$ -	\$ -	\$ -	\$ -
Occupancy Costs – Rent, Utilities, Maintenance, etc.						
Sub-Total:	\$ -		\$ -	\$ -	\$ -	\$ -
Marketing & Promotion						
Sub-Total:	\$ -		\$ -	\$ -	\$ -	\$ -
Office Equipment and Supplies						

Sub-Total:	\$ -	\$ -	\$ -	\$ -	\$ -
Administration – incl. Insurance, Bank Fees, etc.					
Sub-Total:	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Costs					
Sub-Total:	\$ -	\$ -	\$ -	\$ -	\$ -
Reporting Costs					
Project Monitoring					
Financial Management					
Performance Measurement					
Sub-Total:	\$ -	\$ -	\$ -	\$ -	\$ -
Other – please specify					
Sub-Total:	\$ -	\$ -	\$ -	\$ -	\$ -
Total Cost Project	\$ -	\$ -	\$ -	\$ -	\$ -
Percentage		%	%	%	%

CRED requested funding by fiscal year	Fiscal year 2016-2017	Fiscal year 2017-2018	Fiscal year 2018-2019

Copies of estimates should be submitted with the application.

Before signing the Declaration, answer the following questions:

Unpaid debts to Canada

It is a requirement of the Treasury Board *Policy on Transfer Payments* that recipients of funds declare any amounts owing to the federal government and to recognize that amounts payable to the recipient may be set off against amounts owing by the recipient to the government.

Does your organization have any outstanding debts with the Government of Canada? If yes, please indicate the amount owing and under what initiative/legislation.

Amount of unpaid debt: _____ Initiative/Legislation: _____

Conflict of interest disclosure

Applicants who are current or former public servants or public office holders or who are organizations which employ such persons must comply or ensure compliance with the *Values and Ethics Code for the Public Service*, the *Conflict of Interest and Post-Employment Code for Public Office Holders*, and the *Conflict of Interest Act*.

Provide the names of any persons involved with the project who have, in the past year, been employed, or held public office, with the federal government. Indicate their former positions and the nature of their involvement in your organization or the project itself.

Name: _____ Former position: _____ Nature of involvement: _____

Name: _____ Former position: _____ Nature of involvement: _____

Lobbying Act

It is a requirement of the Treasury Board *Policy on Transfer Payments* that the recipient or public office holders and any person lobbying on behalf of the recipient to obtain funding is in compliance with the *Lobbying Act*. For more information, go to the Office of Commissioner of Lobbying of Canada's website at www.ocl-cal.gc.ca.

_____ In compliance

_____ Not in compliance

_____ Not applicable

DECLARATION

I/We confirm that I/we have read and understood the objectives, principles and criteria of the Churchill Region Economic Development Fund (CRED), and I/we understand that the following conditions must be met for funding eligibility:

- The organization confirms this application has been vetted by the Organization's Board of Directors or authorized decision-makers and the signature(s) below is that of all required corporate signing authorities.
- The organization must demonstrate to Community Futures Manitoba Inc. (CF Manitoba) it has adequate human resources, experience and financial resources required to carry out its responsibilities;
- The organization must be in compliance with federal, provincial and/ or municipal environmental requirements and duties to consult with Aboriginal peoples with respect to this project;
- The organization agrees this application form creates no obligation on the part of CF Manitoba to provide funding;
- The organization agrees information provided on this application form will be collected and used by CF Manitoba to determine eligibility of the applicant and the proposal for funding under the CRED;
- The organization agrees information provided may be disclosed to third parties for purposes of assessing the project proposal for funding;
- The organization agrees any financial, commercial, scientific or technical information provided in this application will be treated in accordance with the *Access to Information Act*;
- The organization confirms there are no conflict of interest situations relative to the CRED;

If this application is approved:

- The organization agrees, if this application is approved, the organization will be required to enter into a contribution agreement which sets out terms and conditions for funding in accordance with Treasury Board's Policy on Transfer Payments;
- The organization agrees costs incurred before the signing of a contribution agreement, unless authorized by CF Manitoba, are not eligible for reimbursement;
- The organization agrees to comply with the CRED's objective, priority areas and preferences and understands failure to meet these may result in non-payment and/or reimbursement of payments made;
- The organization agrees to carry out financial functions in accordance with the standards outlined in the CICA Handbook;
- The organization agrees to develop and implement a performance management framework and reporting system to measure the performance of the project, provide progress reports on a regular basis and a performance report summarizing project reach, results achieved and resources expended;
- The organization agrees to provide CF Manitoba with a copy of its annual report, upon request, and grants CF Manitoba the right to conduct an audit on the project described in this application;

- The organization agrees to provide appropriate recognition for the federal government's financial assistance;
- The organization will make available to CF Manitoba and Western Economic Diversification Canada (WD) any communication vehicle developed under the CRED and agrees CF Manitoba and/or WD may use such vehicles for communications purposes;
- The organization agrees, if approved, information provided about the project may be posted on the CRED website;
- The organization agrees Canada and CF Manitoba will not be liable for any claims for damage and will indemnify Canada and CF Manitoba from any claims for damage by the individual/organization or third parties related to the activities carried out for the project by the organization or on its behalf;
- The organization agrees to ensure CRED funding will not be used to pay federal employees or to reimburse costs incurred by them collaborating on a project (i.e., to attend a meeting or conference, deliver a presentation, act as an expert, or collaborate in research).

I/We declare the information given in this application is to the best of my/our knowledge, complete, true and correct.

SIGNATURE:

_____	_____	_____	_____
Authorized Representative	Printed Name	Title	Date

_____	_____	_____	_____
Authorized Representative	Printed Name	Title	Date

for

Name of organization

Submit an electronic version of the application to cred@cfmanitoba.ca and mail or scan and forward a signed copy of the Declaration pages with appropriate documentation to:

*Churchill Region Economic Development Fund
c/o Community Futures Manitoba
559-167 Lombard Avenue
Winnipeg, MB R3B 0V3
Website: www.cfmanitoba.ca/CRED
Email: cred@cfmanitoba.ca
Telephone: (204) 943-2905
Or call your local CF office: Toll-free 1-888-303-2232*

SUPPORTING DOCUMENTATION CHECKLIST

Please submit a copy of the following documents to complete your application:

Mandatory:

- incorporation documents such as a letter of incorporation
- last two years of audited financial statements
- signed Declaration
- work plan
- budget
- endorsement letters for the project from partners **and** community stakeholders with nature of support provided and the rationale for support
- estimates for activities where appropriate

May be requested by the CRED administration:

- business plan
- strategic plan
- annual reports
- brochures/pamphlets
- further details and documentation related to government funding

Forward the documents to:

*Churchill Region Economic Development Fund
c/o Community Futures Manitoba
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Website: www.cfmanitoba.ca/CRED
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