



CHURCHILL REGION ECONOMIC DEVELOPMENT FUND (CRED)

Stage One Application

Churchill Region Economic Development Fund
c/o Community Futures Manitoba
559-167 Lombard Avenue
Winnipeg, Manitoba R3B 0V3
Tel: 204-975-0747
Email: cred@cfmanitoba.ca
Website: www.cfmanitoba.ca/cred

Application Process

CRED funding is available for strategic investments in economic development projects that promote sustainable local economic growth and create employment and business opportunities in the Churchill and northern region by building on existing assets to support economic diversification beyond the existing tourism and port assets. CRED can be accessed by **Community, For-Profit, and Not-For-Profit Applicants**.

In the CRED Guidelines, Community/Not-For-Profit Applicants can include:

- Municipal or local governments
- Post-Secondary institutions
- Not-For-Profit organizations
- First Nations and Indigenous communities and organizations

Applicants must read the CRED Application Guidelines and will need to refer to these guidelines when completing the Stage One Application and the Full Application.

The CRED Fund has a two-stage application process. Applicants are encouraged to work with staff from the Churchill Region Economic Development Fund and their local Community Futures organization in developing both their Stage One and Full Application:

- (1) Applicants will discuss their project with CRED staff and submit the **Stage One Application** containing a cover sheet, narrative and budget.

Information from the Stage One application will assist CRED staff in providing feedback to project applicants on whether the concept is eligible. All Stage One applications will be presented to the CRED Management Committee (CMC) for feedback and/or approval.

Medium-Term (1-2 years) and Long-Term (2-5 years) Project Applicants may then be asked to provide further information during Stage Two:

- (2) **Full Application**, which includes:
 - Organization's information
 - Project details
 - Description of how the region has been enhanced as a result of the project
 - Project funding budget including supporting documentation
 - Projected deliverables
 - Indication of community support
 - Confidentiality, consent and certification agreement (for each partner)

When the Full Application is complete it will be reviewed and then presented by staff to the CRED Management Committee.

Applications will be accepted on an on-going basis beginning December 15, 2016. All project activities must be completed by March 31, 2021. Applicants are encouraged to apply as soon as possible.

Application Process

Suggestions to all applicants:

CRED priority: The CRED Fund will give priority to projects which are multi-community in nature and benefit the Churchill and northern region which is defined as the Town of Churchill and the area served by Community Futures Cedar Lake Region, Community Futures Greenstone, Community Futures Kitayan, Community Futures North Central Development, and Community Futures Northwest. To allow for flexibility, the Fund will also support projects that promote business activity in Kivalliq and the west coast of Hudson Bay if they strengthen the regions' economic activity across northern Manitoba.

Partnerships: The CRED Fund encourages the creation of regional partnerships. The extent of involvement and commitment of all partners involved in the project will be considered.

Cost sharing: The more each partner contributes to the project, the stronger their commitment to complete the project and the stronger the application becomes.

Incremental activity: The project must be incremental to ongoing activities of the organization.

Innovative projects: Priority will be given to projects that are innovative, involving new approaches, technologies, processes or products.

Measurable outcomes: The applicant must be specific about how the project fits with the priorities and objectives of the CRED. Make sure the results of your project are measurable and that you have included information on how you will measure the short and long-term impacts of your project. Demonstrate how the project will enhance the Churchill Region (e.g. investment in the region, jobs created by development activities, # employees bridged to EI, community development plans implemented, new products and services available in the region, etc.).

Make sure the outcomes are SMART:

Specific – Measurable – Achievable – Realistic – Time bound

Any questions? Please contact the **Churchill Region Economic Development Fund Staff at (204) 975-0747** or your local **Community Futures organization toll-free 1-888-303-2232**.

Stage One Application Cover Sheet

Title of Project:		Project Start Date:	
Name of Project Contact:			
Position:			
Organization:			
Street Address:			
City/Town:		Community Futures Region:	
Province :		Postal Code :	
Telephone:		Fax:	
E-mail:			
Potential Partners:			
Contact Names	Organization Name	Phone Number	E-Mail
1.			
2.			
3.			
4.			
5.			

CONFIDENTIALITY

Applications and supporting material submitted to the Churchill Region Economic Development Fund will be subject to the *Access to Information Act* and the *Privacy Act*. Any information submitted in confidence should be clearly marked "CONFIDENTIAL" by the applicant. Inquiries about confidentiality should be directed to the Churchill Region Economic Development Fund Project Coordinator at (204) 975-0747.

DECLARATION

The organization agrees information provided will be disclosed to third parties for purposes of assessing the Stage One application for funding. All parties that this information is provided to are required to sign a confidentiality agreement and will therefore maintain the confidentiality of this document and its contents.

CERTIFICATION

By submitting this application, the lead applicant hereby certifies that the application and supporting documentation are true and complete in all respects.

Project Contact Name (please print): _____

Position: _____

Signature: _____ Date: _____

Stage One Application Narrative

Applicants are required to complete the narrative section of the Stage One application and are encouraged to attach additional information as it relates to the application, but should be limited to a maximum of 2 pages.

1) Overview/Background: Give a brief overview of the project and how it came about.

2) Priorities: Indicate which industry sector(s) and/or community needs the project will impact:

3) Benefits/Outcomes: Summarize the benefits which you anticipate this project will bring to the Churchill and/or northern region. (i.e.: investment in the region, jobs created by development activities, # of employees bridged to EI, community development plans implemented, new products and services available in the region etc.)

4) Project Activities: Identify the project's activities and indicate how your activities will support economic diversification; business development; job creation; local economic growth; and/or support the development and implementation of targeted strategies to attract and retain workers, entrepreneurs, residents and visitors, and investment to the region.

5) Proposed Project Start Date: _____ **End Date:** _____

Stage One Application Narrative

6) Other Sources of Funding: Please explain your plans to include (or not include) other sources of funding (partners, government, private sector, etc.). In-kind support means contributions other than monetary which defray a portion of the project's total eligible costs.

Name of Organization	Cash Contribution (\$)	In-kind Contribution (\$)

7) Project Timeline: Please identify the project's expected start and end dates and any crucial milestones with respect to activities.

8) Other Information: Please include any additional information which you feel is relevant to the project.

Stage One Application Budget

Please note: The budget submission in the Stage One Application is to be used for discussion purposes only. Applicants who are encouraged to complete the Full Application will need to provide more detailed information which may alter the funding request at that time.

Project Activities	(1) Funding from other sources (minimum 15%)		(2) Requested funding from CRED	(3) Total estimated project cost
	In Kind	Cash		
Totals:				