



Federal Economic Development
Agency for Southern Ontario

Innovation, Science and
Economic Development Canada

Agence fédérale de développement
économique pour le Sud de l'Ontario

Innovation, Sciences et
Développement économique Canada

Canada 150 Community Infrastructure Program

Intake Two

APPLICATION GUIDE

TABLE OF CONTENTS

Application Process	3
Application Form Guidance	4
Organization	4
Project Information	4
Environmental Considerations and Aboriginal Engagement.....	7
Project Costs and Proposed Financing.....	7
Eligible Project Costs.....	8
Certification	10
Submission of application	10

The following instructions will assist you in completing your application for funding through the Canada 150 Community Infrastructure Program to the Federal Economic Development Agency for Southern Ontario (FedDev Ontario). Applications are being accepted until **5:00 p.m. EDT on June 24, 2016**.

Application Process

Step 1: Refer to the eligibility criteria in the [Program Guidelines](#) to ensure your project meets program criteria.

Step 2: Open the Canada 150 Community Infrastructure Program [Application Form](#) and select the **Save as** button at the top. This will allow you to download the form to your local computer and to save information as you enter it.

- **Note:** The application is in Portable Document Format (PDF) format and will open automatically within Internet Explorer if you click on the link. However, if you are using another browser, right-click on the link and select 'save target as' or 'save link as' to download the file to your computer before opening with a PDF reader.
- To access the PDF Application Form, you must have a PDF reader installed. If you do not already have a reader, there are several [PDF readers](#) available on the Internet.
- Mac users, please refer to the [FAQs](#).

Step 3: Using the [Application Form Guidance](#) below, complete the form. The numbered sections below correspond with the numbering on the Application Form. Prepare all supporting documents (if applicable). Remember to save your work often.

Step 4: Attach all supporting documents to your Application Form by selecting the **Add Attachments** button at the top of the form.

Step 5: Once your application package is complete, ensure you are connected to the Internet and then select the **Submit** button on the last page to send your Application Form and supporting documents to FedDev Ontario.

Step 6: Once your application package is received, a confirmation message will be displayed on your screen: "Your application has been successfully submitted to the Canada 150 Community Infrastructure Program Intake Two." There is no need to resubmit your application once this confirmation is received.

Step 7: Please save and print a copy of the application package and the confirmation message for your records.

If you have any questions about the program or the application process, please [email](#) or call the toll free line at 1-866-593-5505.

Application Form Guidance

Organization

4. Applicant Type

In order to be considered for Canada 150 Community Infrastructure Program funding, projects must be duly authorized or endorsed by a resolution of Council, Band or Board of Directors, as applicable. The resolution may be attached to your application, but must be received before a contribution agreement can be executed.

Not-for-profit applicants **must** attach the following documentation to their application:

- Complete certified copy of their articles of incorporation or letters patent. The legal name in this document must match the legal name on the application. If you are a Legion, provide a certified copy of your organization's charter and a certificate or letter of good standing from the Dominion or Provincial Command; and
- List of current Board of Directors and contact information.

Project Information

7. Project Title

Provide a short, clear and concise title describing your project, beginning with the text provided in the drop-down menu and ending with the actual name of the facility or infrastructure asset. See the following sample project titles:

- Improvements to the municipality's recreational trail
- Renovation of the community centre's gymnasium
- Expansion of the community hall's auditorium
- Repair of the cultural centre's roof

8. Project Address

Provide the physical location of the project site. If the project site does not have an address, provide one of the following: the nearest intersection, legal land location, latitude and longitude or a point of interest. Projects taking place in multiple locations **will not** be considered. The project must be located in southern Ontario, which means it must fall within one of the following 37 Statistics Canada census divisions:

Stormont, Dundas and Glengarry; Prescott and Russell; Ottawa; Leeds and Grenville; Lanark; Frontenac; Lennox and Addington; Hastings; Prince Edward; Northumberland; Peterborough; Kawartha Lakes; Durham; York; Toronto; Peel; Dufferin; Wellington; Halton; Hamilton; Niagara;

Haldimand-Norfolk; Brant; Waterloo; Perth; Oxford; Elgin; Chatham-Kent; Essex; Lambton; Middlesex; Huron; Bruce; Grey; Simcoe; Haliburton; and, Renfrew.

A list of the communities that form each census division is available [online](#).

10. Do you own the asset in which the infrastructure investment is being made?

Applicants that do not own the infrastructure asset **must** attach an [Applicant Declaration and Landlord Authorization form](#) (PDF, 66 KB, 1 page) to their application.

11. Does the project result in an increased footprint to an existing community infrastructure asset?

Specify if the project work will result in an increase to the footprint of the infrastructure asset. The increase must not exceed 50 percent of the existing asset's footprint (square metres or square feet).

12. Project Description

Outline the major work components that will be completed for the project. See the following sample project descriptions:

Renovate community centre basketball courts and change rooms. The work will include:

- resurfacing the court floor;
- replacing shower and washroom facilities in change rooms;
- upgrading change rooms to meet Ontario Disability Act Standards; and
- replacing and improving lighting.

The municipality will improve its existing 25-kilometre trail and expand it by approximately 5 kilometres. The work will include:

- clearing and grubbing of the land along the corridor;
- constructing a local land drainage system;
- installing an approximately 4-metre wide granular trail;
- installing information signs;
- fencing and buffering from adjacent properties; and
- creating courtesy crossings (signage and pavement markings) where the trail intersects with the local roadway system.

14. Briefly describe the economic benefits to the community that will result from the project.

Economic benefits that will result from the project may include, but are not limited to, the following:

- increased attendance at the project facility
- improved access for persons with disabilities

-
- improved access/service to the whole or part of the community
 - improved regional tourism draw
 - decreased operational or maintenance costs
 - increased safety of the facility
 - improved energy efficiency
 - extension of the facility's useful life

15. Describe how the project is linked to Canada's 150th anniversary of Confederation?

For example, does the project contribute to modernizing Canada's infrastructure, do the upgrades provide long-term benefits to a community, does it have historical significance related to Confederation, or will its improvement contribute to celebrating Canada's 150th anniversary?

17. Describe any project elements that advance a clean growth economy.

Does the project include any components related to energy-efficiency improvements or retrofits or incorporate the use of clean, green and/or sustainable materials or technologies? Some examples of this may include: installing a more efficient energy source, a green roof or a rainwater collection system or improving natural amenities such as parks, trails and other outdoor recreational assets.

18. Please describe the extent to which the asset is open to the public and identify any restrictions, existing or planned, to its use.

The project asset and any components thereof, **must** be open for use by the public. Explain if the asset is open for use by all members of the public or if use is restricted in any way. For example, identify if access is:

- exclusive to persons with a membership;
- available to the general public either free of cost or for a fee; or
- operated both on the basis of membership and access to the general public, and to what extent.

19. Describe the extent to which regional community-based partnerships will be formed as a result of this project.

Explain how regional community-based partnerships will be developed as a result of the project and provide a list of the partners involved in the project. Partnerships can be monetary and non-monetary in nature.

20. Project Start / End Date

Provide the expected date for when the project will begin (or if the project has already begun, the date for when the project began), and the expected date the project will be completed. Costs

incurred prior to April 1, 2016, will not be reimbursed and your project must be substantially completed by March 31, 2018.

Environmental Considerations and Aboriginal Engagement

22 (a). Is the project located on federal lands?

Federal lands are defined in section 2(1) of the *Canadian Environmental Assessment Act, 2012* (CEAA 2012) as: lands that belong to Her Majesty in right of Canada, or that Canada has the power to dispose of, and all waters on and airspace above those lands, other than lands under the administration and control of the Commissioner of Yukon, the Northwest Territories or Nunavut; the internal waters of Canada, in any area of the sea not within a province, the territorial sea of Canada in any area of the sea not within a province, the exclusive economic zone of Canada, and the continental shelf of Canada; and reserves, surrendered lands and any other lands that are set apart for the use and benefit of a band and that are subject to the *Indian Act*, and all waters on and airspace above those reserves or lands.

22 (b). Is the project deemed to be a 'designated project' under the Canadian Environmental Assessment Act, 2012?

"Designated project" is defined in section 2(1) of CEAA 2012 as: one or more physical activities that are carried out in Canada or on federal lands; are designated by regulations made under paragraph 84(a) of CEAA 2012 or designated by an order made by the Minister of the Environment under subsection 14(2) of CEAA 2012; and are linked to the same federal authority as specified in those regulations or that order. It includes any physical activity that is incidental to those physical activities.

Project Costs and Proposed Financing

24. Have you previously received funding for this asset from another federal government program(s)?

If you have previously received funding for the project asset from another federal government program(s), indicate from which program(s) and the amount of funding that was approved. Please specify if your project asset has already received government funding, but for work that is different than what is proposed in your application.

25. Does your organization owe money to the Government of Canada?

Indicate if your organization has any outstanding loans, contributions or tax arrears that are owed to the Government of Canada.

26. Project cost(s) to be incurred (HST rebate excluded) and Proposed Financing

Detail the eligible project costs, by type of activity.

Identify all sources that will contribute financially to the project.

Contingency costs may be up to 10 percent of the total project cost (Planning/Design/Engineering, Repair/Construction, Project Management and Other).

Please ensure that total funding from all sources equals total eligible project costs.

FedDev Ontario funding requested

Indicate how much federal funding you are seeking. While the program can provide up to 50 percent of the total eligible project costs, priority may be given to recipients seeking no more than 33.3 percent. The amount of federal funding cannot exceed \$1 million per eligible project.

Other government funding

Indicate the specific program name and amount of any other federal, provincial or municipal funding being requested or already committed to the project.

If you are waiting to receive details on other funding, you must indicate in your application both the source and the amount of funding that is unconfirmed (“intended” or “neither” in the application form).

Other funding

Indicate other non-government funding being requested or already committed to the project, including not-for-profit and private sector.

Eligible Project Costs

Eligible costs are costs considered to be direct and necessary for the successful implementation of an eligible project and are paid by an eligible recipient under a contract for goods or services, excluding those explicitly identified in the [Program Guidelines](#). Eligible project costs can only be reimbursed to the recipient if a contribution agreement is signed by both parties. Costs must first be incurred and paid by the recipient, and if deemed eligible, will then be reimbursed at the prescribed percentage of federal contribution.

Eligible costs for support under the program are as follows:

- costs that are incurred between April 1, 2016, and March 31, 2018;
- costs to renovate, expand or improve fixed capital assets of community infrastructure;
- fees paid to professionals, technical personnel, consultants and contractors specifically engaged for the purpose of the , renovation, expansion or improvement work;

-
- costs of environmental assessments, monitoring and follow-up activities as required by the *Canadian Environmental Assessment Act (CEAA) 2012* or equivalent legislation;
 - costs of a public announcement and official ceremony or of required temporary or permanent signage that includes the cost of creation and posting of signage;
 - other costs that are considered to be direct and necessary for the successful implementation of the project and that are approved in advance; and
 - labour and other incremental costs (i.e., materials or equipment) of the recipient may be included in eligible costs under the following conditions:
 - the recipient is a local, regional or Aboriginal government;
 - the recipient confirms and substantiates that it is not economically feasible to tender a contract;
 - costs are employed directly in respect of the work that would have been the subject of the contract;
 - labour hired to work exclusively on the project (i.e., not existing employees of the recipient); and
 - all costs are approved in advance and are included in the contribution agreement.

FedDev Ontario reserves the right to make the final determination on the value of contributions and to exclude expenditures deemed to be ineligible or outside the scope of the project.

Ineligible project costs include:

- project costs incurred before April 1, 2016, or after March 31, 2018;
- temporary installations and moveable equipment, including but not limited to: motorized vehicles, furniture, computers, artwork and sports equipment;
- services or work that is normally provided by the recipient or a related party;
- salaries and other employment benefits of any employees of the recipient except as outlined above in Eligible Project Costs;
- a recipient's overhead costs, its direct or indirect operating or administrative costs, and more specifically its costs related to planning, engineering, architecture, supervision, management and other activities normally carried out by the recipient's staff;
- in-kind contributions (goods or services);
- the cost of feasibility and planning studies;
- taxes, such as GST and HST, for which the recipient is eligible for a tax rebate and all other costs eligible for rebates;
- the cost of land or any interest therein, and related costs;
- cost of leasing of equipment by the recipient except for as indicated in eligible costs, above;
- legal fees; and
- routine maintenance costs.

27. Projected cash flow of FedDev Ontario funding

Indicate the amount of FedDev Ontario funding broken down by fiscal year (year starting April 1 and ending March 31).

Certification

The application must be certified by the Applicant's Chief Administrative Officer, Band Council or Aboriginal Government Authority Chief, President or Officer with signing authority for the organization.

Submission of application

Project applications and supporting documentation must be submitted no later than **5:00 p.m. EDT on June 24, 2016**. Once your application has been submitted the following confirmation page will appear on your screen. There is no need to resubmit your application once this confirmation is received. It is recommended that you print the confirmation for your records.



Federal Economic Development
Agency for Southern Ontario

Innovation, Science and
Economic Development Canada

Agence fédérale de développement
économique pour le Sud de l'Ontario

Innovation, Sciences et
Développement économique Canada

Federal Economic Development Agency for Southern Ontario (FedDev Ontario)

Your application has been successfully submitted to the Canada 150 Community Infrastructure Program Intake Two.

Application Number: 4030620160520

Please save this confirmation for your reference and note the above application number in future correspondence.

Thank you for your interest in the program.