

Northern Communities Investment Readiness Application and Guide 2009-2010



Northern Communities Investment Readiness (NCIR) Application 2009-2010

Before completing this application, please read the Application Guide and speak with a Northern Development Officer or Advisor at your local Ministry or Northern Development Office.

Applications must be received postmarked prior to **December 4, 2009** at:

GO North Investor Program Office
Ministry of Northern Development and Mines
435 James Street South Suite 332
Thunder Bay ON P7E 6S7 Fax: 1 (807) 475-1589

1. Applicant contact information

1.1. Preferred language of correspondence	English <input type="checkbox"/>	French <input type="checkbox"/>
1.2 Legal name of the lead applicant community (municipality or First Nation) or economic development corporation (EDC):		
1.3 Corporation number:		
1.4 For regional partnerships or projects on behalf of an unincorporated community, list all the partner communities (municipality, First Nation and/or unincorporated community) and/or EDCs by legal name:		
1.5 Lead contact:	Position title:	
Street address:	Telephone number: () -	
PO Box:	Fax number: () -	
City:	E-mail address:	
Postal code:		

2. Project information

2.1 Title/name	Application date:	Completion date:
2.2 Project description and objectives:		
2.3 Project benefits:		
2.4 Current investment-related activities undertaken by the applicant(s):		

3. Detailed financial summary - complete the Tables 3.1, 3.2 and 3.3 .

Certain projects and costs are generally **not** considered eligible for funding under this program. These include:

- Capital or rolling stock purchases
- Annual operating expenses
- Long-term leases
- Advertising or promotional materials
- Outbound travel and accommodations
- Refundable GST payments
- Costs incurred prior to the date of application

3.1 Project costs

Activity	Eligible costs	Ineligible costs	Total costs
Total:	\$	\$	\$
NCIR funds requested			

3.2 Project financing *Specify if the funding is in the form of a cash contribution or other. In-kind donations are not considered eligible.

Activity	Contributor	Financing type*	Confirmed Yes / No	Funding amount
			Total:	\$

4. Other information required

- 4.1 Yes ? No ? Is proof of Third Party Liability Insurance attached?
- 4.2 Yes ? No ? Are letter(s) of support, bylaw(s), municipal council and/or band council resolution(s) in support of the project attached?
- 4.3 Yes ? No ? Are there any potential issues related to the project that the MNDM should be aware of? If yes, describe.
- 4.4 Yes ? No ? Will the project comply with all federal/provincial/municipal laws and regulations (e.g. environmental approvals, zoning by-laws, etc.)?
- 4.5 Yes ? No ? Are any permits and/or approvals necessary to develop the project? Indicate the status of each.
- 4.6 Yes ? No ? Is any key information missing from the application that will be submitted at a later date? Explain.
- 4.7 Yes ? No ? Has the Applicant received any previous funding support through NCIR or Northern Ontario Heritage Fund Corporation (NOHFC) for a similar initiative? If yes, indicate the status for each funded project.

5. Community or EDC self assessment - Provide a response for each participant community (municipality, First Nation or unincorporated community) and/or EDC - attach additional pages as needed.

- 5.1** Yes ? No ? Has the community or EDC completed the Investment Readiness Test: A Self-Assessment for Northern Communities? If yes, when was the test completed and summarize any areas for improvement identified upon completing the test?
- 5.2** Yes ? No ? Does the community or EDC have: an Economic Development Officer; an Economic Development Committee; and an appointed Economic Development contact?
- 5.3** Yes ? No ? Does the community or EDC have: an economic development strategic plan (updated within the last 3 years); and an economic development strategy included in the official plan? If no, what is the community or EDC's intention to develop an economic development strategy and targeted completion date?
- 5.4** Yes ? No ? Does the community or EDC maintain a regularly updated inventory of industrial land and commercial properties to answer the questions of potential investors on the availability of suitable sites?
- 5.5** Yes ? No ? Does the community or EDC have an up-to-date formal marketing plan to attract investment?
- 5.6** Yes ? No ? Does the community or EDC have a formal process to communicate with site selectors?
- 5.7** Yes ? No ? Has the community or EDC participated in Ministry of Northern Development and Mines (MNDM) trade and investment marketing events within the last 3 years? If yes, provide the name of the event(s).
- 5.8** Yes ? No ? Has the community activated an Ontario Investment & Trade Centre website profile? If yes, when was it updated last?
- 5.9** Yes ? No ? Has the community or EDC consulted with a certified Business Retention + Expansion consultant? If yes, provide the name of the BR+E consultant. Has the community or EDC completed a BR+E project? If yes, summarize any areas for improvement that were identified:

Northern Communities Investment Readiness

TERMS AND CONDITIONS

By signing this application, the Applicant agrees that, in the event that this application for funding of the project described above (the "**Project**") is approved by the Ministry of Northern Development and Mines (the "**Ministry**"), the successful Applicant (the "Recipient") shall comply with the following terms and conditions. **The Applicant acknowledges that any funding provided by the Ministry (the "Contribution") will be conditional upon compliance with these terms and conditions.**

Project

1. The Recipient will carry out the Project as described in this application, subject to any changes agreed to in writing between the Ministry and the Recipient, and any other terms and conditions contained in the Minister's letter of approval.

Funding

2. The Contribution shall not exceed the maximum amount set out in the Minister's letter of approval.

3. The Contribution shall be used solely for costs included under the heading "eligible costs" in section 3.1 of this application. Any changes in Project costs or scope from the costs set out in section 3.1 and the scope described elsewhere in this application must be reported to the Ministry, in writing, before the changes take effect. The Ministry reserves the right to reduce or demand repayment of the Contribution in response to such changes.

4. The Contribution may not be used for ineligible costs. In case of doubt or dispute, the Ministry shall decide whether a particular cost or category of costs is "ineligible" and the Ministry's decision shall be final.

5. The Ministry will make the Contribution by way of reimbursement of eligible costs actually incurred, unless the Ministry decides, in its sole discretion, to pay some or all of the Contribution in advance.

6. The Recipient is responsible for implementing the Project and for ensuring that sufficient funds are available and, if necessary, for raising the balance of funding from sources other than the Ministry. The Ministry shall not be responsible for any cost overruns relating to the Project.

Acknowledgements

7. The Recipient will acknowledge the Ministry's Contribution in press releases, conference and workshop materials and all other printed materials relating to the Project, including electronic versions of those materials. The Recipient will not use or reproduce any visual identifier or logo of the Ministry or the Government of Ontario, except with the Ministry's prior written consent.

Reporting and audit

8. The Recipient shall maintain, for 4 years after the completion of the Project, original invoices and financial books and records respecting the Project (maintained in accordance with generally accepted accounting procedures), and records respecting the carrying out of the Project. The Recipient shall provide to the Ministry and the Provincial Auditor these and any other information and documents as they may reasonably require for purposes of monitoring and evaluating the Project and the Contribution.

9. During and at all times after the Project, the Recipient shall allow representatives of the Ministry and the Provincial Auditor access to the Recipient's premises and the Project site, if any, to inspect the progress and results of the Project and the books, records and documents described above.

Default

10. The Recipient will be in default if: (i) it fails to comply with these terms and conditions, (ii) it becomes bankrupt or insolvent or goes into receivership or, in the Ministry's sole opinion, faces other serious financial difficulty, (iii) it ceases to operate or takes steps or an order is made to dissolve or wind up, (iv) it submits false or misleading information to the Ministry at any time, or (v) it fails to proceed diligently with the Project. Upon default by the Recipient, the Ministry may in its sole discretion recover some or all of the Contribution already paid to the Recipient, or an amount equal to those funds, and may refrain from making further payments.

Freedom of information

11. Subject to the Freedom of Information and Protection of Privacy Act, all information pertaining to the Contribution and the Recipient's obligations to the Ministry is public information and may be released to third parties on request.

Project completion

12. The Project must be completed and eligible Project costs incurred on or before the completion date specified in this application. The Recipient shall complete and submit the Project Report, including a certified statement of expenditures, to the Ministry, upon project completion or before March 31, 2010, whichever date comes first.

13. If the Ministry has advanced funds to the Recipient that are not needed for, or spent on, eligible Project costs, or if the Ministry has demanded repayment of some or all of the Contribution in accordance with these terms and conditions, the amount in question will be a debt owing to the Ministry. The Recipient shall pay the debt promptly by cheque, made payable to the Minister of Finance and sent to the Ministry of Northern Development and Mines along with the Project Report and certified statement of expenditures.

Indemnity and insurance

14. The Recipient shall, both during and at all times after the Project, indemnify and save the Ministry harmless from all costs, claims, losses or damages which may arise as a result of any action or inaction of the Recipient, its officers, directors, employees, contractors or agents in connection with the Project or these terms and conditions. The Recipient shall maintain at all times during the Project a policy of comprehensive general liability insurance subject to limits not less than \$2,000,000 per occurrence, covering bodily injury, personal injury, death, property damage, products and completed operations, that names Her Majesty the Queen in right of Ontario, her ministers, employees, contractors and agents as additional insureds. The Recipient will provide a certificate evidencing this insurance upon request by the Ministry. The Recipient shall ensure that any contractors it engages to perform Project-related work carry insurance appropriate in nature and amount of coverage for the work being performed.

General terms

15. The Recipient shall comply with all applicable federal, provincial and municipal laws, statutes, regulations, rules, ordinances and orders in respect of the performance of these terms and conditions.

16. The Recipient may not assign any of its rights or obligations under these terms and conditions, without the prior written consent of the Ministry.

17. If selecting third-party contractors to perform any of the Project for an amount greater than \$25,000, the Recipient must (unless the Ministry otherwise agrees in writing) use a competitive process, including a written request for at least 3 proposals, written evaluation of bids received and a written agreement with the successful bidder. The Recipient will ensure that the Ministry is granted sufficient licence or other rights in all materials produced by the Recipient or a third party contractor for the Project to enable the Ministry to use, reproduce and share those materials with other Ontario government ministries and agencies.

18. Nothing in these terms and conditions permits the Recipient to act on behalf of the Ministry in any manner, whether as agent, employee, partner, joint venturer or otherwise. The Recipient may not change its ownership, legal status or purposes without the prior written consent of the Ministry.

19. The Ministry may make any consent it gives in accordance with these terms and conditions subject to such terms and conditions as it considers appropriate.

20. Waiver by the Ministry of its right to require performance of any of these terms and conditions in a particular instance shall not be construed as an ongoing waiver of the Ministry's right to require future performance of those terms and conditions.

21. These terms and conditions may be changed only by written agreement signed by the Recipient and the Ministry.

6. Certification	
Certification	On behalf of and with the authority of the Applicant, I certify that the information given on this application for a conditional contribution is true, correct and complete in every respect and that the Applicant agrees to abide by the Terms and Conditions outlined governing the conditional contribution. I am aware that the information contained herein can be used for the assessment of conditional contribution eligibility and for statistical reporting. I understand that the information in this application may be subject to disclosure under provincial Freedom of Information legislation. If MNDM discovers that this application contains a material misrepresentation, this application shall be deemed to be withdrawn immediately by the Applicant.
Name:	
Community or EDC:	
Position:	
Signature:	Date:

Northern Communities Investment Readiness (NCIR) Applicant Guide

This guide is intended to assist clients in completing a project proposal for the Northern Communities Investment Readiness (NCIR) Initiative.

1. Applicant contact information

1.1 Preferred language of correspondence: Indicate if you would prefer to receive correspondence in English or French.

1.2 Legal name of the lead applicant community (municipality or First Nation) or economic development corporation (EDC): Identify the legal name of the Northern Ontario municipality, First Nation or economic development corporation (EDC).

For the purposes of this initiative, Northern Ontario includes the Territorial Districts of Algoma, Cochrane, Kenora, Manitoulin, Nipissing, Parry Sound, Rainy River, Sudbury, Thunder Bay and Timiskaming.

1.3 Corporation number: *Indicate whether the organization is a municipality, not-for-profit corporation etc. For statutory corporations indicate the statute under which the organization is incorporated. For incorporated entities, please attach copies of the articles of incorporation and amendments. Where a regional partnership or multi-community application is made, where applicable, list the corporation numbers of all the partner communities.*

1.4 For regional partnerships or unincorporated communities: *Where a regional partnership or multi-community application is made, list the names of all the partner communities and/or EDCs. Where an unincorporated community is sponsored, list the community name(s) and local contacts having knowledge of the project.*

1.5 Lead contact name, address and contact numbers: *Include the name, position title and applicable address information of the key contact for the project.*

2. Project information

2.1 Title/name, application and end dates: *Provide the project name. Indicate the project application date. All projects must be completed by March 31, 2010.*

2.2 Project description: *Briefly describe the project. Specify project objectives and how the project meets the objectives of the NCIR initiative to promote and support the development of the tools and capability for the community(ies) and/or EDC(s) to attract, receive, and successfully entertain investment opportunities and builds on the results of the Investment Readiness Test. Identify and describe the main phases and activities of the project and the measurable results or product to be achieved. Attach additional pages as necessary.*

Projects may include the incremental costs related to activities such as:

- *Investment related workshops and training*
- *Investment readiness strategy development (e.g. community asset inventory, SWOT analysis, gap analysis)*
- *Infrastructure requirement studies*
- *Site selection information development*
- *Investment priorities identification and, or*
- *Development community profile information for the Ontario Investment & Trade Centre website.*

Where an application builds on an existing and up to date investment readiness strategy or economic development plan, established community networks and information profiles, (noted above), then subsequent eligible projects may include the incremental costs related to activities such as:

- Developing and implementing a targeted investment strategy
- Targeted investment opportunity research
- Targeted information and/or profiles for site selection
- Identification of investment targets and markets; and, or
- In-bound familiarization tours or site visits of potential investors qualified as eligible under the MNM GO North Investor Program criteria.

Where an application for additional funding is submitted, the applicant must demonstrate: the project has significant regional or pan-northern investment attraction potential; and/or, the project is essential to attracting or landing an identified anchor investment. Anchor investments are identified as those which provide 100+ full-time, year-round jobs.

2.3 Project benefits: Briefly describe the expected benefits of the project to the community(ies) and/or EDC(s) listed. Specify how the project will meet the needs of the community(ies) and/or EDCs both during and/or following the term of the project. The applicant must indicate how the project is consistent with the community's(ies) Investment Readiness Test assessment.

2.4 Current investment related activities undertaken by the applicant(s): Briefly describe any investment related activities undertaken by the community(ies) and/or EDC(s) within the last 3 years.

3. Detailed financial summary

3.1 Project costs: Complete Table 3.1., including all individual activity or project cost items and identify applicable cost categories such as: wages, consulting costs, materials, equipment rentals, etc. Indicate whether cost items are eligible or ineligible as per program criteria.

Certain projects and costs are generally not considered eligible for funding under this program. Consult your local Northern Development Officer or Advisor for more detail. Ineligible costs generally include:

- Annual operating expenses
- Capital or rolling stock purchases
- Long term leases
- Advertising or promotional materials
- Outbound travel and accommodations
- GST refundable payments and
- Project costs incurred prior to the application date.

Investment readiness projects with a clearly demonstrated capital funding component may be eligible for funding through the Northern Ontario Heritage Fund Corporation (NOHFC) Community Development Program.

3.2 Project financing: Complete Table 3.2, identify funds provided by the applicant, all funding partners and the amount requested from NCIR. 25 per cent or more of the eligible project costs are to be covered by the applicant and/or other funding partners. The maximum total contribution from all provincial and federal government sources to eligible NCIR project costs is 90 per cent. Applicants are required to demonstrate that other possible sources of funding have been explored. Under Financing type, specify whether the amount is in the form of a cash contribution or other. **Note:** In-kind donations are not considered as an applicant's contribution to the project.

NCIR support for the development of projects may be provided at a contribution of up to \$5,000 for an individual community or EDC, and up to a maximum of \$5,000 per community or EDC in a partnership project. NCIR assistance will generally not exceed the lesser of 75 per cent or \$5,000 per community or EDC of eligible costs.

4. Other information required

4.1 Proof of third party liability insurance: *Attach proof of the type and amount of insurance coverage appropriate for the project, i.e. \$2,000,000 comprehensive general liability insurance (see section 14 of Terms and Conditions of the application form).*

4.2 Letters of support, bylaw(s), municipal council and/or band council resolution: *Attach any related supporting documentation. Applicants are required to demonstrate that other sources of funding have been explored. Attach copies of proposals, submissions or letters confirming funding amounts, etc.*

4.3 *If the project is funded, describe any potential issues related to the project that the MNDM should be aware of.*

4.4 *Indicate whether the project will comply with all federal/provincial/municipal laws and regulations (e.g. environmental approvals, zoning by-laws, etc.).*

4.5 *Indicate if any permits and/or approvals are necessary to develop the project and the status of each.*

4.6 *Is any key information missing from the application that will be submitted at a later date? Explain.*

4.7 *Indicate if funding has been previously received through the NCIR or NOHFC for a similar initiative and the status of the previous funding application, i.e. final report submitted, project incomplete, etc. Applicants who have received previous funding, must be in good standing with reports and be in compliance with the Terms and Conditions of the previous legal agreement(s).*

5. Community or EDC investment readiness self-assessment

Provide a separate response for each participant community and/or EDC named in 1.2 and 1.4.

5.1 *Indicate if the community or EDC has completed the Investment Readiness Test: A Self Assessment for Northern Communities. Indicate the date when the test was completed and summarize any areas for improvement that were identified. A copy of the completed test may be attached. The Investment Readiness Test is comprised of 7 sections to address key areas of interest for investors: community profile; industrial and commercial land inventory, investment marketing, land use planning, economic development, dealing with site selectors and monitoring investment inquiries. The Investment Readiness Test is available through the Ministry of Northern Development and Mines (MNDM) Northern Development offices. Completing the Investment Readiness Test: A Self Assessment for Northern Communities is an NCIR funding requirement. The test is available on line at: <http://www.mndm.gov.on.ca>.*

5.2 *Indicate if the community or EDC has an identified Economic Development Officer, Committee or Economic Development Contact.*

5.3 *Indicate if the community or EDC has an up-to-date economic development strategic plan, economic development strategy with an investment attraction component in the official plan or as a stand alone document (updated within 3 years). If a strategy has not been completed, the community and/or EDC must be in the process of preparing an economic development strategy. If the community and/or EDC is in the process of preparing an economic development strategy, please indicate the status and targeted completion date. This is a requirement for NCIR funding approval.*

5.4 *Indicate if the community or EDC maintains a regularly updated inventory of industrial land and commercial properties to answer the questions of potential investors on the availability of suitable sites.*

5.5 *Indicate if the community or EDC has a formal marketing plan to attract investment.*

5.6 *Indicate if the community or EDC has a formal process to communicate with site selectors.*

5.7 Indicate if the community or EDC has participated in MNDM trade and investment marketing events within the last 3 years and identify the name of the event. The MNDM Trade and Investment Marketing Branch and the Ministry of Economic Development and Trade promote the export of goods and services, and encourage foreign investment by marketing Northern Ontario as an excellent place to invest and do business. The MNDM trade and investment marketing objectives are achieved through participation in a number of events including trade shows, incoming and outgoing missions, seminars, information forums, and conferences.

5.8 Indicate if the community or EDC has activated an OITC profile and when the profile was last updated (if applicable). The Ontario Investment & Trade Centre website provides potential investors with detailed, accurate and up-to-date community profile and site selection information on: Population & Labour Force; Major Employers; Real Estate; Finance; Utilities; Schools; Transportation and Community Services. Participation is free and begins by emailing compro@investinontario.com to request access to the OITC template.

5.9 Indicate if the community or EDC has consulted with a certified Business Retention + Expansion consultant. Specify the name of the BR+E consultant. Indicate if the community has undertaken a BR+E project and the outcome(s). The Business Retention & Expansion (BR+E) is a community-based, volunteer-driven economic development tool that encourages the growth and stability of local businesses. It is a cost-effective approach to business visitations that helps the community identify both the barriers to survival and the expansion opportunities of local businesses. The resulting improvement in the local economic climate and the personal success of area businesses benefit all. BR&E Ontario is made up of a number of partner agencies including MNDM. The MNDM Northern Development Officer in your area will assist you directly or link you with a specialist either in MNDM or another ministry who has the expertise you require.

6. Certification

Northern Communities Investment Readiness Terms and Conditions

Carefully read and review the Terms and Conditions for project funding before signing Certification.

Provide a certification by an authorized party that the information given on the Application is true, correct and complete and that the applicant agrees to abide by the Terms and Conditions outlined governing the conditional contribution.

7. Documents to be attached to the application form

- Proof of insurance coverage
- Copy of any related letters of support, by-law(s) or council resolution(s) supporting the project
- Copy of submissions to other sources of funding for the project
- Documentation confirming partner funding commitments or confirmation of acceptance of application to other funding sources
- Copy of the articles of incorporation and amendments (this applies to Economic Development Corporations only).

8. Submission process

Please forward one (1) copy of your completed project application to the GO North Program Office at:

GO North Investor Program
Ministry of Northern Development and Mines
435 James Street South Suite 332
Thunder Bay ON P7E 6S7
Fax: 1 (807) 475-1589

All applications must be received postmarked prior to December 4, 2009 to be considered. If you have any questions, please contact your local Ministry of Northern Development and Mines Office.