



## **In-Market Support – Special Project Fund Terms and Conditions**

### **Purpose**

The purpose of the Special Project Fund is to increase support and opportunities for entrepreneurs and entrepreneurial activities in Simcoe County. The fund will be available to entrepreneurship support service organizations to create partnerships and enhance service offerings in Simcoe County. The fund allows for flexibility in projects recognizing there are different needs and opportunities across the County. The expectation of this fund is that it will enable the introduction of new and innovative approaches to supporting entrepreneurs and lead to new partnerships. Support for activities that are considered regular or ongoing will not be considered as this fund is not intended to subsidize existing efforts but rather infusion additional financial support to help create new approaches to support area entrepreneurs.

### **Program Overview**

- The fund has been extended for a three-year period (2019-2022), with maximum funding of up to \$100,000 per year.
- The initial intake period is in January of each year, and unallocated funds will be made available for a subsequent intake during the summer.
- Potential applicants are encouraged to share proposal ideas in an open and transparent format so all interested parties can be made aware of the applications being brought forward with the hope that any areas of duplication can be addressed and it could lead to enhanced collaboration (e.g. one applicant could prefer to abandon their project idea in order to back a more promising project with another party). The Economic Development Office will organize said meeting at least one week prior to the application deadline and notify all parties that express an interest in applying.
- Applications will be reviewed for completeness and compliance by the Economic Development Office.
- The Economic Development Sub-Committee will review all applications and will forward a report to the Committee of the Whole for consideration.



## Eligibility Criteria

The following criteria and terms must be agreed to in order to be eligible for the special project fund:

- At a minimum, one Small Business Enterprise Centre and one Community Futures Development Corporation must be partners in the project in the affected service area in which the organization operates.
- Organizations can be involved with multiple funding applications.
- Applications may be for new or existing projects. If an existing project, the proposal must show how funding enhances or builds new innovations into the original project.
- Projects must be aligned with County of Simcoe economic development and / or tourism work plan. Applications must demonstrate how the project will work to Attract, Grow or Support the entrepreneurship eco-system.
- Applicants must agree to provide a final project report when completed, including detailed budget (copies of receipts and invoices will be required at end of project). Unspent funds must be returned to the County of Simcoe.
- Final report and unspent funds must be submitted / returned to the County within 1 month of project end date.
- Applicant must agree to recognize the contribution of the County of Simcoe in a manner agreed upon with staff from the Economic Development Office. A communications plan for how funding recognition will be provided must be included in the funding application.
- Only non-profit activities are eligible.



## County of Simcoe In-Market Special Project Fund Application Template

**Applicant Information:**

Lead Organization: \_\_\_\_\_  
 Primary Contact: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Partner Organizations \_\_\_\_\_

<b>Proposed Project Timeframe:</b>	
<b>Funding Level Requested:</b>	

**Proposed Project: Please attach as separate page to this document**

Please attach proposed project highlighting the following sections:

- Project Summary – include information such as partners, location and municipalities served, expected outcomes, key deliverables, alignment with County of Simcoe economic development initiatives
- Implementation Time Frame
- Reporting Metrics
- Communications plan, including proposal for funding recognition
- Budget (both cash and in-kind contributions)

Project Expenses	Special Project Fund Contribution (\$)	Partner Contribution (\$)	Total
<b>TOTAL</b>			

\*Add additional lines as required\*

Applications can be submitted to the Economic Development Office either by email to:

County of Simcoe Economic Development Office  
 1110 Highway 26, Midhurst, Ontario L9X 1N6  
 Tel: 705-726-9300 ext 1686 Fax: 705-726-9832  
 Email: [edo@simcoe.ca](mailto:edo@simcoe.ca)



## County of Simcoe In-Market Special Project Fund Report Template

**Applicant Information:**

Lead Organization: \_\_\_\_\_  
 Primary Contact: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Partner Organizations \_\_\_\_\_

<b>Report Timeframe:</b>	
<b>Funding Level approved:</b>	

**Original Project Description:**

**Project Summary: Please attach as separate page to this document**

This section is expected to summarize project outcomes and how funding was spent. It should answer questions such as:

- Did the project proceed as planned and meet the intended objectives? Please note if the project exceeded expectations and if so how.
- Key metrics of project
- How were funds utilized? A detailed budget breakdown (including copies of receipts/invoices) outlining how funds were spent must be included. Where possible, please note if any additional support (cash or in-kind) was leveraged.

Project Expenses	Special Project Fund Contribution (\$)	Partner Contribution (\$)	Total
<b>TOTAL</b>			



\*Add additional lines as required\*

**\*Note:**

- Final reports must be submitted within 1 month of the project end date.

Reports can be submitted to the Economic Development Office either by email or mail to:

County of Simcoe Economic Development Office

1110 Highway 26, Midhurst, Ontario L9X 1N6

Tel: 705-726-9300 ext 1686 Fax: 705-726-9832

Email: [edo@simcoe.ca](mailto:edo@simcoe.ca)