



# Community Investment Fund

## Funding Guidelines

Regional Development Corporation  
As of April 1, 2024

# Community Investment Fund

---

## **OBJECTIVE**

To support communities by providing funding for eligible projects, events and initiatives that:

- Enhance or support welcoming communities and vibrant place for everyone to live;
- Provide economic and social benefits;
- Enhance existing community assets; or
- Enhance or develops initiatives that strengthen a community.

The CIF is not intended to supplement or replace other existing provincial government funding program. Any proposed activity eligible under another provincial program will be referred to the appropriate department. The CIF is not intended to support projects that are commercial in nature or compete with the private sector.

## **BUDGET**

The CIF has a maximum budget of \$65,000 per Provincial Electoral District per fiscal year.

- Uncommitted funds will not be transferred from one financial year's budget to the next.
- Any committed funding unused or unclaimed by March 31<sup>st</sup> of each year will not be transferred to the following financial year.
- Funding contributions may be done individually (by one MLA) or combined (multiple MLAs) to support common projects.
- Projects cannot span multiple years.

## **EVALUATION CRITERIA**

When reviewing proposals for financial assistance, all requests must:

- Meet the eligibility requirements;
- Demonstrate that the project is directly linked to one of the Program's objectives; and
- Not be eligible to receive any other funding from the Province (except SEED funding for students.).

RDC Officers may consult with other line Departments for any other additional information.

## **TYPE OF CONTRIBUTION**

All contributions under this initiative are non-repayable.

## **ELIGIBLE APPLICANTS**

- Not-for-profit incorporated organizations;
- Incorporated charitable organizations; and
- Municipalities, Regional Service Commissions and First Nations communities.

# Community Investment Fund

---

## ELIGIBILITY CRITERIA

The Community Investment Fund has three funding categories:

### **1. Community Growth Initiatives**

Funding is open to projects that benefit local communities in one of the following categories:

Note: The hosting of festivals or events is limited to the Community Events & Festivals category, however the purchase of equipment that can be used for multiple events could be eligible under this category.

- Community spaces (projects such as)
  - Accessibility upgrades
  - Kitchen Upgrades (stove, refrigerator, etc.)
  - Retrofits for Energy (e.g. heat pumps, insulated doors)
  - Equipment for warming centres (including generators)
  - Event equipment (e.g. tables, chairs, tents, etc.)
- Community planning (projects such as)
  - Community/Regional development planning and design
- Access to recreation (project such as)
  - Boat launches/slip
  - Beach restoration & beautification
- Community appeal/aesthetics (projects such as)
  - Community gardens (landscaping)
  - Downtown beautification
  - Community Cemeteries
- Enhance civic pride or support the community's well-being (projects such as)
  - Community volunteer group capital costs
  - Recreational infrastructure

### **2. Community Events & Festivals**

Funding is open to any community event or festival (projects such as):

- Festivals (any duration)
- Recognitions (volunteers, remembrance, special occasions...)
- Anniversaries (for incorporation, special occasions...)
- Other community events (reunions, fundraisers...)

### **3. Indigenous-led Community Events**

The CIF program will be used to support community cultural events projects for Indigenous-Led events. Funding is open to the same types of community events as described in the **Community Events & Festivals** section.

# Community Investment Fund

---

Because of the disparity in the number of First Nations throughout the province, any contributions from the CIF towards Indigenous-led eligible events will not count against the local assigned Provincial Electoral District budget allocation.

## **LEVEL OF ASSISTANCE**

Minimum and maximum funding contribution amounts are as follows:

### **1. Community Growth Initiative**

- The minimum contribution is \$500 and the maximum contribution towards a project is \$20,000 (combined or individual).
- Contributions of \$7,500 or less do not require matching funds. All combined or individual contributions greater than \$7,500 will be reimbursed up to 75% of eligible costs.

### **2. Community Events & Festivals and Indigenous-led Community Events**

- The applicant must submit a proposed budget and program of activities for the event.
- The maximum contribution is \$10,000 and the level of assistance is based on the event's total eligible expenses identified in the proposed budget for the activity.
- The applicant will receive the funding once the final financial report is received after the event. The contribution will be adjusted based on the actual reported expenditures.
  - Note: If a submitted financial report does not contain sufficient information to determine the actual expenditures, the officer may ask for more detailed information.

<b>Expenses</b>	<b>Level of assistance</b>
\$1,000 - \$3,000	\$500
\$3,001 - \$7,000	\$1,000
\$7,001 - \$12,000	\$2,000
\$12,001 - \$20,000	\$3,000
\$20,001 - \$29,000	\$4,000
\$29,001 - \$38,000	\$5,000
\$38,001 - \$47,000	\$6,000
\$47,001 - \$56,000	\$7,000
\$56,001 - \$64,000	\$8,000
\$64,001 - \$75,000	\$9,000
\$75,001 and over	\$10,000

# Community Investment Fund

---

## INELIGIBLE EXPENDITURES

Applications under Community Growth will not be considered to:

- Support ongoing operating costs including wages and salaries;
- Support fundraising campaigns;
- Cover deficits;
- Retire debts;
- Increase endowment funds;
- Fund activities that serve primarily the membership or purposes of religious or political organizations;
- Fund individuals;
- Fund tours or travel outside New Brunswick;
- Organizations that have not completed the terms of any previous contributions(s);
- Cover the cost of land or any interests therein, and related costs;
- Cover the cost of uniforms;
- Cover the cost of licenced vehicles;
- Firefighting equipment
- Cover sponsorship requests; or
- Cover travel costs.

Ineligible expenses under Festivals are:

- In-Kind contributions;
- Donations; and
- Ordinary operational expenses including salaries.

## REPORTING REQUIRMENTS

RDC will require all applicants to submit appropriate documentation to support all investments made under the CIF.

Supporting documentation may be in the form of:

- Final activity report;
- Financial report;
- Audited financial statements;
- Invoices and proof of payments - must include proof of payments for each invoice. All invoices must be made to the applicant's name and all payments must come from the applicant. **Cash transactions will not be accepted as proof of payments;**
- Legal agreements; and/or
- Any other necessary documentation.

## MANAGEMENT

The Regional Development Corporation will be responsible for the overall management of the CIF. All funding applications under the CIF will be received, assessed, and evaluated by the Regional Development Corporation. The President of the Regional Development Corporation will have authority to approve funding for projects.

# Community Investment Fund

---

The local MLA will be consulted to help identify funding priorities for their riding in the evaluation process. The Regional Development Corporation may proceed in approving projects based on merit should an MLA refuse to respond in a timely manner to requests for funding.