



Community Investment Fund (CIF)

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.

COVID-19 Relief

In response to the economic challenges brought on by the exceptional public containment measures in place, the CIF will add a funding category to help provide relief to not-for-profit organizations. Furthermore, the guidelines will be adjusted to help not-for-profits with operational challenges they may face.

Many organizations depend on community/corporate funding to operate and face the loss of that revenue because of public health measures in fighting the COVID-19 pandemic. The CIF may compensate for a portion of lost revenue from such sources.

The COVID-19 Relief category will be in place for the **2021-2022 fiscal year**.

BUDGET

The CIF has a maximum budget of \$50,000 per electoral riding 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 31st 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.

Exclusively for the 2021-2022 fiscal year, supplemental funding may be added for the COVID – 19 Relief component. Any additional funding will be allocated based on need and targeted towards projects that will have the most impact.

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.

For the COVID-19 Relief category non-profit organizations must demonstrate how their viability/sustainability has been negatively impacted by the COVID-19 pandemic and how they made use (or were unable to make use) of other government programs by providing the following:

- For operational support;
 - Financial statement (previous year or pre-COVID year)
 - Budget (current year)
 - Comparison of previous year's revenues/expenses to current year
 - Summary of monthly expenses including copies of all invoices
 - Copy of all bank statements
- For safety measures:
 - Summary of items purchased including copies of estimates/invoices/receipts or estimates if not purchased yet.

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.
- For COVID-19;
 - Not-for-profit incorporated organizations;
 - Community / Culture Organizations (provided the organization belongs to a provincial or national organization);
 - Sports Organizations (provided the season/event(s) will take place and that the organization belong to a provincial sports organization recognized by the province of New Brunswick such as Hockey NB, Karate NB, Swim NB...);
 - Ineligible applicants under the COVID-19 category are:
 - Churches for denominational services/activities;
 - Political organizations;
 - Post-secondary Institutions; and
 - Municipalities, Regional Service Commissions and First Nations communities.

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

All projects related to trail construction, maintenance, development, upgrade (including bridges) will be referred to the Trail Infrastructure Fund at the Department of Tourism, Heritage and Culture.

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. COVID – 19 Relief (2021-2022 fiscal year only)

Funding is open to the eligible organizations that have been adversely affected financially by the Covid-19 pandemic.

- Funding will help cover certain administrative cost for approximately a 3-month period.
- Applicants are eligible to re-apply after the 3-month period if they can still show adverse financial effects from the pandemic and show how previous contributions were used.
- Total maximum and cumulative contribution to an applicant under COVID-19 Relief is \$10,000.
- Eligible Administrative Costs may be:
 - Except for salary, general administrative / operational costs (phone, power, insurance...);
 - Equipment, or supplies necessary to conform with public health recommendations or best practices;
 - Projects related to addressing impacts resulting from COVID-19.

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 \$5,000 or less do not require matching funds. All combined or individual contributions greater than \$5,000 will be reimbursed up to 50% of eligible costs.

2. Community Events & Festivals

- 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.

Expenses	Level of assistance
\$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

3. COVID – 19 Relief

- The minimum contribution is \$500 and the maximum cumulative contribution towards an applicant is \$10,000. All funding will be disbursed at 100% of eligible costs.
- Payments will be made once the letter offer is signed and received.
- This will not be a claims / reimbursement system based on invoices and proof of payments. Payments will be based on received documentation that show incurred and/or projected costs only.
- Contributions will be based on costs incurred as of March 16th, 2020 and estimated costs for a period of approximately 3 months following the original application.

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 marketing or sponsorship requests; or
- Cover travel costs.

Ineligible expenses under Festivals are:

- In-Kind contributions;
- 50/50 tickets;
- Donations; and
- Ordinary operational expenses including salaries.

Ineligible expenses under COVID-19 are:

- Retire debts;
- Salaries;
- 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 licenced vehicles;
- Firefighting equipment

REPORTING REQUIREMENTS

RDC will require all applicants to submit appropriate documentation to support all investments made under the CIF. Any documentation required to support reimbursement claims must include proof of payments for each invoice. Cash transactions will not be accepted as proof of payments. All invoices must be made to the applicant's name and all payments must come from the applicant.

Supporting documentation may be in the form of:

- Final activity report;
- Financial report;
- Audited financial statements;
- Claims (invoices and 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.

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.