


COMMUNITY INVESTMENT FUND (CIF) APPLICATION FORM

Regional Development Corporation		Project Number	
		Date Received	
		Riding Number	

SECTION A: BACKGROUND OF THE APPLICANT

Legal name of the applicant (facility owner / event / festival)

Incorporation type: Municipality First Nation Non-profit Organization
(Check appropriate box)

Street Address:

Mailing Address (if different)

Name and title of the person to whom inquiries may be directed:

Name _____	Title _____
Phone (day time) _____	Fax _____
Other phone _____	Email _____

SECTION B: PARTICULARS OF THE PROJECT (must be filled out for all applications)

1. Project title: _____ Location of project: _____

(Town/City/Village)

2. Project Description (include how project will meet program objective)



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3. Expected Outcomes (Please include metrics, if applicable)

% of HST refunded by the Canada Revenue Agency _____

Estimated start date of the project: _____

Estimated completion date of the project: _____

Has funding been requested from other government sources? YES NO

If so, from which Department or Agency?

SECTION C: SELECT FUNDING CATEGORY (select only one)

1. COMMUNITY GROWTH INITIATIVE

Estimated project costs and funding sources

A) Estimated project costs – excluding taxes (you must attach contractor/supplier estimates):

B) Proposed funding sources:

<table border="0" style="width: 100%;"> <tr> <td style="width: 30%;">Building & Structures</td> <td style="width: 20%;">\$ _____</td> </tr> <tr> <td>Equipment</td> <td>\$ _____</td> </tr> <tr> <td>Event (include budget)</td> <td>\$ _____</td> </tr> <tr> <td>Other (specify)</td> <td>\$ _____</td> </tr> <tr> <td style="text-align: right;">TOTAL (A)</td> <td>\$ _____</td> </tr> </table>	Building & Structures	\$ _____	Equipment	\$ _____	Event (include budget)	\$ _____	Other (specify)	\$ _____	TOTAL (A)	\$ _____	<table border="0" style="width: 100%;"> <tr> <td style="width: 30%;">Applicant</td> <td style="width: 20%;">\$ _____</td> </tr> <tr> <td>Other Government Programs</td> <td>\$ _____</td> </tr> <tr> <td>Other (specify)</td> <td>\$ _____</td> </tr> <tr> <td>Requested CIF contribution</td> <td>\$ _____</td> </tr> <tr> <td style="text-align: right;">TOTAL (B)</td> <td>\$ _____</td> </tr> </table>	Applicant	\$ _____	Other Government Programs	\$ _____	Other (specify)	\$ _____	Requested CIF contribution	\$ _____	TOTAL (B)	\$ _____
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TOTAL (B)	\$ _____																				

TOTAL (A) MUST BE EQUAL TO TOTAL (B)



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2. COMMUNITY EVENTS & FESTIVALS

- Funding is open to any community event or festival (festivals, recognition event, anniversaries or other community event).
- Level of assistance is based on the projected expenses of the event’s proposed budget which must be included in the application.
- Applicants will receive their funding once they have submitted a report of their final costs after the event.
- The final level of funding will be determined after a review of the submitted financial report.

Level of assistance will be based on the following grid:

Eligible 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 +	\$10,000

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3. COVID-19 RELIEF for 2021-2022 only

For not-for-profit organizations wishing to submit an application under the COVID-19 relief category, applicants must submit any and all documentation that 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.

To demonstrate need the organization must provide the following:

- Financial reports and / or statements (audited or non-audited) comparing last year or previous years to the current year;
- Details and explanation of lost revenue or projected revenue as a result of COVID-19;
- List of Provincial and Federal Funding Programs that the organization has applied to, including any responses.

To support the funding amount requested the organization must provide one or more of the following:

- List of invoices and expenses that the organization cannot afford to pay due to loss of revenue (i.e. paid or unpaid bills related to operations such as power, internet/phone, rent, purchase of materials or equipment, etc.);
- Estimates of equipment or supplies organization requires to meet public health recommendations or best practices;
- Estimated project costs – excluding taxes relating to projects that address impacts resulting from COVID-19 (you must attach contractor/supplier estimates);
- RDC may request additional documentation to properly evaluate the request.

SUMMARY OF FINANCIAL SITUATION

A) Actual / estimated costs (you must attach supporting documentation as stated above):

B) Current funding sources:

Debt / unpaid bills	\$ _____	Applicant	\$ _____
		Other Government	
Equipment	\$ _____	Programs	\$ _____
Projected costs	\$ _____	Other (specify)	\$ _____
Other (specify)	\$ _____	Requested CIF contribution	\$ _____
TOTAL (A)	\$ _____	TOTAL (B)	\$ _____

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SECTION D: AGREEMENT

The applicant shall allow any authorized representative of the Regional Development Corporation, at its discretion, reasonable access to the project site(s) and information to verify that the project has been undertaken and completed in accordance with the program objectives and guidelines.

I, (PRESIDENT, CHAIR, MAYOR, CHIEF, etc.) CERTIFY THAT THE INFORMATION CONTAINED IN THE APPLICATION IS CORRECT, CONFIRM THAT THE BALANCE OF THE FUNDING IS SECURED, AND I AGREE TO ABIDE BY THE GUIDELINES.

Name of applicant

Signatures

Position

Date

Please forward the completed and signed application form by mail, fax or electronically to:

Community Investment Fund
Regional Development Corporation
Chancery Place, P.O. Box 6000, Fredericton, New Brunswick, E3B 5H1
Telephone: (506) 453-2277
Fax: (506) 453-7988
Email: RDC-SDR@gnb.ca
Website: www.gnb.ca