

Community Development Fund

Funding Guidelines

Regional Development Corporation
June, 2021

Community Development Fund

Purpose

The Community Development Fund recognizes the important contribution communities make to New Brunswick's economy and quality of life. The Community Development Fund aims to grow and sustain vibrant Communities.

Objectives

Grow and sustain vibrant communities by supporting:

- Priority regional / community capital projects;
- Initiatives that increase capacity and/or support regional collaboration;
- Self-sustaining tourism, cultural and/or recreation facilities; and
- Hosting national cultural or sporting events.

Eligibility

The fund is available to:

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

Note: Funding under this program will be provided to the owner of the asset.

Eligible Expenditures

Eligible expenditures include but are not limited to:

- Expenditures deemed reasonable and necessary for the successful implementation of the project.
- National Events: costs deemed reasonable for hosting a national event.

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Ineligible Expenditures

The following expenditures are **not eligible** for funding under this fund:

- Cost of land or any interest therein, and related costs;
- Cost of licensed vehicles;
- Reduction of deficits or the retirement of debts;
- Fundraising campaigns;
- Taxes for which the recipient is eligible for a tax rebate and all other expenditures eligible for rebates;
- Hospitality expenses (for example, alcoholic beverages, meals and gifts);
- Travel is an eligible expense only if it is directly related to the project and must respect GNB travel policies;
- Municipal administrative buildings (town halls, garage);
- Funding to any organization that has not completed the terms of any previous contribution;
- Activities that serve primarily the membership or purposes of religious or political organizations.
- Legal fees;
- Financing charges and interest costs;
- Mergers; and
- Volunteer labour costs.

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Assessment

Applications will be evaluated against the following eligibility and assessment criteria:

The project benefits

- The proposed project benefits, and their value to the province / region.

The project viability

- The likelihood that the proposed project can be realized / completed as proposed.

The project sustainability

- The probabilities that the project or the intended effects of the project can be maintained once it has been completed.

The applicant viability

- The state of the operational and financial stability of the applicant.

The applicant capacity

- The management and financial capacity of the client to meet costs associated with the delivery of the project.

All proposal submitted for assessment are subject to applicable environmental assessment requirements and to the GNB duty to consult policy where applicable.

The amount of detail and supporting evidence to be provided in an application will be relative to the size, complexity and funding amount requested. Due to limited resources however, not all projects meeting eligibility criteria will necessarily be approved.

Proposal Process

All proposals will be submitted through the RDC application form and include a business case detailing all relevant information required in the eligibility and assessment criteria.

- All applicants will submit proposals for funding directly to the Regional Development Corporation.
- If applicable, RDC will obtain a sector review from the appropriate department when receiving a request directly from the client.
- Where a submission is deemed sufficiently detailed and in accordance with the eligibility requirements, RDC will review for consideration.
- Initiatives will be approved by the President of RDC.
- Any initiatives that require major investments over \$500,000 will be submitted to Executive Council for approval.

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Level and Type of Assistance

Through the Community Development Fund, Regional Development corporation may assist in the form of a non-repayable contribution. Only one contribution is available for each project. Funding may be done at the following levels:

- Up to **50 %** of provincial contribution toward total eligible expenditures.
- National Cultural or Sporting Events: The Fund can support national and cultural events being hosted in New Brunswick up to **25% of the eligible cost** to a maximum of **\$100,000 based** on need as recommended by the Department of Tourism, Heritage, and Culture.
- The maximum contribution under this program to a project is \$4,000,000.
- Funding commitments for individual initiatives will **not exceed 3 fiscal years**.

Pilot projects may be funded for a maximum of 3 years after which the proponent must demonstrate sustainability. Proponents must also work with government to identify a lead department that will be responsible for any further funding if applicable.

This funding program will **not** provide incremental assistance to, or replace, existing programs delivered by provincial government and funding will be done on a reimbursement basis after the applicant has submitted a claim for eligible costs complete with invoices and proof of payment.

The payment of any funding is subject to there being an appropriation for the fiscal year in which the payment is to be made. RDC may reduce or cancel the funding if funding levels are changed by the Legislative Assembly during the term of this funding program.

Payment Procedures

All applicants will be subject to the following to receive any payments related to a project:

- Applicants must complete, sign and forward a claim form including copies of all pertinent documentation relating to the project for reimbursement of expenditures.
- **Cash payments will not be eligible for reimbursement.**
- Donations of materials, equipment, or services are **not eligible** to be included in the claim as they are not actual costs incurred (paid out) on the project. Only actual costs incurred are eligible for reimbursement.
- Expenditures can be reimbursed in installments, or one lump sum at the end of the project.
- Payments will be made by direct deposit service only.

Reporting Requirements

RDC will require all applicants to submit appropriate documentation to support all investments made under the Fund. These requirements will be listed within the project Letter of Offer or project contract. Supporting documentation may be in the form of:

- Final activity report;
- financial report;
- audited financial statements;
- invoices;
- proof of payments;
- legal agreements; and/or
- any other necessary documentation.