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# Community Development Fund

**Funding Guidelines**

**Date: April 1, 2024**  
Regional Development Corporation



# 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 regional, national or international cultural, sporting or economic 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.
- Hosting regional, national or international events: costs deemed reasonable for hosting such an event.

# Ineligible Expenditures

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

- Cost of vacant land or any interest therein, and related costs;
- Cost of licensed vehicles (except for the purposes of public transportation);
- Reduction of deficits or the retirement of debts;
- Support of operating costs including wages and salaries (except in cases of a pilot project);
- 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 that is not directly related to the project, and does not respect the Government of New Brunswick (GNB) travel policies;
- Municipal administrative buildings (town halls, garages);
- Funding to any organization that has not complied with the terms of any previous contribution agreement;
- Activities that primarily serve the membership or purposes of religious or political organizations;
- Legal fees;
- Financing charges and interest costs;
- Mergers; and
- Volunteer labour costs and any other in-kind contribution.

# Assessment

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

## **Project benefits**

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

## **Project viability**

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

## **Project sustainability**

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

## **Applicant viability**

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

## **Applicant capacity**

- The financial and management capacity of the client to cover costs and successfully complete the project.

All proposals submitted for assessment are subject to applicable environmental assessment and other permitting requirements and to the GNB duty to consult First Nations policy where applicable.

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

# Proposal Process

All proposals will be submitted through the Regional Development Corporation (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 RDC.
- If applicable, RDC will obtain a sector review from the appropriate provincial government departments 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.

## 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 40% of provincial contribution towards eligible expenditures with a maximum of **50%** under extenuating circumstances.
- Regional, national or international cultural, sporting or economic events: Funding can support such events being hosted in New Brunswick up to **35% of the eligible cost based** on need as determined through consultation with the appropriate GNB department.
- The maximum contribution to a project under this program is \$6,000,000.
- Funding commitments for individual initiatives will **not exceed three fiscal years**.

Pilot projects may be funded for a maximum of three 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 the provincial government. Funding will be provided on a reimbursement basis after the applicant has submitted a claim for eligible costs complete with invoices and proof of payment.

Funding is subject to a provincial appropriation for the fiscal year in which the payment is to be made. RDC may reduce or cancel funding if the provincial appropriation is reduced 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 in one lump sum at the end of the project.
- Payments will be made by direct deposit service only.

# Reporting Requirements

RDC will require all recipients to submit appropriate documentation to support all investments made under the Community Development 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 documentation deemed necessary by RDC.