Community Investment Fund (CIF)

Program Guidelines

Regional Development Corporation
June 2019
OBJECTIVE

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

- Enhance a community’s identity;
- Provide economic and social benefits;
- Enhance existing community assets; or
- Enhance or develops initiatives that strengthen a community.

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 combined between electoral ridings to support common projects.

EVALUATION CRITERIA

When reviewing proposals for financial assistance, all requests must:

- Meet the eligibility requirements; and
- Demonstrate financial viability of the project and the organization.

TYPE OF CONTRIBUTION

All contributions under this initiative are non-repayable.

ELIGIBLE APPLICANTS

- Not-for-profit incorporated organizations;
- Incorporated charitable organizations; and
- Municipalities and First Nations communities.
## Level of Assistance

Minimum and maximum funding contribution amounts are as follows:

<table>
<thead>
<tr>
<th>Activities</th>
<th>Minimum</th>
<th>Maximum</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Events</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Festivals</td>
<td>$1,000</td>
<td>$10,000</td>
<td>Contributions will be reimbursed up to 50% of eligible costs</td>
</tr>
<tr>
<td>Special Anniversaries</td>
<td>$1,000</td>
<td>$5,000$</td>
<td>Contributions will be reimbursed up to 50% of eligible costs</td>
</tr>
<tr>
<td>Recognition Events</td>
<td>$1,000</td>
<td>$1,000</td>
<td>Contributions will be reimbursed up to 50% of eligible costs</td>
</tr>
<tr>
<td>Community Growth Initiatives</td>
<td>$500</td>
<td>$20,000$</td>
<td>Contributions of $5,000 or less do not require matching funds. All contributions greater than $5,000 will be reimbursed up to 50% of eligible costs.</td>
</tr>
</tbody>
</table>

1Municipality anniversaries are eligible up to $5,000.

2Maximum amount can increase when available funding from adjacent ridings are combined, but is still limited up to 50% of the total eligible cost.
ELIGIBILITY CRITERIA

1. Community Events

   **Festivals**
   - Open to non-profit organizations hosting community festivals with a duration of at least three consecutive days of activities.
   - The level of assistance is based on the expenses of the event’s previous year financial statements and the festival’s upcoming program of activities. These financial statements must be included in the request.

<table>
<thead>
<tr>
<th>Expenses</th>
<th>Level of assistance</th>
</tr>
</thead>
<tbody>
<tr>
<td>$3,000 - $10,000</td>
<td>$1,000</td>
</tr>
<tr>
<td>$10,001 - $30,000</td>
<td>$2,000</td>
</tr>
<tr>
<td>$30,001 - $45,000</td>
<td>$3,000</td>
</tr>
<tr>
<td>$45,001 - $60,000</td>
<td>$4,000</td>
</tr>
<tr>
<td>$60,001 - $80,000</td>
<td>$5,000</td>
</tr>
<tr>
<td>$80,001 - $100,000</td>
<td>$7,500</td>
</tr>
<tr>
<td>$100,001 and over</td>
<td>$10,000</td>
</tr>
</tbody>
</table>

   **Special Anniversaries and Recognition Events**
   - Municipality anniversaries are eligible for a minimum of $1,000 or $1 per capita to a maximum contribution of $5,000. Eligible anniversaries starting at the 50-year anniversary mark and every 25-year mark after (50th, 70th, 100th …).
   - Non-profit organizations that celebrate their anniversary are eligible for $1,000. Recognized anniversaries starting at the 25-year mark and every 25-year mark after (25th, 50th, 75th …).
   - Special reunions (e.g. Veterans, Schools) starting at the 40-year mark and every 10-year mark after (40th, 50th, 60th …) are eligible for $1,000.
   - Volunteer recognition events are available for a one-time only contribution of $1,000 for an organization.
2. Community Growth Initiatives

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

- 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

Funding will be provided for eligible costs of projects that, without such support, would otherwise not proceed.

The applicant must demonstrate that their project is directly linked to one of the Program’s objectives.

The project must not receive any other funding from the Province (except SEED funding for students.)
INELIGIBLE EXPENDITURES

Applications 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 vehicles;
- Cover the costs incurred prior to April 1st of the current fiscal year;
- Cover marketing or sponsorship requests; or
- Cover travel costs.

REPORTING REQUIREMENTS

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;
- Claims (invoices and proof of payments);
- Legal agreements; and/or
- Any 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.