

Northern Communities Investment Readiness Application and Guide 2018-2019



This guide is intended to assist clients in completing a project proposal for the Northern Communities Investment Readiness (NCIR) Initiative.

1. Applicant contact information

- 1.1 Preferred language of correspondence:** Indicate if you would prefer to receive correspondence in English or French.
- 1.2 Legal name of the lead applicant community (municipality or First Nation) or economic development corporation (EDC):** Identify the legal name of the Northern Ontario municipality, First Nation or economic development corporation (EDC).
- For the purposes of this initiative, Northern Ontario includes the Territorial Districts of Algoma, Cochrane, Kenora, Manitoulin, Nipissing, Parry Sound, Rainy River, Sudbury, Thunder Bay and Timiskaming.
- 1.3 Corporation number:** Indicate whether the organization is a municipality, not-for-profit corporation etc. For statutory corporations indicate the statute under which the organization is incorporated. For incorporated entities, please attach copies of the articles of incorporation and amendments. Where a regional partnership or multi-community application is made, where applicable, list the corporation numbers of all the partner communities.
- 1.4 For regional partnerships or unincorporated communities:** Where a regional partnership or multi-community application is made, list the names of all the partner communities and/or EDCs. Where an unincorporated community is sponsored, list the community name(s) and local contacts having knowledge of the project.
- 1.5 Lead contact name, address and contact numbers:** Include the name, position title and applicable address information of the key contact for the project.
- 1.6 Project Manager:** Include the name, position title, contact information and a summary of past project management experience for the individual(s) who will be responsible for the completion of this project.

2. Project information

- 2.1 Title/name application date and / Business days required to complete project:** Provide the project name, application date and indicate the number of business days it will take to complete the project. All projects must be complete by March 15, 2019.
- 2.2 Project description:** Briefly describe the project. Specify project objectives and how the project meets the objectives of the NCIR initiative to promote and support the development of the tools and capability for the community(ies) and/or EDC(s) to attract, receive, and successfully entertain investment opportunities and builds on the results of the Investment Readiness Test. Identify and describe the main phases and activities of the project and the measurable results or product to be achieved. Attach additional pages as necessary.

Projects may include the incremental costs related to activities such as:

- Investment related workshops and training
- Investment readiness strategy development (e.g., community asset inventory, SWOT analysis, gap analysis)
- Infrastructure requirement studies
- Site selection information development
- Investment priorities identification and, or
- Development of community profiles.

Where an application builds on an existing and up to date investment readiness strategy or economic development plan, established community networks and information profiles, (noted above), then subsequent eligible projects may include the incremental costs related to activities such as:

- Developing and implementing a targeted investment strategy

- Targeted investment opportunity research
- Targeted information and/or profiles for site selection
- Identification of investment targets and markets; and, or
- In-bound familiarization tours or site visits of potential investors qualified as eligible under the Ministry of Energy, Northern Development and Mines (ENDM) NCIR Program criteria.

Where an application for additional funding is submitted, the applicant must demonstrate: the project has significant regional or pan-northern investment attraction potential; and/or, the project is essential to attracting or landing an identified investment.

2.3 Project benefits: Briefly describe the expected benefits of the project to the community(ies) and/or EDC(s) listed. Specify how the project will meet the needs of the community(ies) and/or EDCs both during and/or following the term of the project. The applicant must indicate how the project is consistent with the community's(ies') Investment Readiness Test assessment and how the project aligns with the NCIR program priorities, i.e., (improving a communities investment readiness or potentially resulting in an investment being made in the community/region).

2.4 Current investment related activities undertaken by the applicant(s): Briefly describe any investment related activities undertaken by the community(ies) and/or EDC(s) within the last 3 years.

3. Detailed financial summary

3.1 Project costs: Complete Table 3.1., including all individual activity or project cost items and identify applicable cost categories such as: wages, consulting costs, materials, equipment rentals, etc. Indicate whether cost items are eligible or ineligible as per program criteria.

Certain projects and costs are generally not considered eligible for funding under this program. Consult your local Northern Development Officer or Advisor for more detail. Ineligible costs generally include:

- Annual operating expenses
- Capital or rolling stock purchases
- Long term leases
- Advertising or promotional materials
- Outbound travel and accommodations
- HST refundable payments and
- Project costs incurred prior to the approval date

3.2 Project financing: Complete Table 3.2, identify funds provided by the applicant, all funding partners and the amount requested from NCIR. 25 per cent or more of the eligible project costs are to be covered by the applicant and/or other funding partners. The maximum total contribution from all provincial and federal government sources to eligible NCIR project costs is 90 per cent. Applicants are required to demonstrate that other possible sources of funding have been explored. Under Financing type, specify whether the amount is in the form of a cash contribution or other. Note: In-kind donations are not considered as an applicant's contribution to the project.

NCIR support for the development of projects may be provided at a contribution of up to \$10,000 for an individual community or EDC, and up to a maximum of \$10,000 per community or EDC in a partnership project. NCIR assistance will generally not exceed the lesser of 75 per cent or \$10,000 per community or EDC of eligible costs.

4. Other information required

4.1 Proof of third party liability insurance: Attach proof of the type and amount of insurance coverage appropriate for the project, i.e., \$2,000,000 comprehensive general liability insurance. The proof of insurance should also list the "Ministry of Energy, Northern Development and Mines" as a co-insured.

4.2 Letters of support, bylaw(s), municipal council and/or band council resolution: Attach any related supporting documentation. Applicants are required to demonstrate that other sources of funding have been explored. Attach copies of proposals, submissions or letters confirming funding amounts, etc. All Council Resolutions and Band Council Resolutions must name the project, state the communities support for the project, list the financial contribution the community is committing to the project and state that the community agrees to assume all responsibility for any cost overruns.

- 4.3 If the project is funded, describe any potential issues related to the project that ENDM should be aware of.
- 4.4 Indicate whether the project will comply with all federal/provincial/municipal laws and regulations (e.g., environmental approvals, zoning by-laws, etc.).
- 4.5 Indicate if any permits and/or approvals are necessary to develop the project and the status of each.
- 4.6 Is any key information missing from the application that will be submitted at a later date? Explain.
- 4.7 Indicate if funding has been previously received through the NCIR or NOHFC for a similar initiative and the status of the previous funding application, i.e., final report submitted, project incomplete, etc. Applicants who have received previous funding, must be in good standing with reports and be in compliance with the Terms and Conditions of the previous legal agreement(s).

5. Community or EDC investment readiness self-assessment

Provide a separate response for each participant community and/or EDC named in 1.2 and 1.4.

- 5.1 Indicate if the community or EDC has completed the Investment Readiness Test: A Self Assessment for Northern Communities. Indicate the date when the test was completed and summarize any areas for improvement that were identified. A copy of the completed test may be attached. The Investment Readiness Test is comprised of 7 sections to address key areas of interest for investors: community profile; industrial and commercial land inventory, investment marketing, land use planning, economic development, dealing with site selectors and monitoring investment inquiries. The Investment Readiness Test is available through the Ministry of Energy, Northern Development and Mines (ENDM) Northern Development offices. Completing the Investment Readiness Test: A Self Assessment for Northern Communities is an NCIR funding requirement. The test is available on line at: <http://www.ontario.ca/investnorth>
- 5.2 Indicate if the community or EDC has an identified Economic Development Officer, Committee or Economic Development Contact.
- 5.3 Indicate if the community or EDC has an up-to-date economic development strategic plan, economic development strategy with an investment attraction component in the official plan or as a stand alone document (updated within 3 years). If a strategy has not been completed, the community and/or EDC must be in the process of preparing an economic development strategy. If the community and/or EDC is in the process of preparing an economic development strategy, please indicate the status and targeted completion date. This is a requirement for NCIR funding approval.
- 5.4 Explain how this project will support current community strategic plan
- 5.5 Indicate if the community or EDC maintains a regularly updated inventory of industrial land and commercial properties to answer the questions of potential investors on the availability of suitable sites.
- 5.6 Indicate if the community or EDC has a formal marketing plan to attract investment.
- 5.7 Indicate if the community or EDC has a formal process to communicate with site selectors.
- 5.8 Indicate if the community or EDC has participated in ENDM trade and investment marketing events within the last 3 years and identify the name of the event. The ENDM Trade and Investment Marketing Unit promotes the export of goods and services, and encourages foreign investment by marketing Northern Ontario as an excellent place to invest and do business. The ENDM trade and investment marketing objectives are achieved through participation in a number of events including trade shows, incoming and outgoing missions, seminars, information forums, and conferences.
- 5.9 Indicate if the community or EDC has consulted with a certified Business Retention + Expansion consultant. Specify the name of the BR+E consultant. Indicate if the community has undertaken a BR+E project and the outcome(s). The Business Retention & Expansion (BR+E) is a community-based, volunteer-driven economic development tool that encourages the growth and stability of local businesses. It is a cost-effective approach to business visitations that helps the community identify both the barriers to survival and the expansion opportunities of local businesses. The resulting improvement in the local economic climate and the personal success of area businesses benefit all. BR&E Ontario is made up of a number of partner agencies including ENDM. The ENDM Northern Development Officer in your area will assist you directly or link you with a specialist either in ENDM or another ministry who has the expertise you require.

6. Documents to be attached to the application form

- Proof of insurance coverage
- Copy of any related letters of support, by-law(s) or council resolution(s) supporting the project
- Copy of submissions to other sources of funding for the project
- Documentation confirming partner funding commitments or confirmation of acceptance of application to other funding sources
- Copy of the articles of incorporation and amendments (this applies to Economic Development Corporations only)

7. Submission process

Please forward one (1) copy of your completed project application to the Northern Communities Investment Readiness Program Office at:

Ministry of Energy, Northern Development and Mines
Northern Communities Investment Readiness Program
435 James Street South, Suite 332
Thunder Bay ON P7E 6S7

Fax: 1-807-475-1589

All applications must be received postmarked prior to November 30, 2018 to be considered. If you have any questions, please contact your local Ministry of Energy, Northern Development and Mines Office.