



## **In-Market Support – Special Project Fund Terms and Conditions**

### **Purpose**

The purpose of the Special Project Fund is to increase support and opportunities for entrepreneurs and entrepreneurial activities in Simcoe County. The fund will be available to entrepreneurship support service organizations to create partnerships and enhance service offerings in Simcoe County. The fund allows for flexibility in projects recognizing there are different needs and opportunities across the County. The expectation of this fund is that it will enable the introduction of new and innovative approaches to supporting entrepreneurs and lead to new partnerships. Support for activities that are considered regular or ongoing will not be considered as this fund is not intended to subsidize existing efforts but rather test whether the infusion of additional financial support from the County could lead to new approaches to support area entrepreneurs.

### **Program Overview**

- The fund has been established as an annual program with maximum funding of up to \$100,000 per year.
- The initial intake period is in January of each year, and unallocated funds will be made available for a subsequent intake in Q3.
- Potential applicants are encouraged to share proposal ideas in an open and transparent format so all interested parties can be made aware of the applications being brought forward with the hope that any areas of duplication can be addressed and it could lead to enhanced collaboration (e.g. one applicant could prefer to abandon their project idea in order to back a more promising project with another party). The Economic Development Office will organize said meeting at least one week prior to the application deadline and notify all parties that express an interest in applying.
- Applications will be reviewed for completeness and compliance by the Economic Development Office.
- The Economic Development Sub-Committee will review all applications and will forward a report to the Committee of the Whole for consideration.
- The fund will be evaluated annually through the budget process.



## Eligibility Criteria

The following criteria and terms must be agreed to in order to be eligible for the special project fund:

- At a minimum, one Small Business Enterprise Centre and one Community Futures Development Corporation must be partners in the project in the affected service area in which the organization operates.
- Applicants must be in good standing with the County of Simcoe's Economic Development Office.
- Organizations can be involved with multiple funding applications.
- Applications may be for new or existing projects. If an existing project, the proposal must show how funding enhances or builds new innovations into the original project.
- Projects must be aligned with County of Simcoe economic development and / or tourism work plan. Applications must demonstrate how the project will work to Attract, Grow or Support the entrepreneurship eco-system.
- Regular, operating or ongoing costs will not be considered. However, up to 15% of the total project budget can be allocated to administration costs that are incremental and directly related to project administration and delivery.
- Applicants must agree to provide a final project report when completed, including detailed budget (copies of receipts and invoices will be required at end of project). Unspent funds must be returned to the County of Simcoe.
- Final report and unspent funds must be submitted / returned to the County within 1 month of project end date.
- Applicant must agree to recognize the contribution of the County of Simcoe in a manner agreed upon with staff from the Economic Development Office. A communications plan for how funding recognition will be provided must be included in the funding application.
- Consultant fees for project design and/or implementation are eligible expenses. Terms must include a requirement for knowledge transfer to occur upon completion of contract and demonstrated resources for project continuation (if applicable) upon completion of contract.
- Only non-profit activities are eligible.



## In-Market Support Special Project Fund Application

**Applicant Information:**

Project Name	Click or tap here to enter text.
Lead Organization	Click or tap here to enter text.
Primary Contact	Click or tap here to enter text.
Position	Click or tap here to enter text.
Phone	Click or tap here to enter text.
Email	Click or tap here to enter text.
Partner Organizations	Click or tap here to enter text.
Locations and Municipalities Served	Click or tap here to enter text.
Funding Requested	Click or tap here to enter text.
Total Project Budget	Click or tap here to enter text.

**Proposed Project:** Please attach as separate page to this document if needed

Project Summary	Click or tap here to enter text.
Project Description	Click or tap here to enter text.
Rational/Need	Click or tap here to enter text.
Project Sustainability	Click or tap here to enter text.
Timelines (project start date, end date, key milestones)	Click or tap here to enter text.
Anticipated Outcomes	Click or tap here to enter text.
Communications Plan	Click or tap here to enter text.

Key Deliverables	Performance Measures	Anticipated Outcomes	Alignment with County of Simcoe Economic Initiatives
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Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

**BUDGET**

Project Expenses	Special Project Fund Contribution (\$)	Partner Contribution (\$)	Partner Contribution (In-Kind)	Total
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Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.



Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
<b>TOTAL</b>	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

\*Add additional lines as required\*

Applications can be submitted to the Economic Development Office by email to: [edo@simcoe.ca](mailto:edo@simcoe.ca)



## In-Market Support Special Project Fund Report Template

### Applicant Information:

Project Name	Click or tap here to enter text.
Lead Organization	Click or tap here to enter text.
Primary Contact	Click or tap here to enter text.
Position	Click or tap here to enter text.
Phone	Click or tap here to enter text.
Email	Click or tap here to enter text.
Partner Organizations	Click or tap here to enter text.
Locations and Municipalities Served	Click or tap here to enter text.
Funding Approved	Click or tap here to enter text.
Total Project Budget	Click or tap here to enter text.

### Project Details

Original Project Description	Click or tap here to enter text.
Changes in Scope	Click or tap here to enter text.
Timelines (project start date, end date, key milestones)	Click or tap here to enter text.
Outcomes	Click or tap here to enter text.
Communications Tactics Implemented	Click or tap here to enter text.

Key Deliverables	Performance Measures	Actual Outcome
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### BUDGET

Project Expenses	Special Project Fund Contribution (\$)	Partner Contribution (\$)	Partner Contribution (In-Kind)	Total
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Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.



Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
<b>TOTAL</b>	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

\*Add additional lines as required\*

**\*Note:**

- Final reports must be submitted within 1 month of the project end date.

Reports can be submitted to the Economic Development Office by email to: [edo@simcoe.ca](mailto:edo@simcoe.ca)