

Territorial Development Fund (TDF)

Pontiac MRC

Call for projects

As part of the

**SUPPORT POLICY FOR DEVELOPMENT PROJECTS THAT
IMPROVE COMMUNITIES**

2015-2016

Guideline

October 2015

1. Context

The Regional Municipality of Pontiac County (MRC Pontiac) has signed an agreement regarding the Territorial Development Fund (FDT) with the Ministry of Municipal Affairs and Land Occupancy (MAMOT). In this agreement, the MAMOT recognizes the competence of MRC Pontiac in local and regional development. The Ministry requires that the MRC establish its annual priorities and adopt a *Support Policy for development projects that improve communities*. Such is the context of this call for projects as part of the FDT 2015-2016.

2. Priorities

For 2015-2016, the mayors of the 18 municipalities in the MRC Pontiac established 27 priorities which were regrouped within the 7 following intervention priorities:

- Agriculture
- Forestry
- Tourism
- Business and services
- Social and community
- Culture et heritage
- Other

For further details on these priorities, consult the document entitled ***Priorités d'intervention 2015-2016*** on the MRC de Pontiac website.

3. How to apply

The promoter must make an appointment with a Development Commissioner in the MRC Pontiac's Development Department to discuss the project and obtain additional information. The documentation concerning the FDT and the application form are available on the MRC Pontiac website. The application must be submitted with all the required documents. **Incomplete applications will not be analysed.**

4. Eligible organizations and projects

Organizations eligible for a grant as part of this policy are:

- i) Municipalities;
- ii) Band Councils of aboriginal communities
- iii) Cooperatives;
- iv) Non-profit organization.

In addition, the project: **MUST:**

- Include eligible expenses as described in section 6
- Be submitted with all required documents (section 9)
- Be a part of the 2015-2016 priorities (section 2)
- Be submitted by the deadline indicated on the application.

Note 1: Eligible projects under this policy are projects for creation and/or diversification of activities. The objective is primarily the creation of new wealth. Eligible expenses are intended for projects that serve Pontiac residents. The same project cannot be funded twice. However, several phases of the same project can be financed, on the condition that the promoter shows progress.

Note 2: Inadmissible projects under this Policy are projects currently being undertaken by the promoter, consolidation projects and projects that do not generate economic benefits in the region. In addition, sexual projects, religious, political or controversial activities (dating agencies, numerology, tarot, astrology) are not eligible. Furthermore, projects that create unfair competition, or that does not respect the laws and regulations in force in the province of Québec or municipal regulations, are not eligible.

5. Analysis Criteria

Once a project is deemed admissible, it must meet the following criteria:

- The project is innovative, creates new wealth and/or new services;
- The project contributes to the creation or maintenance of new jobs. If not, it will produce significant economic benefits, notably from contracts with businesses in the MRC Pontiac;
- The project contributes to improving living environments by meeting the needs clearly expressed by the communities;
- The project makes reference to existing policies (heritage guide, Agricultural Zoning Plan PDZA, family policies, local action plan, etc.);
- The promoter contributes a minimum of 20% (of which a minimum 10% cash) to the project's financing et demonstrates the ability to realize the project and ensures is sustainability (competence/strengths/strategies);
- The project's promoter demonstrates established partnerships that are able to help in the realization of the project (financial, technical, etc);
- The project is realistic (realistic deadlines, financial structure, objectives, desired results, etc.).

6. Eligible and ineligibile expenses

The eligible expenses within the framework of the policy are:

- Fixed assets / capital expenditure (land, buildings, equipment, machinery, rolling stock);
- Acquisition of technologies, software or software package and patents;
- Professional fees or promotion costs related to the project;
- Salaries and benefits related strictly to the project (project coordination costs), in proportion to the time spent on the project, if the promoter or its employees assume other tasks;
- Costs deemed necessary for the implementation of the project (the promoter must specify the nature of expenses. (The analysis committee reserves the right to accept or reject such expenses.)

Expenses must be made within the MRC Pontiac, or in the province of Québec, unless the material or professional resource (services) are not available in the MRC or province.

Any expenditure out of the MRC Pontiac is subject to an agreement with the Development Commissioner of the MRC Pontiac.

The following expenses are not eligible under this Policy:

- Debt repayment, loan repayment or a completed project;

- Working capital;
- Operating costs such as rent, salaries and social contributions of the common organization, telecommunications expenses and website;
- Room rental, office supplies;
- Insurance;
- Bank charges and interest;
- Rent and property maintenance;
- Depreciation of property assets;
- Entertainment expenses;
- Training costs;
- Feasibility studies;
- Costs related to a festival or event;
- Any expenditure carried out before the date of reception of the application (in case of acceptance of the project, it could, however, count in the promoter's contribution)

7. Project Financing

The *Support Policy for development projects that improve communities* is an integral part of the Territories Development Fund (FDT). In this sense, non-refundable investments made under this Policy is considered governmental in nature and not as part of the down payment from the promoter.

The grant can be up to 80% of the total project cost. The promoter must contribute a minimum of 20% of the total cost. This down payment is calculated as follows:

A minimum of 20% of the total project cost in monetary contribution.

Or

A minimum of 10% of the total project cost in monetary contribution and a maximum of 10% of the total project cost in service or voluntary contribution (calculated at a rate of \$15/hour for the coordination and supervision of the project and at a rate of \$10.55/hour for labor)

Accumulative government grants (municipal, provincial and/or federal) cannot exceed 80% of the total project cost. (a grant is considered 100% of the value, while 30% of the value applies in case of repayable investment).

If the project is not completed, the sponsor must reimburse 100% of the amounts received for the project to the MRC.

Expenditures must be carried out as described in the contract to be signed between the promoter and the MRC. The promoter's financial capacity to carry out the project will be decisive in the allocation of a grant. A letter from the bank may be required for this purpose.

8. Application Process Analysis

Projects are analysed using scores on an analysis grid, along with a recommendation from the Analysis Committee of the MRC Pontiac composed of two elected officials, one citizen, one representative of a non-profit organization and one representative from the regional development sector in Outaouais;

9. Documents to be included with the application

The following documents are **REQUIRED** with the application, without which the application will not be analysed:

- Application, duly completed and typewritten (handwritten applications will not be accepted).
- Resolution from the Board of Directors of the lead organization **authorizing a member of the organization to sign this application, as well as all documents pertaining to this application (agreement, final report).**
- Resolution from the Board of Directors of the lead organization **confirming a financial engagement of at least 10% of the project's total cost.**
- Letters of patent or any official constitutional documents pertaining to the lead organization.
- Letters of intention from all project partners confirming the contribution and indicating the amount and nature of their engagement including volunteering.
- Letter of support or collaboration from the municipalities involved, if applicable.
- Minimum two tenders or estimates, if applicable.
- Financial statements from the last two (2) years of operation.
- Updated list of the Board of Directors.

10. Submission of application

Applications **MUST** be submitted by the **date and time** indicated on the form by the following:

Mail:

**Development Service
MRC Pontiac
602 Route 301
Campbell's Bay, Québec J0X 1K0**

Or

Fax: 819-648-5810

Or

Email:

Émilie Chazelas: e.chazelas@mrcpontiac.qc.ca

Michel Vallières: m.vallieres@mrcpontiac.qc.ca

Emerson Velasco: promotion.tourisme@mrcpontiac.qc.ca

11. Questions and support

For further details on this fund, to book an appointment with a Development Commissioner or for assistance with this application, please address one of the following:

Development Service
MRC Pontiac
602 Route 301
Campbell's Bay, Québec J0X 1K0

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