

<p style="text-align: center;"><b>EODP REGIONAL FUNDING PROCESS REGIONAL REVIEW COMMITTEE MEETING</b></p>
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**ELIGIBILITY CRITERIA:**

1. Eligible applicants include non-profit organizations, municipalities, municipal organizations, CFDC's and Aboriginal organizations. In any given round of funding, all CFDC's who are also applicants must immediately remove themselves and their representatives from the review and decision making process. This includes forfeiting seats (and votes) on the Network Incorporated Board of Directors until final funding decision on the respective application has been made.
2. Must demonstrate tangible and sustainable economic benefits to Eastern Ontario.
3. Must be cost shared and leverage additional funding. Regional EODP funding not to exceed 50% of total approved project costs. "In-kind" contributions will not be considered part of applicant contribution.
4. Broad based regional socio-economic impact must be demonstrated by and expressed within official letters of support including a minimum of four from Eastern Ontario CFDC's.
5. Costs must be reasonable, incremental and necessary to carry out specified activities.
6. Activities must comply with applicable legislative requirements (ex. environmental assessment, municipal regulations, official language requirements and so on).
7. Projects will generally be limited to one-time funding support unless under special circumstances and only where significant incremental impact can be proven. Phased approaches and separate project components will be considered eligible for additional consideration.
8. Eligible activities are those that contribute to achieving EODP objectives by supporting regionally-based initiatives which stimulate business and community development opportunities, by promoting socio-economic development leading to a competitive and diversified regional economy, by contributing to the successful development of business / job opportunities and sustainable self-reliant communities, by demonstrating broad support from the region and by offering sustainable plus measurable economic benefits to the regional economy.
9. Special consideration will be given to projects that contribute to improved capacity for socio-economic development, enhanced technology infrastructure & innovation, skills upgrading, youth development and improved access to capital.

10. Community Futures Development Corporations (CFDCs) are not eligible to apply for Regional EODP funding.

**APPLICATION PROCESS:**

1. All applications must be submitted directly to EODP Network Incorporated by application deadline. Late and/or incomplete applications will not be considered.
2. All applications must be submitted in hard copy and electronic format using official EODP forms and limited to six pages, not including support letters. In some cases supporting documents may subsequently be requested. EODP Network Incorporated will date stamp and acknowledge receipt of all applications.

(Note: revised application forms are presently being produced).

3. An application Review Committee comprised of board representatives, Network Inc. staff and FedNor staff will work with applicants to ensure that application is clear, concise and addresses all eligibility criteria. It is expected that CFDC's possessing special insight into specific applications will assist with this process. Final revised applications will be submitted within two weeks following original application submission deadline. If late, only the original application will be considered.
4. All applications passing the test of eligibility will be formally considered under the merits of the project being proposed. Special attention will be paid to economic impact, sustainability, methodology and measurability. Applicants may be invited to make a formal presentation and answer any remaining questions. This process is to be conducted by the Review Committee with potential assistance from outside resources (partners, experts, other funding agency representatives, etc.) who may be asked to offer special insight and opinion. The attached scoring summary sheet will be used as a formal evaluation tool for the purposes of establishing recommendations for Network Inc. consideration. This process is expected to take up to three weeks.
5. Following evaluation, the Review Committee will prepare an executive summary including project overviews and funding recommendations. This will be presented to Network Inc. for consideration, priority ranking and final approvals. Executive summaries are to be sent electronically to Network Inc. directors within one week of evaluation completion.
6. Network Inc. to meet and make final decisions no more than two weeks following evaluation completion. Contracting with applicants will follow.

Note: Total time from original application deadline to final decision is seven weeks, not including contracting.

## **EVALUATION PROCESS:**

1. In person Review Committee meeting will take place to conduct full review and prepare formal funding recommendations. Applicants may be invited to briefly present project summaries and answer questions. Presentations will be completed during first 75% of meeting schedule. Committee members will make notes and do preliminary scoring for each applicant following respective presentations.
2. Final 25% of meeting schedule to be dedicated to in-camera discussion and deliberation of each application prior to final scoring by committee members. Deliberation may lead to adjustments to any or all components of respective applications (including funding amounts).
3. Committee members shall prepare an executive summary highlighting pros and cons of all applications and making funding recommendations for each. This assessment is intended to provide Network Inc. directors with important additional information and due diligence background prior to final decision making.
4. At Network Inc. meeting there will be scoring sheets (attached) used to determine recommendations of priority projects. Individual scores of 60% or greater constitute one vote in favour of a project while scores of 59% or less constitute one vote against. So long as meeting quorum has been established, a majority of votes in favour will constitute support for the project (regardless of cumulative scoring totals). Projects will be ranked and funding recommended based on cumulative score totals and available funding. Score sheets will be warehoused by Network Inc. and available in the event of a decision challenge.
5. The Review Committee Chairperson will act as Chairperson during the portion of Network Inc. meeting dedicated to reviewing and selecting regional EODP funding projects. This will allow for continuity of the entire process.
6. Tabulation of score sheets results shall be conducted by senior Network Incorporated staff under direct supervision of the Regional Committee Chairperson. The Network Incorporated Chairperson may also participate as an alternate to the Regional Committee Chairperson or in an ex-officio capacity.

<p style="text-align: center;"><b>EODP Regional Fund Application Review Scoring Consideration Points</b></p>
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Each funding application will be reviewed and scored by each director, representing one vote for each. A score of 60 or higher will constitute one vote in support of the application. A score of 59 or less will constitute one vote opposed to the application. So long as quorum has been established, a majority of votes in support of the application will qualify the project for EODP funding. Overall scores will be tallied and used as a guideline to prioritize projects. In general, EODP regional funding will be allocated based on project approval, project ranking and funding availability. Alterations to this approach must be proposed and approved prior to submission of score sheets.

Although scoring is independent and at the discretion of each director it is recommended that each of the following points be considered when determining scores.

Economic Impact Criteria

- Jobs will be created.
- Continued or new development of external markets.
- Spin off businesses are likely to be started.
- Project likely to contribute to EODP objectives/priorities:
  - *enhanced technology infrastructure and innovation;*
  - *improved capacity for socio-economic development;*
  - *improved skills development;*
  - *attraction, retention and development of youth; and*
  - *improved access to capital.*

Sustainability Criteria

- Additional necessary funds have been secured.
- Financial details provided in the application are complete and reasonable.
- Sound financial and administration controls are in place.
- Project is new to EODP.
- Previous positive EODP experience with applicant.

Project Measurability Criteria

- Objectives, timelines, targets and outcomes are clearly presented.
- Applicant has past experience with government programs.
- Project delivery and reporting responsibilities are clearly defined.
- Project can be completed within timeframe required.

<b>Eastern Ontario Development Program</b> <b>Regional Fund Application Review</b>
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**Name of Project / Applicant:** \_\_\_\_\_

**Amount Requested:** \_\_\_\_\_

**Review Committee Recommendation:** \_\_\_\_\_

Scoring Summary Sheet	Max. Score	CFDC Score
Economic Impact Criteria		
➤ Considerable economic and/or social impact expected.	30	
➤ Costs are reasonable, incremental and represent good value.	10	
➤ Many CFDC territories likely to benefit (1 point for each).	10	
➤ Innovative and creative approach taken.	5	
➤ Reasonable degree of leveraging has been confirmed.	5	
Sustainability Criteria		
➤ Project appears sustainable.	5	
➤ Applicant has strong reputation and credibility.	5	
➤ Significant community and/or stakeholder support shown.	5	
➤ EODP support is necessary for project to proceed.	5	
Project Measurability Criteria		
➤ Objectives and targets are reasonable and achievable.	10	
➤ Milestones and outcomes are identifiable and measurable.	5	
➤ Applicant has ability to manage and measure project results.	5	
Total Score (maximum of 100).	100	

**Person Conducting Review:** \_\_\_\_\_

**Name of Affiliated CFDC :** \_\_\_\_\_