



**Local Initiatives Program
Guidelines and Evaluation Criteria – 2024-2025**
Completed applications must be submitted to HCDC by March 11 2024
To receive feedback on your application, it must be submitted by March 5, 2024
***Project expenses must be incurred between
April 1, 2024 and March 15, 2025***

The Haliburton County Development Corporation is a community-based organization that works in conjunction with businesses and organizations committed to community economic development. Its purpose is to increase permanent employment through the stimulation of the local economy, fostering and advancing business ventures, supporting the development of local infrastructure and public services and contributing to the quality of life.

Purpose of the Local Initiatives Program

The purpose of the Local Initiatives Program is to strengthen Haliburton County communities by supporting community economic development projects that are incremental (new initiatives or enhancements/additions to existing activities) and strive to enhance the resiliency and vibrancy of the community.

Eligible Projects

Projects must:

- Contribute to the resiliency and vibrancy of the community;
- Be incremental (incremental is defined as a new initiative, enhance existing activities, in addition to existing activities);
- Involve not-for-profit organizations that strive to enhance the community economic development efforts of the community;
- Address the strategic priorities of the Haliburton County Development Corporation;
- Guarantee that the funding will not create a dependency on HCDC;
- Not produce market disruption.
- HCDC staff are available to help brainstorm ideas.
- Please contact Heather or Jim to determine the eligibility of your project.

Eligible Costs

- Costs must relate directly to the project activities. Capital and non-capital costs are eligible.

Ineligible Costs

- Operating costs of ongoing operations.
- Wages for current staff. (Funding for current staff is only eligible if it is for additional hours required to undertake a new project).

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Funding Criteria

- Project expenses must be incurred between April 1, 2024 – March 15, 2025.
- The Local Initiatives Program may cover up to 100% of eligible costs.
- Projects requesting 100% must show in-kind contributions.
- Partnerships and other funding sources are encouraged.

Eligible recipients

- Not-for-profit community organizations in Haliburton County.

Ineligible Recipients

- Municipalities
- For-profit Businesses
- Individuals

Required Documentation

For Incorporated Organizations please include:

- A copy of charter or Articles of Incorporation or Letters Patent
- By-laws adopted by the membership
- A list of Board Members with addresses and contact information (note: the majority of the Board of Directors must be residents or cottagers of Haliburton County)
- A description of your governance structure

For Unincorporated Organizations:

If your group is unincorporated, to be eligible for funding you must show evidence that you have a governance structure in place similar to an incorporated organization. Please include:

- The terms of reference for your group, articles of association, or constitution
- A list of committee members with addresses and contact information (note: the majority of members must be residents or cottagers of Haliburton County)
- Roles and responsibilities for your committee, if not otherwise addressed in terms of reference.
- Demonstrate you have a financial management system in place (separate bank account, financial statements).

For all organizations please include:

- A list of partners your organization typically works with on an ongoing basis
- A copy of financial statements for your organization (profit and loss statement and balance sheet) including previous year financial statements and year-to-date.
- Any other pertinent information.

For all organizations that work with vulnerable persons:

- Provide documentation as described in Appendix C (attached)

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Available Funding

The maximum amount that can be requested is \$5,000. Historically, the average amount of funding awarded per project is \$2,500. Please consider the following when you are preparing your proposal:

- Due to the number of applications received and the limited funds available, funding awarded may be smaller than the amount requested.
- Applicants requesting more than \$2,500 must demonstrate the potential of their project to have a broader impact on community economic development in Haliburton County.

Application Process

You are encouraged to submit a draft proposal by March 5, 2024 to receive feedback prior to your final submission.

Completed application must be submitted to HCDC by March 11, 2024.

Submissions must follow the format of the application form and use the budget form provided. Pages should be numbered. Submissions are to be sent by e-mail to hreid@haliburtoncdc.ca. (Contact Heather to discuss transmission of larger files).

It is highly recommended that applicants discuss the project with Heather Reid hreid@haliburtoncdc.ca or Jim Blake jblake@haliburtoncdc.ca of the Haliburton County Development Corporation prior to completing an application to ensure it fits the criteria and/or to examine opportunities to partner with other organizations/potential applicants.

Evaluation Criteria

To be considered for funding a project must:

- Not produce market disruption;
- Be incremental (the project must be a new initiative, enhance/expand existing activities or be in addition to existing activities);
- Have a budget that is reasonable and feasible;
- Have appropriate funding in place to complete the project or have an appropriate plan for sustainability if the project is ongoing;
- Have access to the resources required (human, physical) to take on this initiative;
- Have outcomes and measurements of success that are clearly described.

HCDC's Community Economic Development Committee (CED) will use the following criteria to evaluate the applications for funding:

- Does this project promote Community Economic Development in Haliburton County? (see Appendix A)
- Does the initiative address the strategic priorities of the Haliburton County Development Corporation? (see Appendix A)
- Will the initiative contribute to the vibrancy and vitality of the community? (see Appendix B)
- Does the organization have the resources (human, physical, partners) to take on this initiative?

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- Will this initiative have a broad impact across the County, in a specific community or for a specific population or sector?
- Is the proposal thorough and written in such a way that the project is easy to understand?

The CED Committee of HCDC has the authority to make decisions about LIP funding on behalf of HCDC. The Haliburton County Development Corporation retains the right to decline any application.

Appendix A

Community Economic Development and HCDC

What is Community Economic Development?

Community Economic Development (CED) is local community action that provides economic opportunities and improves social conditions in a sustainable way. It is a community-based process that combines social and economic development to foster the economic, social, ecological, and cultural well-being of communities.

HCDC and Community Economic Development

HCDC works with community groups, not-for-profit organizations, municipalities, other government agencies and the private sector to build a resilient and vibrant community and increase community capacity through community economic development.

HCDC Strategic Priorities (Specific to the Local Initiatives Program)

Our priorities over the three years April 2023 – March 2026 are to:

- Support the development of partnerships and initiatives that animate the cultural life of the community.
- Support collaborative efforts of stewardship and environmental organizations to ensure the health of Haliburton County's lakes, forests, and ecosystems.
- Support the development of opportunities for healthy, active living that contribute to the quality of life.
- Investigate opportunities and support initiatives that will attract investment and partners to create a mix of housing in designated settlement areas and other suitable locations.
- Support the County of Haliburton and community partners with initiatives that promote and develop tourism opportunities in the areas of outdoor adventure, arts and culture and culinary experiences.
- Work closely with post-secondary institutions on the development of initiatives that will increase the number of students engaged in studies in the County and will provide the infrastructure required to support this growth.
- Encourage and support initiatives of organizations and businesses that will lessen the carbon footprint of individuals, households, businesses and institutions in Haliburton County and contribute to the development of businesses that address environmental challenges and climate change.

Appendix B

What is Community Resiliency and Community Vibrancy?

Many rural communities have challenges that threaten their viability – an aging population, out-migration of youth, lack of employment opportunities, lack of a skilled workforce, remoteness from markets, limited access to health care services, limited and diminishing access to government resources (e.g. closing and amalgamation of schools, government offices, post offices), lack of public transportation, limited educational resources and limited access to broadband services.

Rural communities are also vulnerable to shifts in the economy, world events, climate change, and changes in government funding policies.

Successful rural communities are resilient and vibrant. They are communities where people work collaboratively to find positive solutions to deal with negative impacts from outside forces and are creative in accessing resources and providing services and cultural, social and recreational opportunities that make their community an attractive place to live and work.

Through the Local Initiative Program HCDC is looking to support organizations that are undertaking initiatives that will contribute to the resiliency and vibrancy of our rural community.

The Canadian Centre for Community Renewal defines community resiliency in the following way.

Resilience is the ability to respond and adapt to change creatively and collaboratively – it may be the most important quality a community needs to deal with today’s uncertainty. Unless a community develops a capacity to assess, learn, adapt, and innovate all the time, it won’t do well in the future. It won’t thrive (or perhaps even survive) unless it is resilient.

What are the signs of a resilient community? A resilient community is ...

- **A “can-do” community.** Community members are open to new ideas, to learning and to diversity. They co-operate with each other to make things happen.
- **A learning community.** Community members have assessed the threats and opportunities ahead of them, created a vision, and identified priorities and plans to get there. The vision considers social, cultural, economic and environmental health. Organizations and local governments co-operate with each other to take action and to assess and learn from their progress.
- **A caring community.** Part of the planning and action ensures that those most in need continue to get access to essential services such as food, housing, transportation, water, and energy.
- **A self-reliant community.** The community is strategic in how it works to diversify land use, food production, community services, business, and labour market skills. Local ownership of land, investment capital, and business is a priority.

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Community Vibrancy can be defined as “the condition of a rural community which is characterized by **active involvement** and the **creative, dynamic interaction of people from different generations and groups**, with the capacity to **act jointly and to create common interests and objectives**” (Rural Alliances, 2014).

A vibrant community is one where residents are engaged in maintaining and improving their community. It's a community where there are festivals and community events, visible examples of community pride, a wide range of social, cultural and recreational activities for people of all ages and interests, a high rate of volunteerism and people helping people.

Vibrant rural communities follow the aim to develop and/or maintain social, cultural and economic benefit, adapt to change and improve quality of life for everyone within the community.

Appendix C

Requirements for Organizations that work with Vulnerable Persons.

The “duty of care” that individuals and organizations have towards vulnerable persons is established in common law in Ontario and Canada and by the *Criminal Code*.

HCDC’s responsibility as a funder is to ensure that all organizations who work with vulnerable persons and receive funding from HCDC are aware of their responsibilities and have demonstrated to HCDC that they have the appropriate policies and practices in place to ensure the fulfillment of this duty of care.

Who is a Vulnerable Person?

Vulnerable persons are children or vulnerable adults.

A **child** is a person under 18 years of age. Note that a child may also be a staff or volunteer.

A **vulnerable adult** is any person aged 18 or over who:

- Receives or may need community care services because of a disability, or illness, and/or
- Is or may be unable to take care of themselves or protect themselves against significant harm or exploitation.

Examples may include but are not limited to:

- Older people, especially those who are unwell, frail, confused and unable either to stand up for themselves or keep track of their affairs,
- People who are open to abuse because of learning difficulties, physical disabilities or mental illness, and
- People who are susceptible to exploitation because of a situation of dependency or power differential.

In addition to the general requirements for LIP funding eligibility, any Organization that works with Vulnerable Persons must provide HCDC with the following documentation to be eligible for funding.

1. An attestation that the organization requires all staff and volunteers, 18 years of age or older, working directly with vulnerable persons to get a Vulnerable Sector Check from the OPP before they start in their position or the provision of the organization’s policy on the recruitment and hiring/selecting staff and volunteers which includes this requirement.

Or documentation that the Vulnerable Sector Check is not required for the type of work their staff and volunteers are undertaking. *A Vulnerable Sector Check is required for people who are working with vulnerable persons in a position of responsibility on a regular basis. People who volunteer on an occasional basis and are never working alone with vulnerable persons would not be required to get a Check, nor would other volunteers and staff in the organizations who are not working directly with vulnerable persons.*

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2. A description of the accountability structure for the supervision of staff and volunteers and the protocols for reporting abuse. (Both the reporting of suspected abuse and accusations of abuse against staff or volunteers) or the provision of the organization's policy related to these issues.
3. A description of the training provided to staff and volunteers specific to working with vulnerable persons or a copy of the training manual.
4. An attestation that the members of the Board of Directors are not involved in direct program delivery. This is required to ensure that there is no conflict for the board in providing oversight and accountability.

Note: If the Board of Directors has identified a specific need for a Board Member(s) to be involved in direct program delivery, the Organization must provide a description of the policies and procedures on how accountability is managed in relation to this volunteer(s).