Community Advancement Program
Guidelines and Criteria for Projects to be Completed
April 1, 2025, to March 31, 2026

Completed applications must be submitted by March 7th, 2025

Community Futures Peterborough (CFP) is committed to working with businesses and organizations invested in Community Economic Development to develop, diversify, and transform local economies. As part of our Community Economic Development efforts, the Community Advancement Program (CAP) will help boost local economic growth in the County and City of Peterborough.

Community Advancement Program Objectives

CAP aims to enhance business attraction, investment, retention, and employment opportunities in The City and County of Peterborough by supporting initiatives that;

- Create community economic stability, growth, and job creation
- Develop and diversify competitive local rural economies, and
- Foster economically sustainable communities

These projects will be focused on areas of entrepreneurship, economic opportunities, and tourism.

Aligned with our organizational goals, we are keen on endorsing projects that align with the Federal Economic Development Agency of Southern Ontario (Fed Dev Ontario) priorities. The advancement of economic competitiveness, promotion of sustainable economic development and diversification, and creation of a more equitable and inclusive economy will be the core focus of CAP along with the priorities of Community Futures Peterborough.

Project Eligibility

For consideration by the selection committee, proposed projects must significantly contribute to Community Economic Development efforts, as well as demonstrate a well-defined and reasonable budget. Projects must have appropriate funding to complete the project, and a sustainability plan should the project be ongoing that does not involve dependency on future funding from CFP.

Regular business or operational expenses are not eligible for funding.

Applicants should take note of the required reporting of CFP to Fed Dev Ontario, which includes the number of partners each project has and the amount of leveraged dollars. These two factors are considerably weighted by the selection committee.

Cost Eligibility

Awarded funds are designated exclusively for expenses directly associated with project activities. Both capital and non-capital costs are eligible given they fulfill the criteria. Expenses for this project may only be incurred between April 1st, 2025, and March 31st, 2026.

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Funding Criteria

The maximum amount applicants can request is $10,000. Applicants must also disclose partners and total leveraged dollars on the application.

Documentation Required

The application form must be filled out in its entirety to be considered by the Selection Committee. If a project involves the recruitment and hiring of a consultant, then a "Terms of Reference" is also required.

Application Process

Applications for CAP will open on January 13th, 2025. Applicants can access the application through our website. The Selection Committee will accept applications until March 7th, 2025, and notify all applicants by April 7th, 2025.

Reporting Requirements

All CAP recipients must provide a report on the project within 30 days of project completion. The report must contain a distribution of funds summary, any published material used to meet our recognition requirements, photos, and other relevant information. Recipients can find the report template on CFP's website.

Recognition Requirements

Public acknowledgment of this non-repayable contribution and its associated initiatives is vital in promoting your project, our community, and the CAP Program. CFP reserves the right to announce any approved funding recipients under this program. Recipients must acknowledge our support through public announcements, websites, social media, or other channels. CFP will support your promotional activities on our social channels, as well as provide you with access to the correct branding use of our logo. It is required for you to acknowledge the funding provided by CFP at least twice throughout your project. CFP would also like to be notified of and invited to attend any events for CAP projects.