

CANADA ONTARIO RESOURCE DEVELOPMENT AGREEMENT (CORDA)

Application Guide Book



The CORDA Office is now accepting application for 2021-2022 funding. Funding is subject to funding confirmation. Proposals will be received and reviewed in anticipation of funding availability.

**Applications are due to the CORDA Office by
11:59 p.m. EDT Monday, October 26, 2020**



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Section 1: Overview of the CORDA Program

The Canada Ontario Resource Development Agreement (CORDA) is an Agreement between Canada, Ontario and First Nations' members in Ontario. The Agreement promotes resource and economic development initiatives of First Nations members by providing financial assistance to develop and utilize sustainable natural resources. CORDA receives funding from Indigenous Services Canada and the Ontario Ministry of Natural Resources and Forestry.

Applicants are encouraged to review this Application Guide Book in full and to ensure they have sufficient time to obtain the necessary supporting documents in advance of the application deadline.

Who is Eligible to Apply

First Nations, their members or organizations, and territorial organizations in Ontario are eligible to apply. (First Nations and First Nations' Governments have the same meaning as Indian Bands or their successors under federal legislation and any new Canadian Constitutional arrangements).

Applicants must be residents of Ontario.

Eligible Projects

To be eligible for consideration, the application shall meet and demonstrate the following criteria:

1. The project must promote natural resource development, management, harvesting or conservation in Ontario. Projects must involve one or more of the following:
 - ✓ Commercial Fishing, including all aspects of sustained yield production and quality control
 - ✓ Fur Trapping, including all aspects of trap line management and pelt quality control
 - ✓ Forestry, harvesting, maintenance, renewal and access
 - ✓ Non-timber forest products including wild rice, blueberries, wild traditional crops and medicinal plants
 - ✓ Deer, bear, barren-ground caribou and moose hide utilization
 - ✓ Sports fishing and hunting, including assistance to guides and outfitters
 - ✓ Fishing and hunting for domestic use
 - ✓ Commercial recreation related to the development of renewable natural resources including ecotourism, hunting camps, guiding, skiing and snowmobile trails
 - ✓ Processing and marketing of products derived from natural resource development, management and harvesting
 - ✓ Environmental projects relating to resource development
 - ✓ Natural resource planning such as those projects related to natural heritage or addressing invasive species
2. Any previous projects by the applicant must be in good standing.

The maximum funding amount for projects approved under the CORDA Program is

\$35,000.00

Eligible Expenditures

Expenditures eligible for funding under this program include but are not limited to:

- Equipment (e.g. purchase or rental of equipment)
- Materials (e.g. building materials or purchase of facilities)
- Labour (excludes labour for applicant)
- Transportation (e.g. transportation of personnel, supplies and equipment)
- Other (e.g. technical advice and assistance, acquisition of data base information, promotion and advertising of commercial ventures)

Ineligible Expenditures

Expenditures under this program do not include:

- pleasure crafts and recreational vehicles
- personal or domestic expenditures
- project administration costs
- labour costs for the applicant

Multiple applications for the same project activity (project splitting) to maximize funding is not eligible.

Section 2: Completing the Application

Part 1: Applicant Information

Provide applicant and contact information

Part 2: Project Details

Applicants must provide details outlining the resource management and economic aspects of the proposed project including:

- Background information on the objectives, project description, resources utilized, et cetera;
- Information on the project location

Applicants are responsible to demonstrate, in writing, that projects are environmentally sound and meet all applicable environmental guidelines and regulations. Some applications may be subject to a federal environmental screening process. All projects are subject to applicable Ministry of Natural Resources and Forestry permits or licencing requirements.

Part 3: Project Benefits

- Identify short- and long-term economic, resource and cultural benefits
- Identify partnerships and agencies providing financial or advisory services

Part 4: Project Costs/Budgets

- Provide the proposed project costs and budget for the project.

Part 5: Supporting Documents

REQUIRED*	RECOMMENDED
<p>All applications must include the following supporting documents:</p> <ul style="list-style-type: none">• Supplier quotes for all proposed expenditures• A demonstration of community support by either a letter from Chief, a member of Council or a senior staff member such as the Band Administrator, or a Band Council Resolution (BCR).• Applications from a First Nation must include a BCR. **• Clear maps and a description of the location of the project activities.***	<p>Applicants may also wish to provide additional documents to support the application. These documents may include, but are not limited to:</p> <ul style="list-style-type: none">• A letter of support from an appropriate administering agency (e.g. the Ministry of Natural Resources and Forestry)• Photographs• Permits and/or licences (e.g. trapping/fishing)• Community Economic Development Plan, feasibility study, or Business Plan

*Applications that do not include the required supporting documentation by the application deadline will not be reviewed.

** Applicants may not sign their own support letter.

***A mapping tool website is provided on the application form.

Section 3: Application Submission and Processing

Submitting an Application

Incomplete, unsigned or late applications will not be considered. Submission of an application does not guarantee approval for funding.

Applicants are encouraged to apply by e-mail to corda@nexicom.net.

Application Deadline

The complete application package, including a complete and signed application form and all required supporting documents, must be received by the CORDA Office by **Monday, October 26, 2020** at 11:59 p.m. Eastern Daylight Time.

Approval Process

Complete applications received by the deadline will be reviewed and ranked based on scoring criteria established by the CORDA Committee. Projects may at times be approved for funding at an amount less than requested.

Where applicable, appropriate permits and approvals are required prior to the start of the project.

Approved projects will be sent an approval letter along with a copy of the *Conditions of Receipt of a CORDA Grant* form, along with copies of the Interim and Final Report templates to support reporting requirements. The funding recipient must return a signed copy of the *Conditions of Receipt of a CORDA Grant* form to the CORDA Office.

Section 4: Reporting Requirements, Funding and Other Considerations

For approved projects, the reporting requirements and disbursement schedule are as follows:

Reporting and Funding Timeline

- The first installment of 50% will be issued after the submission of a signed *Condition of Receipt of a CORDA Grant* form.
- **An Interim Report is due to the CORDA Office by October 15, 2021.**
The second installment of 25% of approved funding will be released late October after the CORDA Secretariat has reviewed and approved the Interim Report. The Interim Report must demonstrate the first 50% installment has been spent before the next installment will be released.
- **A Final Report is due to the CORDA Office within 5 days of the completion of the project or no later than Friday, February 25, 2022.**
The final installment of 25% will be released after the CORDA Secretariat has reviewed and approved the Final Report. The Final Report must demonstrate spending for the entire project. The amount reimbursed will be based on project expenses, up to the amount approved. If the project is under-budget, the recipient will receive funding in the amount demonstrated by the Final Report.

Other Considerations:

- The timing of the release of funding varies from year to year. Funding may not be released until after July 1, 2021.
- Funding will not be provided for expenses incurred prior to April 1, 2021.
- All expenditures must be based on the approved budget.
- All project changes and budget revisions require approval from the CORDA Secretariat.
- All recipients must keep original receipts and invoices for review or audit purposes. The CORDA Office will randomly select and review receipts from 10% of projects. Recipients selected for the review will be notified they must provide clear copies of all receipts and invoices with the Final Report.
- Submission of the Final Report after the deadline or failure to submit a Final Report will result in no additional funds being released to the project.
- Any unused funds must be returned to the organization that issued those funds by Friday, March 11, 2022.

FOR MORE INFORMATION CONTACT:

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CORDA Office

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