

CO-OPERATIVE DEVELOPMENT INITIATIVE

“Innovative Co-operative Projects”

Guide for Applicants



Canada 

Co-operative Development Initiative

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About this Guide

This guide provides general information on the Co-operative Development Initiative and includes details on how to apply for assistance through the program for Innovative Co-operative Projects.

1. What is the Co-operative Development Initiative?

The Co-operative Development Initiative (CDI) is a Government of Canada program delivered in partnership with co-operative sector organizations to enhance the contribution of co-operatives to meeting the economic and social needs of Canadians. There are three interrelated program components:

Advisory Services is provided through a network of co-operative development expertise put in place across the country by co-operative sector organizations, to provide access to the technical and professional services needed to successfully launch or strengthen a co-operative.

Innovative Co-operative Projects will fund innovative projects that address themselves to public policy priority challenges and that will generate best practices and lessons learned.

Research and Knowledge Development will undertake and encourage policy research and applied research that will advance co-operative development and growth.

2. How can I obtain help through Advisory Services?

The Advisory Services component is managed nationally by the Canadian Co-operative Association (CCA) and the *Conseil Canadien de la Coopération et de la Mutualité* (CCCM). These organizations work with local, regional and sectoral co-op organizations to provide the expertise that individuals and co-ops need to start or run a co-op. For more information about CDI Advisory Services, please contact: Stéphane Audet, Manager of the CDI program, by phone at (613) 238-6711, ext. 227, or by e-mail at stephane.audet@coopscanada.coop.

3. How does the Innovative Co-operative Projects component work?

Innovative Co-operative Projects will test and demonstrate innovative uses of the co-op model. Projects might be innovative in any number of ways; for example through operating in an area new to co-ops, or through innovative financing or partnership arrangements. An existing co-op might see an opportunity to expand its role to new opportunities or challenges, or to adapt its operations to a new region or community. A key requirement to meet this policy objective of the program is the ability of the project to generate information on best practices and lessons learned, or other information that adds to the body of co-op development knowledge.

4. How will the Research and Knowledge Development component be delivered?

The Co-operatives Secretariat at Agriculture and Agri-Food Canada will work with the co-operative sector and with academics to develop a strategic research agenda and establish a national research network. Further details on this component will be available on the Co-operatives Secretariat's web site once initial work on the research agenda is completed.

5. Who can apply for Innovative Co-operative Projects funding?

Co-operatives, organizations and associations, universities and colleges, and local governments are all eligible to apply for funding, as are persons who intend to develop a co-operative in collaboration with an established entity. All proponents must be legal entities capable of entering into legally binding contracts at the time a contract is signed with CCA and CCCM.

6. Are there priority areas for CDI Innovative Co-operative Projects funding?

Building on the recognized strengths of co-ops, we are interested in learning more about how co-operatives can contribute to meeting the economic and social needs of Canadians. Within this context, we are particularly looking for projects that can assist in the following areas:

- agriculture, including farmer-driven projects for value-added agriculture and biofuels;
- rural/northern community development;
- innovative goods and services, including innovative uses of technology; and
- capacity building and sustainability.

7. What is the funding range for Innovative Co-operative Projects?

The funding range for projects is between \$5,000 and \$75,000 per project per year. Multi-year projects are allowable (up to four years), but must be completed by the time the program ends on March 31, 2013.

8. For Innovative Co-operative Project, what will the CDI funding pay for?

CDI funds will help pay for the **additional costs that a proponent will have to incur to successfully implement a project**, including expenses such as office rental, labour costs, and materials and supplies.

CDI does not pay for regular ongoing expenses of an organization, for capital costs, or for legal fees associated with the incorporation of an organization.

9. What contribution do you expect from applicants?

Applicants or their partners are expected to contribute at least 25% of total project costs. The partner contribution can be from other federal sources; however, total government contributions (including CDI) cannot exceed 75% of project costs. Consideration may be given to an increased level of federal funding for northern, remote and/or disadvantaged urban communities. Partnership building is an important element of CDI, and priority will be given to projects that engage partners, either financially or through other means.

10. How will projects be selected?

Proposals will be assessed and selected for funding on their merits in accordance with program criteria including: the capacity of the proponent to successfully manage the project; reasonableness of the budget; innovativeness of the activities; links to federal priorities; expected results; knowledge to be gained from the project; and level of partnership commitment.

11. How and where do I submit an application?

We encourage you to send us your completed application form and budget by e-mail. However, you must send us the signed declaration page in the mail or by fax.

The application form and budget must be received no later than 11:59 pm (Pacific Savings Time) on July 31, 2009. Your signed declaration should also be received / postmarked no later than July 31, 2009.

12. Is there help available if I need assistance in developing my proposal or if I have questions completing the application form?

You are strongly encouraged to contact the regional, provincial or sectoral co-operative association that is closest to your location. You can find a list of co-operative associations involved in the delivery of information and advisory services to proponents of co-op projects on the websites of the Canadian Co-operative Association (www.coopscanada.coop) and the Conseil canadien de la coopération et de la mutualité (www.cccm.coop). The list is available as an addendum to these guidelines. See below.

13. How do I complete the application form?

The application form is straightforward and most sections are self-explanatory. The following portion of this guide provides additional information that may be helpful when completing the form.

Section 1 - Title of Project

Provide a clear, short title (maximum 10 words) for the project.

Section 2 - Applicant Information

Complete all relevant boxes in this section. A “Designated Officer” is the person authorized to submit an application and sign agreements on behalf of the organization. The organization should have passed a resolution to this effect. A “Contact person” is the person who has actively participated in the development of the application, and who may be contacted for further information. In the box provided, please indicate whether your organization has received CDI funding in the past. If yes, provide details as requested.

Section 3 - Project Description

General Description

In one or two short sentences, provide a clear description of your project in terms that would enable a reader to immediately understand what your overall project activities will be and what you hope to accomplish.

Objectives

Provide a clear and concise description of what you plan to achieve over the course of the project, using concrete and measurable objectives.

Results Achieved

Describe the progress made to date or specifically, progress achieved during the last year. You may want to provide a short history of your project and discuss how the project originated and why a co-operative was selected as your approach.

Activities

Describe the **key** project activities, and include a work plan which sets out what you will do, who will do it, and when. You may find a table format useful (maximum 2 pages).

Start and Finish Dates

Provide the expected start and finish dates for the project.

Section 4 – Amounts applied for

Total CDI Funding Requested

Remember that CDI can contribute only up to 75% of total project costs, and that the total government contribution (including CDI) cannot be more than 75% of project costs.

Section 5 – Results

The goal of the Innovative Co-operative Projects component of the Co-operative Development Initiative is to develop, document and share the knowledge gained from building co-operatives. Each project will require a plan to document the lessons learned and to make this knowledge available to a wider audience.

Expected Outcomes

Provide information on the expected outcomes of your project, including the impact on the members of the co-operative and the community.

Measuring results

Identify how you would measure success and how this information will be documented.

Sharing the Results

Explain how the results of your project could be applied to the development of co-operatives generally, and to which communities they might be most relevant. Describe how you would share the lessons learned with others.

Section 6 – Innovation

Describe how your project tests an **innovative** approach or uses the co-operative model in an **innovative** way.

Section 7 – Priorities

Indicate which (one or more) of the CDI priority areas the project might address, and explain how the project would address them:

- agriculture, including farmer-driven projects for value-added agriculture and biofuels;
- rural/northern community development;
- innovative goods and services, including innovative uses of technology; and
- capacity building and sustainability.

Sections 8 to 13 – Information about your organization, project and partners

We encourage you to provide precise information to help the selection committee understand the nature of your organization, needs, project and commitments from partners.

Explain how the project will be managed, including roles and responsibilities, systems in place for financial control, and any other pertinent information to demonstrate the readiness of your organization to efficiently and effectively carry out your project.

Partnerships are an important means to achieve results and to foster local commitment to your project. Partners can assist through awareness raising, adding or pooling resources, providing advice, and sharing information. Partners can contribute various kinds of resources such as funding, expert advice and training, and hands-on volunteer time.

Provide a description of your partners and what they will contribute to the project. Include letters of commitment and support from partners with your application.

Section 14 - Budget

Use the budget table to provide budget details, including a breakdown of costs, funds requested from CDI, applicant/partner contribution, and any revenue expected. For multi-year projects, the budget should be broken down by fiscal year (April 1 to March 31).

Note that the maximum contribution from CDI is \$75,000 per project per year. Applicants, with partners, are expected to contribute at least 25% of the total project costs. The applicant/partner funding can be from other government sources, but total government contributions should not exceed 75% of project costs.

Applicant and partner funding can be in cash or in-kind. An in-kind contribution is a monetary value assigned to services, human resources, or other contribution provided to implement a project, and commonly includes items such as the use of premises, supervisory hours, and project management expertise. List all applicant and partner contributions, and whether they are in cash or in-kind.

CDI funds will pay only for the additional costs that your organization will incur to successfully implement the project, including expenses such as office rental, labour costs, office supplies and professional fees. CDI cannot pay for capital costs or ongoing business costs.

Section 15 – Declaration

This section requires the applicant to declare any outstanding debts to the Government of Canada, provides information about why and how information in applications is collected, used and stored (including access to information and privacy provisions), and asks the applicant to consent to the disclosure of such information, and to declare that he/she is providing accurate information and has authorization to sign the application.

Other Information Relevant to the Project

You may add any further information that would support your proposal and help us assess it. This could include background material on your organization, or information on the issue being addressed.

We encourage you to send us your completed application form and budget by e-mail. However, you must send us the signed declaration page in the mail or by fax (see contact info below).

CDI Program Contact Information:

Stéphane Audet, Program Manager
Co-operative Development Initiative
275 Bank Street, Suite 400
Ottawa, Ontario K2P 2L6

E-mail: stephane.audet@coopscanada.coop

Phone: (613) 238-6711 x227

Fax: (613) 567-0658

Thank you for submitting your application!

ADDENDUM – LIST OF CO-OPERATIVE ASSOCIATIONS THAT CAN ASSIST YOU

Alberta Community and Co-operative Association,
(780) 963-3766, www.acca.coop

Arctic Co-operatives Limited,
(204) 697-2243, www.ArcticCo-op.com

British Columbia Co-operative Association,
(604) 662-3906, www.bcca.coop

Canadian Co-operative Association,
(613) 238-6711 (x227) www.coopscanada.coop

Canadian Worker Co-operative Federation,
(403) 276-8250, www.canadianworker.coop

Conseil Acadien de la Coopération,
(506) 726-4717, www.acadie.com

Conseil canadien de la coopération et de la mutualité,
(613) 789-5492, www.ccc.coop

Conseil Coopératif Acadien de la Nouvelle-Écosse,
(902) 224-2205

Conseil de développement coopératif de l'Île-du-Prince-Édouard,
(902) 854-3439 (x239)

Conseil de développement économique des municipalités bilingues du Manitoba - Comité des coopératives,
(204) 925-2320, www.cdem.com

Conseil de la Coopération et de la Mutualité du Québec,
(418) 835-3710, www.coopquebec.coop

Conseil de la Coopération de l'Ontario,
(613) 745-8619, www.cco.coop

Conseil de la Coopération de la Saskatchewan,
(306) 566-6000, www.ccs-sk.ca

Coopérative de développement régional - Acadie,
(506) 727-6377, www.cdrafcdrg.coop

Fédération des coopératives d'alimentation du Québec,
(418) 650-1235, www.fcaq.coop

Fédération des coopératives de développement régional du Québec,
(418) 656-1335, www.fcdrq.coop

Fédération des coopératives de services à domicile du Québec,
(418) 837-8882, www.fcsdq.coop

Fédération des coopératives funéraires du Québec,
(819) 566-6303, www.fcfq.qc.ca

Fédération québécoise des coopératives forestières,
(418) 651-0388, www.fqcf.coop

Le conseil de développement économique de l'Alberta,
(780) 414-6125, www.lecdea.ca

Manitoba Cooperative Association,
(204) 989-5930, www.manitoba.coop

New Brunswick Co-operative Enterprise Council,
(506) 472-5475, www.cecnb.ca

Newfoundland-Labrador Federation of Co-operatives,
(709) 726-9431, www.nlfc.coop

Nova Scotia Co-operative Council,
(902) 893-8966, www.nscouncil.ns.ca

Ontario Co-operative Association,
(519) 763-8271, www.ontario.coop

Prince Edward Island Co-op Council,
(902) 569-7322

Saskatchewan Co-operative Association,
(306) 244-3702, www.sask.coop