



# CANADA ONTARIO RESOURCE DEVELOPMENT AGREEMENT (CORDA)

## 2019-2020 Guide Book

**The CORDA Office is now accepting applications for 2019-2020 funding.**

Applications must be submitted to the CORDA Office by Monday, October 1, 2018  
at 11:59 p.m. Eastern Daylight Time

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 is funded by Indigenous and Northern Affairs Canada and the Ontario Ministry of Natural Resources and Forestry.



## How to Apply

The enclosed application form, in its original form, must be completed in full, signed and submitted with supporting documents to the CORDA Office by Monday, October 1, 2018 at 11:59 p.m. Eastern Daylight Time.

Applicants are encouraged to apply by e-mail to [corda@nexicom.net](mailto:corda@nexicom.net).

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

## Who is Eligible to Apply

**For all projects, First Nations, their members or organizations, and Treaty 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 ARE NOT ELIGIBLE

## Supporting Documents

For all applications, the applicant must provide details outlining the resource management and economic aspects of the proposed project, including:

- background information on the objectives, project description, resources utilized, etc.
- short- and long-term economic, resource, and cultural benefits
- agencies providing financial or advisory services

### Required

All applications must include the following supporting documents:

- 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). \*
- Clear maps and a description of the location of the project activities. \*\*

### Recommended

Applicants may also wish to provide additional documents to support the application. These documents may include, but are not limited to:

- a letter of support from an appropriate administering agency (e.g. the Ministry of Natural Resources and Forestry)
- photographs
- Permits and/or licenses (e.g. trapping/ fishing)
- Community Economic Development Plan, feasibility study, or Business Plan

Applications that do not include the required supporting documentation at the time of submission will not be reviewed. \* Applicants may not sign their own support letter. \*\*A mapping tool website is provided on the application form.

## Environmental Regulations

Applicants are responsible to demonstrate, in writing, that projects are environmentally sound and meet all applicable environmental guidelines and regulations.

## 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 1, 2018** at 11:59 p.m. Eastern Daylight Time.

Applications received after the deadline will not be considered.

## Approval Process

Complete applications received by the deadline will be reviewed and ranked based on selection 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.

Approval letters are sent to successful applicants, along with a copy of the *Conditions of Receipt of a CORDA Grant* form, and copies of the Interim and Final Report templates.

## Funding Distribution and Reporting Requirements

For approved projects, the disbursement schedule will be based as follows:

- **First Installment:** In late Spring or early Summer 2019, 50% of approved funding will be released after Recipients return a signed *Condition of Receipt of a CORDA Grant* form.
- **Second Installment:** In the Fall 2019, 25% of approved funding will be released after projects submit the Interim Report and it is approved. The Interim Report must be submitted no later than Friday, November 29, 2019.
- **Third Installment:** 25% of funding will be released after projects submit the Final Report and it is approved. The remaining amount of funding released is based on all project expenditures.
- No funding will be provided to an applicant for any related expenses incurred prior April 1, 2019. All expenditures must be based on the approved budget.
- Recipients, at times, may not spend all the funding approved through CORDA. In these cases, recipients will only receive funding in the amount spent based on invoices and receipts.
- 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 to provide clear copies of all receipts and invoices with the Final Report.
- The timing of the release of funding varies from year to year. Funding may not occur until after July 1, 2019.
- All budget changes must be approved by the CORDA Secretariat
- All funds must be spent by Friday, February 21, 2020.
- The Final Report is due to the CORDA Office Monday, March 2, 2020.
- Any unused funds must be returned to the organization that issued the funds by Friday, March 13, 2020.

### FOR MORE INFORMATION CONTACT:

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