



## Valley Heartland: Local Stream Application Process

Continuous Intake - Opens May 21<sup>st</sup> 2019

### Step 1

- **Pre-qualification Questionnaire** - The purpose of the 5 minute Questionnaire is to pre-qualify potential applicants. The questionnaire allows businesses to answer a few basic eligibility and program priority questions to determine whether they're project is eligible to continue to the application step. Some submissions will not qualify for the program and will be declined during this phase. Once the questionnaire has been received, businesses will be notified of the qualification decision within 5 business days and corresponding next steps.

Questionnaire: <https://www.surveymonkey.com/r/VHLocalStream>

### Step 2

- **Application Submission** – Applications and attachments must be submitted via email to [info@valleycfdc.com](mailto:info@valleycfdc.com)  
Download: PDF Version - [Application](#) + [Application Appendix 1:Activity Budget](#)  
Word Version – [Application](#) + [Application Appendix1:Activity Budget](#)
- **Due Diligence** – Valley Heartland staff carry out review, due diligence and project development
- **Board Review** – Applications and recommendations are reviewed by the Valley Heartland Board of Directors for decision
- **Project Selection** – Applicants are notified of decision by Board of Directors (Accept or Decline)

### Step 3

- If a project is selected for support, Valley Heartland will prepare a Contribution Agreement with terms and conditions.

### Please Note

- Financial contributions are performance-based and subject to a 10% holdback until the applicant has completed the project, and met all project requirements as outlined in the Contribution agreement.
- Total support to recipients will not exceed \$100,000.
- No project is expected to extend past December 31, 2020.
- Incomplete applications will not be considered.

