

# Building Sustainable Communities Program Grant Application



## Office Use Only

File #	
Date Received:	

## SECTION A - APPLICANT INFORMATION

Name of Applicant (Legal Name of Organization):

Operating Name (if different than above):

Organization Mailing Address      Street or P.O. Box:  
City or Town:  
Postal Code:

### Contact Information

### Primary Project Contact

### Secondary Contact (Optional)

Name:

Position:

Phone Number:

Email:

## ORGANIZATION DESCRIPTION

1. Briefly describe the mandate or purpose of your organization. (limit 1000 characters)
2. Briefly describe the current activities of your organization. Point form is acceptable. (limit 600 characters)

## SECTION B - PROJECT INFORMATION

### PROJECT TITLE

### PROJECT TIMELINE

Anticipated Start Date

Anticipated Completion Date

### TYPE OF PROJECT

*Please check*

Capital

Equipment

Capacity Building

Planning

Community/Regional Initiatives

Other

**PROJECT LOCATION** If different than organization mailing address

## PROJECT DESCRIPTION

3. Provide a detailed description of the project listing the major components or activities. (limit 900 characters)
4. List up to three main project objectives (goals). (limit 400 characters)
5. List the anticipated outcomes (results) of the project objectives (goals) identified in #4. (limit 400 characters)
6. Describe how the anticipated outcomes in #5 help build thriving and sustainable communities that provide a high quality of life for Manitobans. (limit 400 characters)
7. A) For capital projects, please select one of the following:
  - Improvements to an applicant-owned facility
  - Improvements authorized by a municipality for a municipally owned facility
  - Improvements to a privately owned facility (Please complete 7B, 7C and 7D)

7 B) For privately owned facilities, do you have a lease?	Yes	No
7 C) When does your lease expire?		
7 D) Do you have the owner's permission for this project?	Yes	No

## COMMUNITY NEED AND BENEFIT

8. Describe who will benefit from the project. (*e.g. geographic area, community, groups*) (limit 500 characters)
9. Describe how the project meets a community need. (limit 500 characters)

10. Describe if and how the project supports local, municipal or regional plans or priorities. (e.g. regional tourism, municipal partnerships, community master plan) (limit 500 characters)

11. Identify how the project benefits the community or region.

*Choose up to three of the following Building Sustainable Communities Program priority areas:*

Increases community participation (e.g. increased reach, accessibility, diversity or use of a facility or space)

Adds, enhances or extends the lifespan of public use community facilities or spaces

Enhances or provides new community programs or resources

Improves organizational capacity to address identified community opportunities or needs

Other - specify:

Comments (optional)

#### **COMMUNITY SUPPORT AND INVOLVEMENT**

12. List your partners and their project contributions. (e.g. funding, gift in kind, administrative or technical support)

Partner Organization Name

Partner Organization Contribution

13. Describe how volunteers are involved in the project. (limit 700 characters)

#### **FOLLOWING PROJECT COMPLETION**

14. Briefly describe one or more of the following as relevant to your project: (limit 700 characters)

For planning projects: how will the plan be implemented?

For capital and equipment projects: how will the facility and equipment be maintained?

For programs and initiatives: how will the activity be sustained?

SECTION C - PROJECT BUDGET

ELIGIBLE PROJECT COSTS:

Labour, consultant or contractor fees, project specific salary/wages

Sub-total

Purchase of equipment and supplies

Sub-total

Rental of facilities, equipment and supplies

Sub-total

Other eligible costs (eg administration costs, other)

Administrative Costs (maximum 5 per cent of eligible costs or \$7,500, whichever is less) \*

Sub-total

Sub-total Eligible Costs

\* The Building Sustainable Communities Program will fund a maximum of 2.5 per cent of eligible project cost or \$3,750 whichever is less.

INELIGIBLE COSTS (e.g. administration costs over 5 per cent, existing staff wages/salaries, land acquisition, fees, debt, interest)

Sub-total Ineligible Costs

TOTAL PROJECT COSTS

**PROJECT REVENUES:****Building Sustainable Communities Program Grant Requested\***

*\*Amount requested can be no more than 50 per cent of project eligible costs, to a maximum of \$75,000*

**Applicant's own funds (confirmed for use for the project)****Other revenue sources:**

*Sub-total*

**TOTAL PROJECT REVENUES****PROJECT IN-KIND SUPPORT:**

Estimated hours of volunteer labour

X \$11.65 per hour (minimum wage)

Estimated dollar value of donated goods and services. Please list:

**TOTAL PROJECT IN-KIND SUPPORT****SECTION D - DECLARATION OF APPLICANT**

Letter(s) of support from local government(s) is attached.

I hereby certify that I have read, understood, and remain in compliance with the Building Sustainable Communities Program Guidelines (Terms and Conditions).

I understand that signing or typing my name below constitutes a legal signature. I hereby certify that I am an authorized signing officer of the organization, that this application is accurate to the best of my knowledge, and that the information contained in this application is endorsed by the organization that I represent. I also agree to provide further information as requested by Manitoba as part of the Building Sustainable Communities Program.

I acknowledge and consent to sharing this information with program reviewers, technical advisors and other agencies with interests in my project, including the Association of Manitoba Municipalities.

**Signature of organization's authorized officer:**

**Name**

**Position**

**Date**

*Your personal information is protected by the protection of privacy provisions of The Freedom of Information and Protection of Privacy Act (FIPPA) and The Personal Information Protection and Electronic Documents Act (PIPEDA). The personal information is being collected for the program administration of the Building Sustainable Communities Program offered by Manitoba Municipal Relations. This collection is authorized under Section 36(1)(b) of The Freedom of Information and Protection of Privacy Act as it is directly related to and necessary for your participation in this program. Your personal information may be disclosed only if there is legislative authority for doing so, or if you consent.*