

GRANT APPLICATION – 2020

Deadline date: January 22, 2020

We are pleased to announce that applications are now being accepted for the 2020 summer season. Applications will only be considered as resources allow and in keeping with program priorities/criteria as well as project size compared to other projects received (larger projects are considered first) and area/regional distribution. Funding is not guaranteed even if an organization was approved for a grant in a previous year.

Organizations are required to read through all the Green Team information listed on our website at www.manitoba.ca/greenteam and attest that they have read and understood program requirements by signing this grant application. If further information is needed, please call 204-945-0901 or 1-800-282-8069 or send an e-mail to greenteam@gov.mb.ca.

Send your completed application via e-mail at greenteam@gov.mb.ca or fax to 204-948-4042 (original copy not required). Organizations can also drop-off their application or mail them out to 6-800 Portage Avenue, Winnipeg MB R3G 0N4. Applications received after the deadline date will only be considered if resources allow (organizations can request a confirmation number indicating their application was received by the deadline date). Organizations will be notified on the status of their funding request as soon as the information is available.

APPLICANT INFORMATION

1. Applicant type: ☐ Municipal Government
☐ Non-profit Organization
☐ University / College / School Division / School / Hospital
2. Legal Name of Organization: _____
3. Operating Name of Organization: _____
4. Mailing Address of Organization: _____

City/Town: _____ Province: _____ Postal Code: _____
5. Project Address(es)/Town(s): _____
6. Canada Revenue Agency Business # (9 digit #): _____
7. Workers' Compensation Account # (7 digit #): _____
8. How many employees does your organization have? (part or full-time employees, excluding Green Team staff).

50 or less ☐ 51-499 ☐ 500 or more ☐

9. Contact Information:

- At minimum, two people must be involved in the project and listed below.
- Organizations must ensure that program staff can leave messages if they are not available. If organizations do not return phone calls or reply to e-mail inquiries from program staff in a timely fashion, funding to the organization may be affected.
- Contact people must ensure they are meeting their responsibilities as they are listed below. Failure to meet these responsibilities may result in reduced or discontinued funding to the organization.

Web site:

Green Team grant recipients will be posted on our web site on an annual basis at www.manitoba.ca/greenteam . Youth looking for summer jobs will also be directed to this web site and instructed to contact organizations directly to see if they have any vacant positions. Organizations are responsible for responding to all inquiries.	
General phone # or e-mail address for your organization that we can post on our web site for youth looking for summer employment:	

Main contact(s) for project and grant application:

Responsibilities:	<ul style="list-style-type: none"> • Ensure all Green Team criteria are being met and all paperwork is submitted by the deadline dates. • Share all pertinent Green Team information and documentation with anyone involved in the project, including the Payroll Administrator and Supervisor(s) listed below.
Name:	
Position Title:	
Phone #:	
Cell #:	
Fax #:	
E-mail:	

Payroll administrator:

Responsibilities:	<ul style="list-style-type: none"> • Ensure the Green Team employees are paid correctly, deductions are being made and vacation pay is paid out for all Green Team hours. • Ensure all labour employment standards are being met. • Provide information for the claim form at the end of the project.
Name:	
Position Title:	
Phone #:	
Fax #:	
E-mail:	

Supervisor(s) of Green Team employee(s):

Responsibilities:	<ul style="list-style-type: none"> • Ensure the Green Team employees receive proper safety and health training in accordance with the provincial Workplace Safety and Health Regulations before allowing employees to start work (resources are available at www.safemanitoba.com). • Ensure the Green Team employees are receiving daily supervision. • Ensure all labour employment standards are being met. • Ensure the Green Team employees follow the job tasks for the approved project(s) listed under their position number (see your grant application and approval details).
Name:	
Position Title:	
Phone #:	
Cell #:	
E-mail:	

PROJECT DETAILS

1. Complete the following table for any other funding source for this project (if any). Please note that Green Team funding cannot be used in conjunction with other provincial or federal government funding for the same position.

Other provincial or federal government grants you have applied for, if any:	
What are the funds being used for?	

2. Check off the type of project(s) your organization is proposing and answer the questions related to that project. Additional information may be requested for new projects or for clarification. Any proposed projects that do not fit the descriptions listed under this section are not eligible under Green Team. Organizations are responsible for immediately reporting any changes to a position's job tasks to program staff (changes may affect funding).

☐ **Children/Youth Recreation / Volunteer Project**

Description: Employees would plan and/or supervise activities for children/youth under the age of 18 over the summer months. Projects that include lifeguard or swimming instruction duties are not eligible.

Eligible job tasks:

- Plan/advertise activities for the recreation project.
- Complete paperwork associated with project (ex: registrations for camp).
- Coordinate volunteer activities for youth in the community (excluding Green Team employees).
- Coordinate/supervise daily activities for children/youth, including any outings.
- Communicate with parents/guardians of participating children/youth.
- Clean-up area associated with this project (ex: clean toys/washroom).

List any other job tasks not listed above:	
# children/youth in the community expected to attend on a daily basis (average based on previous year or if new project, expected # based on research of community need) for all sites (if more than one):	

☐ **Grounds Maintenance Project**

Funding will be prioritized based on how the grounds are utilized by children/youth in the community and the accessibility of the grounds.

Eligible job tasks:

- Cut grass on larger properties (ex: parks, community centres).
- Maintain green spaces on larger properties (ex: plant flowers/trim shrubs at community centres/parks).
- Control the spread of weeds. Priority will be given to projects that are not using chemicals/herbicides (ex: using weed trimmer).
- Paint exterior of public facility, lines on sports fields, or outdoor public areas (ex: benches, picnic tables). Painting interior of public facility is not eligible unless this task is done on rainy days.
- Maintain public facility or equipment/tools (ex: minor repairs, inventory). These tasks must be less than 10% of the job or done on rainy days. Cleaning tasks (ex: cleaning washrooms, washing floors) are not eligible unless these tasks are done on rainy days.

List any other job tasks not listed above:		
Will Green Team employee(s) be using any chemicals/herbicides?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, what percentage of this project will be using chemicals/herbicides?		
What type of grounds are being maintained? (ex: sports grounds, parks, cemeteries)		
If applicable, how many and what type of sports fields will be maintained? (ex: 2 soccer, 1 baseball diamond, 1 hockey rink)		

☐ **Public Works Project**

This type of project is only open to rural municipal governments.

Eligible job tasks:

- Help with street/road enhancements including sidewalks, boulevards and signage (ex: paint fire hydrants and signage; help with pothole patching and street line painting).
- Help with garbage/recycling collection throughout the community or at garbage/recycling site (ex: assist with curbside pick-up, general clean-up at garbage site).

List any other job tasks not listed above:	
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☐ **Conservation / Recycling / Riverbank Enhancement Project**

Description: Help with preservation/protection of natural resources and endangered species.

What conservation initiative(s) will the Green Team employee(s) be working on? (check off all that apply)

- ☐ Map/remove invasive species and/or plant/maintain native species.
- ☐ Plant/maintain a large number of trees throughout the community.
- ☐ Map/survey using GPS/GIS technology.
- ☐ Help manage watershed programs (ex: well water testing, abandoned well capping).
- ☐ Help manage the care of endangered species.
- ☐ Clean-up debris from riverbanks/streams and/or stabilize shoreline.
- ☐ Sort/bail recyclable materials.

List any other job tasks not listed above:	
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☐ **Trail Enhancement Project**

Eligible job tasks:

- Clear pathways/spread out wood chips for existing or new walking trails.
- Create/maintain signage for walking trails.

List any other job tasks not listed above:	
How many kilometers will be created/maintained by the Green Team employee(s)?	

☐ **Community Beautification / Graffiti Removal Project**

Description: Project activities are throughout the entire community, not just on one property (ex: watering flowers on main street; graffiti removal in entire town or in entire area of city).

Eligible job tasks:

- Coordinate/remove graffiti tags throughout the community.
- Plant/maintain flowers throughout community (in public areas only).
- Pick-up litter and/or remove old signage/flyers from public areas (ex: boulevards).
- Cut grass in smaller public spaces (ex: boulevards, empty lots).
- Help residents with yard work if they are unable to do it themselves. Only eligible if project is in northern Manitoba or area of demonstrated need or if resident has a disability and there are no other resources to help them.

List any other job tasks not listed above:		
Rural Manitoba Projects:	Population of town/city?	
Winnipeg Projects:	What streets border the project area?	
	How many city blocks will be covered?	

☐ **Community Gardens Project**

Description: Employees would work in community vegetable gardens. Priority will be given to projects in northern Manitoba and areas of demonstrated need. Project must offer educational sessions on gardening/harvesting/food preparation for local children/youth under the age of 18.

Eligible job tasks:

- Coordinate garden locations/purchase supplies for community vegetable gardens.
- Plant/maintain/harvest vegetable gardens.
- Coordinate/participate in educational sessions for local children/youth on gardening topics.

List any other job tasks not listed above:	
Total hours dedicated to coordinating educational sessions on gardening topics for local children/youth (excluding Green Team staff) between May 1 and August 31:	
Total square footage of vegetable gardens (# feet on one side of garden X # feet on other side of garden; add all gardens together if more than one location):	

☐ **Public Education Project**

Description: Prepare and communicate information to the general public (not age specific) on various subjects. Although project is not necessarily targeted to children/youth under the age of 18, the project must offer some educational activities for local children/youth (ex: coordinate activities at community fairs to teach children/youth about the topics being covered). This type of project is not a priority for the Green Team program and will only be considered for funding if resources allow.

What percentage of the project is for the general public (not necessarily targeted to children/youth)?	
What topic(s) will the Green Team employee(s) be preparing and presenting to the general public?	
What activities will the Green Team employee(s) be coordinating for children/youth in the community?	
# educational activities/sessions employee will be presenting to the general public per month:	

3. Does your project(s) specifically target newcomers in Manitoba? Yes ☐ No ☐

If yes, how does it specifically target newcomers? _____

4. Was your project(s) specifically created to hire or mentor disabled youth? Yes ☐ No ☐

If yes, how many employees would you be hiring under the Green Team program?

- # Disabled Youth: _____
- # Mentors: _____ # disabled youth they would be mentoring: _____

How would they be mentoring? _____

5. Is your project located on a First Nation Reserve? Yes ☐ No ☐

If yes, what percentage of project is located on a First Nation Reserve? _____

POSITION DETAILS

Complete the following table for each position you are applying for (max. 8 positions per site). Funding assessments will be based on the majority of the job for each position.

- Indicate what project(s) the Green Team employee(s) will be working on by indicating what percentage of the job will be dedicated to that project(s).
- The projects listed below must correspond with the projects that were checked off on pages 3-5.
- The percentages must add up to 100% for each position (ex: position 1 will be working 100% on recreation and position 2 will be working 50% on grounds maintenance and 50% on trail enhancement).

Pos #	Total # Hours Requested (max 480 hrs per position)	Children/Youth Recreation / Volunteer Project	Grounds Mtnce Project	Public Works Project	Conservation / Recycling / Riverbank Enh Project	Trail Enh Project	Community Beautification / Graffiti Removal Project	Community Gardens Project	Public Education Project
1									
2									
3									
4									
5									
6									
7									
8									

CERTIFICATION

- We, (*undersigned*), hereby declare that we are duly authorized representatives of the organization named in the applicant information section of this grant application.
- We have completed all applicable information under the project and position details sections for which we are requesting program assistance. We understand that this and any subsequent information submitted by the organization or representatives of the organization and approved under the program comprise part of this application.
- We understand that the officials responsible for the program have the authority to assess each application on its individual merits and will exercise their discretion in determining the amount (if any) of grant funding approved for each project.
- We understand that upon approval of this application, the legal entity or the individual, as the case may be, named in the applicant information section undertakes to comply with all terms and conditions as set out on all program documentation and web site at www.manitoba.ca/greenteam.
- We understand that upon approval of this application, the officials responsible for the program have the authority to monitor each project site and audit financial information related to the program without prior notice to the applicant.
- We understand that if the applicant named in the applicant information section fails to meet any or all of the conditions as set in the application and supporting materials, the applicant shall, upon request by the government of Manitoba, be required to repay all funds paid to the organization.

FOR THE APPLICANT (two signatures required)

Name of Authorized Person in Organization

Position Title

Signature

Date

Name of Authorized Person in Organization

Position Title

Signature

Date