

APPLICATION (INTAKE) FORM

GRIMSBY COMMUNITY DEVELOPMENT GRANT (GCDG) PROGRAM

SECTION I – INSTRUCTIONS

Please contact us if you have any questions or require assistance

Please read before completing this application form

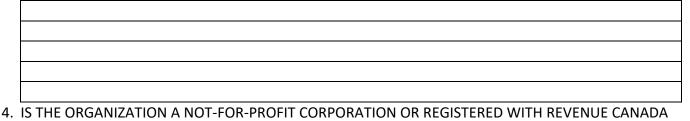
- The Application Guide and Grant Policy contain information about eligibility, program requirements and project parameters.
- The below documentation is required to be submitted as part of the application
 - Application form
 - Organizational constitution or governing by-law
 - Financial statement (two most recent). Audited statements are required for applicants requesting greater than or equal to \$30,000.

SECTION II – APPLICATION ELIGIBILITY

1. LEGAL NAME OF APPLICANT (as it appears in incorporated documents, letters etc.)

2.	APPLICANT MAILING ADDRESS		
	Street, unit:		
	City:	Province:	Postal Code:

3. BOARD OF DIRECTORS/ORGANIZING COMMITTEE (include titles and full names of 5 key Board members)



AS A CHARITY?

YES D NO D

Please provide the registration number:_____

- 5. IS THE ORGANIZATION IN GOOD STANDING WITH THE TOWN OF GRIMSBY? *i.e.* applicant is not in default of previous grant reporting or has amounts owed past 30 days)
 YES □ NO□
- *6.* PROVIDE A BRIEF DESCRIPTION OF THE ORGANIZATION. *Include the following:*
 - Objectives, mandates, core activities, and or key products/services
 - Details on the organization's structure and how it is governed (e.g. board of directors etc.)
 - Population to which the organization primarily services

SECTION III – AUTHORIZED ORGANIZATION CONTACT

7. PRIMARY CONTACT FOR THE APPLICATION:

	Name:		Title:	
	Email:	Telephone:		
8.	ALTERNATE CONTACT			
	Name:		_ Title:	
	Email:	Telephone: _		
SECTION IV – PROJECT INFORMATION				
9.	PROJECT NAME:			
10.	0. PROVIDE A BRIEF DESCRIPTION AND OBJECTIVE OF THE PROJECT. Include the following			
	• What the project will achieve			
	• Why the project is needed			
	• Community need(s) the project address	ses		
	Community the project will service/benefit			
	• Strateav (steps) in place to achieve pro	iect obiectiv	es	

11. WHAT ARE THE PROJECT'S BENEFITS. For examples include community support, economic, accessibility etc.)

12. DESCRIBE HOW THE GRANT WILL SUPPORT THE PROJECT PLAN OR LONG-TERM INITIATIVE

13. ESTIMATED START DATE OF PROJECT (YYYY-MM-DD): _____

14. ESTIMATED END DATE OF PROJECT (YYYY-MM-DD): ______

SECTION V – PROJECT SUCCESS

15. PROVIDE RISK ASSOCIATED WITH THE PROJECT AS WELL AS CORRESPONDING MITIGATION STRATEGIES. *Include any contingencies or uncertainties to account for such as financial, technical, regulatory, supply chain etc.*

16. DESCRIBE THE ORGANIZATION'S CAPACITY TO EXECUTE THE PROJECT. For example, available resources including staffing, volunteers, community support etc.

17. HOW WILL THE SUCCESS OF THE PROJECT BE MEASURED? Include performance targets and specific measurable indicators, for example, the number of participants, number of residents supported etc.

18. DESCRIBE HOW THE PROJECT ALIGNS WITH THE 2023-2026 COUNCIL STRATEGIC PRIORITIES.

19. IS THERE CURRENTLY COMMUNITY SUPPORT FOR THE PROJECT? INDICATE HOW THE SUPPORT ENHANCES THE PROJECT. *Examples of community support can include the number of volunteers or volunteer hours committed to the project, partnership/collaboration with other local organizations etc.*

SECTION VI – PROJECT BUDGET

20. TOTAL PROJECT COST BY CATEGORY (See Application Guide for Eligible Costs)

Cost Category	Amount
Facility Construction/Renovation	
Equipment Purchase/Installation	
Project Management/Professional services	
Incremental wages/Contracted services	
Supplies/Materials	
Marketing	
Entertainment	
Total Project Costs	
Requested Town of Grimsby GCDG Program	
(maximum is 30% of project budget up to \$100,000)	

21. FUNDING SOURCES

Funding Source	Amount of Funding	Status of Confirmation
Town of Grimsby GCDG		
Program		
Total Amount of funding		

Please note that the total project costs and total amount of funding in the tables (20) & (21) above must be equal

SECTION VII – FUNDING REQUEST

- 22. IF THE TOWN OF GRIMSBY IS NOT ABLE TO FULFILL THE REQUEST FOR THE DESIRED AMOUNT, WOULD THE APPLICANT BE WILLING TO ACCEPT A MODIFIED AMOUNT? YES NO
- *23.* IF A MODIFIED AMOUNT IS ACCEPTED, HOW WILL THIS IMPACT YOUR PROJECT? For example, project scope will be modified, additional funding will be obtained etc. Please be specific.

SECTION VIII – SUPPORTING DOCUMENTATION

24. APPLICANT MUST PROVIDE THE FOLLOWING DOCUMENTATION TO ACCOMPANY THIS APPLICATION

- a. Application form
- b. Organizational constitution or governing by-law
- c. Financial statement (two most recent). Audited statements are required for applicants requesting greater than or equal to \$30,000.

Please confirm that the mandatory documentation, as described above has been included in the application submission \Box Yes

SECTION IX – ATTESTATION AND SIGNATURE

- a. I have read and understood this request for support and will submit all the required information with this proposal. I understand that incomplete applications submitted after the deadline cannot be assessed and will be deemed ineligible.
- b. I have authority to submit this request on behalf of the applicant organization
- c. The information provided herein is complete, true and accurate. Any other information given in the future in connection with the carrying out the activities of the project outlined will also be complete, true and accurate.

🗆 I Agree

Print name of Principal Officer	Print name of Principal Officer
Signature of Principal Officer	Signature of Principal Officer
Title	Title
Date	Date