



## Community Futures Grenville

*Empowering Entrepreneurs*

# Community Futures Grenville Initiative Application Form

### Applicant Information

Legal Name of Applicant:

Mailing Address:

City:  Postal Code:

Phone:  Website:

Organization Number:

*(Federal number used for HST, payroll, etc. If your organization does not have one, enter N/A)*

Contact Person:  Title:

Contact Phone:  Email:

Type of Organization:  Municipality  BIA  Not for Profit

Organization Start Date (DD/MM/YY):

Has this organization received Community Futures Grenville Funding in the last two years?

Yes  No

If yes, please provide information on past projects.

Provide a brief description of your organization. Identify your mission statement, core products and services, recent achievements, and your strategic priorities. Discuss how your organization impacts Grenville County and/or its communities: North Grenville, Edwardsburgh Cardinal, Augusta, and/or Prescott.

*Continued on Page 2...*



**Project Information**

Project Title:  Project Location:

Start Date (DD/MM/YY):  End Date (DD/MM/YY):  Number of Community Partners:

Total Project Cost (\$):  Total Requested from CF Grenville(\$):

Describe your project. Specify activities to be completed, objectives to be accomplished, and local needs that the project will address. Where possible, refer to relevant economic development strategic plans, or provide evidence of emerging priorities.

Explain how this initiative is incremental (a new initiative, or an expansion of existing activities).

Explain how your organization has the resources (human, financial, partnership, etc.) to take on this initiative.



**Project Impact**

List and describe anticipated outcomes of this project for businesses and the local economy. How will you measure the success of the project?

Will the impacts and/or activities of your project be sustained beyond the project period? If so, how?

Describe the partnerships that are in place to help deliver the project. Please identify each partner and describe the nature of their support for the project.

How critical is this funding to the successful completion of your project? Please describe the impact that receiving this grant would have on your organization's ability to deliver the project.



Project Work Plan

Identify project tasks, timeline, person responsible, and measurable results. Funding is available for activities that begin after April 1, and all funds provided must be spent by the following March 31 with all claims submitted by April 15.

Table with 4 columns: Task/Milestone, Date Range, Responsible, Measurable Result(s). Contains 7 empty rows for data entry.

Project Budget

Identify the funds required for the project. The Community Futures Grenville Initiative may contribute up to 50% of eligible cash project costs, to a maximum of \$3000.

Table with 2 columns: DESCRIPTION OF ELIGIBLE COST, Cost (Excl. HST) (\$). Includes a row for TOTAL Project Cost.

Project Resources

Please list all other contributions to this project, including those of your own organization. Where applicable, please provide information on when unconfirmed contributions will be finalized, as well as evidence for confirmed resources from other agencies. While in-kind contributions to the project are not included in the calculation of the 50% cost share, they are important to demonstrate additional community partnerships. Please exclude HST.

Table with 4 columns: CONTRIBUTION SOURCE, Confirmed (Y/N), Cash (\$), In-kind (\$). Includes a row for TOTAL.



**Application Checklist**

- Completed Application Form
- Copy of Articles of Incorporation (not required for municipalities)
- Financial Statements for most recent fiscal year-end (not required for municipalities)
- Terms of Reference for Consultants (where applicable)
- Two quotations from consultants/suppliers (where applicable)
- Board or council motion demonstrating project endorsement of applicant organization
- Evidence of community support (e.g., letters of support, council motions, etc.).

**Authorization**

I understand and consent to Community Futures Grenville collecting, using, retaining and disclosing the information contained in this application for the limited purpose of determining my eligibility for funding as is required by law and by Community Futures Grenville. I understand that Community Futures Grenville will handle my personal information in strict confidence in accordance with federal privacy law as set out in Community Futures Grenville’s Privacy Policy. If I have any questions or concerns about the management of my information, I may refer to Community Futures Grenville’s Privacy Policy available at [www.cfgrenville.ca](http://www.cfgrenville.ca) or contact the Chief Privacy Officer.

*This application form must be digitally or manually signed by the proper authority of the applicant to be eligible for processing. The undersigned certifies that all information provided to Community Futures Grenville in support of this application is true and complete and undertakes to provide any further information that may be required for Community Futures Grenville to render a decision. The undersigned also herewith provides consent for Community Futures Grenville to make sufficient credit and other enquiries that may be necessary in the evaluation of this application.*

The Applicant acknowledges and agrees that their signature provided in any of the documents provided to Community Futures Grenville as part of the Applicant’s application, shall constitute an electronic signature within the meaning of the Electronic Commerce Act, 2000, S.O. 2000.

**Authorized by:**

Signature

Name and Title *(please print)*

Signature

Name and Title *(please print)*

Date



## **PAYMENT OF COMMUNITY FUTURES GRENVILLE CONTRIBUTIONS**

Detailed instructions and claim forms will be provided to applicants if their projects are approved by Community Futures Grenville. However, applicants may find the following general information useful in their financial planning.

**All approved contributions exclude HST.**

To receive payment, applicants will be required to file a claim upon completion of the project. Copies of all paid invoices and proof of payment must accompany the claim. Community Futures Grenville may request further information as required.

The approved Community Futures Grenville contribution will be released following successful completion of the project, submission of the final claim and final report. If these requirements are met when submitting the claim, the approved funds will be disbursed out at 100%.

Applicants are required to maintain proper books and records of the costs of the project, and to provide Community Futures Grenville with access to these records when requested.

If applicants arrange for bridge financing of their Community Futures Grenville contribution with a bank or other financial institution, Community Futures Grenville will accept a direction to pay the proceeds of a Community Futures Grenville contribution jointly to an applicant and the financial institution providing the bridge financing.