

Small Grants Fund



Thompson Neighbourhood
Renewal Corporation
310-83 Churchill Drive
Thompson, MB R8N 0L6

Ph.677-0766 fx.677-0765
hello@tnrc.ca

- Applicants/participants must adhere to provincial safety measures.
- Due to Covid-19 (coronavirus) pandemic, applications must be submitted via email and if a meeting is requested, we can do so via telephone or Skype.
- Applicants must also include a step by step plan of how they will ensure that their project will be completed within the provincial safety protocols, which can be found at <https://manitoba.ca/covid19/index.html>

[Please provide the details of the safety measures your organization will have in place for your project here]

Small Grants Fund Application



Thompson Neighbourhood
Renewal Corporation
310-83 Churchill Drive
Thompson, MB R8N 0L6

Ph.677-0766 fx.677-0765
hello@tnrc.ca

What projects are eligible for funding?

Successful grants will:

- Enhance the strength and cohesion of the community
- Emphasize community building / connecting activities
- Have identified support of local residents
- Be sponsored by local groups (**not individuals**)
- Not be used for wages (honorariums are eligible*).
- Not be used for capital improvements to private property unless the property has been made available, free of charge, for community use and the improvements relate to the proposed community use
- Projects must take place within the City of Thompson

**Please note costs such as honoraria for facilitators are eligible while payments of stipends to participants are not*

Are there any Project Requirements?

- The project must meet the goals and values of the TNRC as outlined below.
- The project must be completed in the same year of applying.
- Application deadline is the last Monday of each month, **a minimum of 45 days prior to the project.**
- Maximum dollar amount is \$5,000.00.

What are our Goals and Values?

Goals	Values
<p>Affordable, Accessible & Suitable Housing Priority - Low income families</p>	<ul style="list-style-type: none"> • Advocacy • Leadership • Collaboration and Partnerships • Inclusive • Empowerment • Reduce Marginalization • Diversity • Sustainability
<p>Community Wellness, Safety & Recreation Priority - Youth and the downtown</p>	
<p>Cultural Acceptance Priority - Aboriginal people</p>	
<p>Community Spaces & Environment</p>	

If you would like assistance completing the Small Grants Fund application please call Brandi at 204-677-0766

Please use the checklist to ensure your application is complete before submission. Incomplete submissions will not be accepted and will be returned to applicant:

- Attach cover letter and quotes.
- Section A Complete
- Section B Complete
- Section C Complete
- 2 letters of support from a non-partnering agency or group
- Application is signed by Applicant (and Co-applicant if applicable)
- Read and sign reporting requirements and agree to submit Final Reporting no later than 30 days after the project completion date

SECTION A – CONTACT INFORMATION

Project Title:

Name of Organization / Group:

If approved, please indicate who cheque is made out to:

Applicant - Primary Contact

Name:

Address: Postal Code:

Phone: (W) (H) (C)

Fax: E-mail:

Co-Applicant - Secondary Contact

Name:

Address: Postal Code:

Phone: (W) (H) (C)

Fax: E-mail:

If you would like assistance completing the Small Grants Fund application please call Brandi at 204-677-0766

If applicable, please list the supporting organizations that are involved with the project.

Committee/Planning Organization	Representative

SECTION B – PROJECT DESCRIPTION

Project Start Date

Project Completion Date

Please include two or three main key activities, using the list below, that your project would undertake.

- 1.
- 2.
- 3.

Please include any additional project description/information you think is relevant for consideration.

What does this project intend to change/address? What do you hope to accomplish?

Please choose one of the priority area(s) your project is most aligned with.

- Affordable, Accessible & Suitable Housing**
(Priority will be given to projects addressing low income families.)
- Community Wellness, Safety & Recreation**
(Priority will be given to projects addressing youth and the downtown area)
- Cultural Acceptance**
(Priority will be given to projects addressing Aboriginal people)
- Community Spaces & Environment**

Please indicate how your project will address this priority area.

Who will this project serve or who is the target population?

Has your organization/group applied for funding from the TNRC Small Grants Fund within the last three years?

Yes No

If yes, list the projects and dates funding was provided:

SECTION C – PROJECT BUDGET

Please include a complete budget inclusive of ALL expenses for the project.

Budgetary Items	Estimated or Quoted cost	Cash/In Kind Contributions	Amount requested from TNRC	Total Expense
Materials, Supplies, Equipment				
Advertising, Communications, Facility, Food				
Honoraria and Short-term Contracts Example: summer recreation program employing students are eligible. Honoraria are defined as single, nominal, monetary or material payment for a contribution to an activity/event accessible to community members free of charge. Contributions to ongoing employee wages are NOT eligible.				
In-kind Wages and Volunteer Hours – Max hourly rate for volunteers is \$15/hr. Hourly rate for paid staff (from each organization) must be as accurate as possible.				
Other – Please specify				
Total Cash and In-Kind	\$	\$		
Amount Requested from TNRC			Total \$	
Total Project Cost				Total \$

If you would like assistance completing the Small Grants Fund application please call Brandi at 204-677-0766

SECTION D – FUNDING SOURCES

List **ALL** funding sources and amounts that have been received, applied for and/or intend on applying for.

Source	Cash Amount	In-kind Value	Confirmed

SECTION E - PROJECT SUBMISSION CERTIFICATION

This application to the TNRC's Small Grants Fund is submitted by:

Applicant Signature

Co-Applicant Signature

Position/Title

Position/Title

Date

Date

**REPORTING REQUIREMENTS upon approval
ACKNOWLEDGEMENT, FINAL REPORT, FINANCIAL REPORTING AND EVALUATION**

Acknowledgement Criteria

TNRC signage will need to be posted during the event (signs will be provided upon request). For grants where a sign is not available or suitable, a photo of a representative of the TNRC and of the funding recipient will need to be taken so that acknowledgement can be submitted to the local newspaper or through social media. Any other newspaper articles/public service announcements of the event should recognize TNRC as one of the funders for the event.

TNRC requires that photographs are taken during the event, and will require electronic copies for the completion of the file. Please ensure a photo release form is filled out and signed for all photos when required. Failure to meet this criteria, will result in any future projects being placed as lower priority to receive any future grants through the Small Grants Fund for the period of 1 (one) year.

Final Report

A Final Report must be submitted. This report should outline the activities that took place, the number of participants, volunteers and community members, whether the project met its goals, the top two to three outcomes of the project and any other information you feel is appropriate. Please include photographs in the Final Report, preferably electronically.

Financial Reporting

A completed financial statement of the total project cost and revenues must be submitted no later than 30 days after the event date to the TNRC.

Copies of invoices/receipts for expenditures are required.

Any funds allocated by the TNRC that are not used must be returned upon completion of the project.

Failure to complete the final reporting **in full**, will result in funds being returned, and will impact your future ability to receive any future grants through the Small Grants Fund for the period of 1 (one) year.

I, _____, have read and understand the reporting requirements.

Signature: _____ Date: _____

**Complete and Submit Final Report to the TNRC.
Deadline for reporting is 30 days after the completion of the project.**