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630 Sophia St. Selkirk, MB R1A 2K1

**Phone:** (204) 485-3602 or (204) 485-7379 **Email:** scrc@selkirkcrc.ca

**APPLICATION FORM FOR COMMUNITY SMALL GRANTS**

*To qualify for the grant, the project should:*

* *Reflect the program objective of community building/connecting*
* *Have identified support of local residents*
* *Be sponsored by local groups (not individuals)*
* *Not be used for capital improvements to private property unless the property has been made available, free of charge, for community use*
* *Utilize the services of local businesses*
* *Intake dates are Monthly as of April 1st and to be submitted by the 15th of each month for review.*

*Eligible costs include materials and supplies, equipment or other rentals. Costs such as honoraria and short-term contacts are eligible but payment of stipends to participants is not.*

Applicants Organization/Group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postal Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location if different from mailing address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person to contact with questions regarding this application:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2nd Contact Person:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

****Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grant Amount requested: ($5,000.00 or less) $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total project budget: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Provide a brief description of the project including:

1. Project Name:
2. Purpose of requested funding (i.e. supplies, equipment, honoraria, etc.):
3. Purpose / goal:

1. Description of project activities:

2. How will the project be accomplished and by whom? Please identify who is involved, how

 many and the number of Selkirk residents/volunteers.

3. How will this project build community, build capacity and connect community members?

4. Expected Starting Date of this project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(**NOTE:** Project start date must be within the fiscal year funding is being applied April 1st-March 31st)

5. Expected Completion Date of this project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. How have you identified the support of local residents for this project? Please attach

 emails or letters of support if possible.

7. What is the total cost of the project? Are you leveraging other sources of funding? If so,

 from where?

8. Please include a detailed budget for the program and at least 2 quotes for contracted positions or estimates for cost of equipment/supplies/event costs.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicants Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2nd Person Responsible (if applicable) Date

**FOR SCRC USE ONLY**

DATE RECEIVED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

GRANT REQUESTED: $\_\_\_\_\_\_\_\_\_\_\_\_ GRANT APPROVED: $\_\_\_\_\_\_\_\_\_\_

GRANT AWARD DATE: \_\_\_\_\_\_\_\_\_\_\_\_

APPROVED BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Board Representative Date

# What is the Small Grants Fund?

A fund supported financially by Neighbourhoods Alive! and administered by the Selkirk Community Renewal Corporation (SCRC) to support community projects for up to $2,500.

The purpose of the grant is to support small projects that bring people together and respond to priorities of the SCRC. Funds are provided to local groups that require modest short-term project funding.

# What are SCRC’s Priorities?

* Community Engagement & Participation
* Increased Engagement of Seniors in the Community
* Parenting
* Food Security & Wellness
* Increased Affordable Housing options
* Educated Workforce
* Downtown Improvements
* Diverse Youth Programming
* Lighting & Public Spaces
* Improved Access to Recreation & Wellness Opportunities.

# Who can apply?

Non-profit organizations or community based organizations (incorporated and unincorporated).

# What projects are eligible?

Projects should address:

* Capacity Building (i.e. outreach activities such as consultations, newsletters and meetings)
* Stability (i.e. beautification activities such as community gardens, murals, and clean-ups)
* Well-being (i.e. social/recreational activities, after-school activities and support groups)
* Economic Development (i.e. skill building activities such as home repair workshops, personal development workshops and employment/volunteer development)

Eligible costs include:

* Honoraria (single, nominal fee or material payment for contribution to an event which fees were not pre-determined)
* Short-term wages (summer employment, etc.)
* Supplies, venue rental, advertising, food and beverages

Community Project grants are not eligible for:

* + on-going operating expenses;
	+ payments of stipends to project participants;
	+ contributions to wages
	+ repairs to public or non-profit facilities (unless property is available free of charge to community and repairs are related to community use);
	+ re-development of private property
	+ projects already in progress or completed
	+ revenue generating events (i.e. fundraising through ticket sales)

Normally, costs of organizing a project or event are expected as an in-kind contribution by the organization and are not eligible for funding.

# When are applications due?

Projects intake dates are monthly starting May and must be submitted by the 15th of each month. Also, please be advised the funding must be proved to be spent by January 31st of the fiscal year you apply for. Applications should be submitted 60 days prior to the anticipated project start date as the approval process generally takes 30 to 60 days. Applicants are encouraged to review their proposal with the SCRC Executive Director prior to submission.

# How are grants paid?

Upon submission of a signed Memorandum of Agreement, the organization submits receipts and/or paid invoices covering approved expenses. A cheque will be issued in this amount. Exceptions can be made in cases where advanced funds are necessary to carry out the project - an advance cheque will be issued and the remainder of the grant will be disbursed following:

* Submission of a financial statement with copies of receipts/invoices proving the expenditure.

Upon completion of the project all applicants provide:

* A final financial statement, receipts proving expenditure of total grant for eligible costs;
* A final report including an evaluation; and
* A declaration of any revenues

Any funding not proved to be spent must be returned to the SCRC within 30 days of project completion. Projects not completed within the time frame are expected to return funds. Dollars **MUST** be proved spent by **January 31st of that fiscal year.** Projects not started within the year of approval are considered expired.

# How do you apply?

Applications are available online at [www.selkirkcrc.ca](http://www.selkirkcrc.ca) or by email request to scrc@selkirkcrc.ca

If you have any questions regarding this application or eligibility of your project, please contact the following:

**Ashley Monkman, Executive Director at (204-485-3602)**

**Koral Walker, Community Facilitator at (204-485-7379)**

**E-mail:** **scrc@selkirkcrc.ca**

