

GRANT APPLICATION – 2017

We are pleased to announce that applications are now being accepted for the 2017 summer season. Applications will be considered as resources allow and in keeping with program priorities/criteria as well as area/regional distribution. If you require further information, please call 204-945-0901 or 1-800-282-8069 or send an e-mail to greenteam@gov.mb.ca.

DEADLINE DATE: JANUARY 15, 2017

- Late applications will not be accepted.
- Organizations are responsible for ensuring we have received their grant application by the deadline date (organizations can contact us for a confirmation # indicating it was received).
- Organizations will be notified by mail on the status of their funding request by the end of March.

SUBMISSION INSTRUCTIONS

- Send one copy only with all pages of grant application included.
- Once the application has been completed and signed, organizations can send it via:
 - E-mail: greenteam@gov.mb.ca
 - Fax: 204-945-5726
 - Mail: Green Team Program, 310-800 Portage Ave., Winnipeg MB R3G 0N4 (must be received in our office by the deadline date)

APPLICANT INFORMATION

1. Applicant type: Non-profit Organization Municipal Government
2. Name of Organization: _____
3. Mailing Address of Organization (business address): _____
City/Town: _____ Province: _____ Postal Code: _____
4. Revenue Canada Account #:

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5. Our organization will open an account with the Workers' Compensation Board once approved.
OR
We will add Green Team employees to our Workers' Compensation Account #:

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6. How many employees does your organization have?
(part or full-time employees, excluding Green Team employees). 50 or less 51-499 500 or more
7. Our organization is capable of providing ongoing employee supervision. Yes No
8. Our organization will provide safety and health training in accordance with the provincial Workplace Safety and Health Regulations before allowing employees to start work. Yes No
Resources are available at www.safemanitoba.com.

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 (within two business days), 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.

Main Contact(s) for Project and Grant Application:

<i>Responsibilities:</i>	<ul style="list-style-type: none"> • <i>Ensure all Green Team criteria are being met and all paperwork is submitted by the deadline dates.</i> • <i>Share all pertinent Green Team information and documentation with anyone involved in the project, including the Payroll Administrator and Supervisor listed below.</i> • <i>Direct youth on how to apply for Green Team positions that may be available within your organization (your name and phone # will be posted on the Green Team web site until all your approved position(s) have been filled).</i>
<i>Name:</i>	
<i>Title:</i>	
<i>Phone #:</i>	
<i>Cell #:</i>	
<i>Fax #:</i>	
<i>E-mail:</i>	

Payroll Administrator:

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

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

<i>Responsibilities:</i>	<ul style="list-style-type: none"> • <i>Ensure the Green Team employees receive proper training (see Question 8 on previous page) as well as ongoing supervision.</i> • <i>Ensure all labour employment standards are being met.</i> • <i>Ensure the employees wear the Green Team t-shirts while working on the project.</i> • <i>Ensure the Green Team employees follow the job tasks for the approved project(s) listed under their position number.</i>
<i>Name:</i>	
<i>Title:</i>	
<i>Phone #:</i>	
<i>Cell #:</i>	
<i>E-mail:</i>	

PROJECT DETAILS

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

Children/Youth Recreation Project

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

What type of children/youth recreation project is being proposed?

- Camp/Drop-in/Skatepark (project is specifically created to operate during the summer months).
- Summer Learning Program (majority of project is focused on school curriculum, ex: teaching math).
- Paid Work Experiences (Green Team employees help community youth in finding short term jobs).

What type of job task(s) will the Green Team employees be doing? (check off all that apply)

- Plan/advertise activities for the children/youth recreation project.
- Complete paperwork associated with project (ex: registrations for camp).
- Coordinate/participate in the daily activities for children/youth, including any outings.
- Supervise the children/youth.
- Communicate with parents/guardians of participating children/youth.
- Other (if applicable; list specific tasks): _____

Age group(s) project is targeting (children/youth attendees):	
# 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):	
Total hours project will be in operation between May 1 and August 31, up to a maximum of 8 hours per day: (Total # weeks X # days/week X # hours/day project is open to children/youth in the community plus # hours to train one employee prior to opening if applicable).	

Volunteer Project

Description: Employees would coordinate a variety of volunteer experiences for youth under the age of 18 to help them gain skills and work experience. Volunteer experiences can include volunteering for other community groups or businesses or working in the community (ex: tree planting event). Project must also offer educational sessions (ex: first aid course) for volunteers.

What type of job task(s) will the Green Team employee(s) be doing? (check off all that apply)

- Coordinate volunteer activities for youth within the community.
- Supervise/participate in the volunteer activities alongside the youth volunteers.
- Organize and coordinate educational sessions for the youth volunteers.
- Other (if applicable; list specific tasks): _____

Age group(s) project is targeting (youth volunteers):	
# youth volunteers expected to participate in the volunteer activities on a daily basis (average based on previous year or if new project, expected # based on research of community need):	
Total hours project will be in operation between May 1 and August 31: (Total # weeks X # days/week X # hours/day project is open to volunteers plus # hours to train one employee prior to opening if applicable).	
What type of volunteer activities will be planned?	

NOTE: If the following projects are being done with children/youth that are participating in a children/youth recreation project or a volunteer project checked off on page 3, they should not be checked off on pages 4-6.

Community Beautification Project

Description: Project activities are throughout the entire community (ex: watering flowers on main street).

What type of job task(s) will the Green Team employee(s) be doing? (check off all that apply)

- Plant/maintain flowers throughout community (in public areas only).
 - If mostly vegetables, this job task should only be listed under Gardening Project.
 - If flowers are located on your organization's property or the area immediately surrounding your property, this task should only be listed under Grounds Maintenance Project.
- Pick-up litter and/or remove old signage/flyers from public areas (ex: boulevards, parks).
- Cut grass in smaller public spaces (ex: boulevards, empty lots) as minor part of job.
 - If cutting grass is major part of job, this task should only be listed under Grounds Maintenance Project.
- Help residents with yard work if they are unable to do it themselves.
 - Only eligible if project is in a revitalization area (see page 8 of grant application) or if resident has a disability and there are no other resources to help them.
- Other (if applicable; list specific tasks): _____

Winnipeg Projects:	What streets border the project area?	
	How many city blocks will be covered?	
Rural Manitoba Projects:	Population of town/city?	

Gardening Project

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

What type of job task(s) will the Green Team employee(s) be doing? (check off all that apply)

- Coordinate garden locations/purchase supplies for community vegetable gardens.
 - If mostly flowers, this task should only be listed under Community Beautification Project.
- Plant vegetable garden.
- Maintain vegetable garden, including weeding and watering.
- Coordinate/participate in educational sessions for local children/youth on gardening topics.
- Harvest vegetable garden.
- Other (if applicable; list specific tasks): _____

Total hours per week dedicated to coordinating educational sessions on gardening topics for local children/youth:	
Total square footage of community vegetable gardens (# feet on one side of garden X # feet on other side of garden; add all gardens together if more than one garden or location):	

Graffiti Removal Project

What type of job task(s) will the Green Team employee(s) be doing?

- Coordinating/removing graffiti tags throughout the community.
 - If removing graffiti tags on own property or area immediately surrounding your property, this task should only be listed under Grounds Maintenance Project.
- Other (if applicable; list specific tasks): _____

# graffiti tags removed per week (average based on previous year):	
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Recycling Project

Description: Priority will be given to projects that are developing and establishing a new recycling program.

What type of job task(s) will the Green Team employee(s) be doing? (check off all that apply)

- Collect recyclable materials throughout community or at recycling depot/area.
- Sort/bail recyclable materials.
- Other (if applicable; list specific tasks): _____

Is this a new recycling program?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Public Works Project

Description: Help with street/road enhancements or garbage collection (open to municipal governments only).

What public works project(s) will the Green Team employee(s) be working on? (check off all that apply)

- 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 collection throughout the community or at garbage site.
 - Ex: assist with curbside pick-up; general clean-up at garbage site.
 - Recycling work should be listed under Recycling Project.

Trail / Riverbank Enhancement Project

What type of project(s) will the Green Team employee(s) be working on? (check off all that apply)

- Enhance walking trails (ex: clear debris, spread out wood chips, create/maintain signage).
- Clean-up debris from riverbanks/streams.

How many kilometers will be enhanced/maintained by the Green Team employee?	
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Conservation 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 native species.
- Plant/maintain trees throughout the community.
 - If planting/maintaining trees is minor part of job, this task should only be listed under Grounds Maintenance Project.
- Well water testing.
- Management of endangered species.
- Other (if applicable; list specific initiative): _____

Grounds Maintenance Project

Description: Funding will be prioritized based on how the grounds are utilized by children/youth in the community and the size of the project (larger projects will be considered first).

What type of job task(s) will the Green Team employee(s) be doing? (check off all that apply)

- Cut grass in larger spaces (ex: parks, community centres).
 - If cutting grass in smaller spaces (ex: boulevards, empty lots) and is minor part of job, this task should only be listed under Community Beautification Project.
- Control the spread of weeds.
 - Priority will be given to projects that are not using chemicals/herbicides (ex: using weed trimmer).
 - Removal of invasive species should be listed under Conservation Project.
- Pick-up litter on own property or area immediately surrounding property.
- Plant/maintain flowers on own property or area immediately surrounding property.
- Plant/trim trees/shrubs on own property or area immediately surrounding property.
 - If planting trees is major part of job and is done throughout the community, this task should only be listed under Conservation Project.
- Prep/paint outside of facility, lines on sports fields or outdoor public areas (ex: benches, picnic tables).
 - Painting inside the facility is not eligible unless this task is done on rainy days.
- Maintain facility, public areas and/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 or if Green Team employee is also hired to work on a Children/Youth Recreation Project.
- Other (if applicable; list specific tasks): _____

If checked off 'Control the spread of weeds' above, will Green Team employee(s) be using any chemicals/herbicides for this type of work?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If applicable, how many and what type of sports fields will be maintained (ex: 2 soccer, 1 baseball diamond)?	

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). Please note that 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:	

POSITION DETAILS

1. 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 3-6.
 - The percentages must add up to 100% for each position.
 - Ex: position 1 will be working 100% on children/youth recreation, position 2 will be working 50% on gardening and 50% on trail/riverbank and position 3 will be working 100% on grounds maintenance.

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

All organizations are encouraged to hire youth who are living in the community where the project is located. Any non-profit organization that is approved for four positions or more must designate one position for every four positions approved for an Indigenous youth, visible minority youth or youth with a disability.

2. Was this project specifically created to hire or mentor disabled youth? (Your organization would cancel project if no disabled youth were hired or being mentored). Yes No

3. 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.

Funding Source	What are funds being used for?

LOCATION DETAILS

1. List the project site(s):

<i>Type of properties (ex: community centre)</i>	<i>Town(s)/City</i>

2. Is there a special project that the youth would be working on in 2017? If yes, list special project and additional tasks they would be doing for this special project (ex: additional grounds maintenance tasks for new baseball diamond being built; additional grounds maintenance tasks for 50th town anniversary celebrations).

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

4. If yes to previous question, what percentage of project is located on a First Nation Reserve? _____ %

5. What area is your project located in?

- If multiple sites, list main work location only (ex: main office where employees meet to start their work day).
- Map of Winnipeg areas: <http://now.winnipeg.ca/maps/wards>
- Map of rural Manitoba areas: <http://www.amm.mb.ca/members/municipal-map/>

Winnipeg				Rural Manitoba	
Charleswood-Tuxedo	<input type="checkbox"/>	River Heights-Fort Garry	<input type="checkbox"/>	Central	<input type="checkbox"/>
Daniel McIntyre	<input type="checkbox"/>	St. Boniface	<input type="checkbox"/>	Eastern	<input type="checkbox"/>
Elmwood-East Kildonan	<input type="checkbox"/>	St. Charles	<input type="checkbox"/>	Interlake	<input type="checkbox"/>
Fort Rouge-East Fort Garry	<input type="checkbox"/>	St. James-Brooklands	<input type="checkbox"/>	Mid Western	<input type="checkbox"/>
Mynarski	<input type="checkbox"/>	St. Norbert	<input type="checkbox"/>	Northern (north of 53 rd parallel)	<input type="checkbox"/>
North Kildonan	<input type="checkbox"/>	St. Vital	<input type="checkbox"/>	Parkland	<input type="checkbox"/>
Old Kildonan	<input type="checkbox"/>	Transcona	<input type="checkbox"/>	Western	<input type="checkbox"/>
Point Douglas	<input type="checkbox"/>				

6. If applicable, check off the revitalization area(s) your project is located in.

- Map of revitalization areas: <http://www.gov.mb.ca/housing/neighbourhoods/neighbourhoods/maps.html>

Winnipeg				Rural Manitoba	
<u>Neighbourhoods:</u>					
			St. John's	<input type="checkbox"/>	
Centennial	<input type="checkbox"/>	Dufferin	<input type="checkbox"/>	St. Matthews	<input type="checkbox"/>
Central Park	<input type="checkbox"/>	Lord Selkirk Park	<input type="checkbox"/>	West Alexander	<input type="checkbox"/>
Chalmers	<input type="checkbox"/>	Point Douglas	<input type="checkbox"/>	West Broadway	<input type="checkbox"/>
Daniel McIntyre	<input type="checkbox"/>	Spence	<input type="checkbox"/>	William Whyte	<input type="checkbox"/>
					Brandon City Centre <input type="checkbox"/>
					City of Dauphin <input type="checkbox"/>
					City of Portage la Prairie <input type="checkbox"/>
					City of Selkirk <input type="checkbox"/>

7. If applicable, what percentage of your project is located in a revitalization area? _____ %

CERTIFICATION

1. We, (*undersigned*), hereby declare that we are duly authorized representatives of the organization named in the applicant information section of this grant application.
2. We have completed all applicable information under the project, position and location 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.
3. 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.
4. 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.
5. 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.
6. 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

Office Held

Signature

Date

Name of Authorized Person in Organization

Office Held

Signature

Date

[Ce document est aussi offert en français.]