

# Building Sustainable Communities Program Grant Application



Office Use Only	
File #	
Date Received:	

## SECTION A APPLICANT INFORMATION

**Name of Applicant (Legal Name of Organization):**

**Operating Name (if different than above):**

### Organization Mailing Address

**Street or P.O. Box:**

**City or Town:**

**Postal Code:**

### Organization Contact Person Information

**Name:**

**Position**

**Phone Number:**

**Email:**

### Alternate Contact Person Information (Optional)

**Name:**

**Position**

**Phone Number:**

**Email:**

**Briefly describe the organization's mandate or purpose and current activities.**

1. Organization's mandate or purpose:

2. Current activities:

**Section B PROJECT INFORMATION**

**PROJECT TITLE**

**PROJECT TIMELINE**

Anticipated Start Date

Anticipated Completion Date

**PROJECT DESCRIPTION**

3. List the project goals and objectives.

4. List the activities, major components and location(s) of the project.

5. Tell us how the project helps to build thriving and sustainable communities that provide a high quality of life for Manitobans.

6. List the anticipated outcomes of this project.

7. Does this project improve a leased facility?    Yes                    No

If no: proceed to Question 8.

If yes: a) Do you have authorization from the owner to complete the improvements as outlined in this application?                    Yes                    No

b) Indicate the date that your lease expires:

**COMMUNITY NEED AND BENEFIT**

8. Identify the community or regional need or opportunity that the project addresses.

9. Describe who will benefit from the project. *(e.g., geographic area, community or groups)*

10. Describe how the project aligns with local or regional priorities and plans.

11. Identify how the project benefits the community or region.

*Choose up to three of the following:*

Increases community participation (e.g., increased reach, accessibility, diversity or use of a facility or space)

Adds, enhances or extends the lifespan of public use community facilities or spaces

Enhances or provides new community programs or resources

Improves organizational capacity to address identified community opportunities or needs

Other - specify:

Use this space to provide any other comments you would like to make related to the project benefits:

## **COMMUNITY SUPPORT AND INVOLVEMENT**

12. List partner organizations and their contributions to the project.  
(e.g., XYZ Organization – funding, gift in kind, volunteer support, administrative support and marketing support)

13. List how volunteers are involved in the project.

## **FOLLOWING PROJECT COMPLETION**

14. Briefly describe :

- If this is a planning project, how the plan will be implemented?
- What are the plans for continuing the activity?
- What are the plans for maintaining the community facility?

# PROJECT BUDGET

## ELIGIBLE PROJECT COSTS:

Labour, consultant or contractor fees

Total Cost of Item

*Sub-total*

Purchase of equipment and supplies

Total Cost of Item

*Sub-total*

Rental of facilities, equipment and supplies

Total Cost of Item

*Sub-total*

**Other eligible costs**

**Total Cost of Item**

***Sub-total***

**Sub-total Eligible Costs**

Administrative costs (maximum of up to 2.5 per cent of the Sub-total Eligible Project Costs)

**Total Eligible Costs**

**INELIGIBLE COSTS**

(e.g., administration costs over 2.5 per cent, staff wages and salaries, land acquisition, fees, debt and interest costs)

**Total Cost of Item**

**Sub-total Ineligible Costs**

***TOTAL PROJECT COSTS***

**PROJECT REVENUES**

**Total Revenue from Source**

Building Sustainable Communities Program Grant Requested  
(The amount requested can be no more than 50 per cent of the total eligible costs, to a maximum of \$75,000)

Applicant's own funds (confirmed for use for the project)



**Other revenue sources:**

***TOTAL PROJECT REVENUES***

**PROJECT IN-KIND SUPPORT:**

Estimated hours of volunteer labour                      X                      per hour (minimum wage) =

Estimated dollar value of donated goods and services. Please list:

***TOTAL PROJECT IN-KIND SUPPORT***

## SECTION C DECLARATION OF APPLICANT

Letter(s) of support from local government(s) is attached.

I hereby certify that I have read, understood, and remain in compliance with the Building Sustainable Communities Program Terms and Conditions.

I understand that by signing or typing my name below constitutes a legal signature confirming that I hereby certify that I am an authorized signing officer of the applying organization and that this application is accurate to the best of my knowledge and is endorsed by the organization that I represent.

I acknowledge and consent to sharing this information with program reviewers, technical advisors and other agencies with interests in my project, including the Association of Manitoba Municipalities. I agree to provide further information as requested by Manitoba Municipal Relations, as part of the project review process.

**DECLARED by the applicant with the following e-signature:**

**Name:**

**Position:**

**Date:**

**Completed applications should be emailed to [BSC@gov.mb.ca](mailto:BSC@gov.mb.ca)**

Your personal information is protected by the protection of privacy provisions of The Freedom of Information and Protection of Privacy Act (FIPPA) and The Personal Information Protection and Electronic Documents Act (PIPEDA). The personal information is being collected for the program administration of the Building Sustainable Communities Program offered by Manitoba Municipal Relations. This collection is authorized under Section 36(1)(b) of The Freedom of Information and Protection of Privacy Act as it is directly related to and necessary for your participation in this program. Your personal information may be disclosed only if there is legislative authority for doing so, or if you consent.