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| New NA_Logo_EN_rgb_72dpi-Aug 2006  **Neighbourhoods Alive!**  **Localized Improvement Fund for Tomorrow**  **Application Package** |

**Localized Improvement Fund for Tomorrow** **(LIFT)** supports neighbourhood organizations and groups representing local interests build local capacity and undertake community projects.

**For project requests above $5,000, complete this application**. Applicants must be incorporated not-for-profit organizations. Eligible projects must address locally identified priorities and build local capacity in one of the following five localities: [Alpine-Lavallee](http://www.gov.mb.ca/housing/neighbourhoods/neighbourhoods/alpine_lavallee_lift.html), [Elwick](http://www.gov.mb.ca/housing/neighbourhoods/neighbourhoods/elwick_lift.html), [Osborne-Mayfair](http://www.gov.mb.ca/housing/neighbourhoods/neighbourhoods/osborne_mayfair_lift.html), [South Pembina](http://www.gov.mb.ca/housing/neighbourhoods/neighbourhoods/south_pembina_lift.html) or [Weston](http://www.gov.mb.ca/housing/neighbourhoods/neighbourhoods/weston_lift.html). Note: services which are primarily government mandated and funded, or those which serve individual, religious or political purposes are not eligible for support. For more information, please visit the [LIFT program webpage.](http://www.gov.mb.ca/housing/neighbourhoods/progs/lift.html)

**For project requests under $5,000, do not complete this application**. Incorporated and unincorporated community groups may apply to the Small Grants Fund available in each of the localities. Please contact Neighbourhoods Alive! for more information.

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| **The 2014 Intake Deadline Changes:**   1. **Fall 2014 intake deadline is OCTOBER 1, 2014** 2. **Project must be completed by MARCH 31, 2015** |

**Contacting Neighbourhoods Alive!:**

**Mail:** 4th floor-352 Donald Street ⋅ Winnipeg ⋅ MB ⋅ R3B 2H8 ⋅

**Email:** nalive@gov.mb.ca

**Phone:** (204) 945-3379

**Fax:** (204) 948-1065

[**www.neighbourhoodsalive.mb.ca**](http://www.neighbourhoodsalive.mb.ca)

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| **Localized Improvement Fund for Tomorrow**  **Application Steps** |

**Tips before you begin:**

* Become familiar with the application requirements, deadlines and information available through the [Neighbourhoods Alive! website.](http://www.neighbourhoodsalive.mb.ca/)
* Organizations and groups wishing to apply should first consult Neighbourhoods Alive! to confirm eligibility.

**Questions?**

Visit these pages on the NA! website for commonly asked questions and answers:

* [Tools & Tips for Applying](http://www.gov.mb.ca/housing/neighbourhoods/apply/tools.html)
* [Application Process FAQs](http://www.gov.mb.ca/housing/neighbourhoods/apply/application_faq.html)

**Application tips:**

1. Complete **Section 1 “Application Information” and Section 2 “Project Details”** using the Localized Improvement Fund for Tomorrow (LIFT) application form.
2. Complete **Section 3 “Project Budget”** using the [LIFT Project Budget Worksheet](http://www.gov.mb.ca/housing/pubs/lift_budget_worksheet.xlsx) (xlsx). The worksheet contains a sample completed budget with instructions and the budget template. Project budgets submitted to Neighbourhoods Alive! using any other format (including PDF or hard copies) will not be accepted.
3. Complete **Section 4 “Authorization”.** The application in its entirety must be authorized by the legal signing authority of your organization and by the Board of Directors.
4. Complete **Section 5 “Application Checklist”.**

**Gather the following documents below to be submitted as part of your LIFT application either in Word or PDF:**

1. **A copy of the Annual Return of Information** from prior year to confirm active incorporation of the organization. If you have questions, [contact the Companies Office by visiting their website](http://www.companiesoffice.gov.mb.ca/) or call 204-945-2500, Toll Free: 1-888-246-8353.
2. **A complete list of your organization's current Board of Directors**.
3. **Evidence of community support for your projec**t (i.e. letters of support from local organizations and/or community groups).
4. **Evidence of community need** (i.e. survey results; community feedback).
5. School division projects must include a **letter from the School Division** confirming Divisional support for the project as well as confirming that the Division will act as the official proponent of the project *(if applicable).*
6. Anything else you feel would support your application.

***Note: Incomplete applications, including missing information may jeopardise or delay the processing of your application.***

**Submit the entire application package by email to** [**nalive@gov.mb.ca**](mailto:nalive@gov.mb.ca) **before the intake deadline: 4:30 PM October 1, 2014.**

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| **Localized Improvement Fund for Tomorrow**  **Application Form** |

**Note: if you have a pop up banner at the top of your screen with a “Security Warning” you must click on the banner and “enable macros” in order to fill out this form.**

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| **Section 1 - Applicant Information**  *Provide answers to the questions below in the specified fields within the table (shaded).* | |
| **Organization name**: | |
| **Legal name of organization** (if different from organization name): | |
| **Project contact person** (the person Neighbourhoods Alive! will contact to discuss project activities):  **Name:**  **Title:**  **Phone:**  **Alt. phone:**  **Fax:**  **Email:**  **Mailing address** (include postal code): | **Organization contact person** (the person within the organization who Neighbourhoods Alive! will send official correspondence and the agreement to, should your application be approved):  **Name**:  **Title:**  **Phone:**  **Alt. phone:**  **Fax:**  **Email:**  **Mailing address** (include postal code): |
| **What is the purpose of your organization?** (include organization’s purpose, vision, structure, etc.) | |
| **Describe the services and/or activities your organization/group currently provides** (include target population, geographic area and number of people served): | |

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| **Section 2 – Project Details**  *Provide answers to the questions below in the specified fields within the form (shaded). You can also include additional project supporting documents.* | |
| **Project name**: | |
| **What is your total project cost?** | **How much are you requesting from Neighbourhoods Alive!?** |
| **What is your anticipated project start date?** | **What is your anticipated project end date?** Project must be completed by March 31, 2015. |
| **Briefly explain your project.** You will have more space to describe your project in the next section. | |
| **If you received letters of support for this project, please identify the organizations and** include the letters as separate attachments along with your application package. | |
| **Select the LIFT locality served by this project.** | |
| **Describe how this project responds to the LIFT locally identified priorities**. [Click here to review the locality priorities](http://www.gov.mb.ca/housing/pubs/lift_locality_priorities.pdf) (pdf). | |
| **Determine the target population that will be served by this project.** | |
| **Select up to three Community Economic Development (CED) categories your project addresses and describe how in no more than two sentences.**  [Click here to review descriptions of the nine CED categories](http://www.gov.mb.ca/housing/pubs/community_economic_development.pdf) (pdf).  Description:  Description:  Description: | |

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| **Describe the purpose of the project.** |
| **List up to three measurable objectives of the project**. |
| **Describe in detail the measurable activities that will be done in order to achieve each objective.** Include information such as target group (e.g. youth 12-17 years of age), nature of activities (e.g. life skills training), and hours of operation (e.g. three evenings per week), as well as who will be coordinating these activities (e.g. Project Coordinator). |
| **Explain how you will measure the success of each activity listed above.** Some examples are participant surveys, feedback forms, increased participation etc. |
| **Illustrate how the project will build capacity in the locality.** |
| **Describe how your project will involve local residents.** |
| **Explain how the project need was determined in your community.** Optional: you can provide additional documentation. |
| **If applicable, provide results achieved by this project to-date.** Optional: you can provide additional documentation. |
| **If your project will run long-term, explain how you plan to continue and sustain it.**  ***(Note: The Localized Improvement Fund for Tomorrow is not intended to provide long term funding to projects).*** |

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| **Section 3 – Project Budget**  *Complete the project budget using the LIFT Project Budget template.**Budgets received in any other format will not be accepted.* |
| **Tips:**   * The budget should outline the total revenue and total costs of the project. The revenue amounts may include projections of what you hope to raise from fundraising and grants. * Your project budget should identify both financial and in-kind contributions to your project. Examples of in-kind support include volunteer labour, donations of materials and other resources. * You will be asked to select if the funding has been confirmed at time of applying or not. * ***For each confirmed cash contributions of over $5,000, please provide a letter of confirmation from the funding source and include it in your application package as a separate document.*** * [Access the budget template](http://www.gov.mb.ca/housing/pubs/lift_budget_worksheet.xlsx) (xlsx) including instructions and a sample completed budget. |

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| **Section 4 – Authorization**  *Ensure that this section is completed when you submit your application.* |
| This application **must** be reviewed and authorized by a legal signing authority of your organization, acknowledging that information provided is accurate, complete and endorsed by the organization. ***Your application form will not be reviewed if it has not been authorized by a legal signing authority of your organization.***  **I certify that I am legally authorized to complete this application on behalf of the organization.**  **Name**:  **Title** (*e.g. Chairperson, President):*  **Date:**  **I certify that The Board of Directors of this organization have authorized this application.**  **Name**:  **Title** *(e.g. Chairperson, President):*  **Date:** |

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| **Section 5 – Application Checklist**  *Review this checklist to ensure you have included all required documents. Include this checklist in your application package.* |
| **All applicants are required to provide:**  **A completed** **application package including:**  **Complete Section 1 “Applicant Information”** and **Section 2 “Project Details” using the LIFT application form.**  **Complete Section 3 “Project Budget” using the LIFT Project Budget template available for download from the Neighbourhoods Alive!** **website***.* **Please include letters of confirmation for confirmed cash contributions of over $5,000.**  **Annual Return of Information** from prior year to confirm active incorporation of the organization.  **A complete list of your** **organization's current** **board of directors** *(required).*  **Letter from the School division** confirming that the Division will act as the official proponent of the project *(if applicable).*  **Complete Section 4 “Authorization”.**  **Complete Section 5 “Application Checklist”.**  **Applicants may provide the following *optional* documentation to support their application:**  **Evidence of community support** such as letters of support*.*  **Evidence of community need** such as consultation or survey results*.*  **Any other documentation** **you feel would support your application***.*  If you are worried about the size of your email, send the attachments in more than one email. Include a note in the email indicating which documents are attached, and which will be included in a subsequent email.  ***Submit the entire application package by email to*** [***nalive@gov.mb.ca***](mailto:nalive@gov.mb.ca) ***before the intake deadline (4:30 pm on October 1, 2014).***  ***You will receive an email acknowledging receipt of your application within 48 hours after the intake deadline. Contact Neighbourhoods Alive! if you do not receive this confirmation email.*** |