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| New NA_Logo_EN_rgb_72dpi-Aug 2006**Neighbourhoods Alive!****Neighbourhood Renewal Fund** **Application Package** |

The **Neighbourhood Renewal Fund (NRF)** assists local non-profit organizations strengthen local capacity and revitalize [designated neighbourhoods and communities](http://www.gov.mb.ca/housing/neighbourhoods/neighbourhoods/dn.html) throughout Manitoba through a range of locally planned and supported projects.

Designated communities include: [Thompson](http://www.gov.mb.ca/housing/neighbourhoods/neighbourhoods/tnrc.html), [Selkirk,](http://www.gov.mb.ca/housing/neighbourhoods/neighbourhoods/scrc.html) [Brandon](http://www.gov.mb.ca/housing/neighbourhoods/neighbourhoods/bnrc.html), [Portage la Prairie](http://www.gov.mb.ca/housing/neighbourhoods/neighbourhoods/plpcrc.html), [Dauphin](http://www.gov.mb.ca/housing/neighbourhoods/neighbourhoods/dnrc.html), [The Pas](http://www.gov.mb.ca/housing/neighbourhoods/neighbourhoods/tpcrc.html), [Flin Flon](http://www.gov.mb.ca/housing/neighbourhoods/neighbourhoods/ffnrc.html). Designated neighbourhoods in Winnipeg include: [Spence](http://www.gov.mb.ca/housing/neighbourhoods/neighbourhoods/sna.html), [West Broadway](http://www.gov.mb.ca/housing/neighbourhoods/neighbourhoods/wbdc.html), [Central](http://www.gov.mb.ca/housing/neighbourhoods/neighbourhoods/cndc.html) (Central Park, Centennial, West Alexander), [Daniel McIntyre/St. Matthews](http://www.gov.mb.ca/housing/neighbourhoods/neighbourhoods/dmsmca.html), [North End](http://www.gov.mb.ca/housing/neighbourhoods/neighbourhoods/necrc.html) (William Whyte, Lord Selkirk Park, North Point Douglas, Dufferin, St. John’s), and the [Chalmers](http://www.gov.mb.ca/housing/neighbourhoods/neighbourhoods/chalmers.html) area in Elmwood.

For more information on the Neighbourhood Renewal Fund, please visit the [NRF program webpage.](http://www.gov.mb.ca/housing/neighbourhoods/progs/nrf.html)

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| **The 2014 Intake Deadline Has Changed:****Fall 2014 intake deadline (for projects starting after January 1, 2015): OCTOBER 1, 2014.**  |

**Contacting Neighbourhoods Alive!:**

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

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

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

**Phone:** (204) 945-3379 or 1-866-479-6155 (toll free)

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

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| **Neighbourhood Renewal Fund** **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/)
* You are encouraged to review project ideas with your local [Neighbourhood Renewal Corporation (NRC).](http://www.gov.mb.ca/housing/neighbourhoods/contact/nrc_contacts.html) As part of the project review process, Neighbourhoods Alive! sends all applications received from each community/neighbourhood to the local Renewal Corporation for their review and feedback. ***Note: you may be contacted by your local Renewal Corporation if they require further information on the project.***
* **Capital Projects** – Neighbourhoods Alive! defines capital projects as “**New construction, expansion, renovation, or replacement of an existing facility; constructing, expanding, renovation or replacing the physical components of a community green space; or purchase of indoor recreation equipment.”** Review the [Neighoburhoods Alive! Capital Projects Policy](http://www.gov.mb.ca/housing/pubs/capital_policy_info.pdf) (pdf) prior to filling out application for additional information on eligibility requirements. ***Note: you may want to review the requirements ahead of time in order to fulfill them by time of application deadline.***

**Questions?**

Visit these pages on the Neighoburhoods Alive! 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 Neighbourhood Renewal Fund (NRF) application form.
2. Complete **Section 3 “Project Budget”** using the [NRF Project Budget Worksheet](http://www.gov.mb.ca/housing/pubs/nrf_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).
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.

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1. If you have a capital project, please review and fulfill the policy requirements. Then, complete **Section 5 “Capital Project Requirements”.**
2. Complete **Section 6 “Application Checklist”.**

**Gather the following documents below to be submitted as part of your NRF 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 project** (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** **before the intake deadline: 4:30 PM October 1, 2014.**

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| **Neighbourhood Renewal Fund** **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** (person within the organization who Neighbourhoods Alive! will send official correspondence, 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?**       |
| **Determine the primary designated neighbourhood or community that will be served by this project.**  If your project serves more than one neighbourhood, please select up to two additional neighbourhoods:    |
| **Determine the target population that will be served by this project.**  |
| **Select up to three NRF categories your project addresses and describe how and describe how in no more than two sentences.** [Click here to review descriptions of the four NRF Categories](http://www.gov.mb.ca/housing/pubs/nrf_categories.pdf) (pdf).  Description:       Description:       Description:       |
| **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:       |
| **Briefly 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 your project supports the objectives of your community’s Neighbourhood Renewal Plan.** Contact your local NRC directly for a copy of your local plan. Click here for contact info.       |
| **Describe how your project will involve local residents.**      |
| **Briefly explain how the project need was determined in your community.** Optional: you can provide additional documentation as an attachment.       |
| **If applicable, provide results achieved by this project to-date.** Optional: you can provide additional documentation as an attachment.      |
| **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.       |
| **If your project will run long-term, explain how you plan to continue and sustain it.*****(Note: The Neighbourhood Renewal Fund is not intended to provide long term funding to projects).***      |

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| **Section 3 – Project Budget** *Complete the project budget using the NRF Project Budget template.**Budgets received in any other format will not be accepted.*  |
| **Tips:*** The project budget must identify 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 the cash 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 whether or not the cash or in-kind contributions listed in your budget have been confirmed at time of applying.
* ***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/nrf_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 – Capital Project Requirements***Ensure this section is completed if you have a capital project.* |
| As per the Neighbourhoods Alive! Capital Projects Policy, when applying for support for a capital project, you must contact a staff member at both your local [Neighbourhood Renewal Corporation](http://www.gov.mb.ca/housing/neighbourhoods/neighbourhoods/nrc.html), and the [Community Places Program](http://www.gov.mb.ca/housing/cpp/index.html), prior to submitting your application. [ ]  **I certify that I have been in contact with a representative of my local Neighbourhood Renewal Corporation.** **Name of person contacted**:       **Title** (*e.g. Executive Director):*       **Date of contact:**      [ ]  **I certify that I have been in contact with a representative of Manitoba Community Places Program.** **Name of person contacted**:       **Date of contact:**       |

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| **Section 6 – 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 including:** [ ]  **Complete Section 1 “Applicant Information” and Section 2 “Project Details” using the NRF application form.** [ ]  **Complete Section 3 “Project Budget” using the NRF 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 “Capital Project Requirements” *(for capital projects only).***[ ]  **Complete Section 6 “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*** ***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 Neighborhoods Alive! if you do not receive this confirmation email.*** |