

**Manitoba Municipal Relations
COMMUNITY SUPPORT SMALL GRANT PROGRAM
APPLICATION FORM**

Project Name		Reference Number (Office use only)	
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Organization Name	
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Legal Name of organization (if different from above):	
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Mailing Address	Postal Code
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1st Contact Person	Position	
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Phone #	FAX	e-mail	
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2nd Contact Person	Position	
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Phone #	FAX	e-mail	
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Is the organization incorporated?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Incorporation Date		Charitable Number (if applicable)	
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Financial Year End	
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AMOUNT GRANT REQUEST		TOTAL PROJECT COST	
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Project Description: <i>including</i>	<ul style="list-style-type: none"> the purpose, goals, target audience, start date, etc. how the project aligns with one or more of the Community Support Small Grant Program objectives what are the measurable benefits/outcomes of the project
<i>(attach up to one additional page if required)</i>	

Community involvement in the project: <i>including</i>	<ul style="list-style-type: none"> involvement of other community groups and organizations significance of this project to the community - what community needs are being met information about the numbers of volunteers
<i>(attach up to one additional page if required)</i>	

AUTHORIZATION

We hereby certify that we have read and understand the program criteria / requirements and the application has been duly authorized by the organization and is accurate and complete.

Signature of First Signing Authority

Signature of Second Signing Authority

Name (please print)

Name (please print)

Position:

Position:

Date:

Date:

SUPPORTING INFORMATION REQUIRED

Please ensure the following information is included with your application.

Financial Information

- Detailed project budget including revenues/expenses and costs, other funding sources etc. *(example attached)*
- Letter of support from local government/municipality (council/ward councillor) for projects greater than \$10,000
- At least two (2) written estimates for furniture or equipment purchases
- Organization’s operating budget for the current year including income/expenses
- Most recent Year-End Financial Statement

Organizational Information

- Current board members and staff (if applicable)
- Most recent annual report (if applicable)
- Demonstrated support from community
- Additional Information: mission statement, goals and objectives, services provided, geographical area served and volunteer involvement, etc.

Additional Comments

**Applications will be accepted on a continuous basis with notification made quarterly.
Please mail, email or fax completed application and supporting information to:**

**Municipal Relations
Community Support Small Grant Program
6th floor – 800 Portage Ave
Winnipeg MB R3G 0N4
Phone (204) 945-3766 Fax (204) 948-4042
Email: csgg@gov.mb.ca**

**Manitoba Municipal Relations
Community Support Small Grant Program**

RECREATION AND REGIONAL SERVICES OFFICES
Contact your regional office to discuss your project and application.

Central Region

225 Wardrop St.
Morden MB R6M 1N4
Ph: 204-822-5418
Fax: 204-822-2915
Toll Free: 1-866-346-5219
E-mail: Cindy.Kowalski@gov.mb.ca

Interlake Region

Box 1519, 62 2nd Ave.
Gimli MB R0C 1B0
Ph: 204-642-6006
Fax: 204-642-6080
Toll Free: 1-866-259-5748
E-mail: Ian.Goodall-George@gov.mb.ca

Norman Region

Box 2550, 3rd St. & Ross Ave.
The Pas MB R9A 1M4
Ph: 204-627-8213
Fax: 204-627-8236
E-mail: Wayne.Huculak@gov.mb.ca

Eastman Region

Box 50, 20 1st St. S.
Beausejour MB R0E 0C0
Ph: 204-268-6021
Fax: 204-268-6070
Toll Free: 1-800-665-6107
E-mail: Roger.Langlais@gov.mb.ca

Parkland Region

Box 14, 27 2nd Ave. S.W.
Dauphin MB R7N 3E5
Ph: 204-622-2022
Fax: 204-622-2298
E-mail: Martijn.VanLuijn@gov.mb.ca

Westman Region

Rm. 335, 340 9th St.
Brandon MB R7A 6C2
Ph: 204-726-6066
Fax: 204-726-6583
Toll Free: 1-800-259-6592
E-mail: Kris.Doull@gov.mb.ca

Winnipeg Office

Municipal Relations
Community Support Small Grant Program
6th floor – 800 Portage Ave.
Winnipeg MB R3G 0N4
Ph: 204-945-3766
Fax: 204-948-4042

Email: csgg@gov.mb.ca
Website: www.gov.mb.ca/ia/bldgcomm/recreg/index.html

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PROJECT BUDGET EXAMPLE

A project budget provides an overall financial picture of the project. The budget is a projection and serves as a resource to the organization to help guide them through to the successful completion of a project.

A project budget should detail the expenses anticipated during the project and identify the specific sources of revenues.

SAMPLE PROJECT BUDGET

REVENUE		EXPENSES	
List all revenues that apply to the project		List of expense categories that are applicable to the project	
Fundraising	\$ _____	Project Labour + Materials	\$ _____
Donations	\$ _____	Project supplies	\$ _____
Other Grants (list)		**Equipment purchases	\$ _____
•	\$ _____	Training costs	\$ _____
•	\$ _____	Promotional materials	\$ _____
•	\$ _____	Others	\$ _____
Small Grant Program	\$ _____		
Other sources of funds	\$ _____		
TOTAL	\$ _____	TOTAL	\$ _____

** At least two (2) written estimates for furniture or equipment purchases are required.