

Grant Application

Applicant's Details:

Organization's Legal Name

Address

Address:

City:

Postal Code:

Telephone

Fax

Website

Contact Person (List 2):

Name:

Title

Telephone(Home):

Telephone (Business)

Email:

Name:

Title:

Telephone (Home):

Telephone (Business):

Email:

State the Objectives of your organization/committee

Grant Applying for:

- Community Grants
- Neighborhood Matching Fund Grant
- Festivals and Events (please see attached Survey Information)

Brief Description of the Project

Please indicate in percentages the purposes of the organization

<u>Purpose</u>	<u>Percentage</u>
Recreation and Cultural	%
Social and Family	%
Environmental	%
Heritage	%
Advocacy	%
Other – Provide Information	%

Volunteer and participant information

Number of Volunteers

Number of Volunteer Hours (estimate)

Total Number of participants served by your organization/event

Please identify other contributions applied for:

Program	Amount
1.	
2.	
3.	
4.	

Grant Amount/In Kind Services

Cash Grant requested: _____

In-Kind Services provided by the City(description and value):

Purpose of the Grant

For Organization in General:

For event within the Organization:

Please indicate how grant would be utilized:

- Outline the grant proposal answering these questions on a separate page and attach to application

Financial Information

- Include the most recent audited/reviewed year-end financial statements. (Balance Sheet and Income statement)
- For current year grant provide a Budget including Revenues and Expenditures

Other Assets:

Bank Balance:

Investment Certificates/Reserves:

Any other liquid assets:

Is the organization local, or is it a branch of a provincial, regional or national organization?

- Yes No

Is the organization supported by other levels of government?

- Yes No

Are there full-time paid employees?

- Yes No

Declarations:

I hereby certify that the information included with this application is complete, and is true and correct to the best of my knowledge, and that I have been authorized by the Board of Directors to make this declaration and to submit this application on behalf of the above named organization.

Signature

Position

Date

I hereby declare that if our organization is successful at obtaining a City of Miramichi grant we **will provide** the City with a post grant report for review of the project/program including the number of participants for which the grant was obtained to ascertain whether grant monies received were used for the stated purpose(s) set out in this application.

Signature

Position

Date

Evaluation Criteria:

- Completed application with required information
- Activity within the boundaries of the City of Miramichi
- Serve clearly identified community needs and benefits a meaningful number of people
- Has the proposed project /activity been thoroughly developed and carefully planned
- In-kind services required? Quantified?
- Encourage and promote the benefits of volunteering in the community
- Rationalizes municipal services mix to reflect the city's strategic direction
- Effectively markets city programs and culture to residents, visitors and businesses
- Continues partnerships that improve service opportunities
- Increase and sustain the number of visitors to the city

Festival and Event Results for Economic Impact Assessment:

Required if the event is gated (meaning they are selling tickets and tracking attendance).

Total budget for the event: _____

Final attendance of the event: _____

Results of the following Survey:

- 1) How far have you travelled to get to Miramichi? _____ KM
- 2) How many people are with you? _____ over 16 years
_____ 16 years and under
- 3) What is your postal/Zip Code _____
- 4) Do you live in N.B. _____ YES
_____ NO

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graph TD; Q4[4) Do you live in N.B.] -- NO --> Q6[Are you staying overnight?]; Q4 -- YES --> Q5[5) How many times did you leave your place of accommodation today?]; Q6 -- YES --> Q7[How many nights?]; Q6 -- NO --> Q5;
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- 5) How many times did you leave your place of accommodation today? _____

A sample Size of 100 surveys is recommended