**Community grant application form**

*This Word document has been created to help you complete your application offline before submitting your online application. It is strongly recommended that you complete your application offline, then copy and paste your answers into the online form. Please save a copy of this document for your records and to assist you with completing your final report and any future applications.*

**Contact information**

Applicant organization’s legal name:

Mailing address for correspondence:

Physical address (if different):

Contact information for person responsible for filling out application

Name:

Email:

Phone number:

**Organization information**

Do you have a Board of Directors? Yes/No

If yes, list at least one and up to four executive officers. Include name, title, email, phone number, and address for each.

**About your organization**

Sector

* Registered charity
* Non-profit
* Public post-secondary

If a registered charity, provide your charitable tax number:

Which of the following categories apply to your organization? (Check all that apply.)

* Leisure
* Cultural
* Environmental
* Social inclusion
* Educational
* Settlement services
* Other (if other, please specify additional categories)

Please provide the number of paid staff, volunteers, and members your organization employs/utilizes:

* Paid staff:
* Volunteers:
* Members:

Is your organization based in Moncton? Yes/No

Does your organization offer services in Moncton? Yes/No

If yes, please explain what services are offered in Moncton. (max. 250 words)

Is your organization a branch of a provincial, regional, or national organization?

If yes, please provide details. (max. 250 words)

How long has your organization been in existence in the City?

* Less than one year
* One to five years
* Six to 10 years
* 11 to 20 years
* More than 20 years

Please share your organization’s mission, vision, and goals. (max. 500 words)

Do your services or programs fall under provincial or federal areas of responsibility? (e.g. education, healthcare, social services, etc.) Yes/No

If yes, please provide details. (max. 250 words)

If applicable, please list the type of collaborations/partnerships your organization has with other organizations, agencies, and groups in the community. List as many as possible. Examples of types of collaborations may include shared programs, in-kind support or funding, etc.

For each include the partner and the type of collaboration.

**Funding request information**

**Funding Stream**

Please select the funding stream under which you are applying:

* Major and multi-year ($10,000+)
* Cultural (up to $10,000)
* Quality of life (up to $10,000)
* Immigration (up to $10,000)

*Please note: there are different questions depending on what stream you are applying under. Please find the correct section below and answer the question in your section only. The online form will automatically show only the questions that apply to you.*

**Major and Multi-Year Grant Applications**

**Purpose of Grant Fund Request**

Is this request for a single or multi-year grant?

* Single year (major grant)
* Two years (multi-year)
* Three years (multi-year)

Have you applied for a grant from the City of Moncton in the past? Yes/No

If no, please provide:

Incorporation number:

Date of incorporation:

How much are you requesting annually from the City of Moncton?

Year 1:

Year 2 (if a multi-year grant):

Year 3 (if a multi-year grant):

Is this an operational, project-based, or capital project?

* Operational
* Project-based/Capital
* Both

If a project-based or capital project or both, please describe the nature of the capital project. (max. 250 words)

**Request details**

Why are grant funds being requested? What would the funds be used for? (max. 500 words)

Is this a new initiative for your organization, are grant funds being requested to enhance an existing initiative, or will funding be used to maintain existing levels of service or programming?

* This is a new initiative.
* We would like to enhance an existing initiative/service.
* Maintain existing level of service or programming.

If the project or service could not be delivered or enhanced, what would the impact on the Moncton community be? (max. 500 words)

In what ways does your organization have the qualifications, experience, and stability to undertake the work program? (max. 500 words)

**Cultural Grant Applications**

**Purpose of Grant Fund Request**

How much are you requesting from the City of Moncton?

Is this an operational or project-based project?

* Operational
* Project-based

**Request details**

Why are grant funds being requested? What would the funds be used for? (max. 500 words)

Is this a new initiative for your organization, are grant funds being requested to enhance an existing initiative, or will funding be used to maintain existing levels of service or programming?

* This is a new initiative.
* We would like to enhance an existing initiative/service.
* Maintain existing level of service or programming.

If the project or service could not be delivered or enhanced, what would the impact on the Moncton community be? (max. 500 words)

In what ways does your organization have the qualifications, experience, and stability to undertake the work program? (max. 500 words)

**Quality of Life Grant Applications**

**Purpose of Grant Fund Request**

How much are you requesting from the City of Moncton?

Is this an operational, project-based, or capital project?

* Operational
* Project-based
* Capital

If a capital project, please describe the nature of the project. (max. 250 words)

**Request details**

Why are grant funds being requested? What would the funds be used for? (max. 500 words)

Is this a new initiative for your organization, are grant funds being requested to enhance an existing initiative, or will funding be used to maintain existing levels of service or programming?

* This is a new initiative.
* We would like to enhance an existing initiative/service.
* Maintain existing level of service or programming.

If the project or service could not be delivered or enhanced, what would the impact on the Moncton community be? (max. 500 words)

In what ways does your organization have the qualifications, experience, and stability to undertake the work program? (max. 500 words)

**Immigration Grant Applications**

**Purpose of Grant Fund Request**

How much are you requesting from the City of Moncton?

Is this an operational, project-based, or capital project?

* Operational
* Project-based
* Capital

If a capital project, please describe the nature of the project. (max. 250 words)

**Request details**

Why are grant funds being requested? What would the funds be used for? (max. 500 words)

Is this a new initiative for your organization, are grant funds being requested to enhance an existing initiative, or will funding be used to maintain existing levels of service or programming?

* This is a new initiative.
* We would like to enhance an existing initiative/service.
* Maintain existing level of service or programming.

If the project or service could not be delivered or enhanced, what would the impact on the Moncton community be? (max. 500 words)

In what ways does your organization have the qualifications, experience, and stability to undertake the work program? (max. 500 words)

**Statistics**

Please answer ALL projected statistics that are applicable to your organization. This information will be compiled and a report will be provided to City Council based on the actual information gathered from your year-end reports.

* Total # of community development workers:
* Total # of volunteers:
* Total # of volunteer hours:
* Total # of people who attended the initiative/program/event:
* Total # of contributors who created the initiative/program/event:
* Total # of child and youth participants:
* Total # of new participants:
* Total # of new events/programming/services:
* Total # of programming hours delivered:
* Total # groups/organizations collaborated with:
* Total # of free programming/events/services offered:
* Total # of times the City logo was used on promotional material:

**Projected outcomes for major and multi-year grant applicants only**

*(Note: this section is to be filled out only by those applying for major and multi-year grants. Other applicants may skip to the next section – Alignment with City of Moncton Strategic Priorities.)*

In order for an organization to be considered for a grant, one to five outcomes must be selected for initiatives they intend to achieve over the next year with the requested funding.

We have included several projected outcomes as examples in the various grants streams, but each organization can create their own specific outcome as long as it is measurable.

Using common metrics allows us to gather data more effectively and demonstrates the impact allocated funding has on the City and its residents. These same projected outcomes will also be required on the year-end report to determine if organizations have met their targets. All organizational outcomes will be compiled and a report will be provided to City Council.

**Social Inclusion/Social Development Outcomes**

* Total # of clients obtaining safe and stable housing:
* Total # of clients participating in cooking or nutrition classes or who have increased food literacy skills:
* Total # of vulnerable/under-represented people provided with direct shelter (24-48hr emergency respite housing):
* Total # of people developing positive relationships with peers, adults, family members, etc:.
* Total # of individuals learning about community safety resources:
* Total # of individuals receiving referrals to ensure increased access to services that stabilize housing:
* Total # of people living with addiction who will benefit from improved access to programs and services:
* Total # of education sessions/workshops provided to vulnerable/underrepresented populations:

Other outcomes (please list and provide details):

**Culture Outcomes**

* Total # of visitors (to museum, other cultural facility, or event):
* Total increase in # of visitors/participants compared to previous year:
* Total # of attendees benefiting from subsidized or reduced pricing structure (e.g. student rate, seniors’ rate):
* Total # of programs providing access for under-represented populations:
* Total # of programs/projects that support social inclusion/enhancement:

Other outcomes (please list and provide details):

**Recreation Outcomes**

* Total # of children and youth (18 years and under) who participated in recreational activity:
* Total increase in # of children and youth who participated in recreational activity compared to previous year:
* Total # of people who have access to sports equipment at a reduced cost:
* Total # of participants benefiting from subsidized or reduced pricing structure (e.g. student rate, seniors’ rate):
* Total # of programs providing access for under-represented populations:

Other outcomes (please list and provide details):

**Immigration Outcomes**

* Total # of newcomers/international students to whom you are providing settlement services:
* Total # of workshops/seminars offered to help newcomers/international students integrate in Moncton:
* Total # of newcomers/international students attracted to Moncton:
* Total # of tools/resources developed:
* Total # of programs/projects that support integration/retention:

Other outcomes (please list and provide details):

**Other Outcomes**

* Total # of participants learning about ways to decrease their impact on the environment:
* Total # of tools/resources developed:
* Total # of programs/projects that support economic growth/environmental protection, etc:.

Other outcomes (please list and provide details):

**Alignment with City of Moncton Strategic Priorities**

*Please note: there are different questions depending on what stream you are applying under. Please find the correct section below and answer the question in your section only. The online form will automatically show only the questions that apply to you.*

**Major and Multi-Year Grant Applications**

Grant requests for the City of Moncton are evaluated in-part based on their alignment to the City's strategic priorities. Please outline how this request is in alignment with the City's Strategic Plan: <https://www.moncton.ca/my-govt-work-city-council/strategic-plan>

Please select the pillars from the City of Moncton’s Strategic Plan that your work program for the upcoming year would address. You may select more than one pillar.

* Environment
* Social
* Culture
* Economy

If you have checked Environment, please explain how your project/organization helps Moncton to be a green community. (max. 250 words)

If you have checked Social, please explain how your project/organization helps Moncton to be a safe and healthy community. (max. 250 words)

If you have checked Culture, please explain how your project/organization helps Moncton to be a vibrant community. (max. 250 words)

If you have checked Economy, please explain how your project/organization helps Moncton to be a prosperous community. (max. 250 words)

**Cultural Grant Applications**

The City of Moncton grants are evaluated, in part, based on their alignment to the City's strategic priorities. Please demonstrate how your project/initiative addresses element(s) in the City’s [Cultural Plan](https://www5.moncton.ca/docs/plans/City%20of%20Moncton_Cultural%20Plan_2016-2026.pdf).

Please explain how your grant request or organization aligns with the City of Moncton’s Cultural Plan. (Refer to pages 24-32). (max. 500 words)

**Quality of Life Grant Applications**

Grant requests for the City of Moncton are evaluated, in part, based on their alignment to the City's strategic priorities. Please outline how this request is in alignment with the following plans:

* [City of Moncton Strategic Plan](https://www.moncton.ca/my-govt-work-city-council/strategic-plan)
* [City of Moncton Social Inclusion Plan](https://www5.moncton.ca/docs/Social_Inclusion_Plan.pdf)

Please select the pillars from the City of Moncton’s Strategic Plan that your work program for the upcoming year would address. You may select more than one pillar.

* Environment
* Social
* Culture
* Economy

If you have checked Environment, please explain how your project/organization helps Moncton to be a green community. (max. 250 words)

If you have checked Social, please explain how your project/organization helps Moncton to be a safe and healthy community. (max. 250 words)

If you have checked Culture, please explain how your project/organization helps Moncton to be a vibrant community. (max. 250 words)

If you have checked Economy, please explain how your project/organization helps Moncton to be a prosperous community. (max. 250 words)

If applicable, please select which one of the priority areas from the Social Inclusion Plan will be addressed through this project or initiative:

* Housing choice and affordability
* Urban agriculture and food security
* Mental health
* Education and training
* Inclusion and diversity

If you have checked housing choice and affordability, please explain how your project(s) aims to reduce homelessness, increase supply of affordable housing, and maintain quality, safe housing. (max 250 words)

If you have checked urban agriculture and food security, please explain how your project(s) support sustainable food production, increase access to healthy foods, and/or reduce waste. (max. 250 words)

If you have checked mental health, please explain how your project(s) aim to improve overall health and well-being, reduce stigma, and/or support diverse needs. (max. 250 words)

If you have checked education and training, please explain how your project(s) aims to promote integrated school and community collaborations and/or increase skills and employability. (max. 250 words)

If you have checked inclusion and diversity, please explain how your project(s) helps Moncton to be an inclusive and welcoming city and/or builds a sustainable community. (max. 250 words)

**Immigration Grant Applications**

City of Moncton grants are evaluated, in part, based on the project/initiative's alignment with the City's strategic priorities. Please describe how your initiative is related to the [Greater Moncton Immigration Strategy](https://www5.moncton.ca/docs/immigration/GMIGM_2020-2024_Immigration_Strategy.pdf).

Please explain how your project(s) will address the objectives included in the Greater Moncton Immigration Strategy. (max. 500 words)

**Financial Information**

**Funding Sources**

Has your organization requested funding and/or received funding from other sources for the upcoming year? This would include funding sources such as, but not limited to, other levels of government, other City of Moncton grants, donations, fundraising, etc.

Yes/No

If yes, please identify the sources of funding requested and received. If funding has been requested, but not yet awarded, you can leave the awarded section for that funding source blank.

For each source, please include:

Funding source:

Requested funding:

Awarded funding:

Does your organization receive any in-kind support from the City of Moncton? Yes/No

If yes, please list the in-kind support provided.

**Financial documents**

Please upload any and all of the following documents that apply to your grant application:

* Complete financial statements for the previous year that have been verified by an independent third-party accountant (where applicable)
* Current year-to-date financial information
* Overall organizational budget (including revenues, expenses, revenue-in-kind, etc.)
* Full project/initiative budget, including a breakdown of all confirmed and proposed sources of funding for the initiative.

**Optional: supporting documents**

If applicable, please upload any and all other supporting documents. Examples include: letters of support, strategic plan, marketing material, minutes of the last AGM, outline of past years’ activities, operational plans, annual reports, etc.

The maximum upload size for each set of documents (financial and supporting documents) is 64 MB each.

NOTE: When uploading files, it is recommended to click the file name once and select "open" instead of double-clicking the file name.

Allowed types: gif, jpg, png, bmp, eps, tif, pict, psd, txt, rtf, html, odf, pdf, doc, docx, ppt, pptx, xls, xlsx, xml, avi, mov, mp3, ogg, wav, bz2, dmg, gz, jar, rar, sit, svg, tar, zip.