



COMMUNITY DEVELOPMENT GRANT APPLICATION

The Community Development Grant provides one-time financial support of up to \$4,000 for residents who want to make positive change in their community.

Applicants must match the requested funds with their own cash or in-kind contributions such as volunteer time.

You can apply at any time throughout the year, but funds can run out so apply as soon as you can.

Before you complete this application form, please review the [Community Development Grant Policy](#) which describe what projects are eligible. While completing the Community Development Application form, you must demonstrate how your project supports one of the Five Pillars of the [City of Miramichi Strategic plan 2021-2025](#), and how the project meets the grant criteria.

It takes 4-6 weeks for the City of Miramichi to review your application. Please apply as early as possible so you don't experience any delays with your project.

Approved applicants are expected to acknowledge the contributions of the City of Miramichi on promotional material, and are to submit a final report, with photos to the City of Miramichi of their projects.

Approved applicants will also, be required to report back on the impact of their project and provide financial accounting of all revenues and expenses (including receipts) upon completion of their project.

If you need assistance completing this form, please contact Miramichi Community Wellness and Recreation at 623-2300.

GENERAL INFORMATION

PROJECT NAME:

NAME OF LEAD CONTACT:

CONTACT INFORMATION:

Phone Number:

Email:

Address:

ABOUT YOUR GROUP

What is the name of your group or organization?

How is your group organized? (For example, do you have a committee? Is there a coordinator? Are you a non-profit group? Are you an informal group of neighbours?)

Please provide information on other key individuals, groups or organizations that will be involved in your project.

ABOUT YOUR PROJECT

Please describe your project:

Please describe your plan to make your project happen, including a general schedule of activities or tasks necessary for completion including timelines.

Which of the 5 pillars of the City of Miramichi Strategic Plan 2021-2025 does your project support? Please put a "x" besides the pillar that best reflects your project.

- Growing Miramichi**
- Supporting Miramichi**
- Building Miramichi**
- Sustaining Miramichi**
- Working Together for Miramichi**

Please provide some information on how your project supports the identified pillar:

Where does your project occur? (Activities must occur within Miramichi City limits)

Is your project a one-time project, not intended for a city-wide audience?

Yes No

Please describe how you will reach out to involve a diverse range of community members.

BUDGET INFORMATION	
a. Please provide a list of all expenses and expected amounts in table below.	
Expenses	Dollar Value
E.g. Artist Fee	\$3,000
E.g. Paint	\$300
Total of All Expenses	\$

BUDGET INFORMATION	
b. Please describe how you plan to <u>match</u> the value of your grant. This includes your own cash contribution, donations, sponsorships, fundraising, in-kind services and volunteer time.	
i. Volunteer Labour- volunteers are valued @ \$15/hr	Dollar Value
E.g. Volunteer labour at 3 workshops x2 hours x 10 people= 60 hours x\$15/hr = \$900	
i.Total Value of Volunteer Labour	\$

Please list all In-Kind Donations/Services		
ii. In-Kind Donations/Services		
What is being donated?	Who is donating?	Dollar Value
e.g. 4 plants	Community Member	\$100
e.g. Excavation service	ABC Excavators	\$500
ii.Total of In-Kind Donations		\$

Please list all Cash Support		
iii. Cash (not including funds requested from City) Please list all other sources such as grants and fundraising	Dollar Value	Secured or Pending
iii.Total Cash Support	\$	

BUDGET SUMMARY	
<ul style="list-style-type: none"> The total of b. Your Match must be equal to (or greater than) a. Your Expenses. The total of c. Your Request from CDG cannot be more than a. Your Expenses. Your Maximum request cannot exceed \$4,000.00. 	
a. TOTAL OF EXPENSES (Your Match must be equal to or greater than this amount)	\$
b. Total of YOUR MATCH= i.Volunteer Labour +ii. In-Kind +iii. Cash Support (Your match MUST be equal to Your Expenses; Your Match MAY be greater than Your Expenses)	\$
c. YOUR REQUEST FROM COMMUNITY DEVELOPMENT GRANT (Amount requested cannot exceed \$4,000 and you cannot request more than the total of Your Expenses)	\$

