



# NEIGHBOURHOOD REVITALIZATION

## Matching Fund Application

The Avenue Initiative | Central McDougall & Queen Mary Park Revitalization  
Jasper Place Revitalization | McCauley Revitalization Strategy





## Applicant Information

### 1. Application submitted by *(check one)*

- ☐ Organization/Association
- ☐ Business
- ☐ Ad Hoc Group
- ☐ Individual

### 2. Contact information

Contact person: \_\_\_\_\_

Position (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### 3. Project name \_\_\_\_\_

### 4. Amount of funding requested: \_\_\_\_\_

*\*Applicants can apply for only one City of Edmonton grant for a particular project or initiative.*

### 5. Mailing information for successful applicants – *please indicate to whom the cheque should be made to, and the address where it should be mailed.*

*\*If the applicant is an Ad Hoc Community Group or an Individual, please provide the name and mailing address of the established organization who will act as a fiscal agent (i.e. the fiscal agent agrees to accept and be responsible for grant monies on behalf of the applicant).*

Name \_\_\_\_\_

Address \_\_\_\_\_

### **Once received, a grant application may take up to 4–6 weeks to evaluate and process.**

*\*Successful applicants will receive a letter of notification and a cheque or electronic transfer from the City of Edmonton.*



## Project Description\*

*Please provide any additional information in the space provided at the end of this section.*

**1. What is the project and where will it take place?**

**2. How did the project idea originate?**



## Project Description\*

- 3. How does the project advance one or more of the goals of the Neighbourhood Revitalization Strategy? Please refer to the specific goals of the Strategy in your area:**

*[http://www.edmonton.ca/city\\_government/projects\\_redevelopment/neighbourhood-revitalization.aspx](http://www.edmonton.ca/city_government/projects_redevelopment/neighbourhood-revitalization.aspx)*

- 4. How will the project directly involve residents, businesses, property owners, community organizations and other stakeholders?**



**6. How will the project foster a sense of community spirit (e.g. create connections between people and bring the community together)?**



## Project Description\*

- 7. How will the project create a legacy** *(e.g. annual event, positive physical change or greater community capacity)?*

**Additional information** *(please indicate the question number for which you are providing more information)*



## Neighbourhood Revitalization Matching Fund: Sample Budget

Project Name: \_\_\_\_\_

Total Project Costs: \$20,000

Requested Grant Amount: \$10,000

### REVENUES

Requested Grant Amount	\$10,000
Cash Contributions	\$2,500
In-Kind Donations	\$1,500
Volunteer Contributions	\$6,000
<b>TOTAL REVENUES:</b>	<b>\$20,000</b>

### EXPENSES

#### Project Cost

Description	Estimate
<i>Landscape design work</i>	<i>\$1,500</i>
<i>Supply/deliver 8 yards garden soil</i>	<i>\$500</i>
<i>Supply/deliver 5 yards mulch</i>	<i>\$500</i>
<i>Supply/install water system</i>	<i>\$2,000</i>
<i>Supply/deliver plant material</i>	<i>\$3,000</i>
<i>Supply/install seating</i>	<i>\$2,000</i>
<i>Storage bin</i>	<i>\$500</i>
<b>EXPENSE TOTAL:</b>	<b>\$10,000</b>

A

#### Project Matching Funds

Description	Type	Estimate
<i>Contribution from ABC Community League</i>	<i>Cash</i>	<i>\$2,000</i>
<i>Donation from local business owners</i>	<i>Cash</i>	<i>\$500</i>
<i>Solar lighting system from Sun Lights Inc.</i>	<i>In-Kind</i>	<i>\$1,300</i>
<i>Refreshments for volunteers from Peter's Grocery</i>	<i>In-Kind</i>	<i>\$200</i>
<i>Install solar lighting system (6 hours professional/technical service @ \$30/hour)</i>	<i>Volunteer</i>	<i>\$180</i>
<i>Site preparation (10 people for 16 hours each @ \$15/hour)</i>	<i>Volunteer</i>	<i>\$2,400</i>
<i>Planting (20 people for 8 hours each @ \$15/hour)</i>	<i>Volunteer</i>	<i>\$2,400</i>
<i>Maintenance (2 people for 34 hours each @ \$15/hour)</i>	<i>Volunteer</i>	<i>\$1,020</i>
<b>PROJECT MATCHING FUNDS TOTAL</b>		<b>\$10,000</b>

B

### NOTES:

Total Project Costs = \$20,000 Sum of A+B

Within 90 days of project completion, all fund recipients must submit a Financial Report that includes copies of receipts and a summary of actual revenues and expenses. No retroactive funding is permitted for costs that have been incurred prior to City of Edmonton approval of this matching fund. Project Matching Funds may include Cash, In-kind Donations and/or Volunteer Equity. For funding requests of \$10,000 or more, 25% of the applicant's matching must be cash. Volunteer hourly rates: Professional/Technical \$30/hour and General Labour \$15/hour.



# Neighbourhood Revitalization Matching Fund: Budget

Project Name: \_\_\_\_\_

Total Project Costs: \_\_\_\_\_

Requested Grant Amount: \_\_\_\_\_

REVENUES

Requested Grant Amount	
Cash Contributions	
In-Kind Donations	
Volunteer Contributions	
<b>TOTAL REVENUES:</b>	

EXPENSES  
Project Cost

Description	Estimate

<b>EXPENSE TOTAL:</b>	<b>A</b>
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Project Matching Funds

Description	Type	Estimate

<b>PROJECT MATCHING FUNDS TOTAL</b>	<b>B</b>
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NOTES:  
 Total Project Costs = \_\_\_\_\_ Sum of A+B  
 Within 90 days of project completion, all fund recipients must submit a Financial Report that includes copies of receipts and a summary of actual revenues and expenses. No retroactive funding is permitted for costs that have been incurred prior to City of Edmonton approval of this matching fund. Project Matching Funds may include Cash, In-kind Donations and/or Volunteer Equity. For funding requests of \$10,000 or more, 25% of the applicant’s matching must be cash. Volunteer hourly rates: Professional/Technical \$30/hour and General Labour \$15/hour.



# Work Plan

Please list the specific steps or key activities required to accomplish this project, in chronological order.

Step or Activity	Date



## Use of Funds & Right to Audit Agreement

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By submitting this application, you (the Applicant) acknowledge and agree that in the event of being awarded City funds pursuant to the neighbourhood Matching Fund Program, you will comply with the requirements set out in the Neighbourhood Revitalization Matching Fund Guidelines. The grant Applicant agrees to ensure that the funds received from the City of Edmonton shall not be used for any purpose beyond the approved use as outlined in the grant application documents and the categories submitted by the Applicant, approved for funding by the City of Edmonton. Failure to do so will result in ineligibility for future grants and may impact other City services, funding or resources to the Applicant.

1. The City may audit all financial and related records associated with the terms of the contract or agreement including timesheets, reimbursable out of pocket expenses, materials, goods, and equipment claimed by the Applicant stated below.
2. The Applicant shall at all times during the term of contract or agreement and for a period of six years after the end of the contract, keep and maintain records of the work performed pursuant to this Contract or Agreement. This shall include proper records of the quotations, contracts, correspondence, invoices, vouchers, timesheets, and other documents that support actions taken by the Applicant. All such records shall be maintained in accordance with generally accepted accounting principles. The Applicant shall at its own expense make such records available for inspection and audit (including copies and extracts of records as required) by the City at all reasonable times and without prior notice.
3. The obligations of this Section shall be explicitly included in any subcontracts or agreements formed between the Applicant and any subcontractors or suppliers of goods or services to the extent that those subcontracts or agreements relate to fulfillment of the Applicant's obligations to the City.
4. Costs of any audits conducted under the authority of this Section and not addressed elsewhere will be borne by the City unless the audit identifies significant findings that would benefit the City. The Applicant shall reimburse the City for the total costs of an audit that identifies significant findings that would benefit the City.
5. This Section shall not be construed to limit, revoke or abridge any other rights, powers, or obligations relating to audit which the City may have by Federal, Provincial or Municipal law, whether those rights, powers, of obligations are express or implied.

Name of Organization Applicant \*: \_\_\_\_\_

Name of Authorized Representative: \_\_\_\_\_

Position of Representative: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature of Representative: \_\_\_\_\_

Date: \_\_\_\_\_

*\* Applicant is defined as the Organization, Business, Association, Ad Hoc Community Group or Individual applying for the Neighbourhood Revitalization Matching Grant Fund.*



## Application Checklist

Your application must include documentation of the project as outlined below. Please date, sign and return the Use of Funds Agreement and Right to Audit Agreement with the application.

- ☐ Applicant Information
- ☐ Project Description
- ☐ Budget
- ☐ Work Plan
- ☐ Use of Funds Agreement and Right to Audit Agreement – sign, date and include with your application
- ☐ Letter of Support – required for applications submitted by an Ad Hoc Group or Individual
- ☐ Revitalization Coordinator/Project Manager signature – required to verify that the applicant has discussed their project with the Revitalization Coordinator/Project Manager.

Name \_\_\_\_\_

Signature \_\_\_\_\_



**The Avenue Initiative**

**Judy Allan**

Judy.Allan@edmonton.ca

Phone: 780-495-0318



Central McDougall  
Queen Mary Park

**Central McDougall & Queen Mary  
Park Revitalization**

**Cheryl Deshaies**

Cheryl.Deshaies@edmonton.ca

Phone: 780-442-1652



**Jasper Place Revitalization**

**Paul St. Arnaud**

Paul.St.Arnaud@edmonton.ca

Phone: 780-944-9417



**McCauley Revitalization  
Strategy**

**Jane Molstad**

Jane.Molstad@edmonton.ca

Phone: 780-496-6887

## Submit Complete Application to:

Application forms must be submitted directly to the Community Grants office by:

- email to [grants@edmonton.ca](mailto:grants@edmonton.ca)
- by mail to Community Services, Community Investment, P.O. Box 2359, Edmonton, AB T5J 2R7
- or dropped off at Community Services reception, CN Tower, 11th Floor, Main Office, 10004-104 Avenue, edmonton AB T5J 0K1



## Financial Report\*

- 1. Please briefly describe the project results/outcomes (e.g. improved connections between residents, greater community capacity, safer and cleaner neighbourhood, more vibrant local economy, etc.)**

- 2. Please complete your Financial Report and attach copies of your receipts.**

- 3. Please submit an example of advertising/marketing material showing City of Edmonton logo (submit as an email attachment).**

*\* An Applicant's eligibility for future Neighbourhood Revitalization Matching Funds requires that a completed Financial Report has been verified by the City of Edmonton.*

Personal information is being collected under the authority of section 33© of the Freedom of Information and Protection of Privacy Act. It will be used for approval and fund allocation purpose for the neighbourhood Revitalization Matching Fund program. Your personal information will be protected in accordance with the Privacy provisions of the FOIP Act. If you have any questions about the collection, use and disclosure of your personal information please call 780-442-1481.



# Neighbourhood Revitalization Matching Fund: Actual Costs

Project Name: \_\_\_\_\_

Total Project Costs: \_\_\_\_\_

Requested Grant Amount: \_\_\_\_\_

REVENUES

Requested Grant Amount	
Cash Contributions	
In-Kind Donations	
Volunteer Contributions	
<b>TOTAL REVENUES:</b>	

EXPENSES  
Project Cost

Description	Estimate

<b>EXPENSE TOTAL:</b>	<b>A</b>
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Project Matching Funds

Description	Type	Estimate

<b>PROJECT MATCHING FUNDS TOTAL</b>	<b>B</b>
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NOTES:  
 Total Project Costs = \_\_\_\_\_ Sum of A+B  
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