



NEIGHBOURHOOD ENGAGEMENT **LARGE FUNDING APPLICATION FORM**
PROJECT IDEAS UP TO \$2500.00

Part A: Contact Information

Lead Organization: _____

Contact Person: _____

Mailing Address: _____

E-mail: _____

Phone Number: _____

***Fiscal Agent** (if different than above): _____

Contact Person: _____

Mailing Address: _____

E-mail: _____

Phone Number: _____

*The City of Edmonton cannot issue funds to an individual. If your organization does not have a bank account, you must partner with another organization with one. This formal organization is called a fiscal agent

Exact amount requested \$ _____ This will be the amount of funding you have calculated you will need for the initiative after completing Appendix A of this application process.




Part B: Description of Project Idea

Briefly describe your initiative. (Consider what, where, when, who and why)

Part C: Community Information

1. Tell us about existing activities going on in your neighbourhood. For example: special events, festivals, barbecues, clean up days offered by different groups.



2. Tell us about what's unique to your neighbourhood, and the assets (strengths) that make it special. For example: organizations, physical characteristics, diversity, people, expertise, etc. We are looking for what makes your community thrive.

Part D: Community Benefit

1. How will this initiative create opportunities to work with people beyond your existing circle of contacts and create new working relationships and partnerships? Describe how neighbourhood connections were made to support this initiative.

2. Identify all partners (group, organization or associations) who have agreed to be an active part of this initiative.

- List a minimum of 4 partners. 3 letters of support required.
- The letter(s) of support should identify key points that include:
 - The individual or group writing it (on their organization letterhead if possible),
 - How they demonstrate support or participation in the initiative,
 - The potential impact of this initiative on the neighborhood.
- Additional letters of support can be attached if desired.
- Please attach all letters to the application.



	Partner Name/Organization	Role of Partner
1		
2		
3		
4		
5		
6		

3. Explain your plans for advertizing your initiative to the neighbourhood and public, and for sharing your story afterward.

Part E: Work Plan

1. Use the template provided to outline your timeline for planning, implementing, and evaluating your initiative. Remember to schedule in completion of the final report which is due within 60 days of your event. Each line should describe a different task.

Task	Details	Who will do the task?	Task deadline
<i>Example: Advertise Family Barbeque</i>	<i>Example: Distribute posters and post on Facebook</i>	<i>Example: Susan from school and Bev from church</i>	<i>Example: March 15, 2017</i>



4. Describe your backup plans in case of poor weather, lack of volunteers, or other possible situations.

Part F: Budget


Please complete the initiative budget worksheet (Appendix A) and attach it to your application.

Eligible Expenses: purchase of program supplies and equipment that will be used at the event or during the initiative, advertising costs, rental/facility costs, food or non-alcoholic beverage costs, event activities such as balloons, DJs, clowns, etc.

Funds cannot be used to purchase: improvements to facilities within a Community League’s licensed area, alcohol, or activities for personal gain/benefit.

Determining the Value of Donated Labour/Services:

- Volunteer time based on \$15.00 per hour for time spent on the initiative. Up to 25% of Volunteer hours can be used towards planning of the initiative. Remaining 75% of hours must be accounted for during the implementation of the initiative.
- Cash donations
- Donated goods and in-kind services at retail value (e.g. donation of paper for posters – get a letter showing the cost if it hadn’t been donated)



***** All applications must be submitted to your Community Recreation Coordinator or
Community Building Social Worker *****

Reminder: Funds must be used by December 31st annually.

Unused funds must be returned to the City of Edmonton.
Please send a cheque made out to the City with your final report to:

Edmonton Citizen Services
Attention: Neighbourhood Engagement Committee
#110, 11410 -149 Street
Edmonton, AB T5M 1W7



**Appendix A:
Neighbourhood Engagement Initiative Budget**

1. ANTICIPATED EXPENSES: include all expenses even if covered by donations or volunteer time (e.g. if hall donated, show \$ value)		“√”
Item	Estimated Cost	
	\$	
Total projected expenses	(A)	
2. ANTICIPATED REVENUE: from sources <i>other</i> than NES funding. Include matching funds.		
Other funds/grants:		



Donations:		
In Kind (note: volunteer hours @\$15/hr.)		
Total Revenue: = or > than \$ from NE (B)		
3. "FUNDING GAP" (C) = (A) – (B)		
4. FUNDS REQUESTED: (C), or a maximum of \$2500.		
5. In the far right column, place a checkmark beside the items that NES \$ will be used for – if a portion will be paid by NES, show amount.		



**Appendix B:
Neighbourhood Engagement Funding Application
Community Recreation Coordinator/ Community Building Social Worker Support Form**

This form must be completed by the CRC/CBSW and reviewed with the District Representative before being submitted to the Neighbourhood Engagement Committee.

When completing the support form, please consider the following:

- Yes No The initiative meets the Neighbourhood Engagement Goals
- Yes No You have a working relationship with the group which would enable you to support them
- Yes No The application is complete with all information about key activities, programs and events in the neighbourhood
- Yes No The applicant has at least 4 different partners
- Yes No There are other connections or potential connections for the group to pursue
- Yes No The initiative supports City of Edmonton goals and plans
- Yes No The initiative is eligible for other City funding
- Yes No You have questions or concerns about the initiative or are aware of conditions that could hinder it . Please explain:

CRC / CBSW Name:

Do you support this funding application? Yes No

Comments:

Signature: _____

Date: _____