



NEIGHBOURHOOD ENGAGEMENT SMALL FUNDING APPLICATION FORM
PROJECT IDEAS UP TO \$500.00

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

Part B: Description of Project Idea

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





Part C: Community Information

Please share a few details about your community. For example: physical characteristics which make it special, diversity, special organizations, and events offered by different groups etc.

Part D: Community Benefit

How will this idea benefit the community? For example: create new connections or working relationships.

Please identify any groups, organizations or associations who will be a part of this initiative and how they will be involved. ***Include one letter of support from a partner outlining how they will support the initiative and the potential benefit to the community.**



How will you advertise or promote your initiative?

Part E: Budget

Complete the budget worksheet (Appendix A) and attach it to your application.

Eligible Expenses: Purchase of supplies and services, equipment that will be used at the event or during the initiative. For example: costs for advertising, rental of facility, food or non-alcoholic beverage, balloons, clowns, etc.

***Funds cannot be used to purchase: improvements to facilities, alcohol, or activities for personal gain or benefit.**

Funds must be used by December 31st annually. Any unused funds must be returned. Please send a cheque made out to the **City of Edmonton** and mail to:

Neighbourhoods and Parks (Northwest) Community Services
#110, 11410 -149 Street
Edmonton, AB T5M 1W7
Attention: Neighbourhood Engagement Chairperson

Please submit completed application to your Community Recreation Coordinator (CRC) or Community Building Social Worker (CBSW).



**Appendix B: Support Form from Community Recreation Coordinator (CRC) or
Community Building Social Worker (CBSW)**

- Yes No The initiative meets the goals of Neighbourhood Engagement
- Yes No The initiative is in line with the City strategic plans and/or mandate
- Yes No The application is complete with all information
- Yes No There is at least one additional partner involved in the initiative
- Yes No The initiative is not eligible for other City of Edmonton funding
- Yes No Important issues are happening that may hinder the initiative.

Please explain:

Do you support this funding application? Yes No

Do you have a working relationship with the applicant? Yes No

Any additional Comments:

Print name of CRC or CBSW: _____

Signature: _____ Date: _____

This form will be reviewed by the Neighbourhood Engagement Committee