



PROJECT GRANT APPLICATION

Community, Youth & Cultural Funding Program

Please contact a funding program representative at least one week prior to the application deadline to discuss eligibility. Visit the [CYCFP website](#) for deadlines, guidelines and evaluation criteria.

All sections must be completed where applicable. Incomplete applications may deem the application ineligible.

***Note: In order to proceed with an application, you must be an incorporated non-profit organization, an unincorporated collective operating on a non-profit basis, or an individual artist.**

1. 0 Project Details

Project Category: _____

Categories: Anti-Racism, Truth & Reconciliation; Community Safety & Well-Being; Youth; Culture; Sport Development.

Total Request (\$): _____

Project Name: _____

Anticipated Start and End Dates: _____

Name of funding program representative contacted: _____

2.0 Organization Details

Legal Name: _____

Address: _____ **City:** _____

Postal Code: _____

Type of Applicant: _____

Types: Non-profit organization, Non-profit collective (unincorporated), or Individual Artist

Charitable Number (if applicable): _____

Incorporation Number (if applicable): _____

2.1 Primary Contact

Note: Wherever possible, please include organizational contact information. In the case of applicants applying as individuals (eg. artists), personal information may be collected on this form to provide contact information for application correspondence and payment processing only. Questions about the collection should be directed to the funding program coordinator at (807) 632-2485.

Name: _____

Phone: _____

Email: _____

Address: _____

City: _____

Postal Code: _____

3.0 Project Overview

Note: Projects must be special activities that are different from your core/annual activities.

1. **Organizations/Collectives** – Briefly describe the history and mandate of your organization or collective; OR
Individual Artists – Briefly describe your artistic history and preferred medium(s)/type(s) of creative expression.

2. Please describe your project. (max. 1500 characters)

3. What specifically will this grant cover? Please include a breakdown of costs for this request.

4. Describe who is involved in this project (staffing and/or volunteers and partnerships). Who is accountable for the project's development, budget and success? What is their role?

5. Describe your experience delivering similar projects.

9. Who is the intended audience? How many people are expected to benefit from the project?

4.0 Project Budget & Request

This program may cover **up to 80% of the total project costs up to a maximum request of \$10,000**. Alternative sources of revenue must be identified.

10. Total funding request (\$): _____
11. Request as a percentage of total project budget: _____%
12. Please submit a project budget that identifies all revenue sources and expenses that are specific to the project (ie. Not the entire annual operating budget of the organization).

A template is provided (see 2nd tab of budget spreadsheet for an example), or applicants can choose to submit their own provided it includes a detailed list of ALL project revenues and expenses.

5.0 Attachments

- Project Budget – including all sources of revenue and expenditures specific to the project itself (not the entire organization). A project budget statement template is available at www.thunderbay.ca/grants
- Include written quotes or estimates for services/equipment to be purchased where the total is over \$500. Up to 3 quotes should be provided, when available.
- Include most recent available financial statements (organizations only – not applicable for individual artists). Submit one option from the list below. The highest level of financial statements is always preferred. The following are accepted in order of preference:
 - Audited Financial Statements*
 - Review Engagement*
 - Notice to Reader*
 - Board-approved internal financial statements including Statement of Financial Position (also known as a Balance Sheet) and Statement of Operations (also known as an Income Statement)

All Audited Financial Statements, Review Engagements and Notice to Reader Engagements must be prepared by an external independent Chartered Professional Accountant.

6.0 Authorized Signatures

The signatures of two (2) principal officers of the organization OR the individual artist and a witness will serve as authorization for this application. Please read through the statements included below, then sign. A typed signature below will be considered as an authorized signature in the absence of an e-signature.

We certify that, to the best of our knowledge, the information provided in this Financial Assistance Request is accurate, complete, adheres to the established terms and conditions, and is endorsed by the artist or organization which we represent.

We acknowledge that the granting of funds in any given year is not a commitment by the City of Thunder Bay to continue such assistance in future years.

We have reviewed and can confirm that the items listed in the checklists located in this application package and Section 12: Supporting Documentation within the application have been included.

Should our application be incomplete, we acknowledge that the submitted application may be deemed ineligible to continue with the review process.

Name: _____

Title/Role: _____

Signature: _____

Date: _____

Name: _____

Title/Role: _____

Signature: _____

Date: _____