

This document is intended to assist prospective applicants for the Project Development (up to \$10,000) funding stream in preparing their application prior to the opening of the Second Intake period on October 3, 2016.

Below are many of the questions that will be included in the online application form. Please keep answers to a maximum of approximately 2000 characters.

DISCLAIMER: This material is to support preparation only and the final version of the online application form could have minor changes.

Project Details:

- Project Title:

- Provide a brief project description including how the project would support future eligible project applications:

- Describe how the project addresses all or some of the following program objectives:
 - Community resiliency
 - Partnerships and shared prosperity
 - Innovation
 - Youth
 - Job creation

- Describe potential indirect employment created as a result of this project (during and after the project):

- Describe the successful outcome(s) for the project:
 - *For each “outcome”:* What measurable indicator(s) will determine that you have been successful in achieving the above-described outcome?

- Does the community/communities in which the project will be implemented have a current community and/or economic development plan? *(Yes/No)*
 - *If yes:* Please note the section(s) in the plan which relate directly to the project and describe how the project supports the plan(s):

- Describe the existing community support for the project. Indicate how support has been demonstrated within the community/communities:

Budget & Planning:

Questions regarding the project cost, funding request and financial and in-kind contribution amounts should reflect the information on the applicant's completed budget template (found [here](#)).

- What is the total project cost:
- What is the total funding request:
- What is total financial contribution from applicant and/or partners:
- What is the total in-kind contribution from applicant and/or partners:
- Are other organizations providing funds or lending money regarding this project? *(Yes/No)*
 - *If yes:* Please enter the other funders for this project. Include the organization name, contact person details (phone # and email), and amount of funding.
 - *If yes:* What is the total amount of funding from other sources:
- Indicate the estimated start and end dates of the project (maximum project duration is two years):
 - Estimated start date:
 - Estimated end date:
 - Full project duration (months):
- Is the project ready to commence immediately upon receipt of funding? *(Yes/No)*
 - *If no:* List the steps (e.g. obtaining permits, completing consultation, securing additional funding) that must be completed before the project can proceed. Please explain what steps, how they will be undertaken, and associated timelines:
- Indicate the key milestones and dates leading to the completion of the project: