

This document is intended to assist prospective applicants for the Single Applicant (up to \$100,000) and Partnerships (up to \$500,000) funding streams 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:
  
- Describe the community need that the project is addressing. Demonstrate the degree of community need. Include any need tied to loss or reduction in the community's key economic drivers:
  
- Describe how the project supports the community/communities increased resiliency, and increases the community/communities strength. Include the breadth of the project's impact across the community or multiple communities:
  
- Describe how the project supports innovation in the community to facilitate business, growth, economic development or diversification:
  
- Describe how the project creates shared prosperity or further develops partnerships within communities, between communities and/or between First Nations and non-First Nations communities:
  
- Will the project create jobs? *(Yes/No)*
  - *If yes:* Provide below anticipated employment numbers created by the project. Enter each potential job only once:
    - Direct full time jobs:
    - Direct part time jobs:
    - Direct temporary/seasonal jobs:

- Describe in detail the above positions and how the project helps create employment:
- Describe potential indirect employment created as a result of this project (during and after the project):
- Does the project increase or provide economic opportunities for youth? *(Yes/No)*
  - *If yes:* Describe in detail the impact of the project on youth:
- 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:
- Will project activities be ongoing after the estimated end date? *(Yes/No)*
  - *If yes:* Describe how the project will be sustained long-term (ex. financially, socially and/or environmentally):
- Describe the resources and skills of the applicant to manage and complete the project, including project management experience and/or implementing similar projects:
- Outline the role(s) of any project partners identified *(Required for Partnership Projects)*:
- Outline project risks to completion and describe risk mitigation measures to ensure project success:

- Will the project include physical infrastructure? *(Yes/No)*
  - *If yes:* Please explain how the infrastructure will support economic development and diversification initiatives, in alignment with other community plans and priorities. If the program contribution is required to leverage other funding for infrastructure, please outline here:
    - Who will own the infrastructure:
    - Who will be responsible for any ongoing associated costs (maintenance/operational) after project completion: